Order Processing Procedural Checklist

Company: _____

Maintain the code files:

Code Files (Contracts, Payment Code, Project Code, Reason Codes, Standard Width, Standard Length)

Process orders:

Use Order Entry to enter new orders.

Print the order confirmation using Order Printing.

Print the picking ticket for the order.

After picking the order, print the shipping labels and COD tags, if required.

If the quantity shipped was not entered during Order Entry, use Packing List Entry to enter the quantity shipped, and print packing list using Packing List Printing, if desired.

Process invoices:

Enter a new invoice or invoice an existing order by entering the order number you wish to invoice during Invoice Entry.

Enter the quantities shipped if not a complete shipment.

At the end of the day, verify with the Sales Journal and update it if correct.

Make sure all orders and invoices for the month have been entered and updated.

Print reports:

> Deposit Report
>
> Credit Exception Report
>
> Lost Sales Report
>
> Monthly Sales Journal
>
> Order Status report by Customer
>
> Order Status report by Item
>
> Sales Analysis Reports, if desired

Perform Period End Update (Month End).

> The Period End Update does the following:
> - Zeros out all month-to-date buckets throughout the Order Processing system, such as in the contract and reason code files.
> - Recalculates the committed amounts in the item and customer files.
> - If running year-end, the Period End Update will also transfer the year-to-date buckets to the last year buckets and zero-out all year-to-date buckets.
> - If desired, period end will also clear data from the historical files using the dates entered.
>
> **Have these reports been printed?** The following reports should be printed before processing period end because data will be cleared from these files:
> - Lost Sales Report
> - Open Deposit Report
> - Credit Exception Report
> - Order Status Report by Customer
> - Order Status Report by Item
> - Monthly Sales Journal
>
> If you have printed your final copy of these reports, answer Y.
>
> **Do you have a current backup?** Refer to the Solution-IV System Utilities manual for more information on backups. If you do not have a current backup, the system terminates the update and returns to the Order Processing Main Menu.
>
> **Full month end processing?**
> Month end processing does the following:
> - Zeros out all month-to-date buckets throughout the Order Processing system, such as in the customer contract and reason code files.
> - Recalculates committed amounts.
> - Removes fully filled orders from the order file.
>
> Be sure you have completed all Order Processing transactions for the month and that you have printed the required reports before running month end processing.
>
> Important: Month-end processing must be run before entering any transactions for the following month!
>
> **Full year-end and month-end processing?**
> Year-end does everything that month-end does, plus:
> - Clears all year-to-date buckets throughout the system.
> - Rolls the year-to-date figures into the last year buckets.
>
> You may choose to run the Order Processing year on a calendar or fiscal year basis.
>
> All the warnings that apply to month end processing apply to year-end processing as well.

Recalculate committed amounts?
You have the option of recalculating the quantities committed in the inventory Masterfile as well as the customer credit amount committed during the period end update. It is done every month as part of month-end, but may be done separately, mid-month, if necessary.
Remove completed orders?
Remove deleted orders?
After order date
If you selected to remove deleted orders, enter the date through which you wish to remove the deleted orders.
Clear historical transactions?
Every transaction in the system is saved to a combination of historical transaction files. This is done so those events can be recreated (with effort) if necessary. You have the option, however, of clearing these files periodically, as this file can grow large very quickly.
Clear transactions older than
Enter the oldest date for which you wish to maintain historical information.
Copy transactions before clear?
This feature will copy a transaction to be deleted to a separate file before deleting it from the standard history file.
If you would like to copy the transactions to be cleared to a separate file so you can back them up before actually deleting them:
Filename for copy
Enter up to seven characters for the filename to which you wish to copy the history file for backup.

Perform Status Change Update, if necessary.

> **Important**: This is a powerful function, which may result in codes being deleted or irreversibly combined with others. Make sure you have current backups before continuing!

Before You Start
Before you start the Status Change Update, you must do the following:
- Make a current backup for your own protection.
- Make sure the transaction entry files have been updated.
- Make sure no one else is using Solution -IV.

Procedures for Status Change
1. Make sure the entry files are empty and that no one else is using the system (any company, any application).
2. Build a list of all records that are marked to be changed or deleted (status= **C** or **D**).
3. Once the list is built, it checks all of the records to be deleted and ensures that they are not being used elsewhere (except in the history files).
4. It then checks the records to be changed and ensures that the "change to" it not going to be changed to something else or deleted.
5. A report is printed showing the changes and deletions to be made and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped. If there are no conflicts, the system prompts:

Are you sure you want to continue the update?
6. The requested changes are performed.
7. The requested deletes are performed.
8. The history files are marked if anything was changed. There are multiple flags in each record in each of the history files. Each flag corresponds to each element that could be changed (they are normally blank). If the element has been changed, the associated flag is set to 'C'.

YEARLY*

Perform all the steps for monthly processing.

Perform Period End Update (Year End).

*Yearly procedures should be done as soon as all transactions have been entered for the last month of the year, but before anything is done for the first period of the next year.