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RCG Order Management
User Documentation

Order Management is Response Computer Group's add-on application for OSAS Accounts Receivable. We have been selling Open Systems Accounting Software for over twenty years, and have developed scores of powerful modifications to meet the needs of our customers here in the Mid-Atlantic area. Recently, our team of OSAS software experts has brought many of these modifications together into one complete package, available for the most recent versions of OSAS (6.1 and higher).

Order management adds to the many features already available in standard OSAS Accounts Receivable. Those standard features are fully documented in the standard OSAS documentation. This document will focus on the new features offered by the Order Management Package and will assume that the reader is already familiar with the workings of standard OSAS A/R.

Options and Interfaces

Options and Interfaces are accessed through Resource Manager, Company Setup, Options and Interfaces. The first 25 option switches are the same that come with Standard Accounts Receivable. This screen shows some new options that have been added so that the functionality of Order Management can be tailored for each Company.

```
┌──────────────────── RCG Order Management Options ────────────────┐
│   Description                                              Value  │
│                                                                   │
│                                                                   │
│    Unform used for printing combined Statements and Invoices  YES │
│    Reprint invoices in batch after printing online            YES │
│    Disable Auto Load of Invoice # with Transacton #           NO  │
│    Delete Batches If Empty After Posting                      NO  │
│    Disable Credit Authorization Security Feature              NO  │
│    Force Security Group at Order Entry                         NO  │
│    Force Ship to ID for Non-Cash Orders                       YES │
│    Security Group Timeout in Transaction Entry          No Timeout│
│    Force Ship-to Name Information on all Orders               YES │
│    Force to choose Units of Measure when Alternate Units exist YES│
│    Skip Alternate Item Prompt when available qty zero         YES │
│    Force Entry of Sales Rep 1                                 YES │
│    Force End of Month for Prox Terms to be the 25th           YES │
│    Exclude Tax, Freight, and Misc from Discount calculation   NO  │
│    Default order quantity zero in for new line items          NO  │
│  > Force non-zero order quantity                              NO  │
│                                                                   │
│                                          Option (040 of 040)      │
│                                                                   │
├───────────────────── Enter = toggle, Goto, Write ─────────────────┤
└─ Company H ──────────────────────────────────────────── Verify ──┘
```

Unform used for printing combined Statements and Invoices: OM Enhanced Statements allows for printing of history invoices with each statement. If unform is not used, both the statements and invoices must be run in plain-paper mode (to avoid trying to switch forms between invoices and statements) and the program will automatically switch the form types. Use of unform allows the invoices to be printed in the same unform format that they are printed originally.

Reprint invoices in batch after printing online: Standard OSAS A/R sets a flag on an order to prevent batch printing after an online invoice is printed. This option disables that and includes invoices in batch printing that have already been printed online.

Disable Auto Load of Invoice # with Transaction #: OM has a feature which automatically loads the order number into the invoice number for simpler tracking of orders. The order/invoice number uses the first seven characters and the last character is reserved for a backorder suffix (A,B,C, etc). This allows the orders to be tied together easily by order and invoice number. This option allows disabling of that feature, so that invoice numbers are pulled off a stack at invoice print time as in standard OSAS A/R. This allows the close watch on invoice numbers (none being skipped, etc.) that some accounting departments require.

Delete Batches if Empty after Posting: By default, OM leaves the batches there, but will delete them if empty after posting if this switch is set to YES.

Disable Credit Authorization Security Feature: Reverts to standard OSAS functionality which warns that a credit limit has been exceeded but does not prevent transaction entry from continuing.

Force Security Group at Order Entry: If YES, forces Security Group to be entered each time Transaction Entry is invoked. If NO, allows a terminal to keep the same Security Group without re-entering after the first time.

Force Ship to ID for Non-Cash Customers: will not allow a blank or zero ship-to id if a customer is not defined as the default Cash Customer for the batch. The Ship-to id is used in Order Management for the tracking of jobs. This is to require that each order be given a ship-to/job id so that subtotals can be provided on statements, aged-trial balance, etc.

Security Group Timeout in Transaction Entry: Number of seconds between subsequent orders. If timeout occurs, security group must be re-entered before continuing with next order. This allows multiple clerks to share the same terminal and ensures that if the terminal is left idle, the security group will be reset.

Force Ship-To Name Information on all Orders: Force something to be entered in ship-to information, even for cash orders. Forces clerk to enter identifying information for tracking cash orders.

Force to choose Units of Measure when Alternate Units exist: In line item entry, if there is a choice of more than one unit of measure, the clerk must choose. If no, the standard OSAS functionality occurs where the units are defaulted even if there is a choice.

Skip Alternate Item Prompt when available qty zero: If inventory quantities are not up to date, this just gets rid of annoying prompt.

Force Entry of Sales Rep 1: don't allow an order to be entered without a sales rep id.

Force End of Month for Prox Terms to be the 25th. For companies where prox terms means that invoices dated from the 26th through the end of the month are considered part of the next month, instead of the strict end of month aging that comes with standard OSAS. Also, when statements are printed, the aging is done from the Cutoff Date instead of the Statement Date.

Exclude Tax, Misc and Freight from Discount Calculation: Instead of calculating the discount on the entire invoice amount, as standard OSAS does.

Default Order qty to zero for new line items: instead of defaulting to 1, assume zero and force the user to decide what the quantity is.

Force Non-zero Order Quantity: Don't allow an order qty of zero. Used with the previous switch, forces the user to enter a valid qty for each line item instead of the standard OSAS functionality which will allow the default of 1 without typing any quantity.

Order Management Menu

Order Management is an add-on to Accounts Receivable. All of the Standard A/R functions are now to be found in the Order Management menu. The following documentation will describe the functions that have been enhanced from standard A/R. Any functions that are not mentioned should be assumed to be standard A/R. Refer to the OSAS documentation for standard A/R for these functions.

```
┌───────────────────── SAMPLE DATA PATH ─────────────────────┐
│ 07/16/2007            Company H - Builders Supply            4:46 PM │
├─────────────────────────────────────────────────────────────┤
│                                                               │
│                 ┌─ Main Menu 7.5 vpro5 ─┐                     │
│                 │  ┌─ Order Management ─┐                     │
│                 │  │                    │                     │
│                 │  │  Information Inquiry│                    │
│                 │  │  Daily Work         │                    │
│                 │  │  Transaction Reports│                    │
│                 │  │  Open Invoices      │                    │
│                 │  │  History Reports    │                    │
│                 │  │  Periodic Processing│                    │
│                 │  │  File Maintenance   │                    │
│                 │  │  Codes Maintenance  │                    │
│                 │  │  Security Setup     │                    │
│                 │  │  Master File Lists  │                    │
│                 │  │  Inventory Enhancements│                 │
│                 │  │  Rental File Maintenance│                │
│                 │  │  Conversion Routines │                   │
│                 └──│  Escape to Pro5     │──                  │
│                    │  RCG License Information│                │
│ TRW2─────────── O  └────────────────────┘      ware ─────────│
└─────────────────────────────────────────────────────────────┘
```

Order Management (OM) provides enhanced security features. In addition to the standard OSAS Access Codes which provide for security by menu selection, OM allows users to be classified into security groups, each of which can be finely tuned as to which functions are allowed and disallowed. Printer Groups may also be assigned, so that documents automatically print at the correct printers. Both Security and Printer groups can be temporarily changed using the required passwords. OM also allows for tracking of user activity, with a log available to report on the menu items selected by any given user. Supervisor functions for credit approval and temporary security override are available to ensure that all security restrictions can be overridden by persons with the proper clearance.

```
┌───────────────── SAMPLE DATA PATH ─────────────────┐
│ 07/16/2007            Company H - Builders Supply          4:46 PM │
├───────────────────────────────────────────────────┤
│                                                                     │
│               ┌─ Main Menu 7.5 vpro5 ──────┐                       │
│               │   ┌─ Order Management ──────┐                      │
│               │   │                         │                      │
│               │   │   ┌─ Security Setup Functions ──┐              │
│               │   │   │                             │              │
│               │   │   │  Access Codes               │              │
│               │   │   │  POS Security               │              │
│               │   │   │  Printer Group Assignments  │              │
│               │   │   │  User Setup                 │              │
│               │   │   │  POS Access Template        │              │
│               │   │   │  User Activity Log          │              │
│               │   │   │  Credit Approval            │              │
│               │   │   │  Security Override          │              │
│               │   │   │  Change Security/Printer Groups │          │
│               │   │   │  Cash Drawer Assignments    │              │
│               │   │   │  POS Daily Authorization Code │            │
│               │   │   │                             │              │
│               │   │   └─────────────────────────────┘              │
│               └───┘                                                 │
│ TRW2───────────── O └─────────────────────────┘        ware ──────│
```

Access Codes: Standard OSAS functions and OM Transaction Entry types

Here are some tips regarding the establishment of standard OSAS Access Codes. The Access Codes function has been provided on the Security Setup Menu for your convenience. This is the same function that can also be found in the Resource Manager, Company Setup menu. More detailed documentation can be found in the documentation for OSAS Resource Manager.

1) setup an administrator access code with wide open permissions so that changes can always be made, if necessary. Choose and Access Name and a good password for the Access Code. Leave Application blank, Menu ID Main, leave everything as YES, W to save.
2) Setup an access code for the lowest level of access, and leave the access code blank. This level of security will be the default whenever someone runs OSAS. Only allow the functions needed by those who you don't want to have a password. An example would be Access Name "COUNTER". Be sure to leave the access code blank for this one. Be sure to turn off the User Setup menu in the RS application for this user.
3) Now setup other levels of security, depending on what the company wants to allow people to do. If there are only counter people and back office people, and the back office people are to have full access, setup an ACCT access name with a good password and give them full access.
4) You can restrict access for the type of OM Transactions for a given access code, by adding application RS, menu id "RSMENU" to any access code. If you enter NO for any of the types, it will be disabled for that particular access code.

```
┌───────────────────────────────── Access Codes ─────────────────────────────┐
│  Access Name OPEN             Access Code                                    │
│  Application RS                                                              │
│  Menu ID      RSMENU    Title Orders                                         │
├─────────────────────────────────────────────────────────────────────────────┤
│  Line Access  Description                          Type Program      Param   │
│> 01    YES    Cash/Charge Sale                      3   RSENT          C     │
│  02    YES    On Account Sale                       3   RSENT          B     │
│  03    YES    New Order (Pick Ticket)              3   RSENT          A     │
│  04    YES    Credit                                3   RSENT          F     │
│  05    YES    Return Merchandise Authorization      3   RSENT          J     │
│  06    YES    Receipt on Account                    3   RSENT          G     │
│  07    YES    Layaway                               3   RSENT          L     │
│  08    YES    Quote                                 3   RSENT          Q     │
│  09    YES    Transfer                              3   RSENT          T     │
│  10    YES    Change Status (Verify, etc.)          3   RSENT          D     │
│  11    YES    Change Order                          3   RSENT          E     │
│  12                                                                          │
│  13                                                                          │
│  14                                                                          │
│  15                                                                   ┌─ RCG ─┤
│                     Enter=toggle, All, None, Write                    │       │
└─ Company H ──────────────────────────────────────────────────────── Verify ─┘
```

POS Security: POS functionality, ability to perform specific functions within the OM screens

Setup a security group for each level of security that you will need. One idea might be the Walmart model of BLUE (regular checker), RED (supervisor), MGMT (Manager).   Each user can be assigned a default POS security group in the user setup screen below. The Security group can be changed using the Change Security/Printer Group function. Add, Change, and View Only options are available for Customers, Ship-to Addresses, and Inventory Items. These relate to the ability to add/change/view this data on-the-fly from within Transaction Entry or Quick Inventory Functions. Other action items or allowed or disallowed using this screen, as listed below.

A special type of security group may also be defined for security overrides. These may only be used to invoke the security override function. To define a security override group, enter "*" in the password field. For more on security overrides, see the following documentation.

```
──────────────────────────── POS Security ─────────────────────────
│    Security Group   BLUE                 Password                   │
│──┬─────────────────────────────────────────────────────────────────│
│  │ Item   Description                                      Access    │
│  │  001   Customer Maintenance - ADD                         NO      │
│  │  002   Customer Maintenance - CHANGE                      NO      │
│  │  003   Customer Maintenance - VIEW ONLY                   YES     │
│  │  004   Inventory Maintenance - ADD                        NO      │
│  │  005   Inventory Maintenance - CHANGE                     NO      │
│  │  006   Inventory Maintenance - VIEW ONLY                  YES     │
│  │  007   Allow to Change Location                           NO      │
│  │  008   Allow to Change Invoice Number                     NO      │
│  │  009   Ship/Job Maintenance - ADD                         NO      │
│  │  010   Ship/Job Maintenance - CHANGE                      NO      │
│  │  011   Ship/Job Maintenance - VIEW ONLY                   YES     │
│  │  012   Allow to change sell price                         NO      │
│  │  013   Allow to change terms code                         NO      │
│  │  014   Allow to delete w/o authorization                  NO      │
│  │  015   Allow to create special order items                NO      │
│  │  016   Allow to modify/verify sales w/ payments           NO      │
│  │  017   Allow to change G/L Accounts                       NO      │
│  │  018   Allow to exit order w/o payment                    NO      │
│  │  019   Allow to sell below minimum                        NO      │
│  │  020   Allow to view POS Daily Authorization Code         NO      │
│  │  021   Allow to Authorize Credit Limits                   NO      │
│  │  022   Allow to Change Sales Reps                         NO      │
│  │  023   Allow to Enter Credits                             NO      │
│ >│  024   Allow to Delete Verified/Invoiced Orders           NO      │
│  │                                                                    │
│  └──────────────────────────────────────────────────┬──            │
│                        Enter=Toggle, All, None       │               │
└─ Company H ──────────────────────────────────────────── Verify ─┘
```

Printer Group Assignments:

Setup as many printer assignment groups as you need. These will correspond to workstation locations and will contain the default printers for those places. Each user can be assigned a printer group in the user setup screen below. The printer group can be changed using the Change Security/Printer Group function.

```
┌──────────────────────── Printer Group Assignments ──────────────────────────┐
│                                                                              │
│   Group ID                FAITH                                              │
│                                                                              │
│   Picking Slip Printer     P3                                                │
│   Invoice Printer          P3                                                │
│   Cash Receipt Printer     P3                                                │
│   Cash Drawer ID           P3                                                │
│   Cash Drawer Codes                                                          │
│   Label Printer            P3                                                │
│   Acknowledgement Printer  P3                                                │
│   Quotes Printer           P3                                                │
│   Transfers Printer        P3                                                │
│   RMA Printer              P3                                                │
│                                                                              │
│                                                                              │
├──────────────────────────────────────────────────────────────────────────────┤
│                                                                              │
└─ Company 1 ───────────────────────────────────────────────────── Verify ──┘
```

User Setup: Individual settings for each user id

This screen sets up the defaults for each user. Internal email settings, Log user activity, default Security Group and Printer Group all identified here.

```
┌──────────────────── User Setup - SAMPLE DATA ─────────────────┐
│                                                               │
│ User ID             rrw                                       │
│ User Name           Randy Wilson                              │
│                                                               │
│ Group Code          1                                         │
│ Security Group      BLUE                                      │
│ Default AR Batch    000001                                    │
│ Default PO Batch                                              │
│ Show Cost?          YES                                       │
│ Printer Group ID    POS                                       │
│                                                               │
│                                                               │
│                                                               │
│ Price Check Defaults                                          │
│     Cust Level      RETAIL                                    │
│     Price 1         BCOST                                     │
│     Price 2         LPRICE                                    │
│     Price 3         MPRICE                                    │
│     Price 4         BPRICE                                    │
│                                                               │
│                                                               │
└─ Company H ──────────────────────────────────── Verify ─┘
```

User ID: login id for the user

User Name: The user's full name

Group Code: You can group your users using this free-form code. It is currently information only.

Security Group: Default Security Group for this user.

Default AR Batch: When this user enters RS transactions, this batch will be used as the default. In the RS Batch Control Screen, other defaults can be defined by batch, such as Inventory Location and Cash Customer ID.

Default PO Batch: For future PO modifications, default PO Batch for this user.

Show Cost?: Show item cost on the screen when entering transactions. This should probably be set to "NO" for users who will be working at the counter or where customers can see their screen.

Printer Group ID: Which default printers to use for different print functions.

Price Check Defaults: Enter the defaults here for the prices this user is to see in the Price Check Screen, which is on the F4 Other Commands Menu.

User Activity Log: report on activity for a given user

```
┌──────────────────────────────── User Activity Log ────────────────────────────┐
│                                                                                │
│                        Date From     /  /                                      │
│                             Thru                                               │
│                                                                                │
│                             User                                               │
│                                                                                │
│              Purge Activity Through Date                                       │
│                                                                                │
│                                                                                │
│                                                                                │
├────────────────────────────────────────────────────────────────────────────────┤
│                                                                                │
└─ Company H ───────────────────────────────────────────────────────── Verify ──┘
```

If "Log Activity" is set to YES in the User setup screen, an entry will be logged each time a user moves from one Menu item to another. The User Activity Log prints a list of all that activity for a given date range. The log may also be purged using this screen by entering a purge date.

Changing Security and Printer Groups:

The OM system requires that a security group be defined for each user. The first time a user enters OM transactions, they will be presented with their default security group and must page down to confirm it. If a password is required, they must en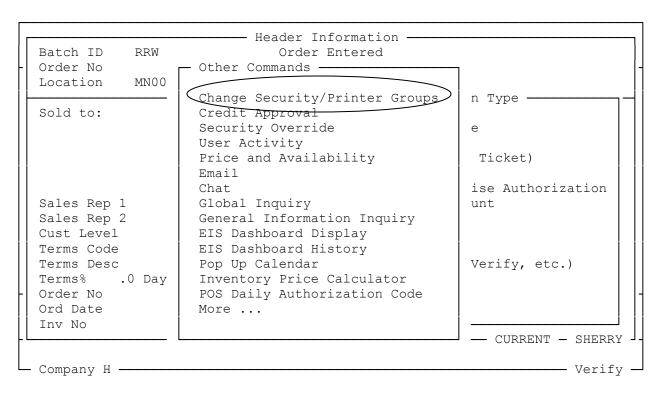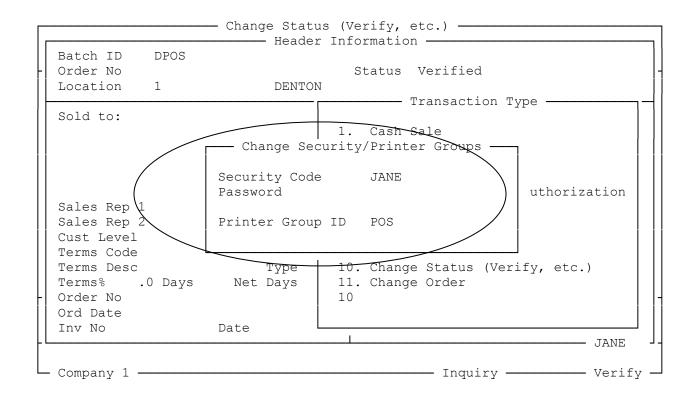ter it at this time. This function is also available on the F4, Other Commands menu so that it may be performed in the middle of a transaction.

The Current Security Group is always displayed at the bottom right of the screen. In this example, the security group is SHERRY. In the case where a supervisor may need to temporarily change the group to a more or less powerful one, this can be done using the "Other Commands" menu.

```
 ┌──────────────────────── Header Information ────────────────────────┐
 │ Batch ID    RRW                Order Entered                        │
 │ Order No        ┌── Other Commands ─────────────────┐              │
 │ Location   MN00 │                                    │              │
 │ ────────────────│  Change Security/Printer Groups    │ n Type ──── │
 │ Sold to:        │  Credit Approval                   │             │
 │                 │  Security Override                 │ e           │
 │                 │  User Activity                     │             │
 │                 │  Price and Availability            │  Ticket)    │
 │                 │  Email                             │             │
 │                 │  Chat                              │ ise Authorization │
 │ Sales Rep 1     │  Global Inquiry                    │ unt         │
 │ Sales Rep 2     │  General Information Inquiry        │             │
 │ Cust Level      │  EIS Dashboard Display             │             │
 │ Terms Code      │  EIS Dashboard History             │             │
 │ Terms Desc      │  Pop Up Calendar                   │ Verify, etc.) │
 │ Terms%   .0 Day │  Inventory Price Calculator        │             │
 │ Order No        │  POS Daily Authorization Code      │             │
 │ Ord Date        │  More ...                          │             │
 │ Inv No          └────────────────────────────────────┘            │
 │                                              ── CURRENT ─ SHERRY ── │
 └── Company H ──────────────────────────────────────────── Verify ── ┘
```

Hit F4 to access the "Other Commands" Menu. Select "Change Security/Printer Groups".
In this example, the security group is changed to JANE. A password may be required to change the group. Once it is changed, the session will have the security settings for the new group and this group will display at the bottom right. When the supervisor is finished, the group should be changed back using F4 again. The Printer Group ID can be changed in this same manner.
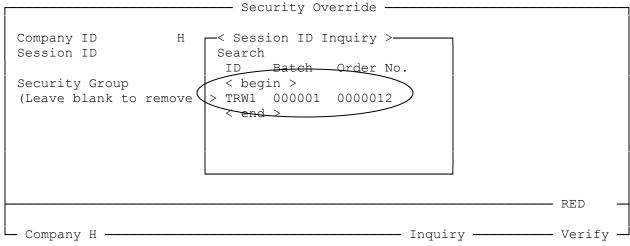
```
┌──────────── Change Status (Verify, etc.) ─────────────┐
│            ┌──────── Header Information ─────────┐     │
│  Batch ID    DPOS                                      │
│  Order No                        Status  Verified      │
│  Location    1          DENTON                         │
│ ┌─────────────────────────── Transaction Type ────────┐
│  Sold to:                                             │ │
│                    ┌──────  1.  Cash Sale              │ │
│              ┌──── Change Security/Printer Groups ───┐ │ │
│              │                                       │ │ │
│              │   Security Code      JANE             │ │ │
│              │   Password                            │ uthorization
│  Sales Rep 1 │                                       │ │ │
│  Sales Rep 2 │   Printer Group ID   POS              │ │ │
│  Cust Level  │                                       │ │ │
│  Terms Code  └───────────────────────────────────────┘ │
│  Terms Desc              Type      10. Change Status (Verify, etc.) │
│  Terms%    .0 Days    Net Days     11. Change Order    │ │
│  Order No                          10                  │ │
│  Ord Date                                             │ │
│  Inv No             Date          └───────────────────┘ │
│                                                   JANE  │
│ └── Company 1 ──────────────────── Inquiry ─────── Verify ──┘
```
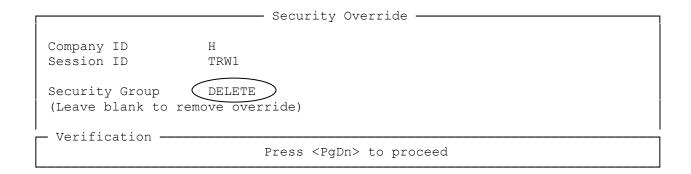
Security Override:

The Security Override function is provided for those situations where the supervisor may be unable to easily access the POS terminal in order to temporarily change security. This function allows the supervisor to temporarily give the POS clerk authority to do a certain function for one order only. In the following example, the Clerk is setup as Security Group BLUE and the Supervisor is RED. BLUE does not have the authority to delete transactions. There is a special override group called DELETE which has the "Delete Transactions" switch set to YES. In order to be used as an override group the password for DELETE is set to "*".

```
┌──────────────────────────── Change Order ─────────────────────────┐
│ ┌──────────────────────── Header Information ───────────────────┐ │
│ │ Batch ID     000001            Order Entered                  │ │
├─┤ Order No     0000012                   Status   New           ├─┤
│ │ Location     MN0001        MINNEAPOLIS WAREHOUSE               │ │
│ │ ┌──────────────────────────────────┬──────────────────────────┐│
│ │ │ Sold to: CASHMD   Bill to:  CASHMD│ Ship to:                 ││
│ │ │ CASH SALES-BALTIMORE, MD          │                          ││
│ │ │                                   │                          ││
│ │ │                                   │                          ││
│ │ │                               US  │                          ││
│ │ │ Sales Rep 1      Percent    .0    │ Ship Method              ││
│ │ │ Sales Rep 2      Percent    .0    │ Ship Via                 ││
│ │ │ Cust Level  RETAIL                │ Pick Slip No.            ││
│ │ │ Terms Code  COD                   │ Req Ship Date            ││
│ │ │ Terms Desc  C.O.D.      Type Reg  │ Actual Ship Date   04/18/2003 ││
│ │ │ Terms%   .0 Days   Net Days       │ GL Period      04        ││
├─┤ │ Order No                          │ Taxable        NO        │├─┤
│ │ │ Ord Date                          │ Tax Group      MD        ││
│ │ │ Inv No           Date             │ Description   Maryland   ││
│ ┌─ Message ─────────────────────────────────────────────────────┐│
│ │              Not authorized to delete orders.                  ││
│ └────────────────────────────────────────────────────────────────┘│
└────────────────────────────────────────────────────────────────────┘
```

In the this scenario, BLUE is sitting in an order that needs to be deleted for some reason. When this is attempted, they are alerted that they are not authorized. If RED were closeby, he/she could hit F4, change security groups to RED and delete the order. But in this case, RED in another office, or even at a remote location, but with access to OSAS. BLUE contacts RED and indicates the order number they are working on. At this point, RED selects the Security Override function. When F2 is selected at the Session ID, all of the sessions that are currently in OM transaction entry are listed. RED selects the order that BLUE has indicated.

```
┌──────────────────────────── Security Override ───────────────────────┐
│                                                                      │
│ Company ID         H   ┌─< Session ID Inquiry >──────────────┐       │
│ Session ID             │ Search                              │       │
│                        │  ID    Batch    Order No.           │       │
│ Security Group         │ < begin >                           │       │
│ (Leave blank to remove │ > TRW1  000001  0000012             │       │
│                        │ < end >                             │       │
│                        │                                     │       │
│                        │                                     │       │
│                        │                                     │       │
│                        └─────────────────────────────────────┘       │
│                                                                      │
│                                                              RED     │
│                                                                      │
└─ Company H ────────────────────────── Inquiry ───────── Verify ──────┘
```

At this point, RED enters the override security group which has the functionality that BLUE needs. Many override groups could be setup, each with different settings. Or one global one could be used with everything set to YES. BLUE needs to delete the order, so RED keys in DELETE. This has the effect of allowing the user on the transaction selected to change their Security Group to DELETE only while they remain in this order.

```
┌──────────────────────── Security Override ─────────────────────────┐
│                                                                    │
│ Company ID          H                                              │
│ Session ID          TRW1                                           │
│                                                                    │
│ Security Group       ( DELETE )                                    │
│ (Leave blank to remove override)                                   │
│                                                                    │
├─ Verification ─────────────────────────────────────────────────── │
│                    Press <PgDn> to proceed                         │
└────────────────────────────────────────────────────────────────────┘
```
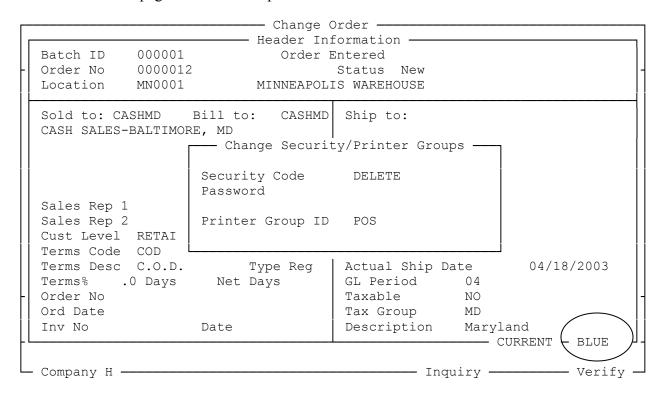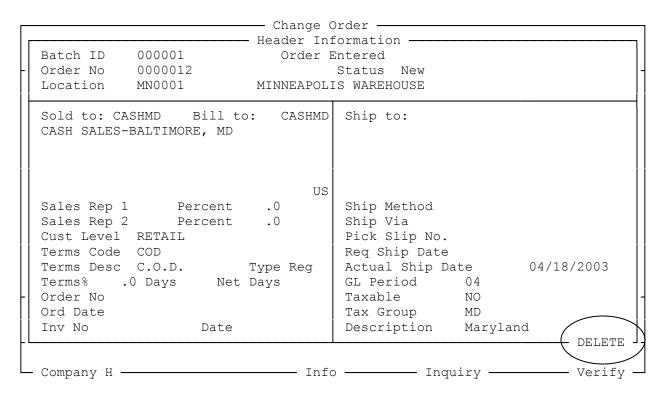
RED gives BLUE the okay, so BLUE now hits F4 and selects Change Security/Printer Groups.

```
┌──────────────────────── Change Order ──────────────────────────────┐
│                  ─── Header Information ───                         │
│  Batch ID     000001          Order Entered                        │
│  Order No      0000  ┌─ Other Commands ─────────────────┐          │
│  Location      MN00  │                                  │          │
│ ───────────────────  │  ( Change Security/Printer Groups )─────────│
│  Sold to: CASHMD     │  Credit Approval                 │          │
│  CASH SALES-BALTI    │  Security Override               │          │
│                      │  User Activity                   │          │
│                      │  Price and Availability          │          │
│                      │  Email                           │          │
│                      │  Chat                            │          │
│  Sales Rep 1         │  Global Inquiry                  │          │
│  Sales Rep 2         │  General Information Inquiry      │          │
│  Cust Level  RETA    │  EIS Dashboard Display            │          │
│  Terms Code  COD     │  EIS Dashboard History            │          │
│  Terms Desc  C.O.    │  Pop Up Calendar           04/18/2003        │
│  Terms%    .0 Day    │  Inventory Price Calculator    4  │          │
│  Order No            │  POS Daily Authorization Code  O  │          │
│  Ord Date            │  More ...                      D  │          │
│  Inv No              │                              aryland         │
│                      └──────────────────────────────────┘ BLUE     │
│                                                                    │
│  Company H ──────────────── Info ──────── Inquiry ───── Verify      │
└────────────────────────────────────────────────────────────────────┘
```

The system detects that there is an override group pending for this terminal and defaults it in the Security Code slot. BLUE hits <page down> to accept it.

```
┌─────────────────────────── Change Order ──────────────────────────┐
│ ┌───────────────────── Header Information ─────────────────────┐  │
│ │ Batch ID    000001          Order Entered                    │  │
├─┤ Order No    0000012                    Status  New            ├──┤
│ │ Location    MN0001     MINNEAPOLIS WAREHOUSE                  │  │
│ └──────────────────────────────────────────────────────────────┘  │
│  ┌──────────────────────────────────────┬──────────────────────┐  │
│  │ Sold to: CASHMD    Bill to:  CASHMD  │ Ship to:             │  │
│  │ CASH SALES-BALTIMORE, MD             │                      │  │
│  │        ┌──── Change Security/Printer Groups ────┐           │  │
│  │        │                                        │           │  │
│  │        │  Security Code      DELETE             │           │  │
│  │        │  Password                              │           │  │
│  │ Sales Rep 1                                     │           │  │
│  │ Sales Rep 2   │  Printer Group ID   POS         │           │  │
│  │ Cust Level  RETAI                               │           │  │
│  │ Terms Code  COD └─────────────────────────────────┘         │  │
│  │ Terms Desc  C.O.D.       Type Reg │ Actual Ship Date   04/18/2003 │
│  │ Terms%   .0 Days    Net Days      │ GL Period     04     │  │
├─┤ Order No                          │ Taxable        NO     ├──┤
│  │ Ord Date                          │ Tax Group      MD     │  │
│  │ Inv No          Date              │ Description   Maryland │  │
│  │                                   └──────── CURRENT ─ BLUE ─┘  │
│ └──────────────────────────────────────────────────────────────┘  │
└─ Company H ─────────────────────────── Inquiry ──────── Verify ─┘
```

Notice that BLUE's security Group has now changed from BLUE to DELETE. BLUE can now delete the order.

```
┌─────────────────────────── Change Order ──────────────────────────┐
│ ┌───────────────────── Header Information ─────────────────────┐  │
│ │ Batch ID    000001          Order Entered                    │  │
├─┤ Order No    0000012                    Status  New            ├──┤
│ │ Location    MN0001     MINNEAPOLIS WAREHOUSE                  │  │
│ └──────────────────────────────────────────────────────────────┘  │
│  ┌──────────────────────────────────┬────────────────────────┐  │
│  │ Sold to: CASHMD    Bill to:  CASHMD │ Ship to:            │  │
│  │ CASH SALES-BALTIMORE, MD            │                     │  │
│  │                                     │                     │  │
│  │                               US    │                     │  │
│  │ Sales Rep 1      Percent    .0      │ Ship Method         │  │
│  │ Sales Rep 2      Percent    .0      │ Ship Via            │  │
│  │ Cust Level  RETAIL                  │ Pick Slip No.       │  │
│  │ Terms Code  COD                     │ Req Ship Date       │  │
│  │ Terms Desc  C.O.D.       Type Reg   │ Actual Ship Date   04/18/2003 │
│  │ Terms%   .0 Days    Net Days        │ GL Period     04    │  │
├─┤ Order No                            │ Taxable        NO    ├──┤
│  │ Ord Date                            │ Tax Group      MD    │  │
│  │ Inv No          Date                │ Description   Maryland │
│  │                                     └──────── DELETE ─┐     │  │
│ └──────────────────────────────────────────────────────────────┘  │
└─ Company H ───────────── Info ────── Inquiry ──────── Verify ─┘
```

As soon as BLUE exits this order, the DELETE group will cease to be active and BLUE will be prompted to re-identify himself. The security override is valid for the current order only.   From this point things continue as normal. This scenario can be repeated for any security option that needs to be turned on temporarily for one order only.

```
 ┌──────────────────────────── Change Order ─────────────────────────────┐
 │ ┌────────────────────────── Header Information ──────────────────────┐ │
 │ │ Batch ID    000001           Order Entered                         │ │
 │ │ Order No                          Status  New                      │ │
 │ │ Location    MN0001      MINNEAPOLIS WAREHOUSE                       │ │
 │ ├────────────────────────────────────────────────────────────────────┤ │
 │ │ Sold to:              Bill to:          Ship to:                    │ │
 │ │              ┌──────── Change Security/Printer Groups ────────┐     │ │
 │ │              │                                                │     │ │
 │ │              │   Security Code      BLUE                      │     │ │
 │ │              │   Password                                     │     │ │
 │ │ Sales Rep 1  │                                                │     │ │
 │ │ Sales Rep 2  │   Printer Group ID   POS                       │     │ │
 │ │ Cust Level   │                                                │     │ │
 │ │ Terms Code   │                                                │     │ │
 │ │ Terms Desc   └──────── Type ────────┬── Actual Ship Date      11/29/2000
 │ │ Terms%    .0 Days     Net Days      │ GL Period      11         │ │
 │ │ Order No                            │ Taxable         NO        │ │
 │ │ Ord Date                            │ Tax Group                 │ │
 │ │ Inv No              Date            │ Description               │ │
 │ │                                     └──────────────── CURRENT ──┘ │
 │ └──────────────────────────────────────────────────────────────────┘ │
 └─ Company H ──────────────────────────── Inquiry ────────── Verify ─┘
```

Once a security override is performed, OM transactions creates a detail activity record which will follow the order always. It can be easily determined that user rrw, security group RED allowed change to security group DELETE on 11/29/2000 at 15:31 (and again at 15:32 and 15:33).

```
 ┌──────────────────────────── Change Order ─────────────────────────────┐
 │ Sold to: CASHMD CASH SALES-BALTIMORE, MD     Loc ID      Batch ID 000001
 │ Ship to:                                     MN0001      Trans No 0000012
 │ ┌────────────────────── Order Activity ───────────────────────┐       │
 │ Item/Jo│                                                       │ t Price│
 │   Desc │  Description              Date     Time    User       │       │
 │        │                                                       │       │
 │ 200100 │ > Changed Order        11/29/2000  15:26   rrw        │ 449.95│
 │   Furn │     BLUE - Order Changed                              │       │
 │        │   Changed Order        11/29/2000  16:08   rrw        │       │
 │        │     BLUE - Order Changed                              │       │
 │        │   Deleted Line         11/29/2000  15:26   rrw        │       │
 │        │     BLUE - Item # 100                                 │       │
 │        │   Security Override     11/29/2000 15:31   rrw        │       │
 │        │     RED - Override Code DELETE                        │       │
 │        │   Security Override     11/29/2000 15:32   rrw        │       │
 │        │     RED - Override Code DELETE                        │       │
 │        │   Security Override     11/29/2000 15:33   rrw        │ of 001)│
 │        │     RED - Override Code DELETE                        │       │
 │    Sub │                                                       │ Net Due│
 │    4   └───────────────────────────────────────────────────────┘ 449.95│
 │                                              ─── CURRENT ─ BLUE ─┘
 │                          Detail on/off                                 │
 └─ Company H ─────────────────── Info ────────────────────── Verify ─┘
```

Credit Limit Authorization:

Each time a new line item is entered, the customer's credit limit is checked. Once it is exceeded, authorization is necessary to override it. If the terms code on the order is set to "Require High Credit Level Limit?"= NO, the credit limit can be overridden by entering the Daily Authorization Code. This is assigned by the system daily and can be looked up using the F4, other commands, POS Daily Authorization Code function. If the current security group does not allow for viewing the code, it will display as "*******". Otherwise the daily code will be displayed and can be keyed in to authorize the credit limit override. This will be logged in detail order tracking.

```
———————————————— Edit Line ———————————— Entry 001 ——
 Item/Job  ITEM        Loc ID  1       Cust ID  ZLO100  Trans No 0327752A
 ID    00225                            GL Code
 Desc   LATEX GLOVES BAG OF 25          Sales Acct  4000-01
 Sls Cat   HW            Quoted?   NO   COGS Acct   5000-01
 Tax Class  00   .000%   Cust Lvl       Inv Acct    1400-01
 Req Ship                Price ID  1
                   Units
 Ordered       25.0000 BAG  Weight        .0000 Tot Wt           .0000
 Shipped         .0000      Price        2.9900 Ext Price        74.75
 Backord         .0000      Cost               Ext Cost



                                           Entry (001 of 002)

     Subtotal    Freight+Misc      Sales Tax     Prepayment  |     Net Due
 — Message ——————————————————————————————————————————————————
                        Credit Limit Exceeded
                      Enter Authorization Code
```

```
———————————————— Edit Line ———————————— Entry 001 ——
 Item/Job  ITEM        Loc ID  1       Cust ID  ZLO100  Trans No 0327752A
 ID    00225                            GL Code
 Desc   LATEX GLOV — Other Commands ———————————  s Acct   4000-01
 Sls Cat   HW                                      Acct   5000-01
 Tax Class  00   |  Change Security/Printer Groups  Acct   1400-01
 Req Ship        |  User Activity
                 |  Price Check
 Ordered      2  |  Email                          Wt           .0000
 Shipped         |  Chat                           Price        74.75
 Backord         |  Global Inquiry                 Cost
                 |  General Information Inquiry
                 |  EIS Dashboard Display
                 |  EIS Dashboard History
                 |  Pop Up Calendar
                 |  Inventory Price Calculator
          |      |  POS Daily Authorization Code
                 |  POS Authorization              Entry (001 of 002)
                 |  More ...
     Subtotal   F |                              ent  |     Net Due
 — Message ——————————————————————————————————————————————————
                         Invalid Password
                      Enter Authorization Code
```

```
┌────────────────── Edit Line ────────────── Entry 001 ──┐
│ Item/Job  ITEM      Loc ID  1       Cust ID  ZLO100  Trans No 0327752A │
│ ID     00225                        GL Code             │
├ Desc   LATEX GLOVES BAG OF 25       Sales Acct  4000-01 │
│ Sls Cat    HW             Quoted?   NO    COGS Acct  5000-01 │
│ Tax Class  00   .000%     Cust Lvl        Inv Acct   1400-01 │
│ Req Ship                  Price ID  1     │
│                   Units                   │
│ Ordered       25.0000 BAG  Weight      .0000 Tot Wt        .0000 │
│ Shipped        .0000      Price      2.9900 Ext Price     74.75 │
│ Backord        .0000      Cost              Ext Cost │
│ └────────────────────────────────────────────┘ │
│                                           │
│                                           │
│                                           │
│                              Entry (001 of 002) │
├──────────────────────────────────────────────────────┤
│    Subtotal    Freight+Misc    Sales Tax    Prepayment │    Net Due │
┌─ Message ──────────────────────────────────────────────────┐
┌─ Message ──────────────────────────────────────────────────┐
│             Today's Authorization Code is 6696             │
└──────────────────────────────────────────────────────────┘
```
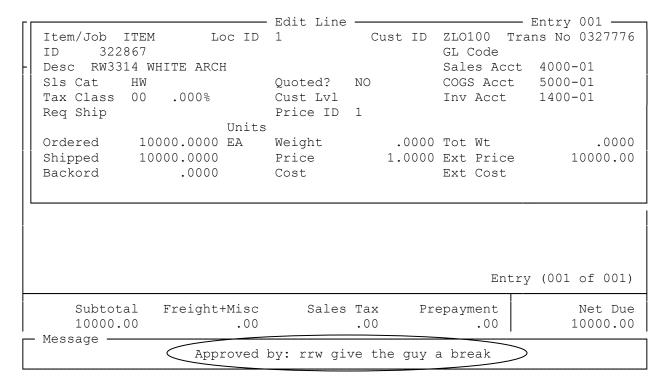
If the order has a terms code set to "Require High Credit Level Limit?"= YES, then a different procedure is required for authorization. A message will appear indicating that a supervisor must be notified:

```
┌────────────────── Edit Line ────────────── Entry 001 ──┐
│ Item/Job  ITEM      Loc ID  1       Cust ID  ZLO100  Trans No 0327776 │
│ ID     322867                       GL Code             │
├ Desc   RW3314 WHITE ARCH            Sales Acct  4000-01 │
│ Sls Cat    HW             Quoted?   NO    COGS Acct  5000-01 │
│ Tax Class  00   .000%     Cust Lvl        Inv Acct   1400-01 │
│ Req Ship                  Price ID  1     │
│                   Units                   │
│ Ordered    10000.0000 EA   Weight      .0000 Tot Wt        .0000 │
│ Shipped    10000.0000      Price      1.0000 Ext Price   10000.00 │
│ Backord        .0000      Cost              Ext Cost │
│ └────────────────────────────────────────────┘ │
│                                           │
│                                           │
│                                           │
│                              Entry (001 of 001) │
├──────────────────────────────────────────────────────┤
│    Subtotal    Freight+Misc    Sales Tax    Prepayment │    Net Due │
│    10000.00          .00           .00          .00    │   10000.00 │
┌─ Message ──────────────────────────────────────────────────┐
│         Credit Limit Exceeded.   Notify Supervisor for Approval. │
└──────────────────────────────────────────────────────────┘
```
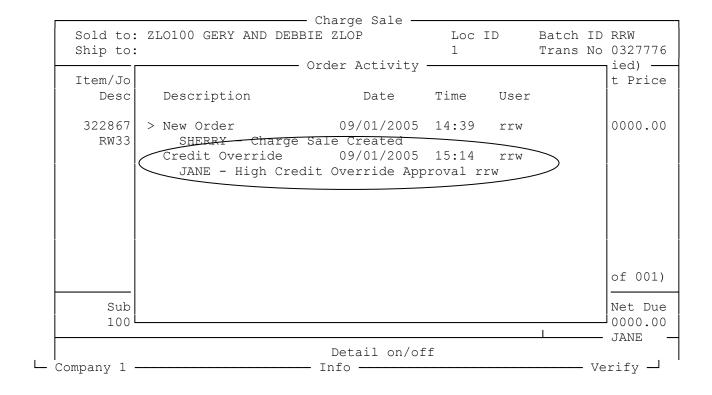
At this point the supervisor should hit perform the Credit Approval function from either the Security Menu or the F4, Other Commands Menu. This can be done from any workstation; the supervisor can do it remotely from another office. The Order in question must be selected by company and terminal id. Hit F2 on the terminal id to get a list of orders that are currently awaiting approval. Once selected, information appears to help the supervisor make the appropriate decision. The supervisor should then enter approved YES or NO, and a reason.

```
┌──────────────────────── POS Authorization Approval ────────────────────┐
│    Company ID          1                                                │
│    Terminal ID         TRW1                                             │
│    Batch ID            RRW                                              │
│    Order No.           0327776                                          │
│    Customer ID         ZLO100    GERY AND DEBBIE ZLOP                    │
│    Taken By            rrw       Randy Wilson                           │
├─────────────────────────────────────────────────────────────────────────┤
│    Type of Authorization:   Credit Limit Exceeded                       │
│                                                                         │
│    Credit Limit              3000.00                                    │
│    Balance Due + POS          980.58                                    │
│    Order Amount             10000.00                                    │
│    Credit Available         -7980.58                                    │
├─────────────────────────────────────────────────────────────────────────┤
│    Approved            YES  By   rrw                                    │
│    Reason              give the guy a break                             │
│                                                                         │
│                                                                         │
│                                                                  JANE   │
├─── Company 1 ──────────────────────────────────────────────── Verify ──┘
```

Once the supervisor has approved or disapproved the request, the result will appear on the screen at the counter. The clerk can then proceed with the order or inform the customer that credit has been declined.

```
┌──────────────────────── Edit Line ──────────────── Entry 001 ─────────┐
│  Item/Job  ITEM       Loc ID  1          Cust ID  ZLO100  Trans No 0327776 │
│  ID     322867                           GL Code                       │
│  Desc   RW3314 WHITE ARCH                Sales Acct   4000-01          │
│  Sls Cat    HW              Quoted?  NO  COGS Acct    5000-01          │
│  Tax Class  00   .000%      Cust Lvl     Inv Acct    1400-01          │
│  Req Ship                   Price ID  1                                │
│                     Units                                              │
│  Ordered      10000.0000 EA   Weight        .0000 Tot Wt        .0000  │
│  Shipped      10000.0000      Price       1.0000 Ext Price   10000.00  │
│  Backord          .0000       Cost               Ext Cost             │
│                                                                       │
│                                                                       │
│                                               Entry (001 of 001)       │
├───────────────────────────────────────────────────────────────────────┤
│    Subtotal    Freight+Misc     Sales Tax    Prepayment      Net Due  │
│    10000.00            .00            .00            .00     10000.00  │
├─ Message ─────────────────────────────────────────────────────────────┤
│            Approved by: rrw give the guy a break                      │
└───────────────────────────────────────────────────────────────────────┘
```

Once the credit override is complete, a permanent record of it is recorded in the Detailed Order Activity Tracking. It can be displayed by entering the order (if posted, enter it through transaction history) and selecting "D"ates. The detailed activity can also be printed on the Order Activity Journal.

```
┌──────────────────────── Charge Sale ────────────────────────┐
│  Sold to: ZLO100 GERY AND DEBBIE ZLOP        Loc ID     Batch ID RRW    │
│  Ship to:                                    1          Trans No 0327776 │
┌─│─────────────────────── Order Activity ────────────────────────│ied) ─┐
│ Item/Jo│                                                        │t Price│
│    Desc│   Description              Date      Time     User     │       │
│        │                                                        │       │
│ 322867 │ > New Order             09/01/2005  14:39    rrw       │0000.00│
│   RW33 │     SHERRY   Charge Sale Created                       │       │
│        │    Credit Override       09/01/2005  15:14    rrw      │       │
│        │     JANE - High Credit Override Approval rrw           │       │
│        │                                                        │       │
│        │                                                        │       │
│        │                                                        │       │
│        │                                                        │       │
│        │                                                        │       │
│        │                                                        │of 001)│
│        │                                                        │       │
│    Sub │                                                        │Net Due│
│    100 └────────────────────────────────────────────────────────│0000.00│
│                                                            ───── JANE ───│
│                           Detail on/off                                 │
└─ Company 1 ──────────────────── Info ──────────────────────── Verify ─┘
```

POS Access Template: this is the place where new functions can be added to be restricted by the RS system. These require custom programming to take effect. Users should not tamper with this screen, so access should be turned off for everyone but administrators.

```
┌───────────────────────── POS Access Template ─────────────────────────┐
│                                                                        │
│    Item  Description                                                    │
│  >  001  Customer Maintenance - ADD                                     │
│     002  Customer Maintenance - CHANGE                                  │
│     003  Customer Maintenance - VIEW ONLY                               │
│     004  Inventory Maintenance - ADD                                    │
│     005  Inventory Maintenance - CHANGE                                 │
│     006  Inventory Maintenance - VIEW ONLY                              │
│     007  Allow to Change Location                                       │
│     008  Allow to Change Invoice Number                                 │
│     009  Ship/Job Maintenance - ADD                                     │
│     010  Ship/Job Maintenance - CHANGE                                  │
│     011  Ship/Job Maintenance - VIEW ONLY                               │
│     012  Allow to change sell price                                     │
│     013  Allow to change terms code                                     │
│     014  Allow to delete w/o authorization                             │
│     015  Allow to create special order items                           │
│     016  Allow to modify/verify sales w/ payments                      │
│     017  Allow to change G/L Accounts                                   │
│     018  Allow to exit order w/o payment                               │
│                                                                        │
├────────────────────────────────────────────────────────────────────────┤
│                        Enter = edit, Append                            │
└─ Company 1 ─────────────────────────────────────────────── Verify ─┘
```

Codes Maintenance

The Codes Maintenance functions which have been enhanced by Order Management are: Terms Codes, Payment Methods, and the new function: Inventory GL Accounts.

Terms Codes:

Some new fields have been added to the Terms Code screen. Many of the security features are driven by the terms code. A "Cash Only" customer, for example will have a default terms code which will force payments before exiting an order. Credit Limit Controls are set by terms code as well.

```
┌──────────────────────────── Terms ─────────────────────────────┐
│                                                                 │
│                                                                 │
│  Terms Code            0                                        │
│                                                                 │
│  Type                  Reg                                      │
│                                                                 │
│  Percent               .0                                       │
│  Discount Days          0                                       │
│  Net Due Days           0                                       │
│                                                                 │
│  Description           C.O.D.                                   │
│  POS Message           Green Cash Only!                         │
│  Allow Order Entry?    YES                                      │
│  Force Total Payment?  YES                                      │
│  Payment Types Allowed 123                                      │
│  (If Blank, All Payment Types Accepted)                         │
│  Type of Receipt       1                                        │
│  Invoice Message       THANK YOU                                │
│  Require High Level Credit Limit?  NO                           │
│                                                          JANE    │
│                 Prox terms, Regular terms                       │
│  Company 1 ─────────────────────────────────────────── Verify   │
└─────────────────────────────────────────────────────────────────┘
```

P.O.S. Message: This message will appear on the Point of Sale screen after the terms code is entered.
Allow Order Entry: set this to NO for customers you want to cutoff and no new orders will be allowed.
Force Total Payment: use this for orders for which a payment in full is required. Exit from the order will not be allowed until payments are entered which meet the order total amount.
Payment Types Allowed: To restrict payments to certain types:
(1=Cash, 2=Check, 3=Credit Card, 4=Write Off, 5=Other, blank=any type)
Type of Receipt: Type of receipt that will print for this terms code:
(0=No Receipt, 1=Wide Receipt, 2=Small Receipt)
Invoice Message: default message for invoices
Require High-Level Credit Limit: If this is set to NO, credit limits may be overridden by using the daily authorization code. Otherwise, a supervisor must authorize the credit limit override using the POS authorization function.

Payment Methods:

A new field has been added to the Payment Methods screen to allow multiple GL accounts for discounts. Standard Accounts Receivable allows one Discount GL Account per Company ID, which is defined in the ARGLxxx table for that Company ID. Order Management will use this same table as the default, but will override it with the Discount GL Account entered for the payment method, if there is one on file. Again, if the Discount GL Account for the Payment Method is left blank, the ARGLxxx table Discount GL Account will be used.

```
┌─────────────────────────── Payment Methods ───────────────────────────┐
│                                                                        │
│  Payment Method Code    CCD                                            │
│                                                                        │
│  Description            CREDIT CARD - DENTON                           │
│  Short Description      CCD                                            │
│  Payment Type           3  Credit Card                                 │
│  Credit Card Cust ID                                                   │
│  Debit GL Account       1009-00                                        │
│  Disc. GL Account       4700-01                                        │
│ ───────────────────────────────────────────────────────────────────── │
│                                                                        │
│           Period to Date     Qtr to Date     Year to Date    Last Year │
│                                                                        │
│  Payments        2021.44       265550.01       265550.01    119275.72  │
│                                                                        │
│ ───────────────────────────────────────────────────────────── RRW ─── │
│                                                                        │
│  └─ Company 1 ───────────────────────────────────────────── Verify ─┘  │
└────────────────────────────────────────────────────────────────────────┘
```

Inventory Enhancements

Order Management offers several enhancements to the interaction between Accounts Receivable and Inventory.

Quick Inventory Maintenance:

Quick Inventory Maintenance allows for quick entry of an inventory item. This is the same screen that is used for F6 Maintenance on inventory Items. For convenience, Order Management adds access to the Minimum and Base Price for the Base Unit of Measure. Also, the Security Setup settings for inventory add/change take effect in this screen, so it is possible to offer different levels of access: view only, change, or add/change.

```
┌───────────────────────────── Inventory Items ─────────────────────────────┐
│ Item ID        10-ABZ                                                      │
│ Description    4IN GIMBAL TRIM                                             │
├───────────────────────────── Item Information ────────────────────────────┤
│ Status         Active                 Sales Category    S1                 │
│ Item Type      1                      Product Line      MATERIAL           │
│ Item Price ID  BUILD                  Base UOM          EACH               │
│ Track Lots?    NO                     Tax Class         00 Consumer Goods  │
│ Kitted Item?   NO                                                          │
├───────────────────────── Item Location Information ───────────────────────┤
│ Location       CA0001                                                      │
│ Bin No.        D-8                     GL Code           01                │
│ Price ID       BUILD                   Sales                   401000      │
│ Status         Active                  COGS                    501000      │
│ Average Cost        125.2300          Inventory               104400      │
│ Last Cost           125.2300          WIP                     104200      │
│ Base Cost           125.2300          Inventory Adjustment 104400         │
│ Minimum Price       140.0000          COGS Adjustment         504000      │
│ Base Price          150.0000          Purch Price Variance 504000         │
│ Std. Cost Code         Amount         Phys Count Variance   104400        │
│                        .0000          Transfer Cost          503000       │
├──────────────────────────────────────────────────────────── BLUE ──┤
│                                                                           │
└─ Company H ──    Map ──────────────────────── Inquiry ──────────── Verify ─┘
```

Quick Pricing:

The quick pricing screen gives easy access to the same screen that is found in Inventory, File Maintenance, Price Information. It allows the user to quickly scroll through items checking or changing prices.

```
┌──────────── Quick Pricing - SAMPLE DATA - Price Information ───────────┐
│ Item ID        10-ABZ                          Location    CA0001      │
│ Description    4IN GIMBAL TRIM                  Units       EACH        │
├──────────── Unit Price Information - Unit Quantity Breaks ─────────────┤
│   Units    Average Price     Base Price      List Price    Minimum Price │
│   CASE          .0000           .0000           .0000           .0000   │
│   EA            .0000         149.9500        174.9500        140.0000   │
│   EACH          .0000         150.0000           .0000        140.0000   │
│                                                                         │
│                                          Line No (000001 of 000003)     │
├────────────────────────── Customer Levels ────────────────────────────┤
│  Cust Lvl Description           Adj Base       %/$      Adjustment Promo? │
│> ACE001   Ace Builders Contract  Base cost       %        10.0000  NO    │
│                                          Line No (000001 of 000001)      │
├──────────────────────────────────────────────────────── BLUE ──┤
│ Switch to Prices, Enter = edit, Append, Next, Prev, First, Last, Item   │
└─ Company H ──    Map ──────────────────────────────────────── Verify ─┘
```

Inventory GL Accounts for Item Cost Control:

During transaction entry, when non-inventory item is entered, the inventory g/l account is checked against those added to the Inventory GL accounts table. Line item entry will not be allowed to continue until a valid inventory gl account is entered. A similar enhancement is done to Purchase Order Entry. These enhancements were added to help with the reconciling of the GL inventory accounts to the inventory valuation. It assures that inventory is updated when these gl accounts are used for purchasing and sales and that other gl accounts are used for non-inventory transactions.

```
┌──────────────────── Inventory GL Accounts ────────────────────┐
│                                                               │
│                                                               │
│   Inventory Account       1400-01                             │
│                                                               │
│   Description             INVENTORY LOCATION 1                │
│                                                               │
│                                                               │
│                                                               │
│                                                  ─── SHERRY ──│
│ ── Company 1 ──────────────────────────────────── Verify ──  │
└───────────────────────────────────────────────────────────────┘
```

Multi-Location Inventory Tracking:

Use File Maintenance/Multi-Location Inventory Tracking to link Inventory Items across locations. Enter the settings for each inventory location. When a new inventory item is created in any location, it will also be created in any other location where the setting for Update=Yes. Behavior can be setup for individual categories, if desired. Otherwise the behavior defined in the ** line will be performed. If the GL suffix field is filled in with one character, that character will be used for the second field of the GL Code. If two characters are entered, the entire field will be used for the GL Code for this location. Yes/No toggles are available to indicate whether to update prices, base cost, or last cost. When an item is updated in one location, the prices and costs may be updated in other locations as well.

```
┌──────────────── Multi-Location Inventory Tracking ────────────┐
│  Location ID  1                                               │
│  Name          LOCATION 1                                     │
├───────────────────────────────────────────────────────────────┤
│  Cat. Description          Update  GL Suffix Upd Price Upd Base Upd Last
│> **    All Categories        YES      1        NO        YES      YES
│  02    TREATED               NO                NO        NO       NO
│  03    SHEET GOODS           YES      1        YES       YES      NO
│                                                               │
│                                                               │
│                                    Line No (000001 of 000003) │
├───────────────────────────────────────────────────────────────┤
│              Enter = edit, Append, Location ID                │
│ ── Company 1 ──────────────────────────────────── Verify ──  │
└───────────────────────────────────────────────────────────────┘
```

File Maintenance

Order Management enhances the File Maintenance functions: Customers and Ship-to Addresses and adds one new function: Bad Checks.

Customers: The P/O Required field has been added to the Customers/General Information screen. If this field is set to "YES", Order Management Transaction entry will require that a po number be entered each time a transaction is entered for this customer.
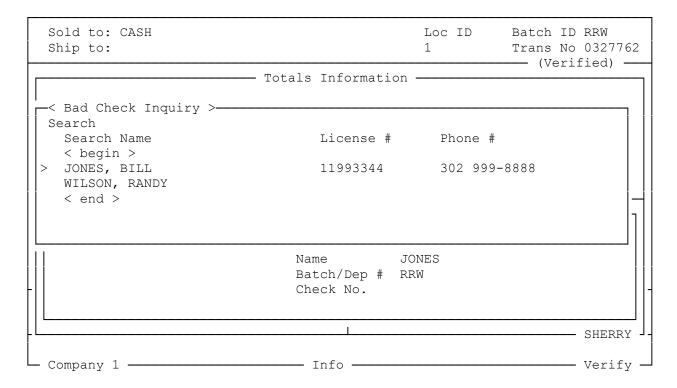
```
───────────────────────── General Information ─────────────────────
 Cust ID      ACE001
 Name         ACE BUILDERS              Terms Code   2PCT
 Address 1    1588 SE 31ST STREET              2/10,n/30      Reg
 Address 2                                    2.0%  10 DAYS  NET  30
 Address 3
 City/State  PADUCAH           KY       Group Code     0
 Zip/Country 28655-7865    US           Stmt/Inv Code Both
 Ship Zone   01                         Cust Level    ACE001
 Attention   ACCOUNTS PAYABLE           Acct Type     Open Invoice
 Phone       (505)555-1646              Distrib Code  01
 Fax         (502)555-1566              Partial Ship? YES
 Contact     BRIAN                      P/O Required? NO
 Class       WHSL                       Tax Group MN
 Sales Rep 1 GPD Garry P. Deacon              Minnesota
 Sales Rep 2                            Taxable   NO
 Territory   MIDATL                     Exempt ID

  ┌──────────────────────────────────────────────────────────────
  │ E-Mail Address garrydeacon@bigmail.com
  │ Web Site       www.ace-builders.com
  │                                                     ── BLUE ──
  └ Company H ──  Map ──────────────────────────────── Verify ──
```

Ship-to Addresses: Order Management provides enhanced reporting capabilities allowing totals by Ship-to ID, sometimes referred to as Job ID. This is geared toward contractors who need to keep track of expenses for different construction jobs, but can be useful in a wide variety of other situations, as well. In order to facilitate the use of the ship-to id field in this way, Order Management allows the use of alpha-numeric ship-to id's. Standard OSAS A/R requires that these id's be numeric.

```
──────────────────────── Ship-to Addresses ──────────────────────

         Cust ID    ACE001   ACE BUILDERS
         Ship To    WILSON

         Name       WILSON JOB
         Addr 1     888 NORTH PIKE PLACE
         Addr 2     SOUTH SIDE
         Addr 3     APARTMENT 10
         City       MILFORD
         State      MD         Zip Code   19963
         Country    US

         Ship Via   UPS
         Ship Zone  01

  ┌ Verification ───────────────────────────────────────────────
```

Bad Checks: Use File Maintenance, Bad Checks to key in information about any customers who have attempted to pass bad checks. Always use last name first when entering the name in the bad checks screen and in the check entry screen during transaction entry.

```
──────────────────────── Bad Checks ────────────────────────


           Search Name   JONES, BILL

           Other Name    JONES, SALLY
           Addr 1        1581 LIGHTHOUSE WAY
           Addr 2
           Addr 3
           City          ANYWHERE
           State         DE      Zip Code  19999
           Check#        1111
           Check Date    01/01/2005
           Check Amount     529.88
           Comment       DON'T TAKE CHECKS
           License #     11993344
           Phone #       (302)999-8888


                                                      ── SHERRY ──
  ── Company 1 ──────────────────────────────────────── Verify ──
```

During Transaction entry, when a check is entered as payment, a list of bad check customers will appear sorted by name. The license number and phone number are displayed for identification so that the customer may be identified as a risk before the check is accepted.

```
  Sold to: CASH                         Loc ID     Batch ID RRW
  Ship to:                              1          Trans No 0327762
                                             ──────── (Verified) ──
  ────────────────── Totals Information ──────────────
 ┌< Bad Check Inquiry >──────────────────────────────────
 │ Search
 │   Search Name               License #      Phone #
 │   < begin >
 > │ JONES, BILL               11993344       302 999-8888
 │   WILSON, RANDY
 │   < end >


              │              Name        JONES
              │              Batch/Dep # RRW
              │              Check No.



                                                      ── SHERRY ──
  ── Company 1 ───────────────── Info ───────────────── Verify ──
```

Open Invoices

Order Management enhances several of the Open Invoices functions. These functions are all new menu items. The original A/R functions are also available so they can be run without the new features if desired.

Enhanced Statements: The Enhanced Statements functions adds to the standard A/R Statements the ability to Print Statements by Customer/Job/Invoice Number. This will give a subtotal for each ship-to id used for a customer during transaction entry. Also, for plain-paper statement format, the ability to print copies of the invoices listed on the statement is available. This will print a plain-paper copy of each of the invoices in the order they are listed on the statement. Also, the multi-copy feature for statements has been enhanced. Standard A/R prints multi-copy forms by printing an entire batch of statements multiple times. Order Management's enhanced statements will print all of the copies of each customer's statements together, followed by the invoices if requested. The copy names for the statements are stored in the table: STMCPxxx.

```
┌──────────────────── Enhanced Statements - SAMPLE DATA ────────────────────┐
│                                                                           │
│ Pick Customers From      JKB200             Print By:                     │
│              Thru        JKB200              1. Customer/Invoice Number    │
│                                              2. Customer/Invoice Date      │
│ Closing Date             12/15/2005  3. Customer/Job/Invoice Number        │
│ Statement Date           12/15/2005  1                                     │
│ Cutoff Date              12/15/2005                                        │
│ Include Paid Invoices after  11/29/2005 Print Statements                   │
│ Print YTD Finance Charge?    NO              1. For All Customers          │
│ Print PO Number?             NO              2. For All Customers With Activity │
│ Print Invoice Copies?        YES             3. With Nonzero Balances      │
│ Plain-Paper Statement Copies  2              4. With Positive Balances     │
│                                              5. With Balances 30+ Days Old │
│                                              6. With Balances 60+ Days Old │
│                                              7. With Balances 90+ Days Old │
│                                              1                             │
│      Dunning Messages: 90 Days   Legal action is imminent.                │
│                        60 Days   Seriously past due.  Please remit.        │
│                        30 Days   Your account is past due.                 │
│                        General   Please pay promptly.                      │
├──────────────────────────────────────────────────────── BLUE  ──┤
│                                                                           │
└─ Company H ─   Map ──────────────────────── Inquiry ─────── Verify ─┘
```

Enhanced Open Invoice Report: This report was enhanced to help determine a customer's balance without printing a statement. The "Include No Invoices After" and "Discounts Aged as of" dates will allow the printing of a detailed report on a what a customer owes on a given day, including discounts that were valid for that day.

```
┌──────────────────── Open Invoice Report ────────────────────┐
│                                                             │
│            Pick Customer ID From                            │
│                         Thru                                │
│                                                             │
│                                                             │
│                                                             │
│       Include Paid Invoices After                           │
│       Include No Invoices After                             │
│       Discounts Aged as of        12/15/2005               │
│                                                             │
├──────────────────────────────────────────── BLUE  ──┤
│                                                             │
└─ Company 1 ──────────────────── Inquiry ─────── Verify ─┘
```

Aged Trial Balance by Job: The Aged Trial Balance by Job adds a Ship-to/Job subtotal to the customer sort. It also allows the selection of Ship-to/Job ID From/Thru. The standard A/R Aged Trial Balance is also still available on the menu if a more standard report is desired.

```
┌─────────────────────── Aged Trial Balance by Job ───────────────────────┐
│                                                                         │
│   Customer ID           From              Age By:                       │
│                         Thru                 1.   Invoice Date          │
│   Sales Rep             From                 2.   Discount Date         │
│                         Thru                 3.   Invoice Due Date      │
│   State                 From                 1                          │
│                         Thru              Print By:                     │
│   Distribution Code     From                 1.   Customer ID          │
│                         Thru                 2.   Customer Name         │
│   Job ID                From                 3.   Sales Rep            │
│                         Thru                 4.   State/City           │
│   Aging Date                   12/15/2005    5.   Distribution Code     │
│   Cutoff By  Date              12/15/2005    1                          │
│   Include Paid Invoices After 12/15/2005                                │
│   Aging Breaks:  Days    Date          Past Due Customers Only?   NO    │
│     Current        --- 12/15/2005      Full Detail?               YES   │
│     Past Due 1      30 11/15/2005      Balance Forward Customers? NO    │
│     Past Due 2      60 10/16/2005      Zero Balance Customers?    NO    │
│     Past Due 3      90 09/16/2005      Sort Invoices by Job ID?   YES   │
│     Past Due 4     120 08/17/2005      Print Page Breaks          NO    │
├─────────────────────────────────────────────────────────── BLUE ──┤
│                                                                         │
└─ Company 1 ──    Map   ──────────────────── Inquiry ─────────── Verify ─┘
```

Quick A/R Balance: This function prints the total of the A/R Open Invoices for a quick look at the current situation.

```
┌─────────────────── Quick A/R Balance - SAMPLE DATA ───────────────────┐
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│          Grand Total:     1,090,064.52                                 │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
├─ Verification ─────────────────────────────────────────────────────── │
│                        Press F7 to exit                                │
└────────────────────────────────────────────────────────────────────── ┘
```

Transaction Reports

Order Management has an enhanced Methods of Payments Journal and a new Order Activity Journal.

Methods of Payments Journal : The Methods of Payments Journal has been enhanced to streamline the settling of cash at the end of the day. This enhanced version allows selection by Terminal ID, taken by and Date Entered. It also allows the Journal to be printed in 40 column summary format so that it could be easily printed at a POS terminal on a Cash Receipts printer.

```
┌──────────────── Methods of Payment Journal - SAMPLE DATA ────────────────┐
│                                                                          │
│                      Method of Payment From                              │
│                                      Thru                                │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                      Batches to Print:              0                    │
│                                                                          │
│                                                                          │
│    Terminal ID           Print Type:              Format:                │
│                             1.  Cash              1. 40 Column Summary    │
│    Taken By                 2.  Check             2. Wide Detail - Pymt Type │
│                             3.  Credit Card       3. Wide Detail - Taken By  │
│    Date Entered             4.  Write-off         2                      │
│                             5.  Other                                    │
│                             6.  All Methods                              │
│                             6                                            │
│                                                                          │
├──────────────────────────────────────────────────────────────────────────┤
└─ Company H ──────────────────────────────── Inquiry ─────────── Verify ─┘
```

Order Activity Journal: Order Management tracks order activity at a very fine level of detail. This journal allows the reporting of certain kinds of activity (orders deleted, changed, entered, payments made, credit overrides, etc) by user, and by date.

```
┌──────────────── Order Activity Journal - SAMPLE DATA ────────────────┐
│                                                                      │
│          User ID          From                                       │
│                           Thru                                       │
│                                                                      │
│          Activity Date    From                                       │
│                           Thru                                       │
│                                                                      │
│          Status Codes                                                │
│                                                                      │
│                                                                      │
│                                                                      │
│          Print by:                                                   │
│                1. User ID, Date, Order #                             │
│                2. Date, Order #                                      │
│                                                                      │
├──────────────────────────────────────────────────────────────────────┤
└─ Company H ──────────────────────────────── Inquiry ─────────── Verify ─┘
```

Information Inquiry

Order Inquiry: The new Order Inquiry function allows efficient search of Transactions by numerous criteria including current orders, posted orders or both. Order Statuses may be included or excluded. Text fields such as Job (ship-to) Name, Item number or line item description can be searched by entering just part of the text in question. The orders may be sorted by order, customer id or job name. The order inquiry function may be accessed in the Information Inquiry Menu or by entering the sequence <escape>Q at the order number prompt in Transactions or Transaction History. If selected using <escape>Q, an order may be selected by pointing to it and hitting <enter>. At this point, Order Management will enter the transactions screen with the order selected. If a current order, it may be modified, printed, or payment may be received on it. If a history order, it may be reprinted or viewed. If it is not known at search time whether or not an order has been posted, the search may be done on "Both". When the order is found and selected, the system will detect whether it is posted or not and will allow only the appropriate functions.

```
┌──────────────────────────── Open Order Inquiry ────────────────────────────┐
│ Our Order No.          Date From            Cust ID          Loc ID         │
│ Invoice No.            Thru                 Job ID           Batch          │
│ Customer PO                                 Job Name                        │
│ Ship Method                                                                 │
├────────────────────────────────────────────────────────────────────────────┤
│ Status List (Blank for All)                 Exclude:                        │
│                                                                             │
│ Search Current/History/Both? Current                                        │
│                                                                             │
│ Item/Desc  1.                                                               │
│            2.                                                               │
│            3.                                                               │
│            4.                                                               │
│            5.                                                               │
├────────────────────────────────────────────────────────────────────────────┤
│ Sort By:                  Display:                                          │
│   1. Order No.              1. Detail                                       │
│   2. Cust ID                2. Summary                                      │
│   3. Job Name               2                                              │
│   1                                                                 ┬─ BLUE  │
│                                                                            │
└─ Company H ──────────────────────────────────────────────────── Verify ──┘
```

Following is a display of the search results in summary, showing one line per order.

```
┌──────────────────────────── Open Order Inquiry ────────────────────────────┐
│                                                                             │
│ Our Ord    Invoice No  Cust ID   Loc ID   Ord Date   Status                 │
│ Batch ID   Job Name                       Inv Date   Prepayments  Order Total│
├────────────────────────────────────────────────────────────────────────────┤
│ 00000002   24889031     TEN001   TX0001   12/09/2005  Invoiced              │
│ History    TENNESSEE SHELTERS, INC.       12/09/2005        .00     57667.20 │
│ 00000003   24889026     TEN001   TX0001   10/03/2005  Invoiced              │
│ History    TENNESSEE SHELTERS, INC.       10/03/2005        .00     49288.20 │
│ 00000003   24889029     TEN001   TX0001   11/12/2005  Invoiced              │
│ History    TENNESSEE SHELTERS, INC.       11/12/2005        .00     59145.84 │
│ 0000019    00000000     CASHCA   CA0001   10/10/2005  Verified              │
│ RRW                                       10/10/2005        .00       560.25 │
│ 0000021    0000021      ACE001   CA0001   10/10/2005  Verified              │
│ RRW        HGJHGKJHJK                     10/10/2005        .00       422.83 │
│ 0000026    0000026      ACE001   CA0001   10/10/2005  New                   │
│ RRW                                       10/10/2005        .00         1.00 │
│>0000027    0000027      ACE001   CA0001   10/10/2005  New                   │
│ RRW                                       10/10/2005        .00         1.00 │
```

Following is a display of search results in detail, showing each line item on the orders found.

```
┌──────────────────────────── Open Order Inquiry ────────────────────────────┐
│                                                                             │
│  Our Ord     Invoice No  Cust ID  Loc ID  Ord Date     Status              │
│  Batch ID    Job Name                     Inv Date     Prepayments  Order Total │
├─────────────────────────────────────────────────────────────────────────────┤
│    Item                          Qty    92.0000   Sell       92.00         │
│         Heating/Cooling Package                                             │
│ >0000011              CASHCA    MN0001                 New                  │
│  000001    RANDY WILSON                                     .00     4753.84 │
│    Item 100                       Qty     1.0000   Sell        1.00         │
│         Electrical Package                                                  │
│    Item 100                       Qty     1.0000   Sell        1.00         │
│         Electrical Package                                                  │
│    Item 100                       Qty     1.0000   Sell        1.00         │
│         Electrical Package                                                  │
│    Item                           Qty      .0000   Sell         .00         │
│                                                                             │
│    Item 100                       Qty     1.0000   Sell        1.00         │
│         Electrical Package                                                  │
│    Item 100                       Qty     5.0000   Sell        5.00         │
│         Electrical Package                                                  │
├──────────────────────────────────────────────── CURRENT — BLUE ──────┤
│                     <Enter>=Select Order                                    │
└─ Company H ─────────────────────────────────────────────── Verify ──┘
```

Customers and Open Invoices: The POS Balance field has been added to show the amount due in current orders. This can be added to the Total Due in the posted balance for credit limit purposes.

```
┌──────────────────── Credit and Balance Information ────────────────────┐
│  Customer ID   900CON    MARY CONNER                 Open Invoice       │
├──────────────────────────── Credit Information ────────────────────────┤
│  Pymt Method       CKD CHECK - DENTON                                   │
│  Finance Charge?   YES                                                  │
│  Fin Charge Code   01                                                   │
│  Credit Limit              0                                            │
│  Credit Hold       NO                                                   │
├──────────────────────────── Balance Information ───────────────────────┤
│  New Finance Charges              .00                                   │
│  Unpaid Finance Charges           .00                                   │
│                                                                         │
│  Current Due                      .00                                   │
│  Balance 31-60 days            122.99                                   │
│        61-90 days                 .00                                   │
│        91-120 days                .00                                   │
│        121+ days                  .00                                   │
│  Unapplied Credits                .00                                   │
│                         -------------                                   │
│  Total Due                     122.99      POS Balance        27.99     │
├─────────────────────────────────────────────────────────────────────────┤
│          Customer, First, Last, Next, Previous, General,        RRW     │
│               History, Invoices, Ship to's, User fields                 │
└─ Company 1 ──────────────────── Info ──────────────────── Verify ──┘
```

Open Invoices by Job: This enhanced version of the Open Invoices Inquiry allows sorting by Job (ship-to id). Notice the subtotal for each job on the right hand side. Also, a "no. of days" column has been added to quickly determine just how overdue each invoices is.

```
┌────────────────── A/R Customer Invoice Inquiry ──────────────────┐
│  Customer ID    XYZ300   MICHAEL Z MILLER                         │
│  Account Type   Open Invoice                                      │
│  Credit Limit   300000                         Sort By: Job ID    │
│  Include Paid Invoices After   12/15/2005                         │
├──────────────────────────────────────────────────────────────────┤
│  Job    Invoice  Type Stat Invoice  Check  No. of  Discount  Gross     Invoice  │
│  ID     Number             Date     No.    Days    Amount    Amount    Balance  │
│                                                                                 │
│  CAMP   0003690  INVC REL  10/21/05         55      .00       130.07            │
│  CAMP   0004048  INVC REL  10/22/05         54      .00        20.60            │
│  CAMP   0004267  CRED REL  10/24/05         52      .00      -266.95            │
│  CAMP   0341943  INVC REL  10/07/05         69      .00      1286.58   2447.09  │
│  DEAN   0000428  INVC REL  10/17/05         59      .00       633.61    633.61  │
│  HAY    0001028  INVC REL  10/07/05         69      .00        53.38            │
│  HAY    0001854  INVC REL  10/07/05         69      .00        22.33     75.71  │
│  SHOP   0000962  INVC REL  10/07/05         69      .00        69.25     69.25  │
│  SOU    0341067  INVC REL  10/01/05         75      .00       139.44    139.44  │
│ >STI    0001024  INVC REL  10/07/05         69      .00       152.57            │
│                                                                                 │
│                                                    Total    10716.74  │
├──────────────────────────────────────────────────────── BLUE ──┤
│            Customer, First, Last, Next, Prev, Sort, Goto job     │
└─ Company 1 ─────────────────── Info ─────────────────── Verify ──┘
```

Price and Availability: In addition to the standard inventory Price and Availability functions, this enhanced lookup allows each user to have custom defaults for the costs, prices, or customer levels which display. In this example, the user is set to default to customer level A, and to show the Base Price and Last Cost.

```
┌───────────────────────── Price and Availability ──────────────────────┐
│ Item ID        2410SPF                Pc/Case         Cust ID          │
│ Description    2X4 10' SPF                            Cust Level    A   │
│ Units          EA        Price ID  1        Alias                      │
├───────────────────────────────────────────────────────────────────────┤
│   Loc         Avail     Base Pr            Last Cost    Base Pr     Lvl A │
│ > 1         445.0000      3.80                3.00        3.80       3.61 │
│   2         782.0000      3.80                3.00        3.80       3.61 │
│                                                                        │
│   Total         1227.0000           .0000       Line No (000001 of 000002) │
├─────────────────────────────────────────────────────────────── RCG ───┤
│     Next, Prev, First, Last, Item, View, Calc pr, cusT, sAles, puRch, Units │
└─ Company 1 ──────────── Quick ──────────────────────────────── Verify ─┘
```

When 'V'iew is selected, the on hand quantity is shown, and a breakdown of current orders by type is given. In this example, we see that a quantity of 371 are on current quotes, and 44 on new orders. Transfers in and out are also displayed here as well as PO on order quantity.

```
┌───────────────────────── Price and Availability ──────────────────────┐
│ ┌───────────────── Item Price and Availability Detail ──────────────┐ │
│ │ Item ID        2410SPF             2X4 10' SPF                     │ │
│ │ Location ID     1                                                  │ │
├─┤ ───────── Quantities (EA   ) ─────────┬────────── Prices ─────────├─┤
│ │ On Hand              489.0000 │ Average Price              3.48   │ │
│ │ On Order (PO)            .0000 │ Base Price                 3.80   │ │
│ │ Quoted (AR)          371.0000 │ List Price                  .00   │ │
│ │ New                   44.0000 │ Minimum Price               .00   │ │
│ │ Picked                  .0000 │                                   │ │
│ │ Verified                .0000 ├──────────── Quantity Breaks ──────├ │
│ │ Credited                .0000 │                                   │ │
│ │ Invoiced                .0000 │        Quantity  %/$    Price Adj │ │
│ │ Backord                 .0000 │ 1         .0000  $          .00 │ │
│ │ RMA                     .0000 │ 2         .0000  $          .00 │ │
│ │ Layaway                 .0000 │ 3         .0000  $          .00 │ │
│ │ Transfer (Out)          .0000 │ 4         .0000  $          .00 │ │
│ │ Transfer (In)           .0000 │ 5         .0000  $          .00 │ │
│ │                               │                                   │ │
│ │ Available           445.0000 │                                   │ │
│ └──── Press any key.────────────┘                                  )│ │
├───────────────────────────────────────────────────────────────── RCG ─┤
│     Next, Prev, First, Last, Item, View, Calc pr, cusT, sAles, puRch, Units │
└─ Company 1 ──────────── Quick ──────────────────────────────── Verify ─┘
```

When "sAles" is selected, a list of the open A/R transactions are listed .

```
┌──────────────────────────── Price and Availability ─────────────────────────┐
│┌───────────────────────────── Order Management Detail ─────────────────────┐│
││ Item ID       2410SPF                          Location           1        ││
││ Description   2X4 10' SPF                                                   ││
├│ Units         EA                               In Use             44.0000  │┤
││                                                                            ││
││ Batch/Order No  Cust ID       Qty        Status        Req Ship Date       ││
││ DPOS    0001109  JON360     25.0000      Quote                             ││
││ DPOS    0001109  JON360     25.0000      Quote                             ││
││ DPOS    0001109  JON360     20.0000      Quote                             ││
││ DPOS    0001109  JON360     28.0000      Quote                             ││
││ DPOS    0002900  CASH       24.0000      Quote                             ││
││ DPOS    0005042  WRI100      4.0000      Quote                             ││
││ DPOS    0005575  CASH       60.0000      Quote                             ││
││ DPOS    0010357  BIL120     80.0000      Quote                             ││
││ DPOS    0010627  JON360    105.0000      Quote                             ││
││ DPOS    0011777  903SHA     12.0000      New                               ││
││ DPOS    0011810  BAY120      2.0000      New                               ││
││ DPOS    0011875  VDB100     30.0000      New                               ││
││                                                                            ││
││                                                                            ││
││                                                                  RCG       ││
├└────────────────────────────────────────────────────────────────────────────┤
│    Press any key...                                                 ts       │
└── Company 1 ──────────── Quick ──────────────────────────────── Verify ──────┘
```

Order Management enhances the Daily Work functions: Batch Control, and Change Batches. The Transactions function has been totally reworked, and a new Transaction History function has been added.

Batch Control: The enhanced Batch Control Screen has some new fields:

Cash Customer: Default customer id for Cash Sales
Layaway Customer: Default customer id for Layaways
Location: Default Inventory Location for this batch
Print Invoices: New control flag to prevent posting without printing invoices

```
┌───────────────────── Batch Control - SAMPLE DATA ─────────────────────┐
│                                                                        │
│   Batch ID      RRW                                                    │
│   Lock Flag                                                            │
│   Description   RRW'S BATCH              Report Status:                │
│   Status        Released                  Sales Journal        Not Applicable │
│   Cash Customer     CASHCA                Misc Credits Journal  Not Applicable │
│   Layaway Customer LAYWAY                 Cash Receipts Journal Unprinted │
│   Location          CA0001                Print Invoices       Not Applicable │
│  ───────────────────────────────────────────────────────────────────  │
│   Term User Name                        Term User Name                 │
│                                                                        │
│                                                                        │
│                                                              ─ JANE ─  │
│  └─ Company H ────────────────────────────── Inquiry ──────── Verify ─┘│
```

Change Batches: The Enhanced Change Batches function now allows you to select status codes for which orders you would like to transfer. The default is to transfer all orders with status 3, 4, or 5, which would transfer all verified orders ready to be posted. When it is time to process and post invoices, all orders could be transferred from a "live" batch to a "posting" batch. The defaults are stored in a table called BTDEFxxx. These defaults may be removed or changed by modifying the BTDEFxxx table for any given company id. Also, the defaults may be overridden by the user at any time. If no statuses are entered, all transactions will be transferred.

```
┌───────────────── Change Batches - SAMPLE DATA ─────────────────┐
│                                                                 │
│              Change:                                            │
│                1.  Transaction Number                           │
│                2.  Batch ID                                     │
│                2                                                │
│                                                                 │
│              Old Batch ID                                       │
│                                                                 │
│              New Batch ID                                       │
│                                                                 │
│              List of Status Codes:        03 04 05             │
│              (Leave blank for all)                              │
│                                                                 │
│                                                       ─ BLUE ─  │
│  └─ Company H ────────────────────── Inquiry ──────── Verify ─┘ │
```

Transactions:

```
┌───────────────────────── Header Information ──────────────────────────┐
││ Batch ID    000001              Order Entered                       ││
┤│ Order No                          Status   Verified                 ├┤
││ Location    MN0001                                                  ││
│├──────────────────────────┬──────────── Transaction Type ──────────┤│
││ Sold to:         Bill to: │                                        ││
││                           │   1.   Cash/Charge Sale                ││
││                           │   2.   On Account Sale                 ││
││                           │   3.   New Order (Pick Ticket)         ││
││                           │   4.   Credit                          ││
││                           │   5.   Return Merchandise Authorization ││
││ Sales Rep 1    Percent 100.0 │   6.   Receipt on Account           ││
││ Sales Rep 2    Percent    │   7.   Layaway                         ││
││ Cust Level                │   8.   Quote                           ││
││ Terms Code                │   9.   Transfer                        ││
││ Terms Desc          Type  │  10.   Change Status (Verify, etc.)    ││
││ Terms%    .0 Days   Net Days │  11.   Change Order                 ││
┤│ Order No                  │   1                                    ├┤
││ Ord Date                  │                                        ││
││ Inv No           Date     │                                        ││
│├───────────────────────────┴──────────────┘                        ││
│                                          ── CURRENT ─ BLUE ──       ││
│                                                                      │
└── Company H ──────────────────────────────────────── Verify ──┘
```

New Transactions:

RS Transaction Entry allows the following types of new transactions to be created:

1) Cash/Charge Sale: shipped order to a Cash Customer. If the Default Cash Customer for the Batch is filled in, it will be filled in automatically. Default Cash Customer is a new field in the Batch Control Screen (status 3). Ready to post.

2) On Account Sale: shipped order to any customer who has a Customer ID on file (status 3). Ready to post.

3) New Order (Pick Ticket) (status 1). For orders not yet ready to ship. Will not post. When it is time to ship, the status can be changed to "verified" and the ship quantities entered. The shipped quantities will be invoiced and posted. If all quantities are not shipped, a new backorder will be created automatically which contains the unshipped items. This backorder will have the same order number followed by a letter.

4) Credit: verified credit (status 4). Ready to post immediately. Assumes that return has been received in good order. Inventory is increased and the customer account is credited.

5) RMA: unverified credit (status 9). Will not post. An RMA transaction can be entered prior to receipt of the return, and the Order number used as an RMA number to identify the return when it arrives. At that point the status can be changed to a credit and posted to update inventory and the customer account.

6) Receipt on Account (quick cash receipt entry)

7) Layaway: new layaway (status 10). Will not post until changed to verified. Will load default Layaway customer from batch control if filled in. Will require that customer has distribution code that is included in the valid layaway distribution codes in table LAWAYxxx. Will default the line item field "Quoted Price" to "YES" so that order will not be repriced when status changed to verified.

8) Quote (status 8). Will not post or affect inventory. Will default the line item field "Quoted Price" to "YES" so that the order will not be repriced as it's status changes.

9) Transfer: new (unverified) transfer (status 11). Will not post until status changed to verified transfer (status 12). Once status changed to verified, will post immediately upon completion of order.

Change Status:
Order Management includes the following order statuses:

 1 = New (unverified) Order
 3 = Shipped/Verified Order
 4 = Verified Credit
 5 = Invoiced Order (shipped and invoice printed)
 6 = Backorder (unverified)
 7 = Receipt on Account
 8 = Quote
 9 = Return Merchandise Authorization (unverified credit)
10 = Layaway
11 = New Transfer
12 = Verified Transfer

Status 12 verified transfers are posted immediately upon exiting the order.
Statuses 3, 4, and 5 are postable orders. All other statuses are considered "in progress" and will not be posted.

Transactions move through the statuses in the following manner.

Quote → New/Backorder → Verified → Invoiced → Posted to transaction history
RMA → Credit → Posted to transaction history
New Transfer → Verified Transfer → Posted to transaction history
Layaway → Verified → Invoiced → Posted to transaction history

For any of these examples, a new transaction can be initiated at any status along the way. For example an order can begin as a quote, be changed to a new or layaway order, then verified. It can also begin as a shipped/verified order and skip the previous steps. Statuses can also move backwards in many cases. So if an order is mistakenly changed to a verified status, it can be easily changed back to new.

Detailed Order Activity Tracking

When viewing an order in either current or history transactions, hit "D" for Dates and a list of detailed order activity will be displayed. Each time a significant event happens to an order, it is logged with date and time stamp, user id and description of the activity. For more detailed description of each activity, hit "D" to toggle detail mode on. A second line will then show the Security Code that was used and a more detailed description of the activity. Notice that Credit Overrides are noted as well as Line item and Order deletions.

```
                           Detail mode Off (default)

 ┌─────────────────────────────────────────────────────────────────────────┐
 │ Sold to: ZLO100 BILL AND HAZEL ZLOP          Loc ID    Batch ID 200500    │
 │ Ship to:                                     1         Trans No 0327752A   │
 │               ────────────────── Order Activity ───────────────── rd) ──  │
 │ Item/Jo │                                                       │ t Price │
 │   Desc  │   Description          Date      Time    User        │         │
 │         │                                                       │         │
 │ 00225   │   New Order          08/31/2005  11:12   rrw          │  74.75  │
 │   LATE  │   Back Order         08/31/2005  11:15   rrw          │         │
 │ H63881  │   Back Order         08/31/2005  11:17   rrw          │ 3495.00 │
 │   1985  │   Back Order         08/31/2005  11:33   rrw          │         │
 │         │   Back Order         08/31/2005  11:34   rrw          │         │
 │         │   Changed Order      08/31/2005  11:36   rrw          │         │
 │         │   Deleted Line       08/31/2005  11:36   rrw          │         │
 │         │   Changed Order      08/31/2005  11:37   rrw          │         │
 │         │   Changed Order      08/31/2005  11:38   rrw          │         │
 │         │   Credit Override    08/31/2005  11:37   rrw          │ of 002) │
 │         │   Credit Override    08/31/2005  11:40   rrw          │         │
 │         │ > Deleted Order      08/31/2005  11:41   rrw          │         │
 │   Sub   │                                                       │ Net Due │
 │    36   └───────────────────────────────────────────────────── │ 3644.50 │
 │                                                   ── HISTORY ─ JANE ──     │
 │                     Detail on/off                                         │
 └─ Company 1 ───────────── Quick ─ Info ───────────────────────── Verify ─┘
```

```
                              Detail Mode On

 ┌─────────────────────────────────────────────────────────────────────────┐
 │ Sold to: ZLO100 BILL AND HAZEL ZLOP          Loc ID    Batch ID 200500    │
 │ Ship to:                                     1         Trans No 0327752A   │
 │               ────────────────── Order Activity ───────────────── rd) ──  │
 │ Item/Jo │                                                       │ t Price │
 │   Desc  │   Description          Date      Time    User        │         │
 │         │                                                       │         │
 │ 00225   │   Changed Order      08/31/2005  11:37   rrw          │  74.75  │
 │   LATE  │     JANE - Charge Sale Created                        │         │
 │ H63881  │   Changed Order      08/31/2005  11:38   rrw          │ 3495.00 │
 │   1985  │     JANE - Backorder Created                          │         │
 │         │   Deleted Order      08/31/2005  11:41   rrw          │         │
 │         │     JANE - Backorder Created                          │         │
 │         │   Deleted Line       08/31/2005  11:36   rrw          │         │
 │         │     JANE - Backorder Created                          │         │
 │         │   Credit Override    08/31/2005  11:37   rrw          │         │
 │         │     JANE - Backorder Created                          │         │
 │         │ > Credit Override    08/31/2005  11:40   rrw          │ of 002) │
 │         │     JANE - Normal Credit Override                     │         │
 │   Sub   │                                                       │ Net Due │
 │    36   └───────────────────────────────────────────────────── │ 3644.50 │
 │                                                   ── HISTORY ─ JANE ──     │
 │                     Detail on/off                                         │
 └─ Company 1 ───────────── Quick ─ Info ───────────────────────── Verify ─┘
```

Automatic Backorder Creation

All orders with verified status (3 or 5) will automatically create backorders if the shipped quantity is less than the ordered quantity. This occurs when the order is completed. The backorder number will be the same as the original order number followed by a trailing letter (A,B,C, etc.) and it will contain all the line items with remaining quantities that were not shipped on the original order. An opportunity will be presented to print an online form for the backorder.   If all shipped quantities are zero, the original order number will be retained and the status changed to backordered.

The same kind of thing will occur with verified credits (status 4) if quantity shipped is less than quantity ordered. In this case, a new RMA will be created with the line items with unshipped quantities from the original credit. The RMA number will be the same as the original credit number, followed by a trailing letter (A,B,C, etc.). An opportunity will be presented to print an online form for the RMA. If all shipped quantities are zero, the original credit number will be retained and the status changed to RMA.

```
──────────────── Change Order ────────────────
 Sold to: CASH                        Loc ID      Batch ID RRW
 Ship to:                             1           Trans No 0327725
                                          ──────── (Verified) ────
 Item/Job ID              Qty Ordered Units     Unit Price      Ext Price
    Description           Qty Shipped

 001-3425                    1.0000 EACH          4.0900              .00
    24595 F40/T12 FLO...      .0000
 00550                       1.0000 BOX          10.9800              .00
    PRO-GREEN BOX OF 50       .0000
 010-1667                    1.0000 CAN           4.4900              .00
    21931 SPRY OIL GL...      .0000
 001-3425                  100.0000 EACH       1000.0000         50000.00
    24595 F40/T12 FLO...    50.0000
  322867                     1.0000 EA           .0000               .00
    RW3314 WHITE ARCH         .0000
                                                 Entry (001 of 005)

    Subtotal    Freight+Misc      Sales Tax     Prepayment         Net Due
    50000.00            .00        2500.00       52500.00              .00
                                                                    JANE
         Backorder 0327725A Created.  Print online picking slip?  YES
  Company 1 ───────────────── Info ───────────────────── Verify ──
```

Payment/tracking for backorders:

If there are payments on the backorder, the payment amount will be split between the two orders according to the following rule: if the payment total exceeds the invoice total for the shipped items, the remaining amount is subtracted from the payments on the original order (so amount due becomes zero) and added to the backorder. This is done using a predefined method of payment which must be defined in the DFxxxx table as illustrated below:

```
┌──────────────────────────── RSTB ────────────────────────────┐
│ Table ID DF         Description Defaults Table                │
│ Number of Cols   2  Column Length  12      Type  A            │
│ FIELD          DEFAULT VALUE                                  │
│ ------------   ------------                                   │
│ BATCH ID        000001                                       │
│ DIST CODE       01                                           │
│ GL CODE         R1                                           │
│ C/R INVOICE     DEPOSIT                                      │
│ DEPOSIT MOP   ACI                                            │
│                                                              │
│                                                    SHERRY    │
│ └─ Company 1 ──────────────────────────────────── Verify ─┘  │
└──────────────────────────────────────────────────────────────┘
```

```
┌──────────────────────────── Change Order ────────────────────────────┐
│  Sold to: CASH                          Loc ID     Batch ID RRW       │
│  Ship to:                               1          Trans No 0327767A   │
│ ┌───────────────────────────── Totals Information ───── (Backord) ──┐ │
│ │                                                                   │ │
│ │  Subtotal                357.00                                   │ │
│ │                                                                   │ │
│ │  Freight            .00            Tax Class                      │ │
│ │  Miscellaneous Chgs        .00     Tax Class  00                  │ │
│ │  Sales Tax               17.85                                    │ │
│ │                      --------------                               │ │
│ │  Invoice Total           374.85   ┌──── Payment Detail ────┐      │ │
│ │                                   │ Mop       Amount    Date    Posted │
│ │  Amount Tendered            .00   │ ACI       374.85  09/01/2005  NO   │
│ │  Total Payments          374.85   │ Memo   Applied from 0327767  │    │ │
│ │  Change                     .00   │                          │      │ │
│ │                      --------------                               │ │
│ │  Net Due                    .00                                   │ │
│ │                                                          SHERRY   │ │
│ │ └─────────────────────────────────────────────────────────────┘   │ │
│ └─ Company 1 ──────────────── Info ──────────────── Verify ─┘        │
└───────────────────────────────────────────────────────────────────────┘
```

Unlimited Number of Payments

An unlimited number of payments can be entered in the totals screen, which total up to the Total Payments on the order. An order can be paid with combination of payment methods, and at different times. The payment detail subscreen allows scrolling up and down, as well as edit, append and delete functions. When part of an order is shipped and a backorder created, the total payment amount will be split, first paying off the balance of the shipped order and then applying any remaining payment amount to the new backorder. See the section on automatic backorder generation for more details.

```
 Sold to: CASH                            Loc ID      Batch ID RRW
 Ship to:                                 1           Trans No 0327767
                                                      ─ (Verified) ─
 ────────────────────── Totals Information ──────────

  Subtotal                   595.00

  Freight                       .00    Tax Class
  Miscellaneous Chgs            .00    Tax Class  00
  Sales Tax                   29.75
                          --------------
  Invoice Total              624.75   ─ Payment Detail ─
                                       Mop       Amount     Date    Posted
  Amount Tendered               .00  >CSR       100.00  08/31/2005  NO
  Total Payments             624.75
  Change                        .00   CKR       100.00  09/01/2005  NO
                                          Batch/Dep RRW    Check#  11111
                          ------------   CCR       200.00  09/01/2005  NO
  Net Due                       .00      Name   randy wilson

                                                              SHERRY
                  Edit, Append, Done
 ─ Company 1 ──────────────────────────────────────── Verify ─
```

Line item enhancements

```
┌──────────────────────── Edit Line ──────────────────── Entry 001 ──┐
│ Item/Job  ITEM        Loc ID  1        Cust ID  ZLO100  Trans No 0327776 │
│ ID     322867                          GL Code                            │
│ Desc  RW3314 WHITE ARCH                Sales Acct   4000-01               │
│ Sls Cat    HW           Quoted?   NO   COGS Acct    5000-01               │
│ Tax Class  01    .000%  Cust Lvl  LDSALE  Inv Acct   1400-01              │
│ Req Ship   09/25/2005   Price ID  1                                       │
│                   Units                                                   │
│ Ordered    10000.0000 EA  Weight          .0000 Tot Wt          .0000     │
│ Shipped    10000.0000     Price         1.0000 Ext Price      10000.00    │
│ Backord        .0000      Cost                 Ext Cost                    │
│                                                                           │
│                                                                           │
│                                                      Entry (001 of 001)   │
├───────────────────────────────────────────────────────────┬──────────────┤
│   Subtotal    Freight+Misc    Sales Tax    Prepayment      │    Net Due   │
│   10000.00          .00           .00            .00        │   10000.00   │
├────────────────────────────────────────────────────────────┴──── JANE ───┤
│        Quantity on hand = -14  Available for sale = -10344                │
└─ Company 1 ───────────────────── Info ─────────── Inquiry ─────── Verify ─┘
```

Requested Ship Date: Requested ship date can be indicated by line item.

Quoted Price?: If set to YES, the price will remain fixed once entered. There are many situations where orders will be automatically repriced. If the Quoted Price flag is set to YES, this line item will be left alone when automatic repricing occurs. Quoted Price is set to yes by default for Layaways and Quotes. It can be overridden to NO if desired, even in those cases.

Customer Level: Allows pricing by individual line item. If the customer level on the line item is non-blank, it will override the customer level on the header. Otherwise the customer level on the header will take effect as in regular A/R.

Purchasing from Within A/R Transactions: Sometimes it is desirable to generate a Purchase Order from within the Order Management A/R Transaction. This can be done by selecting "pUrch" in the transaction control screen.

```
────────────────── Change Order ──────────────────
  Sold to: RID110 STEPHEN M RIDGELL          Loc ID      Batch ID RRW
  Ship to: STEPHN STEPHIN                    1           Trans No 0000863A
├─────────────────────────────────────────────────── (Backord) ───
  Item/Job ID              Qty Ordered Units    Unit Price      Ext Price
    Description            Qty Shipped

> 327-5559                    3.0000 EACH          1.7900           5.37
    LN-701 VOC LIQ NA...       .0000
  34FIRTG                     6.0000 EA           33.0100         198.06
    3/4" FIR T&G UNDE...       .0000
                              1.0000 EA           25.9900          25.99
    SPECIAL ORDER ITEM        .0000




                                                 Entry (001 of 003)
├─────────────────────────────────────────────────────────────────────
     Subtotal    Freight+Misc      Sales Tax    Prepayment       Net Due
      229.42             .00           10.17          .00         239.59
                                            ─── CURRENT ── RRW ───
Enter = edit, Append, Hdr, Tot, View, Goto, Online, Nxt, cMts, Dates, pUrch
└─ Company 1 ──────────────── Info ──────────────────── Verify ──
```

At this point the line items must be edited to indicate the Vendor(s) to purchase from and the type of purchase (0 is nothing, 1 is material requisition, 2 is purchase order). If desired, the quantity to be purchased may be changed.

```
┌─────────────────────── Change Order ──────────────────────────────┐
│  Sold to: RID110 STEPHEN M RIDGELL          Loc ID      Batch ID RRW    │
│  Ship to: STEPHN STEPHIN                     1          Trans No 0000863A│
├──────────────────────────────────────────────────── (Backord) ────┤
│  ┌─────────────────────── Purchase Items ──────────────────────┐    │
│    Vendor/ Whse    Item/              Quantity  Units      Cost   Type │
│    P/O No.         Description                                    Stat │
│                                                                       │
│  >         1       327-5559            3.0000   EACH     1.2600   0    │
│                    LN-701 VOC LIQ NAILS 10OZ BULK                Open  │
│            Available:     -4.0000    On Order:       .0000             │
│    ------------------------------------------------------------------ │
│            1       34FIRTG             6.0000   EA      26.4618   0    │
│                    3/4" FIR T&G UNDERLAYMENT                    Open   │
│            Available:    -32.0000    On Order:     44.0000             │
│    ------------------------------------------------------------------ │
│            1                           1.0000   EA         .0000  0    │
│                    SPECIAL ORDER ITEM                          Open    │
│            Available:    -37.0000    On Order:       .0000             │
│    ------------------------------------------------------------------ │
│                                                                       │
│  └──────────────────────────────────────────────────────────┘        │
│ E          Enter=Edit, Create Items, Create PO, Online, Flag          │
└─ Company 1 ──────────────────── Info ──────────────────── Verify ─┘
```

Page 50 of 60

Line item 3 of this order was entered with no item number. This was done because it is a "special order" item for which an item number will be generated by the system. To create the special order items, point to them and select "Create Items".

```
┌─────────────────────────── Change Order ─────────────────────────────┐
│  Sold to: RID110 STEPHEN M RIDGELL          Loc ID      Batch ID RRW  │
│  Ship to: STEPHN STEPHIN                       1         Trans No 0000863A │
│                                                    ┌─ (Backord) ──┐   │
│  ┌──────────────────────── Purchase Items ──────────────────────────┐ │
│  │  Vendor/ Whse    Item/            Quantity  Units      Cost  Type│ │
│  │  P/O No.         Description                             Stat    │ │
│  │                                                                  │ │
│  │  ACT100  1       327-5559           3.0000  EACH      1.2600   2 │ │
│  │                  LN-701 VOC LIQ NAILS 10OZ BULK               Open│ │
│  │         Available:     -4.0000   On Order:        .0000         │ │
│  │  ──────────────────────────────────────────────────────────────│ │
│  │  ACT100  1       34FIRTG            6.0000  EA       26.4618   2 │ │
│  │                  3/4" FIR T&G UNDERLAYMENT                    Open│ │
│  │         Available:    -32.0000   On Order:     44.0000         │ │
│  │  ──────────────────────────────────────────────────────────────│ │
│  │ > ACT100  1                         1.0000  EA        5.0000   2 │ │
│  │                  SPECIAL ORDER ITEM                          Open│ │
│  │         Available:    -37.0000   On Order:        .0000        │ │
│  │  ──────────────────────────────────────────────────────────────│ │
│  │                                                                  │ │
│  └──────────────────────────────────────────────────────────────────┘ │
│ E            Enter=Edit, Create Items, Create PO, Online, Flag        │
└─ Company 1 ─────────────────────── Info ──────────────────── Verify ──┘
```

```
┌─────────────────────────── Change Order ─────────────────────────────┐
│  Sold to: RID110 STEPHEN M RIDGELL          Loc ID      Batch ID RRW  │
│  Ship to: STEPHN STEPHIN                       1         Trans No 0000863A │
│                                                    ┌─ (Backord) ──┐   │
│  ┌──────────────────────── Purchase Items ──────────────────────────┐ │
│  │  Vendor/ Whse    Item/            Quantity  Units      Cost  Type│ │
│  │  P/O No.         Description                             Stat    │ │
│  │                                                                  │ │
│  │  ACT100  1       327-5559           3.0000  EACH      1.2600   2 │ │
│  │                  LN-701 VOC LIQ NAILS 10OZ BULK               Open│ │
│  │         Available:     -4.0000   On Order:        .0000         │ │
│  │  ──────────────────────────────────────────────────────────────│ │
│  │  ACT100  1       34FIRTG            6.0000  EA       26.4618   2 │ │
│  │                  3/4" FIR T&G UNDERLAYMENT                    Open│ │
│  │         Available:    -32.0000   On Order:     44.0000         │ │
│  │  ──────────────────────────────────────────────────────────────│ │
│  │  ACT100  1                          1.0000  EA        5.0000   2 │ │
│  │                  SPECIAL ORDER ITEM                          Open│ │
│  │         Available:    -37.0000   On Order:        .0000        │ │
│  │  ──────────────────────────────────────────────────────────────│ │
│ ┌ Verification ────────────────────────────────────────────────────┐ │
│ │                   Press <PgDn> to proceed                        │ │
│ │                     To Create Items                              │ │
│ └──────────────────────────────────────────────────────────────────┘ │
└──────────────────────────────────────────────────────────────────────┘
```

Notice that a new item id has been generated. The prefix is defined in the table RSITEM, which defines the Prefix and the total length of the item. In this case, "SO" is the prefix and the item length is 8. A new item is setup in inventory and the line item is updated automatically. To create the purchase order(s) that have been defined, select "Create PO".

```
┌──────────────────────── Change Order ────────────────────────┐
│ Sold to: RID110 STEPHEN M RIDGELL          Loc ID     Batch ID RRW   │
│ Ship to: STEPHN STEPHIN                       1        Trans No 0000863A│
│                                              ┌────────── (Backord) ──┐
│   ┌─────────────────────── Purchase Items ───────────────────────┐
│   │ Vendor/ Whse   Item/              Quantity  Units      Cost  Type│
│   │ P/O No.        Description                                   Stat│
│   │                                                                  │
│ > │ ACT100  1      327-5559              3.0000  EACH      1.2600   2 │
│   │                LN-701 VOC LIQ NAILS 10OZ BULK                Open│
│   │        Available:    -4.0000   On Order:      .0000            │
│   │   ----------------------------------------------------------    │
│   │   ACT100  1      34FIRTG              6.0000  EA      26.4618   2 │
│   │                3/4" FIR T&G UNDERLAYMENT                    Open│
│   │        Available:   -32.0000   On Order:    44.0000            │
│   │   ----------------------------------------------------------    │
│   │   ACT100  1      SO07793              1.0000  EA       5.0000   2 │
│   │                SPECIAL ORDER ITEM                          Open│
│   │        Available:    -1.0000   On Order:      .0000            │
│   │   ----------------------------------------------------------    │
│   └──────────────────────────────────────────────────────────────┘
│ E           Enter=Edit, Create Items, Create PO, Online, Flag         │
│ └ Company 1 ────────────────── Info ──────────────── Verify ─┘
```

```
┌──────────────────────── Change Order ────────────────────────┐
│ Sold to: RID110 STEPHEN M RIDGELL          Loc ID     Batch ID RRW   │
│ Ship to: STEPHN STEPHIN                       1        Trans No 0000863A│
│                                              ┌────────── (Backord) ──┐
│   ┌─────────────────────── Purchase Items ───────────────────────┐
│   │ Vendor/ Whse   Item/              Quantity  Units      Cost  Type│
│   │ P/O No.        Description                                   Stat│
│   │                                                                  │
│   │ ACT100  1      327-5559              3.0000  EACH      1.2600   2 │
│   │                LN-701 VOC LIQ NAILS 10OZ BULK                Open│
│   │        Available:    -4.0000   On Order:      .0000            │
│   │   ----------------------------------------------------------    │
│   │   ACT100  1      34FIRTG              6.0000  EA      26.4618   2 │
│   │                3/4" FIR T&G UNDERLAYMENT                    Open│
│   │        Available:   -32.0000   On Order:    44.0000            │
│   │   ----------------------------------------------------------    │
│   │   ACT100  1      SO07793              1.0000  EA       5.0000   2 │
│   │                SPECIAL ORDER ITEM                          Open│
│   │        Available:    -1.0000   On Order:      .0000            │
│   │   ----------------------------------------------------------    │
│ ┌ Verification ─────────────────────────────────────────────────┐
│                    Press <PgDn> to proceed                        │
│                  To Create Purchase Order(s)                      │
└───────────────────────────────────────────────────────────────┘
```

The user will be prompted for PO number if applicable. If PO batching is enabled, the PO will be put in the default PO batch defined in the user's setup.

```
┌──────────────────────────── Change Order ────────────────────────────┐
│  Sold to: RID110 STEPHEN M RIDGELL           Loc ID     Batch ID RRW  │
│  Ship to: STEPHN STEPHIN                      1         Trans No 0000863A │
│                                                     ┌── (Backord) ──┐   │
│  ┌──────────────────────── Purchase Items ─────────────────────────┐   │
│  │  Vendor/ Whse   Item/              Quantity  Units      Cost  Type │ │
│  │  P/O No.        Description                                    Stat │ │
│  │                                                                    │ │
│  │  ACT100  1      327-5559            3.0000   EACH      1.2600   2   │ │
│  │                 LN-701 VOC LIQ NAILS 10OZ BULK               Open  │ │
│  │        Available:     -4.0000   On Order:       .0000              │ │
│  │  ─────────────────────────────────────────────────────────────── │ │
│  │  ACT100  1      34FIRTG             6.0000   EA       26.4618   2   │ │
│  │                 3/4" FIR T&G UNDERLAYMENT                     Open  │ │
│  │        Available:    -32.0000   On Order:     44.0000              │ │
│  │  ─────────────────────────────────────────────────────────────── │ │
│  │  ACT100  1      SO07793             1.0000   EA        5.0000   2   │ │
│  │                 SPECIAL ORDER ITEM                           Open  │ │
│  │        Available:     -1.0000   On Order:       .0000              │ │
│  │  ─────────────────────────────────────────────────────────────── │ │
│  │                                                                    │ │
│  └────────────────────────────────────────────────────────────────┘   │
│  EEnter P/O No. for Vendor ID ACT100    NEWPONUM                        │
└── Company 1 ──────────────────── Info ──────────────────────── Verify ──┘
```

PO Ship to information will also be collected at this point.

```
┌──────────────────────────── Change Order ────────────────────────────┐
│  Sold to: RID110 STEPHEN M RIDGELL           Loc ID     Batch ID RRW  │
│  Ship to: STEPHN STEPHIN                      1         Trans No 0000863A │
│                                                     ┌── (Backord) ──┐   │
│  ┌──────────────────────── Purchase Items ─────────────────────────┐   │
│  │  Vendor/ Whse   Item/              Quantity  Units      Cost  Type │ │
│  │  P/O No.        Description                                    Stat │ │
│  │          ┌──────────── Ship To Information ────────────┐            │ │
│  │  ACT100  │                                             │  .2600   2 │ │
│  │          │   Ship-to ID                                │      Open  │ │
│  │          │                                             │            │ │
│  │ ─────────│   Name        SHIP TO NAME                  │─────────── │ │
│  │  ACT100  │   Addr 1      SHIP TO ADDR1                 │  .4618   2 │ │
│  │          │   Addr 2                                    │      Open  │ │
│  │          │   Addr 3                                    │            │ │
│  │ ─────────│   Addr 4                                    │─────────── │ │
│  │  ACT100  │   Ship Via                                  │  .0000   2 │ │
│  │          │                                             │      Open  │ │
│  │          └─────────────────────────────────────────────┘            │ │
│  │  ─────────────────────────────────────────────────────────────── │ │
│  └────────────────────────────────────────────────────────────────┘   │
│  Enter P/O No. for Vendor ID ACT100    NEWPONUM                         │
└── Company 1 ──────────────────── Info ──────────────────────── Verify ──┘
```

An opportunity will be given to print the PO. This can also be done at any time by selecting "Online" from the Purchase Items screen.

```
──────────────────────── Change Order ────────────────────────
 Sold to: RID110 STEPHEN M RIDGELL          Loc ID     Batch ID RRW
 Ship to: STEPHN STEPHIN                       1        Trans No 0000863A
                                             ──────────── (Backord) ───────
 ┌──────────────────── Purchase Items ─────────────────────────┐
 │  Vendor/ Whse    Item/            Quantity  Units      Cost   Type  │
 │  P/O No.         Description                                  Stat  │
 │                                                                     │
 │  ACT100  1       327-5559             3.0000  EACH    1.2600   2    │
 │                  LN-701 VOC LIQ NAILS 10OZ BULK               Open  │
 │        Available:      -4.0000   On Order:      .0000               │
 │  ─────────────────────────────────────────────────────────────     │
 │  ACT100  1       34FIRTG              6.0000  EA     26.4618   2    │
 │                  3/4" FIR T&G UNDERLAYMENT                    Open  │
 │        Available:     -32.0000   On Order:    44.0000               │
 │  ─────────────────────────────────────────────────────────────     │
 │  ACT100  1       SO07793              1.0000  EA      5.0000   2    │
 │                  SPECIAL ORDER ITEM                           Open  │
 │        Available:      -1.0000   On Order:      .0000               │
 │  ─────────────────────────────────────────────────────────────     │
 │                                                                     │
 └─────────────────────────────────────────────────────────────┘
 Print P/O No. NEWPONUM?   YES
 ── Company 1 ─────────────────── Info ──────────────── Verify ──
```

Notice that the status of these items is now changed to "Done" and the P/O No. field is filled in. The P/O that has been created will reference this customer id and order number.

```
──────────────────────── Change Order ────────────────────────
 Sold to: RID110 STEPHEN M RIDGELL          Loc ID     Batch ID RRW
 Ship to: STEPHN STEPHIN                       1        Trans No 0000863A
                                             ──────────── (Backord) ───────
 ┌──────────────────── Purchase Items ─────────────────────────┐
 │  Vendor/ Whse    Item/            Quantity  Units      Cost   Type  │
 │  P/O No.         Description                                  Stat  │
 │                                                                     │
 │  ACT100  1       327-5559             3.0000  EACH    1.2600   0    │
 │  NEWPONUM        LN-701 VOC LIQ NAILS 10OZ BULK              Done  │
 │        Available:      -4.0000   On Order:     3.0000               │
 │  ─────────────────────────────────────────────────────────────     │
 │  ACT100  1       34FIRTG              6.0000  EA     26.4618   0    │
 │  NEWPONUM        3/4" FIR T&G UNDERLAYMENT                   Done  │
 │        Available:     -32.0000   On Order:    50.0000               │
 │  ─────────────────────────────────────────────────────────────     │
 │> ACT100  1       SO07793              1.0000  EA      5.0000   0    │
 │  NEWPONUM        SPECIAL ORDER ITEM                          Done  │
 │        Available:      -1.0000   On Order:     1.0000               │
 │  ─────────────────────────────────────────────────────────────     │
 │                                                                     │
 └─────────────────────────────────────────────────────────────┘
 E         Enter=Edit, Create Items, Create PO, Online, Flag
 ── Company 1 ─────────────────── Info ──────────────── Verify ──
```

Notice that for line item 3, the cost on the order was updated to the purchase cost and the Item ID is now filled in with the Special Order Item that was created.

```
┌──────────────────────── Edit Line ─────────────── Entry 003 ──┐
│ Item/Job  ITEM       Loc ID  1       Cust ID  RID110  Trans No 0000863A│
│ ID    SO07793                        GL Code                  │
│ Desc  SPECIAL ORDER ITEM             Sales Acct  4000-01      │
│ Sls Cat    01           Quoted?   NO     COGS Acct  5000-01   │
│ Tax Class  00    .000%  Cust Lvl         Inv Acct   1400-01   │
│ Req Ship   12/15/2005   Price ID                              │
│                    Units                                      │
│ Ordered        1.0000 EA    Weight        .0000 Tot Wt         .0000│
│ Shipped         .0000      Price        25.9900 Ext Price      25.99│
│ Backord         .0000      Cost          5.0000 Ext Cost        5.00│
│                                                              │
├──────────────────────────────────────── Entry (003 of 003) │
│                                                              │
│   Subtotal    Freight+Misc    Sales Tax    Prepayment        Net Due│
│    229.42          .00         10.17           .00           239.59│
│                                            ─── CURRENT ─ RRW  ─│
│        Quantity on hand = 0  Available for sale = -1          │
└ Company 1 ─────────────── Info ──────────────── Verify ─┘
```

Layaway Setup:

In order to use the RS Layaway feature, some initial setup is required.

First, create a distribution code in RS/Codes Maintenance/Distribution Codes. In the receivables account, enter the GL account for the Liability which is encountered when a layaway payment is made. Instead of hitting the normal A/R account, the payment will hit the liability account when the payment is made and will come out of that account when the layaway is shipped and posted.

```
┌──────────────────────── Distribution Accounts ─────────────────────────┐
│                                                                          │
│                                                                          │
│  Distribution Code 02                                                    │
│                                                                          │
│  Description        Layaway                                              │
│                                                                          │
│  GL Accounts:                                                            │
│     Receivables     2001-00                                              │
│     Sales Tax       1000-01                                              │
│     Freight         1000-01                                              │
│     Miscellaneous   1000-01                                              │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                 JANE     │
├──────────────────────────────────────────────────────────── ─── ──┤
└─ Company 1 ──────────────────────────────────────────────── Verify ─┘
```

Next, a table should be setup in RS/File Maintenance/Tables. This table should be setup as per the following example. As entries to the table, list all the distribution codes which are valid for layaway. If a layaway is attempted for a customer id that does not have a layaway distribution code, it will not be allowed.

```
┌──────────────────────────────── RSTB ──────────────────────────────────┐
│ Table ID LAWAY      Description VALID DISTRIBUTION CODES FOR LAYAWAY      │
│ Number of Cols   1  Column Length   2     Type   A                       │
│CD                                                                        │
│--                                                                        │
│02                                                                        │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                 JANE     │
│                                                                          │
└─ Company 1 ──────────────────────────────────────────────── Verify ─┘
```

Next setup a special terms code for Layaway in RS/Code Maintenance/Terms. It should be modeled after the following example, expecially with "Force Total Payment" = "YES". This prevents a layaway from being posted without being completely paid.

```
┌──────────────────────────────── Terms ────────────────────────────────┐
│                                                                        │
│                                                                        │
│   Terms Code            LAWAY                                          │
│                                                                        │
│   Type                  Reg                                           │
│                                                                        │
│   Percent                  .0                                         │
│   Discount Days             0                                         │
│   Net Due Days              0                                         │
│                                                                        │
│   Description           LAYAWAY                                       │
│   POS Message           LAYAWAY CUSTOMER                              │
│   Allow Order Entry?    YES                                           │
│   Force Total Payment?  YES                                           │
│   Payment Types Allowed 13                                            │
│   (If Blank, All Payment Types Accepted)                             │
│   Type of Receipt       1                                            │
│   Invoice Message                                                     │
│   Require High Level Credit Limit?  NO                               │
├──────────────────────────────────────────────────────── JANE ──┤
│                    Prox terms, Regular terms                        │
└─ Company 1 ──────────────────────────────────────────── Verify ──┘
```

Setup a Layaway customer in RS/File Maintenance Customers. Be sure to use the layaway terms code and distribution code that were defined earlier.

```
┌──────────────────────── General Information ────────────────────────┐
│ Cust ID     LAYWAY                                                    │
│ Name        LAYAWAY CUSTOMER        │ Terms Code  LAWAY               │
│ Address 1                           │              LAYAWAY      Reg   │
│ Address 2                           │              .0%   0 DAYS  NET  0│
│ Address 3                           │                                 │
│ City/State                          │ Group Code    0                 │
│ Zip/Country                         │ Stmt/Inv Code Both              │
│ Ship Zone                           │ Cust Level                      │
│ Attention                           │ Acct Type     Open Invoice      │
│ Phone                               │ Distrib Code  02                │
│ Fax                                 │ Partial Ship? YES               │
│ Contact                             │ P/O Required? NO                │
│ Class                               │ Tax Group                       │
│ Sales Rep 1                         │                                 │
│ Sales Rep 2                         │ Taxable    YES                  │
│ Territory                           │ Exempt ID                       │
│                                                                       │
├───────────────────────────────────────────────────────────────────┤
│ E-Mail Address                                                       │
│ Web Site                                                             │
├────────────────────────────────────────────────────── JANE ──┤
│                                                                       │
└─ Company 1 ─────────────────────────────────────────── Verify ──┘
```

A default Layaway Customer may be entered for each batch in RS/Daily Work/Batch Control. It is required that the customer has a distribution code which is valid for layaways.

```
┌──────────────────────── Batch Control - SAMPLE DATA ────────────────────────┐
│                                                                              │
│ Batch ID       RRW                                                           │
│ Lock Flag                                                                    │
│ Description  RRW'S BATCH              Report Status:                          │
│ Status       Released                 Sales Journal        Not Applicable    │
│ Cash Customer    CASHCA               Misc Credits Journal  Not Applicable    │
│ Layaway Customer LAYWAY               Cash Receipts Journal Unprinted         │
│ Location         CA0001               Print Invoices        Not Applicable    │
├──────────────────────────────────────────────────────────────────────────────┤
│ Term User Name                        Term User Name                         │
│                                                                              │
│                                                                              │
│                                                                    ── JANE ── │
│                                                                              │
└─ Company H ───────────────────────────────── Inquiry ──────────── Verify ─┘
```

Application Tables

```
┌─────────────────────── RSTB ───────────────────────┐
│ Table ID RSITEM     Description Special Order Item Mask │
│ Number of Cols  2 Column Length 12    Type  A       │
│ Prefix        Item Length                           │
│ ------------ ------------                            │
│ +            7                                       │
│                                                     │
│                                                     │
│                                                     │
│                                             JANE    │
│                                                     │
└─ Company 1 ───────────────────────────────── Verify ┘
```

```
┌─────────────────────── RSTB ───────────────────────┐
│ Table ID XFER1      Description Transfer Customer ID's │
│ Number of Cols  4 Column Length 12    Type  A       │
│ Cust ID    Location    Mix Xfer Cost %Xfer Cost     │
│ ----------- ----------- ----------- -----------     │
│ *TRAN1      1           0           0               │
│ *TRAN2      2           0           0               │
│                                                     │
│                                                     │
│                                                     │
│                                             JANE    │
│                                                     │
└─ Company 1 ───────────────────────────────── Verify ┘
```

```
┌─────────────────────── RSTB ───────────────────────┐
│ Table ID BTDEF      Description Batch Transfer Status Defaults │
│ Number of Cols  1 Column Length  2    Type  A       │
│ St                                                  │
│ --                                                  │
│ 03                                                  │
│ 04                                                  │
│ 05                                                  │
│                                                     │
│                                             JANE    │
│                                                     │
└─ Company 1 ───────────────────────────────── Verify ┘
```

```
┌─────────────────────── RSTB ───────────────────────┐
│ Table ID STMCP      Description Statement Copy Names │
│ Number of Cols  1 Column Length 15    Type  A       │
│ Copy Names                                          │
│ ---------------                                     │
│ Customer                                            │
│ Remittance                                          │
│ File                                                │
│ Salesperson                                         │
│                                             RRW     │
│                                                     │
└─ Company 1 ───────────────────────────────── Verify ┘
```

Quick Tables:

```
┌─────────────────────────── RSTB ───────────────────────────────────┐
│ Table ID QI        Description Quick Entry Table - New/Charge/Quote │
│ Number of Cols  2  Column Length  12     Type  A                    │
│FIELD          DATA                                                  │
│------------ ------------                                            │
│Description                                                         │
│Addnl Descr                                                        │
│Category                                                           │
│Tax Code                                                           │
│Price Struct T                                                     │
│GL Code                                                            │
│Sales Acct                                                         │
│COGS Acct                                                          │
│Inv Acct                                                           │
│Qty Ordered  T                                                     │
│Units        E                                                     │
│Qty Shipped  E                                                     │
│Qty Bkord                                                          │
│Unit Price   E                                                     │
│Unit Cost                                                          │
│Req Ship Dt                                                        │
│Quoted                                                     SHERRY  │
│Cust Lvl                                                           │
└─ Company 1 ───────────── Quick ─────────────────────────── Verify ─┘
```

Line Item Quick tables, fields as displayed above:

QI: New Order, Charge Sale, Quote
QC: Cash, Layaway, Transfer
QM: Credit, RMA
QE: Change Order, Change Status