

Solution-IV™ Accounting Order Processing Point of Sale



Version 8.83

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1 Introduction

This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Order Processing with Point of Sale features.

The Order Processing and System Integration flowcharts show how your Order Processing module operates and how it relates to the overall accounting system.

Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

Order Processing Features

Thoroughbred Solution-IV Order Processing is designed to help you control the flow of customer orders throughout your organization. A vast wealth of information is directly accessible on-line to help your telemarketers and order entry personnel enter an order accurately. Once entered, the order is tracked through the picking, packing, and invoicing processes. Direct sales invoices may also be processed. Once they are invoiced, sales analysis reports show you sales and profitability trends by item, customer, and state, as well as by up to four user-defined class codes.

The following standard features are included in Thoroughbred Solution-IV Order Processing:

- The Solution-IV Order Processing system features full parameters, allowing you to customize the system to fit your needs without having to make program changes. The parameters include such functions as posting to General Ledger, choice of whether or not to allow negative on-hand quantities, and whether or not to use pre-printed forms.
- The system supports single-step invoice entry as well as two-step order entry and subsequent invoicing.
- Quotes may be entered, printed, and retained, then later converted into "live" orders.
- Return Material Authorizations (RMAs) can be entered for customers returning goods to you. Like orders, RMAs can be converted into credit memos once the goods are returned.
- You can process both credit memos and debit memos.
- A required deposit amount may be specified when entering an order, and the order will be processed when the deposit is received.
- An order can ship from multiple warehouses on a line-by-line basis. A picking ticket and packing list will be printed for each warehouse.
- The commission may be split between a maximum of three sales representatives, with multiple methods for calculating the commission.
- You can have both sales units of measure and pricing units of measure on an order.
- Inventory stock levels are checked automatically during order entry, and stock is committed at the time the order is entered.
- Numerous inquiry options are available in order entry, including customer balance due and aging information, alternate items, quantity discount breaks, stock levels, and customer purchase history.
- Non-stock items may be entered "on-the-fly" as an order is entered.
- An estimated ship date is computed automatically, based on the items in the order.

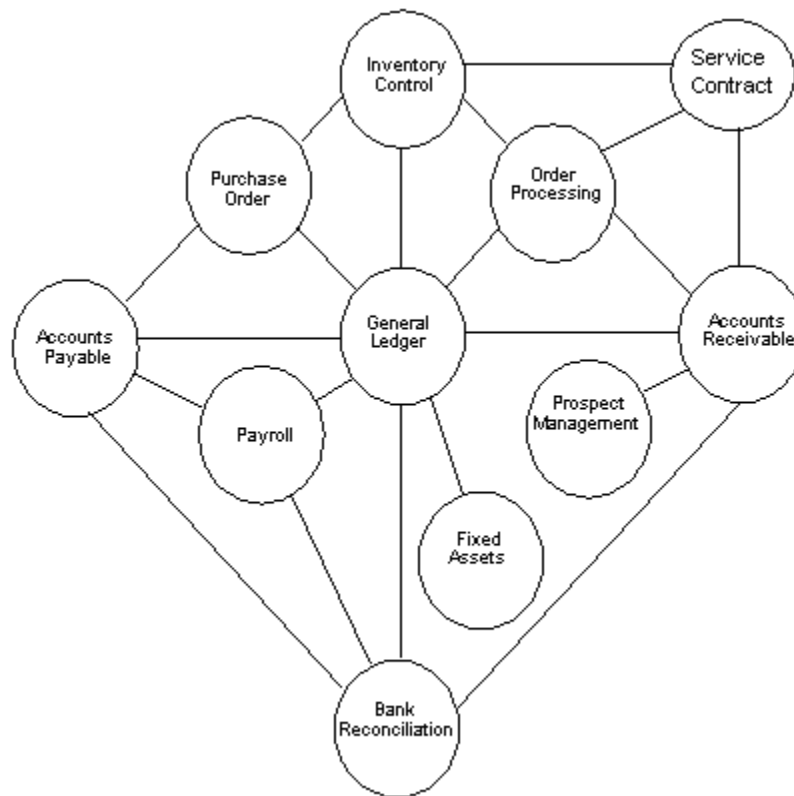
- A wide variety of sales analysis reports can be printed.
- Customer contracts can be defined by customer, item, or customer/item combination, allowing special pricing for a specific contract quantity.
- Standard reports include:
 - ◆ Credit Exception Report
 - ◆ Lost Sales Report
 - ◆ Automatic Backorder Report
 - ◆ Monthly Sales Report
 - ◆ Order Status Report by Customer
 - ◆ Order Status Report by Item
 - ◆ Multiple Order Sales Analysis Reports

All of the preceding features are standard to the Solution-IV Order Processing package. If additional features or modifications are required, Solution-IV is a 4GL-based package that makes customization easy and practical. For additional information, contact your Thoroughbred dealer.

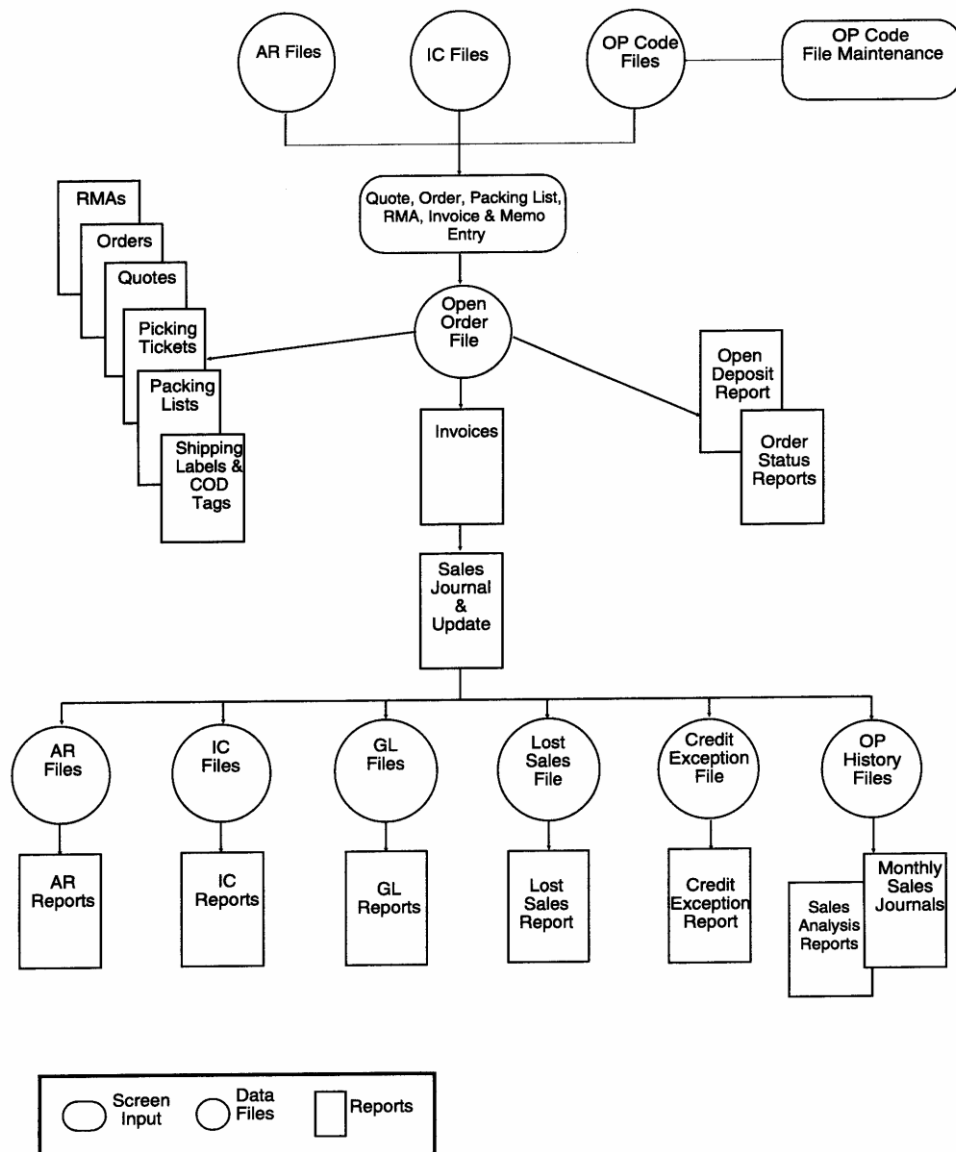
Thoroughbred Solution-IV Accounting Flowchart

The following System Integration flowchart diagrams how the various Solution-IV Accounting modules relate to one another.

The Solution-IV Order Processing flowchart on the following page shows how the various components of the Order Processing module are related.



Solution-IV Order Processing Flowchart



How to make the Greatest use of this Manual

Introduction

With this manual we have created reference material that is easy to read, yet contains all of the information you need to set up and run the Thoroughbred Solution-IV Order Processing system.

This manual will introduce you to the capabilities of the Solution-IV Order Processing, give you ideas to help you get started with the initial setup, provide complete processing instructions, and also serve as a reference guide once you are up and running.

Suggested Steps

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before actually entering your own data into the system.

- **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.
- **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.
- **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.
- **Use the demonstration data.** Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.
- **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.
- **Keep the manual handy.** Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

How this Manual is Organized

This manual has been organized to take you through normal Order Processing activity.

Chapter 1

Introduction - Explains how the manual is organized and how it should be used. It also provides you with an overall view of the Solution-IV Order Processing features. The Order Processing and System Integration flowcharts show how your Order Processing module operates and how it relates to the overall accounting system.

Chapter 2

Order Processing Menus - Describes the options available on the Order Processing Main Menu, Code File Maintenance Menu, Monthly Reports Menu, and Sales Analysis Reporting Menu.

Chapter 3

Order Processing Setup - Explains how to get started with your Order Processing system. This chapter contains all of the options on the Code File Maintenance Menu.

Chapter 4

Transaction Processing - Describes the options that are available during usual day-to-day processing. These include Quote Entry, Order Entry, Packing List Entry, RMA Entry, and Invoice Entry along with the accompanying reports and updates.

Chapter 5

Inquiries - Discusses all inquiry functions, including Order and Quote Inquiry, Invoice Inquiry, and Price Inquiry.

Chapter 6

Order Processing Reports - Describes how to execute the Solution-IV Order Processing and Sales Analysis Reports. These include the standard monthly reports, such as Credit Exception, and Lost Sales, the Monthly Sales Journal, and the Order Status Report by Customer or by Item. The Sales Analysis Reports include the summary sales analysis reports, as well as detail sales analysis reports.

Chapter 7

Period End Processing - Describes what happens during the Period End and Status Change Updates.

2 Order Processing Menus

Thoroughbred Solution-IV Order Processing uses options that can be selected from the following menus:

- Order Processing Main Menu
- Transaction Processing Menu
- Special Processing Menu
- Code File Maintenance Menu
- Gift Card Menu
- Credit Card Maintenance Menu
- Pickup & Delivery Menu
- Reports Menu
- Sales Analysis Reports Menu

This section gives an overview of each of the individual menu options. A detailed explanation of how to use each option appears in later chapters.

Order Processing Main Menu

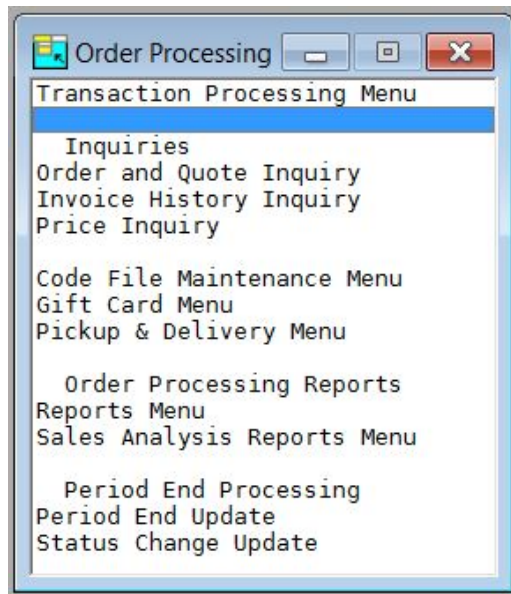
Introduction

The Thoroughbred Solution-IV Order Processing system is designed to help you track open orders, invoice those orders, generate picking tickets, handle RMAs, and process quotes. Order Processing also includes Sales Analysis reports that show you how your inventory is moving and who is buying your products.

Both the Solution-IV Accounts Receivable and Inventory Control are required in order to run Order Processing.

How to Execute

From the Solution-IV Accounting System Master Menu, select **Order Processing**.



Transaction Processing

Transaction Processing Menu

The Transaction Processing Menu contains access to OP Order and Invoice processing options, including entry, printing and updating.

Inquiries

Order and Quote Inquiry

This option allows quick access to viewing information about an open order or quote. Optionally, you can also view information on RMAs and invoices, which have been entered into the system but not yet updated. The information shown includes items ordered, quantities, pricing, discount information, etc.

Invoice History Inquiry

This option allows quick access to viewing information about an invoice, which has already been updated through the Sales Journal Update but is still contained in the historical invoice files. This information includes items ordered, quantities, pricing, discount information, etc.

Price Inquiry

The Price Inquiry option allows you to enter customer and item code as well as quantity ordered. It then computes price for the item as well as the total (price multiplied by quantity). This option is useful for quoting prices over the phone without actually entering a quote.

Code Maintenance

Code File Maintenance Menu

The Code File Maintenance Menu contains the access to the Parameters, Contract, and Reason Code Maintenance functions.

Gift Cards

Gift Card Menu

The Gift Card Menu contains access to Gift Card information such as Gift Card inquiry, log and printing.

Pickup & Delivery

Pickup and Delivery Menu

The Pickup and Delivery Menu contains access to OP Pickup and Delivery Processing Options.

Reporting

Reports Menu

The Reports Menu gives you access to a variety of standard reports. These include the Credit Exceptions Report, Lost Sales Report, Monthly Sales Journal and Order Status Reports.

Sales Analysis Reports Menu

The Sales Analysis Reports Menu gives you access to a variety of sales analysis reports. These include such reports as Sales by Item, Customer, Product Line, Class Code, State, and Sales Representative.

Period End Processing

Period End Update

This function should be run at the end of each accounting period after all transactions have been entered for the period and after, or in conjunction with, all monthly reports. Be sure to run it before any entries are made for the following period.

Status Change Update

This function takes all of the file entries that you have marked to change or delete, verifies that the changes/deletes are valid, and then performs the changes/deletes. A report is printed before the update is performed allowing you to decide whether or not to continue with the update.

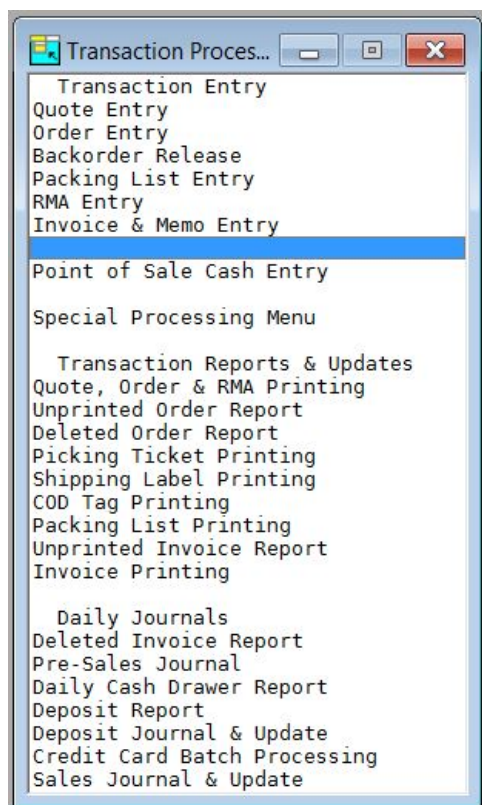
Transaction Processing Menu

Introduction

The Transaction Processing Menu contains access to OP Order and Invoice processing options, including entry, printing and updating.

How to Execute

From the Order Processing Main Menu, select **Transaction Processing Menu**.



Transaction Entry

Quote Entry

Quote Entry allows you to enter a quote for a given customer that contains inventory items that are priced according to your company's pricing methods. Later, a quote can be converted into an actual order.

Order Entry

Order Entry is used for entering actual customer orders in a two- step (order entry/invoice entry) Order Processing environment. Later, an order can be converted into an invoice. Orders may be entered from scratch or an existing customer quote may be converted into an order.

Backorder Release

Backorder Release is used to directly fill orders that have a backorder quantity.

Packing List Entry

Packing List Entry is an option, which is used by a terminal in the warehouse to enter the actual quantities shipped of each item on the order. In addition, the number of cartons, actual weight, and total freight amount may be entered on the summary screen so that the COD tags will print correctly and the correct number of shipping labels will be printed.

The screens look the same as those for order or invoice entry, but entry is allowed into only the above-mentioned fields.

RMA Entry

Return Material Authorization (RMA) Entry is similar to Order Entry except that instead of goods going out to the customer, goods are expected to be shipped back to you from the customer. Later, when your company receives the goods, the RMA can be invoiced (credited to the customer's account).

Invoice & Memo Entry

Invoice & Memo Entry is used for entering actual customer invoices into the system. Invoice Entry may be used as part of a two-step (Order Entry/Invoice Entry) Order Processing environment or it may be used to enter invoices directly bypassing the Order Entry step. Credit memo and debit memo entry are also done through this menu option.

Point of Sale Cash Entry

Point of Sale Cash Entry is used for two primary purposes. First, to receive payments at the sales desk. Second, to record petty cash transactions.

Special Processing Menu

Special Processing Menu

The Special Processing Menu contains access to OP Summary Invoicing, Recurring Order processing, Batch PO options, including selection, maintenance and creation, and Gift Card Information. For more information on this menu, please see the Special Processing section later in this manual.

Transaction Reports & Updates

Quote, Order and RMA Printing

This option is used to print actual order, quote, and RMA forms. These may be printed on pre-printed forms, if desired.

Unprinted Order Report

The Unprinted Order Report lists all orders that have not been printed as a hard copy.

Deleted Order Report

The Deleted Order Report lists all orders that have been marked for deletion.

Picking Ticket Printing

Picking Ticket Printing is used to print a report that can be used by your warehouse personnel to "pick" the ordered items from the warehouse shelves. If the order has been designated as shipping from multiple warehouses, you will receive a picking ticket for each warehouse. After an order is entered into the system, a picking ticket may be generated immediately during Order Entry or you may wait and print all of your picking tickets at one time using this option.

Shipping Label Printing

Shipping Label Printing is used to print shipping labels for all orders that have been picked and are ready to ship. One shipping label will be printed for each carton.

COD Tag Printing

A Collect on Delivery (COD) tag may be printed for all COD orders if you answer **Y** to the "Print COD Tag?" question in Order Entry.

Packing List Printing

You can optionally print separate packing lists showing the quantity ordered, quantity shipped, and quantity being backordered. You may choose to use a copy of the order form for the packing list instead.

Unprinted Invoice Report

The Unprinted Invoice Report lists all invoices that have not yet been printed as a hard copy.

Invoice Printing

Invoice Printing is used to print invoices for all products, which have been shipped to your customers. These may be direct (one step) invoices or invoices which were generated from orders. You may choose to print invoices on pre-printed invoice forms.

Daily Journals

Deleted Invoice Report

The Deleted Invoice Reports lists all invoices that have been marked for deletion.

Pre-Sales Journal

The Pre-Sales Journal provides a quick list of the invoices that are ready to be posted.

Daily Cash Drawer Report

The Daily Cash Drawer provides a quick list of the payments that are ready to be posted.

Deposit Report

The Deposit Report consists of the General Ledger Account Summary and Payment Journal. These reports detail the payments made against orders in the current batch. These are the same reports available in the Deposit Journal and Update option except no update is available.

Deposit Journal & Update

The Deposit Journal is an important part of your audit trail consisting of the General Ledger Account Summary and Payment Journal. These reports detail the payments made against orders in the current batch and the update posts them to the various permanent files in Order Processing and Accounts Receivable.

Note: The Deposit Journal must be printed before the orders are updated to the permanent files. Also, if the deposit journal is not run, the orders that have received payments will not be allowed to be invoiced.

Credit Card Batch Processing

The Credit Card Batch processing option allows you to post credit card payments for a given date range to the CC Processing Center. You will be provided with a report of what postings will be made and then a report of any postings that were denied.

Sales Journal & Update

The Sales Journals are a series of six reports detailing the invoices in the current batch. They are an important part of your audit trail. Once the journals have been printed, the update posts them to the appropriate files in Order Processing, Inventory Control, Accounts Receivable, and General Ledger.

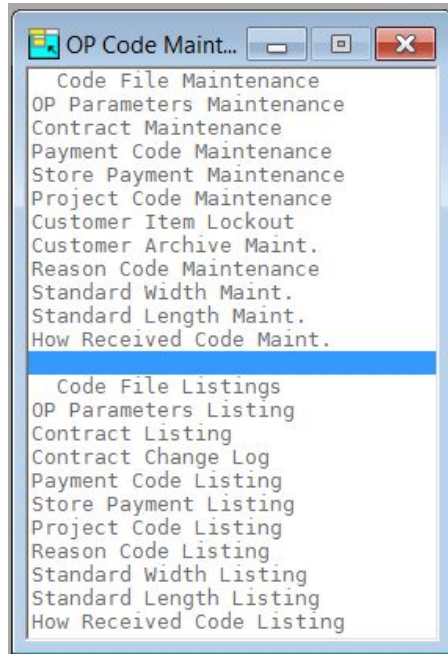
Code File Maintenance

Introduction

This menu gives you access to the Parameters, Customer Contracts, and Reason Code files. These codes must be set up before entering anything else in the system.

How to Execute

From the Order Processing Main Menu, select **Code File Maintenance Menu**.



Order Processing Parameters

OP Parameters Maintenance

The parameters allow you to customize the Order Processing package to meet the specific needs of your company. Here you will be able to define your default printers, determine how your Order Entry and Invoice Entry options perform, whether or not you use pre-printed forms, etc.

OP Parameters Listing

This is a listing of what was entered in Parameters Maintenance.

Code File Maintenance

Contract Maintenance

Contract codes are used to define a special pricing arrangement with a certain customer for a certain item or items. A contract runs for a specified period of time. There are several types of contracts.

Payment Code Maintenance

Payment codes are used during invoice entry for point of sale payments. Sample payments might be MC (Mastercard), CK (check), CS (Cash), etc.

Store Payment Maintenance

Store payment codes are used during invoice entry for point of sale payments and are directly tied to the Solution-IV Credit Card module. Sample payments might be MC (Mastercard), CK (Check), etc. A payment code may be up to 2 characters, with a 35 character description.

Project Code Maintenance

Project codes are used during order entry to specify which project a particular order is assigned to. A project code may be up to 16 characters, with a 35 character description.

Customer Item Lockout

This option allows you to lockout particular items for sale on a customer basis. This file is checked during order and invoice entry.

Customer Archive Maintenance

This option allows you to setup automatic archiving on a customer by customer basis.

Reason Code Maintenance

Reason codes are used during RMA entry to explain why items are being returned. To keep track of potential business problem areas, total return dollars, listed by reason code are kept in this file.

Standard Width Maintenance

The standard width table is used in square foot pricing during order/invoice entry. These widths are the industry standards for the width that will be 'rounded up to' when determining square feet for an item. A standard width amount may be up to 4 characters.

Standard Length Maintenance

The standard length table is used in square foot pricing during order/invoice entry. These lengths are the industry standards for the length that will be 'rounded up to' when determining square feet for an item. A standard length amount may be up to 4 characters.

How Received Code Maintenance

The How Received codes are used during order entry to show how an order was received. A standard How Received Code length is 1 character with a 35-character description.

Code File Listings

OP Parameters Listing

This report is a listing of the entries made in OP Parameters Maintenance.

Contract Listing

This report is a listing of the entries made in Contract Maintenance.

Contract Change Log

This report is a listing of the contracts that have been changed and shows the operator that made the change.

Payment Code Listing

This report is a listing of the entries made in Payment Code Maintenance.

Store Payment Listing

This report is a listing of the entries made in Store Payment Maintenance.

Project Code Listing

This report is a listing of the entries made in Project Code Maintenance.

Reason Code Listing

This report is a listing of the entries made in Reason Code Maintenance.

Standard Width Listing

This report is a listing of the entries made in Standard Width Maintenance.

Standard Length Listing

This report is a listing of the entries made in Standard Length Maintenance.

How Received Code Listing

This report is a listing of the entries made in How Received Code Maintenance.

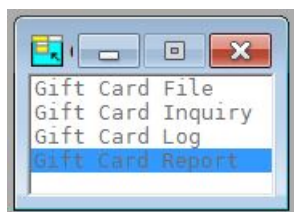
Gift Card Menu

Introduction

This menu contains the access to Gift Card information.

How to Execute

From the Order Processing Main Menu, select **Gift Card Menu**.



Gift Card File

Introduction

The Gift Card File option provides the user with a view whereby they may maintain gift card information including card number and amount.

How to Execute

From the Gift Card Menu, select **Gift Card File**.

 A screenshot of a software window titled "Gift Cards". It displays a table with the following columns: "Gift Card Number", "PIN", "Purchase Date", "Amount", "Balance", and "CARD-NOTES". The table contains several rows of data, including test entries and a row with a balance of 101.33.

Gift Card Number	PIN	Purchase Date	Amount	Balance	CARD-NOTES
		11/02/18	.00	.00	
1222			.00	.00	
1223123			.00	.00	
123		02/08/17	10.00	62.00	TESTING
1233		02/08/17	10.00	10.00	
1234000011	99009900	01/02/15	100.00	101.33	
2123		01/01/01	.00	.00	
9999000011	99019900	12/30/14	100.00	25.00	
TEST	OKAY		.00	.00	

Exit the View

When you are finished, press **F4** to return to the Gift Card Menu.

Gift Card Inquiry

Introduction

The Gift Card Inquiry option provides the user with the ability to find information regarding gift cards that have been issued.

How to Execute

From the Gift Card Menu, select **Gift Card Inquiry**.

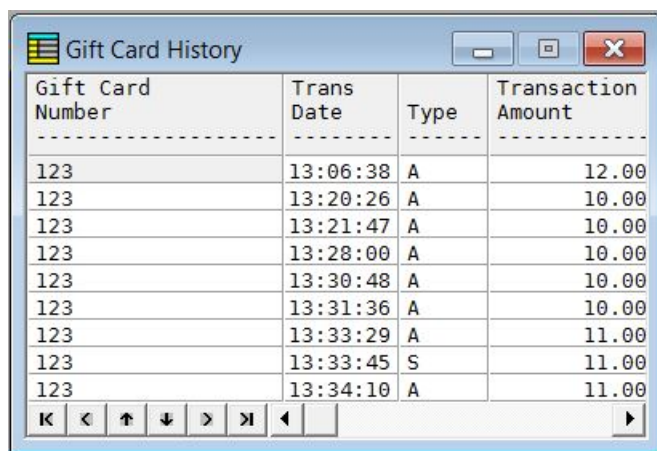


Description of Fields

Card Number

Enter up to 19 characters for the Gift Card number or press **F2** for a lookup of gift cards.

Select the gift card from the list. The history for that particular gift card will display:



Gift Card Number	Trans Date	Type	Transaction Amount
123	13:06:38	A	12.00
123	13:20:26	A	10.00
123	13:21:47	A	10.00
123	13:28:00	A	10.00
123	13:30:48	A	10.00
123	13:31:36	A	10.00
123	13:33:29	A	11.00
123	13:33:45	S	11.00
123	13:34:10	A	11.00

Pin

Purchased

Amount

Balance

Last

Customer

Notes

Above are display fields. Each will display the information pertaining to that gift card.

Exit the View

Press **F4** to return to the Gift Card Menu

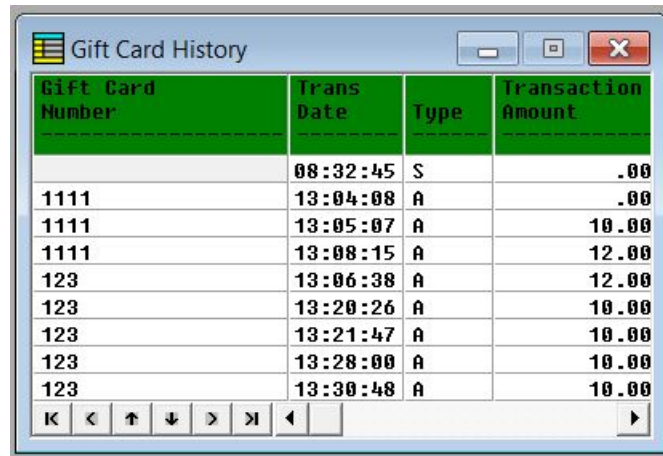
Gift Card Log

Introduction

The Gift Card Log option provides the user with a view showing the transactional history of gift cards that have been issued and processed.

How to Execute

From the Gift Card Menu, select **Gift Card Log**.



The screenshot shows a window titled "Gift Card History" with a table containing the following data:

Gift Card Number	Trans Date	Type	Transaction Amount
	08:32:45	S	.00
1111	13:04:08	A	.00
1111	13:05:07	A	10.00
1111	13:08:15	A	12.00
123	13:06:38	A	12.00
123	13:20:26	A	10.00
123	13:21:47	A	10.00
123	13:28:00	A	10.00
123	13:30:48	A	10.00

Below the table is a navigation bar with buttons: K, <, ↑, ↓, >, X, and a search field.

Gift Card Report

Introduction

The Gift Card Report Option provides the user with a report of Gift Card information

How to Execute

From the Gift Card Menu, select **Gift Card Report**.

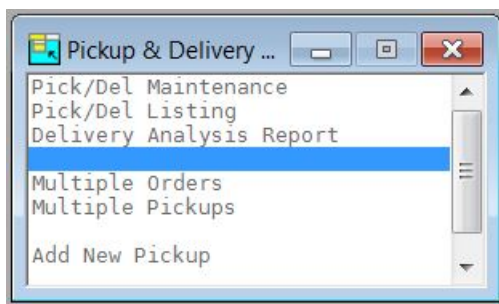
Do you want a printed copy?

Y You will be asked to select a printer for the output.

N Output will be displayed on the screen.

This menu contains access to OP Pickup and Delivery Processing options.

From the Order Processing Main Menu, select **Pickup & Delivery Menu**.



Pickup and Delivery Maintenance

Pickup and Delivery maintenance allows you to enter a record for orders in the system. Pickup and delivery information is kept here.

From the Pickup and Delivery Menu, select **Pick/Del Maintenance**.

[illegible]

Select the line item you wish to maintain:

The system prompts:

Save Changes? F4 to make corrections.

Yes – Update Record or **No**- Don't Update Record

Exit the Screen

When you are finished, press **F4** to return to the Pickup and Delivery Menu.

Pickup and Delivery Listing

Introduction

Pickup and Delivery listing is a listing of the entries made in Pickup and Delivery Maintenance.

How to Execute

From the Pickup and Delivery Menu, select **Pick/Del Listing**.

Description of Fields

From Pick-Del Number

To Pick-Del Number

If you are printing this report for a range of Pick-Del Numbers, enter the starting and ending Pick-Del Numbers.

From Order Number

To Order Number

If you are printing this report for a range of order numbers, enter the starting and ending order numbers.

From Due Date

To Due Date

If you are printing this report for a range of dates, enter the starting and ending due dates.

Print Selected Customers Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

Y Displays a view and allows you to select individual records to print on the report.

N Allows you to enter a range of records to print.

From Customer

To Customer

If you are printing this report for a range of customers, enter the starting and ending customer codes.

Do you want a printed copy?

Y You will be asked to select a printer for the output.

N Output will be displayed on the screen.

Report

Select a printed or displayed copy. When the report is finished, you will be returned to the Pickup & Delivery Menu.

Delivery Analysis Report

Introduction

This report prints an analysis of delivery performance information for the entries made during Pickup and Delivery Maintenance.

How to Execute

From the Pickup and Delivery Menu, select **Delivery Analysis Report**.

OP Tracking Delivery Ticket Printing

Lightspeed Reprographics, Inc. (DEM) 09/27/19 Wn

From Pick-Del Number 000000009 Selected Customers

To Pick-Del Number 000000025

From Order Number

To Order Number zzzzzzzzzzz

All or Undelivered? U

Print Selected Customers Only? N

From Customer 0000000101

To Customer **DEFAULT**

Description of Fields

From Pick-Del Number

To Pick-Del Number

If you are printing this report for a range of Pick-Del Numbers, enter the starting and ending Pick-Del Numbers.

From Order Number

To Order Number

If you are printing this report for a range of order numbers, enter the starting and ending order numbers.

All or Undelivered

When printing delivery tickets, you have the option of printing all items in the tracking file or only those that have not been delivered.

- A Prints all tracking records.
- U Prints only those tracking records that have not been delivered.

Print Selected Customers Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
N Allows you to enter a range of records to print.

**From Customer
To Customer**

If you are printing this report for a range of customers, enter the starting and ending customer codes.

Do you want a printed copy?

- Y** You will be asked to select a printer for the output.
N Output will be displayed on the screen.

Report

Select a printed or displayed copy. When the report is finished, you will be returned to the Pickup & Delivery Menu.

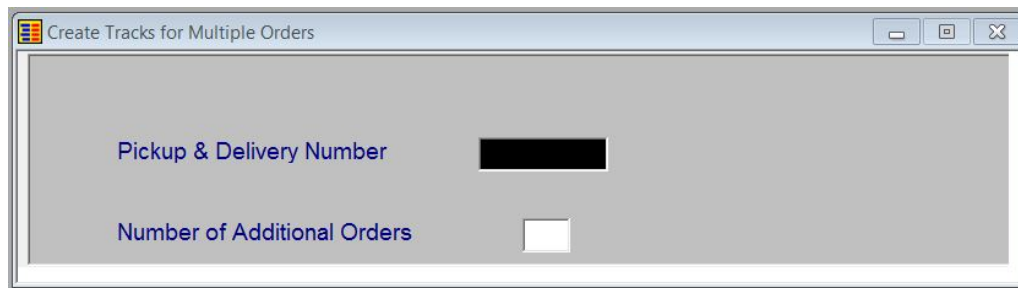
Multiple Orders

Introduction

This option allows you to create a pickup ticket for multiple orders.

How to Execute

From the Pickup and Delivery Menu, select **Multiple Orders**.

**Description of Fields****Pickup & Delivery Number**

Enter the pickup & delivery number for creating multiple pickup tickets.

Number of Additional Orders

Enter the number of orders.

Exit the Screen

When you are finished, press **F4** to return to the Pickup and Delivery Menu.

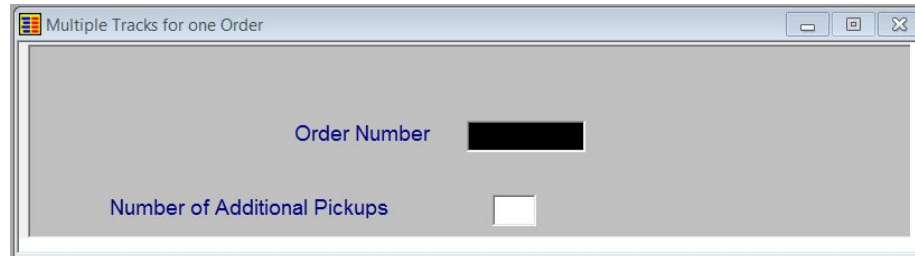
Multiple Pickups

Introduction

This option allows you to create multiple pickup tickets for one order.

How to Execute

From the Pickup and Delivery Menu, select **Multiple Pickups**.

A screenshot of a software dialog box titled "Multiple Tracks for one Order". The dialog box has a light gray background and a standard Windows-style title bar with minimize, maximize, and close buttons. Inside the dialog, there are two input fields. The first field is labeled "Order Number" in blue text and contains a blacked-out value. The second field is labeled "Number of Additional Pickups" in blue text and contains the number "1".

Description of Fields

Order Number

Enter the order number for creating multiple pickups.

Number of Additional Pickups

Enter the number of pickups.

Exit the Screen

When you are finished, press **F4** to return to the Pickup and Delivery Menu.

Add New Pickup

Introduction

This option allows you to create a new pickup ticket for one order.

How to Execute

From the Pickup and Delivery Menu, select **Add New Pickup**.

Description of Fields

Pickup & Delivery Number

Press **Enter** to create a new ticket.

Post Code

Enter up to 6 alphanumeric characters for the posting code.

Posting codes are used to define various standard accounts such as accounts receivable and sales tax payable in the General Ledger. You may have as many posting codes as required for your particular needs.

Customer Code

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

Due Date

Enter the due date and time that this order is due for completion. Use the form MMDDYY HHMM.

Shipping Method

Enter up to 6 alphanumeric characters for the shipping method.

Shipping methods are used in Order Processing to estimate the freight charges. If you so choose, you only need to enter codes and descriptions for printing on the invoices.

Order Number

Enter up to 10 characters for the order number or press **F2** for a lookup.

Truck Route

Enter the standard truck route to be used when this customer's orders are shipped.

Comment

Enter up to 45 characters for a comment about this pickup-delivery.

Exit the Screen

When you are finished, press **F4** to return to the Pickup and Delivery Menu.

Reports Menu

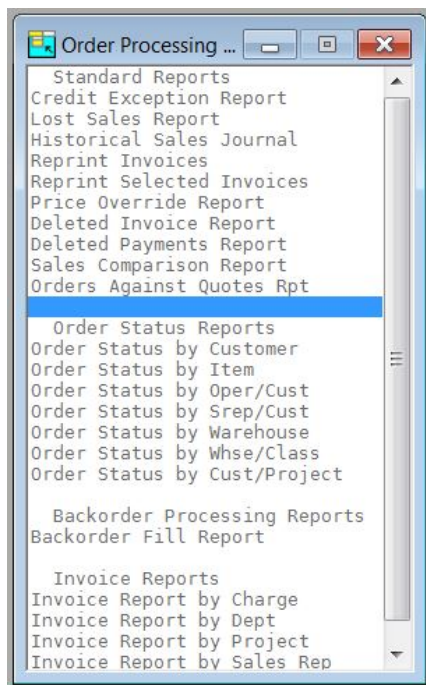
Introduction

This menu gives you access to the monthly reports.

Any of the reports on this menu may be printed at any time. In fact, you will probably be printing some reports far more often than once per month. All reports are current as of the last update.

How to Execute

From the Order Processing Main Menu, select **Reports Menu**.



Standard Monthly Reports

Credit Exception Report

This report shows all instances where the credit limit was overridden during Order Entry. It shows the customer's balance, credit limit, the amount the credit limit was exceeded by at the time of the order, the total order amount, and the operator who made the override.

Lost Sales Report

This report shows all instances of lost sales that occurred due to insufficient on-hand quantity of an item. During Order Entry, when there is insufficient quantity on-hand to cover an order the operator is prompted with the question "Is this a lost sale?" Answering **Y** will record this sale in the lost sales file for inclusion on this report.

Historical Sales Journal

The Monthly Sales Journal is a series of reports similar to the Daily Sales Journal detailing all the invoices updated during the time period selected.

Reprint Invoices

Invoice reprinting is used to print historical invoices for all products that have been shipped to your customers. These may be direct (one step) invoices or invoices that were generated from orders. You may optionally choose to print invoices on preprinted invoice forms. Credit and debit memos are also printed using this method.

Reprint Selected Invoices

This option allows you to reprint invoices for a specific customer.

Price Override Report

This report will show quotes, orders, RMAs, Invoices, Credit memos, and Debit memos in which an item's standard price has been overridden.

Deleted Invoice Report

This report lists all invoices that have been marked for deletion.

Deleted Payments Report

This report shows the payment records that have been deleted when an order or invoice has been deleted from the entry files.

Sales Comparison Report

This report shows sales comparing one date range to another. You may choose to show sales by customer, customer class, item, item class or sales representative.

Orders Against Quotes Report

This report shows orders that have been processed from quotes. You may choose a quote range, customer range and date range.

Order Status Report by Customer

This report shows the status of all open orders on a customer-by-customer basis.

Order Status Report by Item

This report shows the status of all open orders on an item-by- item basis.

Order Status Report by Operator/Customer

This report shows the status of all open orders on an operator by customer basis.

Order Status Report by Sales Rep/Customer

This report shows the status of all open orders on a sales rep by customer basis.

Order Status Report by Warehouse

This report shows the status of all open orders on a warehouse by warehouse basis.

Order Status Report by Whse/Class

This report shows the status of all open orders on a warehouse by warehouse basis broken down by item class.

Order Status Report by Cust/Project

This report shows the status of all open orders on a customer by customer basis broken down by project code.

Backorder Processing**Backorder Fill Report**

This report shows which backorders may now be filled as a result of receipt of backordered items.

Invoice Reports**Invoice Report by Charge**

This report shows all invoices sorted by charge.

Invoice Report by Dept.

This report shows all invoices sorted by department.

Invoice Report by Project

This report shows all invoices sorted by project.

Invoice Report by Sales Rep

This report shows all invoices sorted by sales rep.

3 Order Processing Setup

This chapter explains how to perform code file maintenance. The parameters are also explained to help you customize the system to fit your needs.

OP Parameters Maintenance

Introduction

The parameters allow you to customize the Order Processing package to meet the specific needs of your company. Here you will be able to define your default printers, how your Order Entry and Invoice Entry options perform, and whether or not you use preprinted forms.

How to Execute

From the Code File Maintenance Menu, select **OP Parameters Maintenance**.

The screenshot shows the 'OP Parameters Maintenance' window for 'Lightspeed Reprographics, Inc. (DEM)'. The window is titled 'OP Parameters Maintenance' and has a date of '08/07/19' and user 'Wm'. The window is divided into several sections with various parameters and their values.

Section	Parameter	Value
Questions regarding data entry	Allow item quantities to go below zero?	Y
	Allow entry of qty shipped in Order Entry?	N
	Default value for ship complete only?	N
	Keep quote promise date?	N
	Show Item ABC Code?	N
	Round up square foot measurements?	Y
	Allow Point of Sale Entry?	Y
	Processing Purchase Orders?	N
	Create POs or Requisitions?	P
	Pricing priority Contract vs Special Promo	C
Minimum invoice amount	.00	
Service Charge Item	90-999	
Rush Order charge	25.00	
Automatically apply Automatic Item?	Y	
Automatic Item Code	90-998	
Automatic CASH Customer	POS	
Credit Override?	Y	
	Password	
Price Override?	Y	
	Password	
Save deleted	Orders?	N
	Invoices?	N
Require	Project?	N
	Reason for del?	Y
RMA Reason?	N	
	RMA Auth?	C
Summary changes	Commission?	N
	Discount?	Y

Description of Fields

Allow item quantities to go below zero?

You have the option of allowing an item to be sold through order entry even if there is insufficient stock on-hand to cover the sale. If this is allowed, the quantity on-hand for the item will be negative. The quantity on-hand will be replenished the next time the item is received into inventory or a physical count is performed.

Y Allows negative on-hand quantity for an item. This will be very helpful if entry of receipts of inventory lags behind the actual stocking of goods.

N Does not allow negative on-hand quantities.

Allow entry of qty shipped in Order Entry?

By setting this field to **Y** you may enter the quantity shipped and not be required to enter this quantity via either packing list or invoice entry.

Y Allows you to enter quantity shipped during Order Entry. This disables the packing list function.

N Does not allow you to enter quantity shipped during Order Entry. You must enter that during Packing List or Invoice Entry.

Default value for ship complete only?

You have the option of designating an order as only shipping if the order may be shipped complete with all items. This parameter flag will be used as the default when adding a new order.

- Y** Designates order as shippable only when the order can be completely filled. The user will be warned that the order is not complete and allowed to stop or continue processing.
- N** Allows partial shipment of this order.

Keep quote promise date?

You have the option of keeping the original quote promise date when ordering against a quote. The default is to recalculate the date afresh.

- Y** Keep the original quote promise date when creating an order.
- N** Recalculate a new promise date based upon the order date.

Show item ABC Code?

You have the option of showing the Item ABC Code in each line of an order or invoice

- Y** Show the code.
- N** Do not show the code.

Round up square foot measurements?

- Y** Round square foot calculations.
- N** Do not round square foot calculations.
- H** Round to the nearest half square foot.

Allow Point of Sale Entry?

You have the option of entering your payment during invoice entry.

- Y** Allows payment during invoice entry.
- N** Do not allow payment during invoice entry.

Processing Purchase Orders?

You have the option of automatically creating Purchase Orders straight from OP Order Entry.

- O** Yes, process after OP Summary entry or from the Menu option.
- M** Yes, process from the Menu Option only.
- N** No, do not process.

Create POs or Requisitions?

You have the option of automatically creating Purchase Orders straight from OP Order Entry. When you do, you have the option of creating Purchase Orders or Requisitions.

- P** Create Purchase Orders
- R** Create Requisitions

Pricing priority Contract vs Special Promo

If both a special promotion and a customer contract apply to a particular pricing situation and both the special promotion and contract have conflicting priorities on them, this parameter determines which has priority.

- C** Contract pricing has priority.
- S** Special Promotion pricing has priority.
- L** The lower of the contract or special promotion price has priority.

Minimum invoice amount

Enter the minimum invoice amount for customers in this company. If there is no minimum invoice amount, enter zero. There is a flag in Customer Masterfile Maintenance that will override this amount.

Service Charge Item

Enter the item code from Item Code Maintenance for your service charge item. This code will be used as a default on all invoices entered that will have a service charge applied to it. It can be overridden on an invoice by invoice basis.

Rush Order charge

Enter the charge for rush order processing. This figure will be included in the total freight charge for the order.

Automatically apply Automatic Item?

You have the option of automatically applying a particular item to all orders and invoices. This item will be added as a line item with a quantity of one and the price will come from the Item Masterfile.

- Y** Use the automatic item code.
- N** Do not use the automatic item code.
- A** Ask the user if the automatic item code should be applied.

Automatic Item Code

Enter the item code from Item Code Maintenance for the automatically assigned item for each order or invoice that you enter. Its cost and quantity will default to 1 item at whatever price is set in the Item Masterfile and can be overridden on an invoice by invoice basis.

Automatic CASH Customer

Enter the customer code from Customer Code Maintenance for the automatically assigned cash customer for quick invoice header entry. All of the standard defaults will be assigned to the invoice. If you leave this field blank then the quick header entry option will not be available.

Credit Override?

During Order Entry, the customer's credit limit is checked against the amount of the order. If the credit limit is exceeded, you have the option of allowing the operator to override the credit limit and continue entering the order.

- Y** Allow credit limit override.
- N** Does not allow credit limit override.

Password

If you elect to allow the credit limit to be overridden, enter the password to allow the credit override. If you do not want a password, leave this field blank.

Price Override?

During Order Entry, the user has the ability to override the calculated price of an item. If this flag is set to **N** (no) the user may not change the calculated price

- Y** Allows price override.
- N** Does not allow price override.

Password

If you elect to allow the price to be overridden, enter the password to allow the price override. If you do not want a password, leave this field blank.

Save deleted orders?

You have the option of saving deleted orders entered during Order Entry until the end of the day. This is particularly useful if you are using **F8** to obtain the next order number. By saving deleted orders, you will have no missing order numbers from your Order Status Reports.

- Y** Saves deleted orders.
- N** Removes deleted orders from order entry file when they are deleted.

Save deleted invoices?

You have the option of saving deleted invoices entered during Invoice Entry until the end of the day. This is particularly useful if you are using **F8** to obtain the next invoice number. By saving deleted invoices, you will have no missing invoice numbers from your Sales Journal Reports.

- Y** Saves deleted invoices.
- N** Removes deleted invoices from invoice entry file when they are deleted.

Require Project Code?

You may require operators to input a project code when entering orders. This may be file verified as well.

- Y** A project code is required but not file verified.
- F** A project code is required and will be file verified.
- C** A project code is required and will be file verified but only if the Customer requires a project code.
- N** No a project code is not required.
- A** A project code is required and will be file verified and the Code will be automatically assigned if new.

Require reason for deletions?

You may require operators to input a reason when deleting orders. This will apply only when deleted orders that are marked to be saved.

- Y** A reason must be entered.
- N** A reason is not required.

Require reason code on RMA's or Credits?

- Y** A reason code is required on an RMA but not Credit Memos.
- N** A reason code is not required for either.
- C** A reason code is required on Credit Memos but not RMAs.
- B** A reason code is required for both.

Require authorization code on RMA's or Credits?

- Y** An authorization code is required on an RMA but not a Credit.
- N** An authorization code is not required for either.
- C** An authorization code is required on a Credit but not an RMA.
- B** An authorization code is required for both.

Change commission amounts on summary screen?

- Y** Show sales commission totals on order summary screen and allow them to be overridden.
- N** Do not show sales commissions or allow them to be changed.

Change discount amounts on summary screen?

- Y** Show discount totals on order summary screen and allow them to be overridden.
- N** Do not show discounts or allow them to be changed.

When you are finished with the first screen, the following screen will automatically appear:

OP Parameters Maintenance - 2

Lightspeed Reprographics, Inc. (DEM) 08/07/19 Wm

Require <F8> for next number? ☐ N

Next Quote	56	Next Bid	3	Print Sales Jrl Rpts	
Next Order	476	Next Pck-D	26	Sales Journal?	<input type="checkbox"/> Y
Next RMA	0	Next Work	070	Profit and Comm?	<input type="checkbox"/> Y
Next Invoice	4400	Next POS	467	Sales Tax Summary?	<input type="checkbox"/> Y
Next Credit Memo	1011			Item Summary?	<input type="checkbox"/> Y
Next Debit Memo	013			Consignment Summary?	<input type="checkbox"/> Y
				GL Distribution?	<input type="checkbox"/> Y
				Payments Jrl?	<input type="checkbox"/> Y

Post distribution to General Ledger? ☐ Y

Post sales and returns by AR posting code? ☐ Y

Post cost of sales by AR posting code? ☐ Y

Cash Over-Short Account 100-00-00

Retain completed orders 365 days

Custom Descriptions 1 EAES CUSTOM 2

3 4

Require F8 for next number?

During order entry you have the option of entering the order, invoice, etc. number manually or by pressing **F8** to use the next system generated number. If this field is set you may not enter numbers manually, you must use the **F8** key.

- Y** Requires the operator to press **F8** to get the next number automatically. This still allows entry of an existing number for making corrections.
- N** Allows the operator to enter the number. This should be used only if the sales representative in the field has given the customer a hand-written, pre-numbered order, invoice, etc.; then the entry operator enters it into the computer system.

Next Quote/Order/etc. Number

Enter the starting number you wish to use for Quotes, Orders, RMAs, Invoices, Credit Memos and Debit Memos, Pickup & Deliveries, POS or press **F8** to use the next system generated number. The system will automatically update these numbers as they are used.

Sales Journal?
Profit and Comm?
Sales Tax Summary?
Item Summary?
Consignment Summary?
GL Distribution?
Payments Jrl?

You have the option of selecting which report in the sales journal should be printed.

- Y** Print this report.
- N** Do not print this report.

Post distribution to General Ledger?

You have the option of posting to General Ledger but may not want to if you are entering your opening balances or if you have a separate General Ledger system. The General Ledger account codes used during posting are found in the Accounts Receivable and Inventory Control modules.

- Y** Posts to General Ledger during the Sales Journal update.
- N** Does not make any postings to General Ledger during the update.

Post sales and returns by AR posting code?

This feature allows you to substitute the General Ledger department and/or location into the sales and returns accounts in a manner similar to what is done with Accounts Receivable billing codes and Inventory warehouse codes. In the case of a conflict between posting codes and warehouses, the warehouse substitution will take precedence.

- Y** Posts sales and returns by Accounts Receivable posting code.
- N** Posts sales and returns either to the exact account, or using warehouse substitution only.

Post cost of sales by AR posting code?

You have the option of posting your cost of sales to different General Ledger accounts based on the customer's posting category.

- Y** Posts costs by Accounts Receivable posting code.
- N** Do not use the AR posting code to post costs.

Cash Over-Short Account

Enter the GL Account Code the cash over/under is to be applied. Press **F2** for a lookup of Account Codes.

Retain Completed Orders x Days

You can specify how long orders should be retained in the Open Order file after they have been completely filled. Care should be taken not to make this number too large, or the system speed could be adversely affected.

Custom Descriptions 1-4

You have the option of keeping custom data when entering orders and invoices. These fields will be the description that will be used for your custom designed fields. If you leave the description blank then data will not be accessible in order entry.

When you are finished with the second screen, the following screen will automatically appear:

Print Packing lists?

You have the option of either printing separate computerized packing lists or using a copy of the order for the packing list.

Y Prints separate packing list.

N Does not print separate packing list.

Print Receipts?

You have the option of indicating that your company prints receipts.

Y Receipts will be printed.

N Receipts will not be printed.

Automatically send invoices

You have the option of automatically printing/sending invoices based on an exact number of days after the original invoice date. All printing options will be based upon a Solution-IV operator code that you choose.

You system administrator will have to set up the cron and schedule task and have that task run "OPPAUTO1".

xxx Enter the number of days past the original invoice date to base the selection upon.

0 Setting this field to zero disables this function.

days old using operator

Enter the operator code to use for your printing options. Leaving this field blank disables this function.

Automatically archive?

You have the option of automatically archiving various FormsCreator outputs.

- Y** Automatically archive
- N** Do not automatically archive

Point of Sale Cash Payment Code

Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Account

Enter up to 15 characters representing the General Ledger account. The length of this field and location of the dashes is dependent upon what was entered in General Ledger parameters maintenance.

The dashes separate the segments of the account code and are optional entries. If they are not entered, the system will automatically insert them.

Default values: Empty segments zero fill, numeric segments right justify and zero fill, character segments left justify and space fill.

Examples: If accounts are set up to look like xxx-xx-xx,

101	would be redisplayed as 101-00-00
101AB	would be redisplayed as 101-AB-00
101A B	would be redisplayed as 101-A -B
1010101	would be redisplayed as 101-01-01
A-1-A	would be redisplayed as A -01-A

Cash Drawer Processing?

You have the option of automatically processing your cash drawer when doing POS entries.

- Y** Automatically process cash drawer.
- N** Do not automatically process the cash drawer.

POS Display Pole?

This flag indicates whether or not you have a display pole attached to your cash registers.

- Y** Display pole attached.
- N** No display pole attached.

Gift Card Item Code

Enter up to 22 characters for the Gift Card Item Code.

Default Printers

You have the option of setting up a default printer on which orders, picking tickets, shipping labels, COD tags, packing lists, and invoices will normally be printed. This printer may be overridden during actual print time. This is a useful function if you plan on having certain forms on certain printers at all times.

Preprinted Forms

You have the option of printing orders, packing lists and invoices on preprinted forms, logo paper, or plain white paper.

Y Use preprinted order forms.

N Print orders on plain white paper.

L Use logo paper (company name, address, and logo printed in upper left, remainder of page blank).

Message Line x

Enter up to three lines of 60 characters each for the messages you wish to print on orders, quotes, RMAs, and invoices.

Order Processing Parameters Listing**Introduction**

This report lists the parameters as entered in OP Parameters Maintenance. You should print the OP Parameters Listing whenever you make any change in the parameters, and file it as part of your permanent records.

How to Execute

From the Code File Maintenance Menu select **OP Parameters Listing**.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Contract Maintenance

Introduction

Contract codes are used to define a special pricing arrangement with a specific customer for a certain item or items.

How to Execute

From the Code File Maintenance Menu, select **Contract Maintenance**.

Description of Fields

Customer

Enter up to ten alphanumeric characters for the customer code to which the contract applies. From this field you can press **F2** for a lookup of AR Customers or Contracts.

Contract

Enter up to six alphanumeric characters for the contract code.

Description

Enter up to 35 alphanumeric characters to describe the customer contract.

Contract Date

Enter the contract date or the date on which this contract was made with this customer. This field is for reference only and may be different from the contract start date.

Start Date

Enter the date on which this contract takes effect. This contract will not apply to orders prior to this date.

Expiration Date

Enter the date on which this contract expires. This contract will not apply to orders after this date.

Closed Date

Enter the date on which this contract has been closed. If a contract is closed it will no longer be available for pricing.

Priority

If both a special sales promotion and a customer contract price are in effect for a particular item, the pricing priority indicates which price takes priority.

Enter the priority of this customer contract as it relates to special sales promotions from the following list:

- C** Customer contract price takes priority.
- L** The lesser of the contract price and special promotion takes priority.
- S** Special sales promotion price takes priority.

Dollar limit

You have the option of limiting the amount of sales associated with this contract.

- 0** Enter zero for no limit
- \$** Enter the dollar amount for this contract

Lifetime sales

This field contains the total sales dollars applied to this contract.

The system prompts:

Is the displayed information correct?

- Yes** If a new contract has been entered the Customer Contracts Detail screen will display.
- No** Returns you to the Customer Contract Maintenance screen and allows you to make changes.

Lines Displays the Customer Contracts Detail screen.

Delete Deletes the current contract.

The customer Contracts Detail Screen will display if you are entering a new contract. To edit the information in the Contracts Detail Screen of an existing contract, select **Lines**.

Line	Project	Type Code	M	T	Amt or Pct	Class
1		90-110	P	I	10.0000	
2		75-KP1	C	I	20.0000	
3		40-110	P	I	.0800	
4		BOND	D	I	10.0000	

Description of Fields**Project**

Enter up to 16 alphanumeric characters for the project code. The project code is a file verified code that may be used in order entry.

Type

Enter the type of code that this line of the contract will be compared to. When pricing an order line, this code type will be used with the next field to determine whether or not there is a match between the order line and the contract line. Select from the following:

- I** Item Code
- P** Product Code
- C** Item Price Class
- N** No Code Compare
- S** Special. Item Class Code 4
- T** Special Item Class Code 3
- V** Default Vendor Code

Code

Enter the item code, product code, or item price class depending on the code type that you have selected. If you wish to apply this line to all codes use the "N" option for the type.

M - Contract Method

Enter the method of calculating the price for this contract from the following:

- A** Discount amount off regular price
- C** Markup percentage over cost
- D** Discount percentage off regular price
- M** Markup amount over cost
- O** Override item price class
- P** Actual price
- Y** YTD Sales using override item price class

T - Type

Enter the type of contract from the following list:

- I** Price is off item list price
- Q** Price is off quantity price break

Amt or Pct

Based on the contract method for this contract, enter the actual price, the discount amount, cost markup amount, discount percentage, or cost markup percentage.

Class

Enter the item price class which applies to this contract if the contract method is "O".

From the lines Screen, press **F7** for other data, the Contract Detail Summary screen will display:

Customer Contracts - Detail - Summary			
Contracted quantity	0	Closed Date	
Quantity used	.0000	Ship Date	
Minimum quantity	.0000	Dollar limit	.00
Exceed limit?	<input type="checkbox"/>	Sales	.00
Line Summary			
	Month to Date	Year to Date	Last Year
Sales	0.0000	0.0000	0.0000
Cost of Sales	0.0000	0.0000	0.0000
Number of Invoices	0	0	0

Description of Fields

Contracted quantity

Enter the number of units to which this contract applies. If there is no limit to the quantity the customer can buy at this price, press **Enter** or enter **0**.

Quantity used

This field contains the number of units which have been sold against this contract so far. When used equals contract quantity, this contract will be fulfilled and will no longer be used for pricing.

Minimum Quantity

This field contains the minimum quantity to be ordered at any one time for this contract to be used for printing.

Exceed limit?

The contract may be flagged to allow pricing to be done for the entire order quantity against this line even though the order quantity is more than the contract line's limit.

Y Will calculate a price for the entire order quantity when this line is used, even though the quantity is greater than the contract line's quantity limit.

N Will not calculate a price for the order quantity that is in excess of the contract line's limit. The rest of the quantity will be matched against other lines of this contract or another contract altogether.

Closed Date

Enter the date on which this line of the contract has been closed. If a contract line is closed it will no longer be available for pricing.

Ship Date

Enter the date on which this line of the contract is expected to be shipped to the customer.

Dollar limit

You have the option of limiting the amount of sales associated with this contract line.

0 Enter zero for no limit

\$ Enter the dollar limit amount for this contract line.

Sales

This field contains the total sales dollars applied to this contract line.

Month-to-date, Year-to-date, Last-year Sales

The sales month-to-date, year-to-date and last-year fields represent the sales on which this contract code has applied. The fields are automatically updated by the system during the Order Processing Sales Journal Update.

Cost of Sales

The cost of sales month-to-date, year-to-date and last-year fields represent the cost of sales on which this contract code has applied. The fields are automatically updated by the system during the Order Processing Sales Journal Update.

Number of invoices

The number of invoices, month-to-date, year-to-date and last-year fields represent the number of invoices on which this contract code has applied. The fields are automatically updated by the system during the Order Processing Sales Journal Update.

Exit the Screen

When you are finished, press **F4** to return to the Code File Maintenance Menu.

Contract Listing

Introduction

This report lists the contracts as they were entered in Contract Maintenance. To check for accuracy, you should print the Contract Listing whenever you make an addition or change to the contracts. You should then file the listing as part of your permanent records.

How to Execute

From the Code File Maintenance Menu select **Contract Listing**.

OP Contract File Listing

Lightspeed Reprographics, Inc. (DEM) 08/07/19 Wm

From Customer	0000000101	To Customer	~DEFAULT~	From Date	01/01/18
From Contract		To Contract	ZZZZZZ	To Date	12/31/19
From Sales Rep	BILL	To Sales Rep	SALLY		

	From	To	Include
Item	10-110	~DEFAULT~	<input checked="" type="checkbox"/>
Project		TESTING1	<input checked="" type="checkbox"/>
Product	000010	~NSTK~	<input checked="" type="checkbox"/>
Price Cl	000010	~RSTK~	<input checked="" type="checkbox"/>
Class			<input checked="" type="checkbox"/>
Vendor	0000000123	~DEFAULT~	<input checked="" type="checkbox"/>

Apply ranges to ""I"" lines

Product?	<input type="checkbox"/> N	Full Contract or Detail Only?	<input type="checkbox"/> F
Price Class?	<input type="checkbox"/> N	Closed, Expired, Open or All?	<input type="checkbox"/> A
Class Code?	<input type="checkbox"/> N	As of Date	08/07/19
		Summary Only?	<input type="checkbox"/> N

Description of Fields

From Customer

To Customer

If you are printing this report for a range of customers, enter the starting and ending customer code.

From Contract

To Contract

If you are printing this report for a range of contracts, enter the starting and ending contract number.

From Sales Rep

To Sales Rep

If you are printing this report for a range of sales reps, enter the starting and ending sales rep code.

From Date

To Date

If you are printing this report for a range of dates, enter the starting and ending date.

From Project

To Project

If you are printing this report for a range of projects, enter the starting and ending project code.

From Item**To Item**

If you are printing this report for a range of items, enter the starting and ending item code.

Include

Include item range in detail search?

Y Use the range of items as a delimiter for accessing details.

N Do not use the item range.

From Project**To Project**

If you are printing this report for a range of projects, enter the starting and ending project codes.

Include

Include project range in detail search?

Y Use the range of projects as a delimiter for accessing details.

N Do not use the project range.

From Product**To Product**

If you are printing this report for a range of products, enter the starting and ending product code.

Include

Include product range in detail search?

Y Use the range of products as a delimiter for accessing details.

N Do not use the product range.

From Price Class**To Price Class**

If you are printing this report for a range of price classes, enter the starting and ending price class code.

Include

Include price class range in detail search?

Y Use the range of price class as a delimiter for accessing details.

N Do not use the project range.

From Class**To Class**

If you are printing this report for a range of classes, enter the starting and ending class code.

Include

Include class range in detail search?

Y Use the range of classes as a delimiter for accessing details.

N Do not use the class range.

Vendor

If you are printing this report for a range of vendors, enter the starting and ending vendor codes.

Include

Include vendor range in detail search?

Y Use the range of vendors as a delimiter for accessing details.

N Do not use the vendor range.

Apply product range to "I" lines?

The standard ranges are applied to the line type of the contract. That is: Item range is for "I" lines, Product range is for "P" lines. You can refine this by applying the product range to the "I" lines as follows:

N Do not apply the product range to the "I" lines of contracts

Y Limit the "I" lines displayed by product ranges too. The report will only include item lines within the item code range and the product code range.

Apply price class range to "I" lines?

The standard ranges are applied to the line type of the contract. That is: Item range is for "I" lines, Class range is for "O" lines. You can refine this by applying the class range to the "I" lines as follows:

N Do not apply the class range to the "I" lines of contracts.

Y Limit the "I" lines displayed by class ranges too. The report will only include item lines within the item code range and the class code range.

Apply class code range to "I" lines?

The standard ranges are applied to the line type of the contract. That is: Item range is for "I" lines, Class range is for "S" lines. You can refine this by applying the class range to the "I" lines as follows:

N Do not apply the class range to the "I" lines of contracts.

Y Limit the "I" lines displayed by class ranges too. The report will only include item lines within the item code range and the class code range.

Full Contract or Detail Only?

F Prints the entire contract.

D Prints only those lines of the contract that match the selection criteria.

Closed, Expired, Open or All?

You have the option of printing only closed contracts, only expired contracts, only open contracts or all contracts.

C Print only contracts that are closed or have closed lines.

E Print only contracts that have expired.

O Print only contracts that have not expired or been closed.

A Print all contracts.

As of date

If you are printing this report for closed, expired or open contracts only you have the option of selecting an 'as of' date to check the contract status against.

Summary Only?

- Y** On the Order Status Report, this option prints one line for each order showing the open order numbers.
- N** This option allows you to see the status of each line on an open order, with quantities ordered, shipped and backordered listed in detail.

The system prompts:

Do you want a printed copy?

- Y** You will be asked to select a printer for the output.
- N** Output will be displayed on the screen.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Contract Change Log

Introduction

This report lists the contracts that have been changed and shows the operator that made the change.

How to Execute

From the Code File Maintenance Menu select **Contract Change Log**.

The System prompts:

Do you want a printed copy?

- Y** You will be asked to select a printer for the output.
- N** Output will be displayed on the screen.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Payment Code Maintenance

Introduction

Payment Codes are used during invoice entry for point of sale payments. Sample payments might be MC (Mastercard), CK (Check), CS (Cash), etc.

How to Execute

From the Code File Maintenance Menu select **Payment Code Maintenance**.

Description of Fields

Payment Code

Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Description

Enter up to 25 alphanumeric characters to describe the payment code.

Bank Code

Enter the 2-character bank code or deposit code. This code will be used throughout Solution-IV for making deposits and printing checks.

BA Bank of America checking

AX American Express deposit account

Payment Method

Enter the method type for this payment code.

2 Cash

3 Check

4 Credit Card

5 Over/Short (For over/short amount at Sales Journal posting).

6 Gift Card

7 Gift Certificate

8 Debit Card

9 PayPal

A Money Order

B Coupon

Priority

Enter up to 2 characters (00-99) to establish the priority of this payment code. The priority only establishes what order payment codes will appear in a view.

Status

Enter the status definition. Press **F6** for available options.

Exit the Screen

When you are finished, press **F4** to return to the Code File Maintenance Menu.

Payment Code Listing

Introduction

This report is a listing of entries made in Payment Code Maintenance.

How to Execute

From the Code File Maintenance Menu select **Payment Code Listing**.

The System prompts:

Do you want a printed copy?

Y You will be asked to select a printer for the output.

N Output will be displayed on the screen.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Store Payment Maintenance

Introduction

This option is used to define what payment code you use that matches the standard payment codes that are directly tied to the Solution-IV Credit Card Module.

How to Execute

From the Code File Maintenance Menu, select **Store Payment Maintenance**.

Description of Fields

Store Code

Enter up to three characters for the store code.

Card Type

Enter the standard card type for this store. This is normally MC, VC, AE, or DS, for Mastercard, Visa, American Express or Discover. It is the card type that will be converted to your payment code.

Payment Code

Enter up to two alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Exit the Screen

When you are finished, press **F4** to return to the Code File Maintenance Menu.

Store Payment Listing

Introduction

This report is a listing of the entries made in Store Payment Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select **Store Payment Listing**.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Project Code Maintenance

Introduction

Project Codes are used during order entry to specify which project a particular order is assigned to.

How to Execute

From the Code File Maintenance Menu select **Project Code Maintenance**.

The screenshot shows a software window titled "Project Code Maintenance" for "Lightspeed Reprographics, Inc. (DEM)". The date is 08/08/19 and the user is Wk. The form contains the following fields:

- Project Code:** 0000000000000123
- Desc:** TEST SITE
- Customer Code:** TMA (Texas Marketing Association)
- Sales Rep:** (empty)
- Commission Rate:** .00
- Apply zero commission?:** N
- Sales Tax:** (empty)
- Dollar Limit:** 49.31-
- PO Number:** (empty)
- Email:** (empty)
- Status:** (dropdown menu)

Description of Fields

Project Code

Enter up to 16 alphanumeric characters for the project code. The project code is a file verified code that may be used in order entry.

Desc

Enter up to 35 alphanumeric characters to describe the project code.

Customer Code

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

Sales Rep

Enter up to 6 alphanumeric characters for the sales rep code. Each sales representative should have their own code. You may also want to set up a house account.

Commission Rate

Enter the sales representative's standard commission rate for this project. Example: If the sales representative gets a standard commission of 10%, enter 10.00.

Apply zero commission?

You have the option when the commission rate is zero to actually apply a zero commission rate for this project.

Y Apply a rate of zero.

N Do not override the sales representative's commission rate.

Sales Tax

Enter up to 6 alphanumeric characters for the sales tax code.

Dollar Limit

You have the option of limiting the amount of sales associated with this project.

0 Enter zero for no limit

\$ Enter the dollar amount for this project

Sales

Displays the amount of sales for that project code.

PO Number

You have the option of setting the default Customer PO Number to use when processing an order/invoice for this project. Enter that PO Number here.

Email

You have the option of setting the default Email address to use when processing an order/invoice for this project. Enter that Email address here.

Status

Enter the status definition. Press **F6** for available options.

Exit the Screen

When you are finished, press **F4** to return to the Code File Maintenance Menu.

Project Code Listing

Introduction

This report is a listing of entries made in Project Code Maintenance.

How to Execute

From the Code File Maintenance Menu select **Project Code Listing**.

Description of Fields

From Project

To Project

If you are printing this report for a range of projects, enter the starting and ending project code.

From Customer

To Customer

If you are printing this report for a range of customers, enter the starting and ending customer code.

The system prompts:

Do you want a printed copy?

Y You will be asked to select a printer for the output.

N Output will be displayed on the screen.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Customer/Item Lockout

Introduction

This option allows you to lockout particular items for sale on a customer basis. This file is checked during order and invoice entry.

How to Execute

From the Code File Maintenance Menu, select **Customer Item Lockout**.

Description of Fields

Customer Code

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

Sequence Number

In order to lock out more than one item code for any particular customer you must assign a unique sequence number to each item code.

Item Code

Enter up to 22 characters representing the Inventory Control item code. The item code is used throughout the Inventory Control and Order Processing systems to designate each of your inventory items. You must set up a unique code for every item in your inventory. If you track items by color as well, each color will need a unique item code.

Recommend

Enter up to 22 characters representing the Inventory Control item code that is recommended for use when this locked out item is requested.

Exit the Screen

The system will prompt, **Add this record**. Select **Y** to add the record or **N** to make changes. Press **F4** to return to the Code File Maintenance Menu.

Customer Archive Maintenance

Introduction

This option allows you to setup automatic archiving on a customer by customer basis.

How to Execute

From the Code File Maintenance Menu, select **Customer Archive Maint.**

Description of Fields

Customer Code

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

Archive Type

Enter the code for the type of output that you wish to archive.

- O** Orders
- H** Historical Invoices
- I** Open Invoices
- S** Statements

Archive Folder

Enter the exact folder address that you want to use when archiving these forms.

Archive Last Run

Will display the date the Archive was last run.

Exit the Screen

When you are finished, press **F4** from the reason code field to return to the Code File Maintenance Menu.

Reason Code Maintenance

Introduction

Reason codes are used during RMA entry to explain why items are being returned. To keep track of potential business problem areas, total return dollars, listed by reason code, are kept in this file.

How to Execute

From the Code File Maintenance Menu, select **Reason Code Maintenance**.

Description of Fields

Reason Code

Enter up to six alphanumeric characters for the reason code.

Examples:

WC	Wrong color
DL	Didn't like
TL	Too large
TS	Too small
BRKN	Broken
PQ	Poor quality

Description

Enter up to 35 characters to describe the reason.

Status

Enter the status definition. Press **F6** for available options.

Dollar amount returned

These fields contain the actual dollar amount of items returned using this reason code, month-to-date, year-to-date, and all of last year.

Invoices returned

These fields contain the number of invoices containing items returned using this reason code, month-to-date, year-to-date, and all of last year.

Exit the Screen

When you are finished, press **F4** from the reason code field to return to the Code File Maintenance Menu.

Reason Code Listing

Introduction

This report lists the reason codes as they were entered in Reason Code Maintenance. To check for accuracy, you should print the Reason Code Listing whenever you make an addition or change to the reason codes. You should then file the listing as part of your permanent records.

How to Execute

From the Code File Maintenance Menu, select **Reason Code Listing**.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

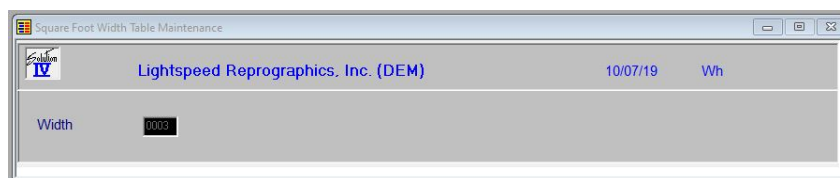
Standard Width Maintenance

Introduction

A standard width table is used in square foot pricing during Order/Invoice Entry. These widths are industry standard for the width that will be 'rounded up' when determining square feet for an item.

How to Execute

From the Code File Maintenance Menu select **Standard Width Maintenance**.



Description of Fields

Width

Enter up to 4 alphanumeric characters for the width.

Exit the Screen

When you are finished, press **F4** to return to the Code File Maintenance Menu.

Standard Width Listing

Introduction

This report is a listing of the entries made in Standard Width Maintenance.

How to Execute

From the Code File Maintenance Menu select **Standard Width Listing**.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

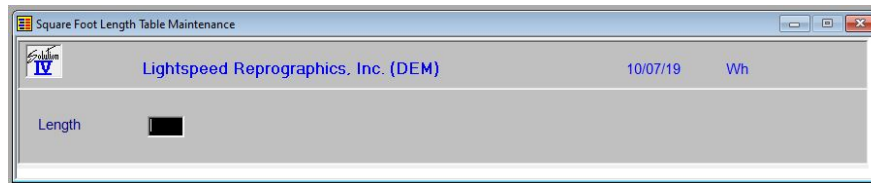
Standard Length Maintenance

Introduction

The standard length table is used in square foot pricing during Order/Invoice Entry. These lengths are the industry standards for the length that will be "rounded up to" when determining square feet for an item.

How to Execute

From the Code File Maintenance Menu, select **Standard Length Maint.**



Square Foot Length Table Maintenance	
Lightspeed Reprographics, Inc. (DEM) 10/07/19 Wh	
Length	<input type="text"/>

Description of Fields

Length

Enter up to 4 numeric characters for the standard length.

Exit the Screen

When you are finished, press **F4** to return to the Code File Maintenance Menu.

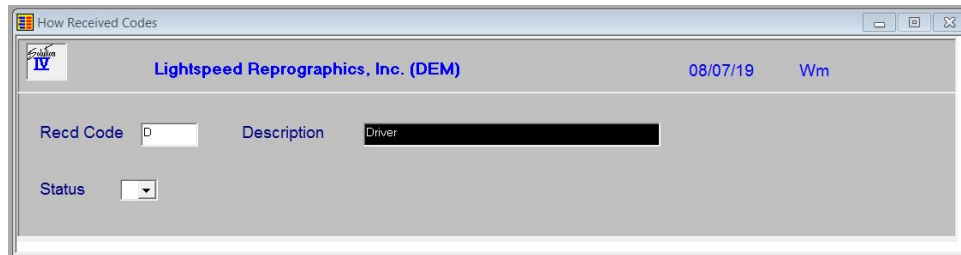
How Received Code Maintenance

Introduction

The How Received codes are use during order entry to show how an order was received. The standard length of a How Received code is 1 character with a 35-character description.

How to Execute

From the Code File Maintenance Menu, select **How Received Code Maint.**



Description of Fields

Recd Code

Enter 1 alphanumeric character for the How Received Code. The How Received code is a file verified sort option used in Order Entry as a means of classifying your orders and invoices.

Description

Enter up to 35 alphanumeric characters to describe the How Received code.

Status

Enter the status definition. Press **F6** for available options.

Exit the Screen

When you are finished, press **F4** to return to the Code File Maintenance Menu.

How Received Code Listing

Introduction

This report is a listing of the entries made in How Received Code Maintenance.

How to Execute

From the Code File Maintenance Menu, select **How Received Code Listing**.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Exit the Screen

When you are finished, press **F4** to return to the Code File Maintenance Menu.

4 Transaction Processing

This chapter explains how to perform the following:

- Transaction Entry, which includes:
 - ◆ Quote Entry
 - ◆ Order Entry
 - ◆ Backorder Release
 - ◆ Packing List Entry
 - ◆ RMA Entry
 - ◆ Invoice and Memo Entry
- Special Processing Menu
- Quote, Order and RMA Printing
- Unprinted Order Report
- Deleted Order Report
- Picking Ticket Printing
- Shipping Label Printing
- COD Tag Printing
- Packing List Printing
- Unprinted Invoice Report
- Invoice Printing
- Deleted Invoice Report
- Pre-Sales Journal
- Daily Cash Drawer Report
- Deposit Report
- Deposit Journal & Update
- Credit Card Batch Processing
- Sales Journal and Update

You will be spending the bulk of your time in this section of the manual because this is the core of the Solution-IV Order Processing system.

Transaction Entry Overview

Introduction

Transaction Entry covers all transaction types: Quote Entry, Order Entry, Packing List Entry, RMA Entry, and Invoice and Memo Entry. While these are shown as separate options on the Order Processing Main Menu, they are almost identical in the way they flow and the fields that are entered. In fact, all of the above transactions are stored in the same data file.

Quote Entry

Quote Entry allows you to enter a quote for a given customer that contains inventory items, which have been priced according to your company's pricing methods. Later, a quote can be converted into an actual order. To access this option, select **Quote Entry** from the Order Processing Main Menu.

Order Entry

Order Entry is used for entering actual customer orders in a two- step (order entry/invoice entry) Order Processing environment. Later, an order may be converted into an invoice. Orders may be entered from scratch or an existing customer quote may be converted into an order. To access this option, select **Order Entry** from the Order Processing Main Menu.

Packing List Entry

Packing List Entry is an option, which is used by a terminal in the warehouse to enter the actual quantities shipped of each item on the order. In addition, the number of cartons, actual weight, and total freight amount may be entered on the summary screen so that the COD tags will print correctly and the correct number of shipping labels will be printed.

The screens look the same as those for Order or Invoice Entry, but entry is only allowed into the above-mentioned fields. To access this option, select **Packing List Entry** from the Order Processing Main Menu.

RMA Entry

Return Material Authorization (RMA) Entry is similar to Order Entry except that instead of goods going out to the customer, goods are expected to be shipped back to you from the customer. Later, when your company receives the goods, the RMA may be invoiced (credited to the customer's account). To access this option, select **RMA Entry** from the Order Processing Main Menu.

Invoice and Memo Entry

Invoice and Memo Entry is used for entering actual customer invoices, credit memos and debit memos into the system. Invoice and Memo Entry may be used as part of a two-step (order entry/invoice entry) Order Processing environment or it can be used to enter invoices directly - bypassing the Order Entry step. To access this option, select **Invoice and Memo Entry** from the Order Processing Main Menu.

Transaction Entry – Quote/Order/Packing List/RMA or Invoice & Memo Entry

How to Execute

From the **Transaction Processing Main Menu** select the desired option (Quote Entry, Order Entry, Packing List Entry, RMA Entry, or Invoice & Memo Entry) under Transaction Entry.

Transaction Entry consists of four separate screens. Each screen follows the previous one automatically.

Header Screen

The first screen is called the header. It contains most of the information found on the top portion (header) of the order or invoice.

Description of Fields

Quote, Order, Packing List, RMA, or Invoice Number

ALL TRANSACTION TYPES - If entering a quote, enter up to ten alphanumeric characters for the quote number or press **F8** to retrieve the next automatically generated quote number.

If entering an order or a packing list, enter up to ten alphanumeric characters for the order number or press **F8** to retrieve the next automatically generated order number.

If entering an RMA, enter up to ten alphanumeric characters for the RMA number or press **F8** to retrieve the next automatically generated RMA number.

If entering an invoice, enter up to ten alphanumeric characters for the invoice number or press **F8** to retrieve the next automatically generated invoice number.

To enter a credit memo or debit memo, press **F1** from the invoice number field and you will see the following prompt:

Invoice Credit Memo Debit Memo

INVOICE ENTRY ONLY - Select **C** for a credit memo or **D** for a debit memo. Then continue as if this were any other invoice.

Note: Credit memos should be entered using positive numbers. The system will convert it to credits for you.

Quote Number

ORDER ENTRY-RMA ENTRY - If converting a quote to an order, enter the appropriate quote number here.

Order Number

INVOICE ENTRY ONLY - During Invoice Entry, enter the order number which you wish to invoice. You may also press **Enter** to invoice a customer directly without retrieving an order.

Apply to

CREDIT MEMOS AND DEBIT MEMOS ONLY -- If entering a credit memo or debit memo, enter the invoice number to which this memo applies, or press **Enter** if the memo is not to be applied to a specific invoice.

Date

QUOTE ENTRY-ORDER ENTRY-CRMA ENTRY-INVOICE ENTRY - Enter the date of this order. Press **Enter** to enter today's date.

Inv

INVOICE ENTRY ONLY - Enter the date you wish to appear as the invoice date. This date will be used on the invoice and as the invoice date when updating to Accounts Receivable. Press **Enter** to enter today's date.

Ship

INVOICE ENTRY ONLY - Enter the date this order was shipped to your customer. Press **Enter** to enter today's date.

Bill to

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter up to ten alphanumeric characters for the customer code.

Name

NOT ACCESSIBLE - The customer's name will automatically be displayed and cannot be overridden.

Address through Contact (Billing address)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - The main address and contact will be displayed for this customer as well, and will be skipped by the cursor. If you need to change one of them (for this transaction only), press the **Up Arrow** from the ship-to code to access these fields.

Ship-to Code

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter up to six alphanumeric characters for the ship-to address code where you intend to send the items on this transaction, or press **Enter** to ship the goods to the customer's main address.

Name through Contact (Ship-to address)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - The ship-to address and contact associated with the ship-to code entered above will automatically be displayed and the fields will be skipped. If you need to change them (for this transaction only), press the **Up Arrow** from invoice address code.

Contact Code

Enter up to 6 alphanumeric characters for the contact code.

Contacts are used for your own use to keep track of the representatives at your customer location with whom you normally do business.

How Rcvd

Enter an alphanumeric character for the how received flag.

How received flags are used to define various methods of customer contacts for how an order has been initiated. You may have as many received methods as required for your particular needs.

Some samples are as follows:

P	Phone
W	Walk-in
E	Email
F	Fax
I	Internet/Web
D	Driver
Z	Point of Sale

Invoice Address

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the "ship to" address code for the address to which the invoice itself should be sent. This is useful if the invoice and the statement go to different locations. If they go to the same place, this field may be left "same" and both will be sent to the "bill to" address.

Operator

This field is updated with the operator code of who last modified the record.

Resale

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter up to 20 characters for the customer's resale number. If the customer has a resale number, no sales tax will be charged. If a resale number has been pulled from the customer masterfile and you need to charge sales tax on this transaction, you must delete the resale number from this field.

Picker

PACKING LIST ENTRY ONLY - Enter up to three characters for the initials of the person who picked this order from the warehouse.

Purchase Order

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-0INVOICE ENTRY - Enter up to 15 characters for the customer's purchase order number, if desired.

On Hold

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY

N This is a normal transaction and can be shipped when ready.

Y This order is "on hold" and may not be processed until this field is changed to **N**.

Rush

Y Rush order.

N Not a rush order.

Packer

PACKING LIST ENTRY ONLY - Enter up to three characters for the initials of the person who packed this order for shipment.

Project Code

Enter up to 16 alphanumeric characters for the project code. The project code is a file verified code that may be used in order entry.

RMA Reason

RMA ENTRY ONLY - Enter the reason code that indicates why the customer is returning the items on this RMA.

Authorization

RMA ENTRY ONLY - Enter the name or initials of the person giving authorization for this RMA, if required.

Comment

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter up to a 35-character comment that pertains to this transaction, if desired.

Prem Email

You have the option of assigning a specific email address for this order/invoice.

Order by

Enter the order by information for this order/invoice.

Charge Code

Enter the special charge information for this order/invoice.

Department

Enter the special department information for this order/invoice.

Code Screen

When you are finished with the header, a "code" screen will appear. The fields on this screen are really a continuation of the header but there are too many fields for them to fit on one screen. Most of the fields on this screen will be filled in automatically from information in the customer file but they may be overridden here.

The code screen is not accessible during Packing List Entry.

Description of Fields

Discount

ALL TRANSACTION TYPES - Enter the discount percentage that applies to this order. This field defaults to the customer discount percentage. You can also override this percentage on a line-by-line basis in the order.

Post Code

ALL TRANSACTION TYPES - Enter the posting code for this transaction.

Ship Method

ALL TRANSACTION TYPES - Enter the shipping method for this transaction.

Terms Code

ALL TRANSACTION TYPES - Enter the terms code for this transaction.

Sales Tax

ALL TRANSACTION TYPES - Enter the sales tax code for this transaction. The sales tax code can be overridden on a line-by-line basis.

Warehouse

ALL TRANSACTION TYPES - Enter the warehouse code representing the warehouse from which you wish to ship the bulk of this order.

Sales Rep 1-3

ALL TRANSACTION TYPES - Enter up to three sales rep codes representing the sales representative(s) who will receive credit and/or commissions on this order. The system will default to the main sales representative assigned to this customer, with 100% of the sales.

Percent of Sale

ALL TRANSACTION TYPES - Enter the percentage of the total sales commission to be given to the associated sales representatives. The total percentage for up to three sales representatives must total 100%.

FOB

ALL TRANSACTION TYPES - Enter up to 15 characters for the Freight On Board (FOB) location. This field is used to designate where the responsibility for the shipment ends for the supplier.

Truck Route

ALL TRANSACTION TYPES - Enter up to six characters for the truck route. Since packing lists may be printed by truck route, this field may be used to organize your picking and packing warehouse activities on a truck-by-truck basis.

Repetitive

ALL TRANSACTION TYPES - You have the option of designating an order as repetitive (standing). Repetitive orders will not be removed from the system, even after they have been filled.

Y Designates an order as repetitive or standing.

N Designates regular order.

Selection Cycle

ALL TRANSACTION TYPES - If this was designated above as a repetitive order, enter up to two characters for the selection cycle. The selection cycle is used during Order Printing to selectively print repetitive orders.

Number of Orders

ALL TRANSACTION TYPES - If this was designated above as a repetitive order, the number of repetitive orders allowed will display.

Times Ordered

ALL TRANSACTION TYPES - If this was designated above as a repetitive order, the number of times ordered will display.

Print Order?

ALL TRANSACTION TYPES - You have the option of printing an order or not printing an order as well as placing an order on hold so that it cannot be invoiced.

Y Prints an actual order.

N Skips order printing.

H Order on hold - will not allow shipping or invoicing.

Print Pick Ticket?

ALL TRANSACTION TYPES - You have the option of printing a picking ticket for an order or not printing one.

Y Prints an actual picking ticket for this order.

N Skips picking ticket printing.

Print COD Tags?

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - You have the option of printing a COD tag for an order or not printing one.

Y Prints a COD tag for this order.

N Does not print a COD tag for this order.

Cash Only?

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - If you answered that you want to print COD tags above, you have the option of checking the "cash only" box on the tag.

- Y** Prints an **X** in the cash only box on the COD tag.
- N** Leaves the cash only box blank, allowing the customer to pay for the goods with a company check.

Ship Complete Order?

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - You have the option of designating an order as only shipping if the order can be shipped complete with all items.

- Y** Designates order as shippable only when the order can be completely filled.
- N** Allows partial shipments of this order.

Deposit Req'd

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the amount of the deposit required, before this order may be processed.

User Defined Fields

If you have defined special fields in OP Parameters Maintenance, they will appear at the bottom of this screen. Enter your data here.

Lines Screen

When you are finished with the Code screen, a Lines screen will appear, similar to the following. We refer to this part of Transaction Entry as "lines" because this is when you will enter the lines or body of the transaction.

Line	Item	Description	Shipped	Backorder	Price	UOM	Amount Txt
1	50-110	Bond	.0000	.0000	15.0000	SQFT	3375.00

Description of Fields**Line**

All Transaction Types

- Enter** If line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.
- Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.
- Up Arrow** Goes to the next line above.
- Down Arrow** Goes to the next line below.
- Page Up** Goes to the previous screen.
- Page Down** Goes to the next screen.
- Line Delete** Deletes that line and moves all lines below up.
- Line Insert** Inserts a line at that spot and moves all lines below down.

Item

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the item code representing the item you want to show on this transaction. See the heading labeled "Other Options" below for other things you can do from this field.

The remaining fields (up to quantity shipped) will be filled in by the system from the information in the item masterfile. If you stated in Item Maintenance that you are allowed to change the description of the item, you will be positioned at the "Description" field; otherwise you will skip to the "Quantity Shipped" field. To get to the following fields, you will need to press **Up Arrow** from the quantity shipped field until you get the field you wish to change.

Lot-Serial

ALL TRANSACTION TYPES - If this item has a lot or serial number, enter the appropriate number here.

Whse

ALL TRANSACTION TYPES - Enter the warehouse code representing the warehouse from which this item will ship. It defaults to the warehouse entered on the Code screen.

Prod

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the product line that applies to this item. It defaults to the product line assigned in Item Maintenance.

Sale

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter this sales unit of measure that applies in this transaction. It defaults to the main Sales Unit of Measure assigned in Item Maintenance.

Price

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the unit of measure on which the price is based.

Example: If this product is usually sold at \$100 per lb, but you are selling it on this transaction for \$190 per bag (1 bag = 2lb), enter bag here.

Crt

ALL TRANSACTION TYPES - If this transaction was shipped in more than one carton, enter the carton number into which this item was packed.

D (Drop Shipped)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY

Y This item is to be shipped directly from your vendor to the customer.

N This item is to be shipped from your warehouse.

C (Commissionable)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY

Y This item is subject to commissions.

N This item is to be excluded from the commission calculation.

T (Taxable)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY

Y This item is subject to sales tax.

Note: Even if this flag is set to **Y**, if a resale number has been entered on the header screen, no tax will be computed.

N This item is to be excluded from the sales tax calculation.

D (Discountable)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY

Y This item will be included in the overall discount calculation.

N This item is to be excluded from this discount calculation.

Tax

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - If this line is to use a different sales tax code than the rest of the transactions (as entered on the code screen), enter the sales tax code here.

Disc

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - If this item is to use a different discount rate than the rest of the transactions (as entered on the code screen), enter the discount code here.

Comm

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - If this item is to use a different commission percentage than the rest of the transactions (as entered on the code screen), enter the commission percentage here.

Unit Cost

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - If your parameters allow you to override the unit cost of the item, enter the cost (per unit) here.

Ordered (or Returned for RMA's and CM's)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-CREDIT MEMO ENTRY - Enter the quantity ordered or returned based on your sales unit of measure.

Shipped (or Restock for RMA's & CM's)

PACKING LIST ENTRY-INVOICE ENTRY-RMA ENTRY-CREDIT MEMO ENTRY - Enter the quantity actually shipped using the same unit of measure as the quantity ordered field or for RMA's and CM's, enter the quantity returned to stock for resale.

Backorder (or No Restock for RMA's & CM's)

INVOICE ENTRY-RMA ENTRY-CREDIT MEMO ENTRY - Enter the quantity put on backorder. If the quantity ordered is more than the actual quantity, the quantity backordered will automatically be computed as the difference, but may be overridden. If entering RMA's or CM's, enter the quantity returned that will not be returned to stock for resale.

Price

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the price of this item based on the same unit of measure as used in the quantity shipped field. The price will not be displayed in Packing List Entry.

Amount

NOT ACCESSIBLE - The amount will be computed as the quantity ordered multiplied by price in Quote and Order Entry, as quantity shipped multiplied by price in Invoice and RMA Entry, and will not be displayed in Packing List Entry.

Tx (Text)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - To maintain the customer regular comment for this line, press **F1**. Once text exists for this line item, a **Y** will be placed at the field.

Note: If entering a Matrix item, the following screen will appear in place of the quantity fields to enter order, ship and backorder quantities:

Other Options

Several Lookup options are available from the item field, by pressing **F9**.

Exit to Lines

This option returns you to the Line Entry screen.

View alternate items

This option gives you a Lookup of available alternate items. This will be used when you are out of stock on the current item.

View customer AR

This option gives you access to customer inquiry in Accounts Receivable. See the Solution-IV Accounts Receivable manual for details on this function.

View customer/item sales

This function gives you historical information on the items, quantities, and prices purchased previously by this customer.

View open PO's

This function gives you a view of all outstanding purchase orders for this item. This function will be useful if you have insufficient quantity on-hand and the customer wants some idea as to when the item will be available.

View price break codes

This function gives you a view of all price break codes defined for this company. Press **F2** from the view, to get price break details for a particular price break code.

View item commits

This function gives you a view of commitments against this item by warehouse.

View item extra desc

This function gives you a view of alternate item descriptions for this item.

View quantity on hand

This function gives you a view of quantity on hand for a particular item.

Summary Screen

When you are finished with the Lines screen, the Summary screen will appear:

Order/Invoice Entry - Summary

Lightspeed Reprographics, Inc. (DEM) 12/10/19 Wp

Order Number: 0000000478 Date: 09/20/19 Inv: Ship:

Bill to: 00000009000 Ship to: SAME Net Amount: 102.75

Est. Ship: 09/20/19 Promised: 09/20/19 10:53 Expiration Date:

Amt subj to disc	102.75	Sales subj to comm	102.75
Customer disc rate	.000 %	Sales rep 1 commiss	.00
Customer disc amt	0.00	Sales rep 2 commiss	.00
Overridden disc	0.00	Sales rep 3 commiss	.00
Total discount	.00	Total commission	0.00
Taxable sales	102.75	Net sales	102.75
Non-taxable sales	0.00	Freight	0.00
Weight	.000	Sales tax	7.45
Number of cartons		Surcharge	0.00
		Rush charge	0.00
		Total amount	110.20

Description of Fields**Est. Ship**

NOT ACCESSIBLE - This field contains the estimated shipping date based on the production times entered in Item Maintenance for each item on the order. It cannot be overridden.

See Item Maintenance for more information on production times for each item.

Date Promised

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the date and time this order was promised to the customer. Press **Enter** to insert today's date.

Expiration Date

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the date this order expires. This date represents the date this order expires with the customer. It can be used as an expiration date for a standing order or a "must have" date for a one-time order.

Amt subj to disc

NOT ACCESSIBLE - This field contains the total amount subject to the regular discount rate. It cannot be overridden.

Customer disc rate

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY - Enter the discount percentage, which applies to all discounted items on this order where the rate was not changed. This field defaults to the customer discount percentage.

Customer disc amt

NOT ACCESSIBLE - This field contains the amount subject to discount multiplied by the discount rate.

Overridden disc

NOT ACCESSIBLE - This field contains the total of the discounts where the rate was changed on the lines.

Total discount

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - This field contains the total customer discount. It will be computed as customer discount added to overridden discounts, but can be overridden.

Sales subj to comm

NOT ACCESSIBLE - This field contains the total sales amount subject to commissions. If your parameters state that commission amounts may not be maintained here, this field will always be zero. It cannot be overridden.

Sales rep 1 commiss**Sales rep 2 commiss****Sales rep 3 commiss**

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - These three fields contain the computed commission amount for each sales representative. If you are allowed to maintain the commission amounts, they may be changed here. Sales reps 1-3 on this screen correlate with sales reps 1-3 on the Code screen. Press **F7** to override the commission rate. The following screen will appear:

Order/Invoice Header - Commission	
Sales Rep 1 Rate	0
Sales Rep 2 Rate	.000
Sales Rep 3 Rate	.000

Sales Rep 1 Rate**Sales Rep 2 Rate****Sales Rep 3 Rate**

These three fields contain the commission rate for each sales representative. To override, enter the new commission rate.

Total commission

NOT ACCESSIBLE - This field contains the sum of the commission amounts for all three sales reps on this order. If you are not allowed to maintain commissions, this field will always appear as "zero". It cannot be overridden.

Taxable sales

NOT ACCESSIBLE - This field contains the sum of all items on the order where the taxable flag = 'Y'. If there is a resale number on this order, taxable sales will always be "zero". It cannot be overridden.

Non-taxable sales

NOT ACCESSIBLE - This field contains the sum of all items on the order where the taxable field = 'N'. If there is a resale number on this order, this field will contain the total order. It cannot be overridden.

Weight

ALL TRANSACTION TYPES - Enter the total weight of all items on this order. This field will be calculated automatically based on the standard weight of all items on this order, but it can be overridden.

Number of cartons

ALL TRANSACTION TYPES - Enter the total number of cartons that will be filled to ship this order.

Freight

ALL TRANSACTION TYPES - Enter the total freight charge from this order. This field will be calculated automatically based on the shipping method for this order and the total weight, but can be overridden.

Sales tax

NOT ACCESSIBLE - This field contains the total sales tax applicable to this order. It cannot be overridden.

Surcharge

You have the option of adding a surcharge amount to the order/invoice.

Rush charge

Enter the charge for making this a rush order.

Total Sales

NOT ACCESSIBLE - This field contains the total sales for this order (taxable plus nontaxable sales). It cannot be overridden.

Frt and Tax

NOT ACCESSIBLE - This field contains the total freight plus sales tax, and cannot be overridden.

Total Amount

NOT ACCESSIBLE - This field contains the grand total for the order.

Payment Screen

The system will prompt: **Data Correct? Codes Lines Summary Delete UPS Payment.**

Select **Payment**. The following screen will display:

The screenshot shows a software window titled "Order/Invoice Entry - Payment". At the top, it says "Lightspeed Reprographics, Inc. (DEM)" and "12/10/19 Wp". Below this are input fields for "Order Number" (0000000478) and "Bill to" (00000009000). A summary section shows "Invoice Total" as 110.20, "Payment Total" as 0.00, and "Balance to apply" as 110.20. There are also fields for "Payment Method", "Payment Amount" (.00), "Check Number", "Credit Card Number", "Exp Date", "Approval", and "Hold?".

Description of Fields**Sequence**

Press enter and the next sequence number will appear. If you are using the Credit Card Processing Module, press **F7** to enter credit card information.

Payment Method

Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payment. If the payment code is for a credit card and you are using the Credit Card Processing module, you will automatically be prompted for credit card information.

CA Cash

CK Check

VS Visa

MC Mastercard

AX American Express

Payment Amount

Enter the payment amount.

Check Number

If payment is being made by check, enter up to 10 characters for the check number.

Credit Card Num

If payment is being made by credit card, enter up to 19 characters for the credit card number. If you desire, you may enter dashes or spaces where appropriate.

Exp. Date (MM/YY)

If a credit card number is entered, you must enter the credit card expiration date (MM/YY) for the credit card transaction.

Approval

Enter up to 6 characters for the approval code for the credit card transaction.

Credit Card Processing

Following are the instructions for the Credit Card Processing Module:

Description of Fields**Tran Type**

Enter a letter from the following list representing the type of transaction you wish to post to the credit card gateway:

- C** Regular charge transaction
- V** Void an existing transaction

Card Number

Enter the credit card number (without dashes) for this transaction.

Exp Date

Enter the credit card expiration date in MMY format.

CSC

Enter the 3 digit card security code from the back of the credit card.

AVS Street

Enter the first line of the cardholder street address.

Zip Code

Enter the cardholder billing zip code (either 5 or 10 digits).

Pmt Amount

Enter the credit card transaction amount.

Exit the Screen

When you are finished entering transactions press **F4** from the order/invoice/RMA field, to return to the Order Processing. You may now want to proceed to printing your transactions.

Point of Sale Cash Entry

Introduction

This option is used for two primary purposes. First, to receive payments at the sales desk. Second, to record petty cash transactions.

How to Execute

From the Transaction Processing Main Menu, select **Point of Sale Cash Entry**.

Note: Press **F6** on any field to display the help text for that field.

Description of Buttons

The buttons below are available from each field.



This option will display all the items that have already been rung up.



This option displays all the items that have been rung up and allows the user to select one and delete it. Once the line is deleted, the user will be returned to the Item code field to continue ringing up items.



Selecting this option will swap between Retail and Team Price for this transaction.



If items have not been rung up, this option will Exit POS. If items have been rung up, this option displays the Payment Screen.

Description of Fields

Operator

This field contains the operator that is processing the POS transaction. Below is a list of function keys available from this field:

Press **F1** to Reprint Deposits

Press **F2** to Print ROA Receipt

Press **F3** to Reprint POS Receipt

Press **F5** to Print a Gift Receipt

Customer

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer. You may also select from the following:

Press **Enter** to process the POS transaction or enter a valid customer code and choose a POS transaction or ROA.

Press **F2** for a lookup of customers

Press **F12** for Customer wild card search

Press **F1** to enter petty cash payout

Press **F3** to enter Order Deposit

Point of Sale Transaction Fields
Rewards Number

This field contains the customer rewards number. Press **F2** to lookup rewards number by phone number.

Item

Enter up to 22 characters representing the Inventory Control item code. You may also select from the following:

Press **F2** for a lookup of Items

Press **F12** for Item wild card search

Press **F1** to enter line discount

Press **F4** to Exit

Press **F9** to delete a line

Color

Enter up to 20 alphanumeric characters to describe the color option for this matrix.

Size

Enter up to 5 alphanumeric characters to describe the size option for this matrix.

Quantity

Enter the quantity of this item.

UOM

Enter the sales unit of measure for this particular line. If blank, it defaults to the main sales unit of measure from the Item Masterfile.

Price

Enter the price of this item being sold. The price will default to the item list price for the unit of measure.

Press **F2** to change line discount.

Press **F8** to show price breaks.

Press **F15** to change the price level.

Discount

You have the option of overriding the customer discount percentage. Enter the discount percentage which applies here. This field defaults to the customer discount percentage. You may also override this percentage on a line-by-line basis.

The system will prompt: **Enter Reason for Discount.**

Total

This field contains the total amount extension of the quantity ordered times the price for this item. This field may not be overridden.

Ordr Taxable

The taxable flag may be set as follows:

Y Regular charge transaction

N Void an existing transaction

Ordr Price Level

The price break associated with the price level entered here will apply.

For example: If the price level = 3, the price break line for 3 will apply no matter what quantity of items the customer ordered.

Return

This field is used to indicate that this POS Transaction is for Returning Items. If the POS Transaction is for Exchange, this flag should be set to **N**.

Type

This field is used to indicate if the Item will be returned to stock.

N Do not return to stock.

S Item will be added to stock.

Subtotal

This field contains a subtotal of the point of sale lines.

Discount %

Enter the discount percentage which applies here. This field defaults to the customer discount percentage. You may override this percentage on a line-by-line basis.

Sales Tax

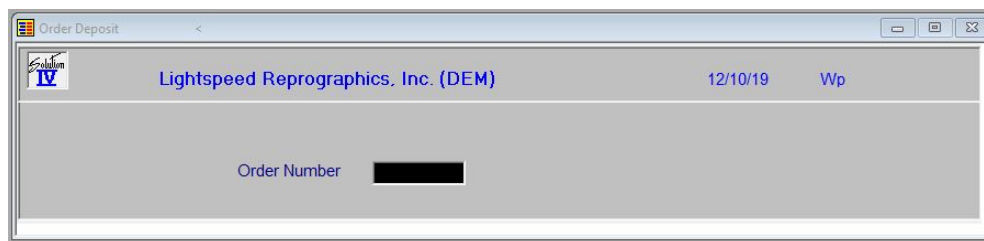
This field contains the calculated sales tax for this POS.

Total

This field contains the total for the entire POS.

When you are finished entering items you will be directed to the payment screen. See below for a sample payment screen.

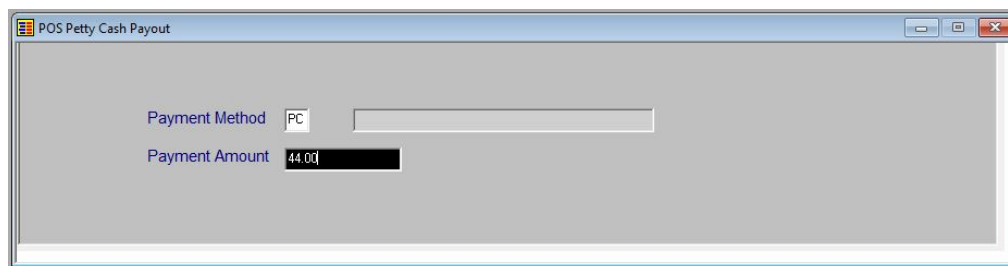
Order Deposit

A screenshot of a software window titled "Order Deposit". The window has a light blue header bar with a small icon on the left and standard window controls on the right. Below the header, the text "Lightspeed Reprographics, Inc. (DEM)" is displayed in blue, followed by the date "12/10/19" and the initials "Wp" in blue. The main area of the window is gray and contains the label "Order Number" in blue, followed by a black rectangular input field.**Order Number**

Enter the order number to place the deposit against.

You will be directed to the payment screen. See below for sample payment screen.

Petty Cash Payout

A screenshot of a software window titled "POS Petty Cash Payout". The window has a light blue header bar with a small icon on the left and standard window controls on the right. The main area is gray and contains two labels in blue: "Payment Method" and "Payment Amount". Next to "Payment Method" is a small text box containing "PC" and a larger empty text box. Next to "Payment Amount" is a black rectangular input field containing the text "44.00".**Payment Method**

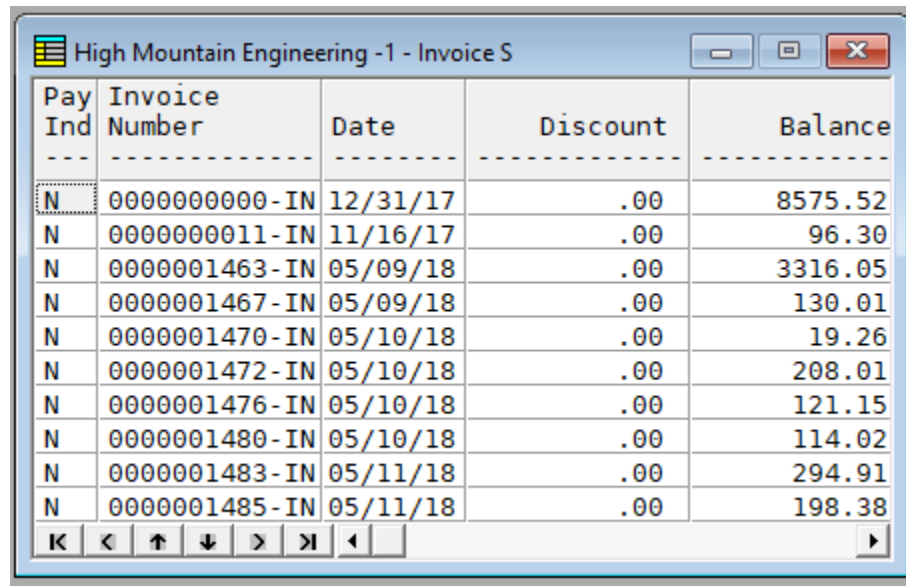
Enter up to 2 alphanumeric characters for the payment code, or press **F2** for a lookup. The payment code is a file verified code required during entry of payments.

Payment Amount

Enter the amount to be paid.

Received On Account

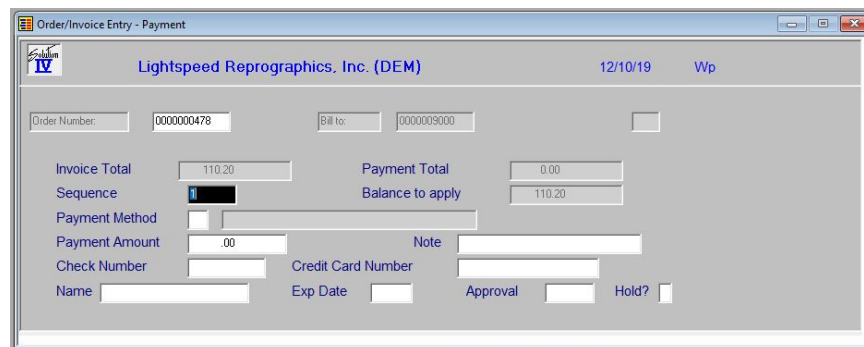
From your list of open invoices, choose which invoices to pay.



Pay Ind	Invoice Number	Date	Discount	Balance
N	0000000000-IN	12/31/17	.00	8575.52
N	0000000011-IN	11/16/17	.00	96.30
N	0000001463-IN	05/09/18	.00	3316.05
N	0000001467-IN	05/09/18	.00	130.01
N	0000001470-IN	05/10/18	.00	19.26
N	0000001472-IN	05/10/18	.00	208.01
N	0000001476-IN	05/10/18	.00	121.15
N	0000001480-IN	05/10/18	.00	114.02
N	0000001483-IN	05/11/18	.00	294.91
N	0000001485-IN	05/11/18	.00	198.38

After selecting which invoices to pay you will be directed to the payment screen. See below for sample payment screen.

Point of Sale Payment Screen



Order/Invoice Entry - Payment

Lightspeed Reprographics, Inc. (DEM) 12/10/19 Wp

Order Number: 0000000478 Bill to: 0000009000

Invoice Total: 110.20 Payment Total: 0.00

Sequence: 11 Balance to apply: 110.20

Payment Method: [] Note: []

Payment Amount: .00 Credit Card Number: []

Check Number: [] Name: [] Exp Date: [] Approval: [] Hold?: []

For help, press **F6** on each field or refer to the Order Entry section of this manual.


Copy Orders

Introduction

This option allows you to copy orders from one order number to another.

How to Execute

From the Transaction Processing Main Menu select **Order Entry**. Press **F7** – Copy. The following screen displays:



The screenshot shows a software window titled "Order/Invoice Entry - Copy Orders". The window has a header bar with the company name "Lightspeed Reprographics, Inc. (DEM)" and the date "10/07/19". Below the header, there is a "Selection Cycle" field with a dropdown menu showing "1". Underneath, there are four input fields: "Copy from:", "Copy to:", "Date", and "Customer". The "Copy from:" and "Copy to:" fields are currently empty.

Description of Fields

Selection Cycle

Enter up to 2 characters for the selection cycle. This designates this order as a recurring or standing order which will not be removed from the system even when the order is filled.

Copy from

Enter the order number to be copied from.

Copy to

Enter the order number to be copied to.

The system prompts:

Copy this order?

- Y** Order will be copied.
- N** Order will not be copied.

When you are finished copying orders, press **F4** to return to the Transaction Processing Menu.

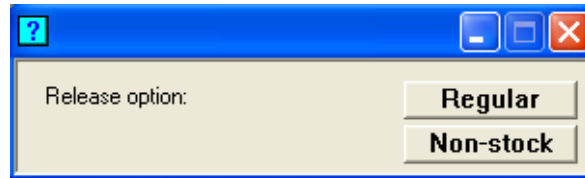
Backorder Release

Introduction

This option allows you to directly fill orders that have a backorder quantity.

How to Execute

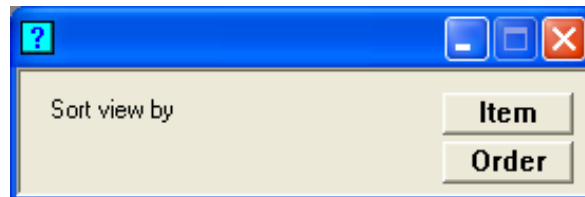
From the Transaction Processing menu, select **Backorder Release**.



A dialog box titled "Backorder Release" with a blue header bar containing a question mark icon and standard window controls. The main area is light gray and contains the text "Release option:" followed by two buttons: "Regular" and "Non-stock".

Release Options

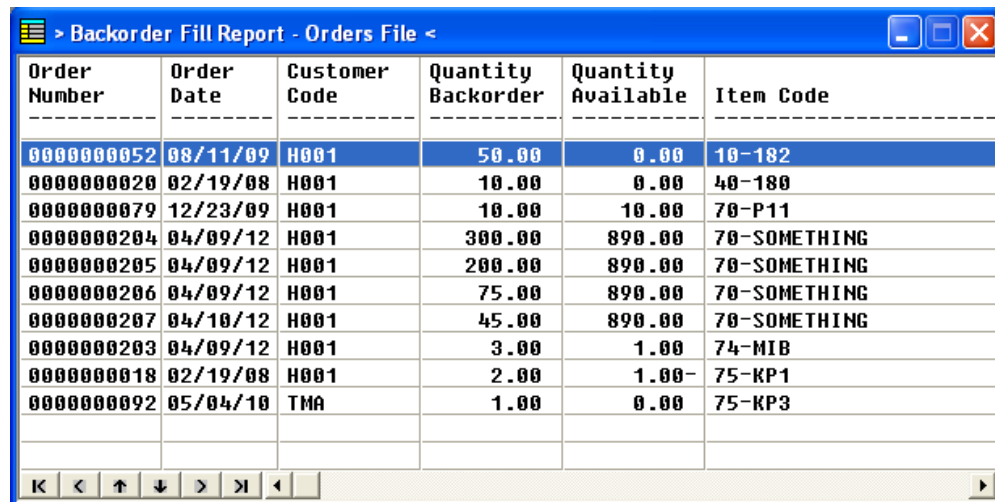
Choose to release either **R**-Regular or **N**-Non-stock items.



A dialog box titled "Sort view by" with a blue header bar containing a question mark icon and standard window controls. The main area is light gray and contains the text "Sort view by" followed by two buttons: "Item" and "Order".

Sort View by

Choose to display your view in either **I**-Item or **O**-Order sequence. The following will display:



A window titled "> Backorder Fill Report - Orders File <" with a blue header bar and standard window controls. It displays a table with the following data:

Order Number	Order Date	Customer Code	Quantity Backorder	Quantity Available	Item Code
0000000052	08/11/09	H001	50.00	0.00	10-182
0000000020	02/19/08	H001	10.00	0.00	40-180
0000000079	12/23/09	H001	10.00	10.00	70-P11
0000000204	04/09/12	H001	300.00	890.00	70-SOMETHING
0000000205	04/09/12	H001	200.00	890.00	70-SOMETHING
0000000206	04/09/12	H001	75.00	890.00	70-SOMETHING
0000000207	04/10/12	H001	45.00	890.00	70-SOMETHING
0000000203	04/09/12	H001	3.00	1.00	74-MIB
0000000018	02/19/08	H001	2.00	1.00	75-KP1
0000000092	05/04/10	TMA	1.00	0.00	75-KP3

At the bottom of the window is a navigation bar with icons for first, previous, next, last, and other navigation functions.

After selecting the entry you wish to release, the following screen will display:

The screenshot shows a software window titled "Backorder Release" for "Lightspeed Reprographics, Inc. (DEM)". The date is 12/10/19 and the user is Wp. The form contains the following fields:

Order Number	0000000278	Date	03/11/14
Customer	A100	Name	Adam's Reprographic House
Item	10-110		Blueline Prints
	10-110		
UOM	SQFT		
Whse	CA		
Quantity on order	16500.0000		
Quantity backordered	16500.0000		
Quantity available	.0000		
Quantity to fill	0		

Description of Fields:

Quantity to fill

Enter the quantity you wish to release for this backorder.

When you are finished, press **F4** to return to the Transaction Processing Menu.

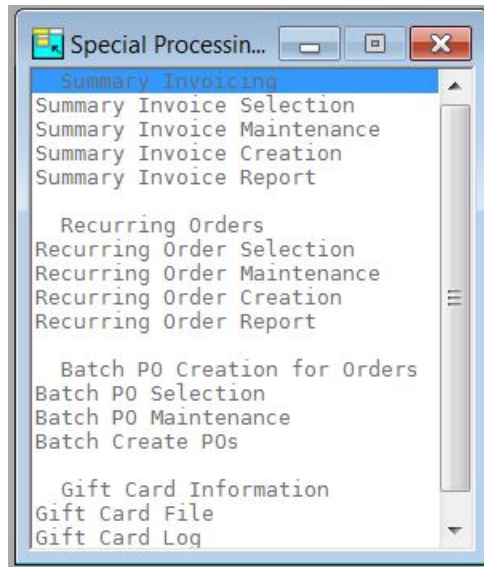
Special Processing Menu

Introduction

The Special Processing Menu contains access to OP Summary Invoicing, Recurring Order processing, and Cross Referencing options, including selection, maintenance and creation.

How to Execute

From the Transaction Processing Menu, select **Special Processing Menu**.



Summary Invoice Selection

Introduction

Summary Invoice Selection is used to select customers and billing cycles for the eventual creation of summary invoices

How to Execute

From the Special Processing Menu, select **Summary Invoice Selection**.

Description of Fields

Selected Customers Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report

Y Displays a view and allows you to select individual records to print on the report.

N Allows you to enter a range of records to print.

From Customer

To Customer

If you are printing this report for a range of customers, enter the starting and ending customer code.

Selected Billing Cycles?

Each customer has a billing cycle in the Customer Masterfile. If you have selected all or a range of customers, you may choose to print only those customers in the range who have either a certain billing cycle whose cycle falls within a given range.

Y Allows you to select up to 3 specific billing cycles.

N Allows you to enter a range of billing cycles.

From Cycle**To Cycle**

This function allows you to select all or a range of billing cycles for which you wish to print project invoices as follows:

To select all billing cycles press **Enter** twice.

To select a smaller range, enter the starting and ending cycles you wish to select.

To select only one cycle, enter that cycle for both the starting and ending cycles.

Selected Cycles

Enter up to 3 specific billing cycles. In order for a project invoice to print for a customer, the customer must be in the customer range specified above and have one of these billing cycles in their Customer Masterfile.

From Date**To Date**

If you are printing this report for a range of dates, enter the starting and ending dates.

Summarize?

Select from the following:

- P** Create a new summary invoice for each project.
- C** Create a new summary for each Customer PO Number.
- N** Create one summary invoice for all projects or POs.

From Proj**To Proj**

If you are printing this report for a range of projects, enter the starting and ending project numbers.

From PO**To PO**

If you are printing this report for a range of purchase orders enter the starting and ending purchase order numbers.

Report

Select a printed or displayed copy. When the report is finished, you will be returned to the Special Processing Menu.

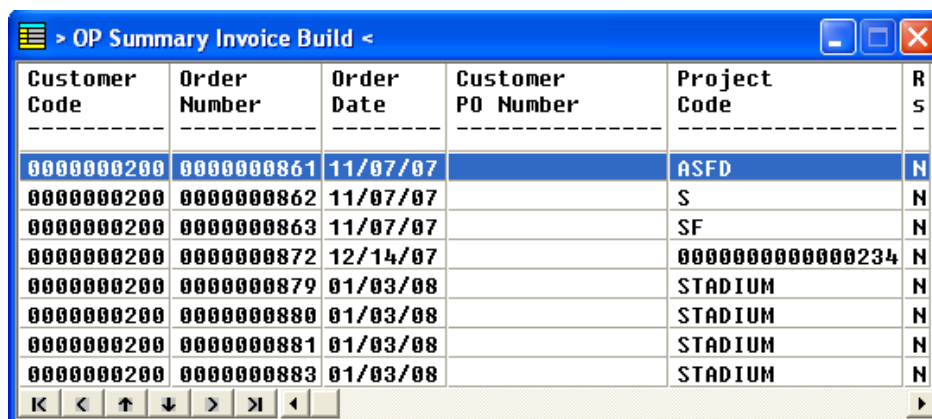
Summary Invoice Maintenance

Introduction

Summary Invoice Maintenance is used to remove selected order from the summary selection file so that those invoices will not be included when the Summary Invoice is created.

How to Execute

From the Special Processing Menu, select **Summary Invoice Maintenance**.



Customer Code	Order Number	Order Date	Customer PO Number	Project Code	R S N
0000000200	0000000861	11/07/07		ASFD	N
0000000200	0000000862	11/07/07		S	N
0000000200	0000000863	11/07/07		SF	N
0000000200	0000000872	12/14/07		0000000000000234	N
0000000200	0000000879	01/03/08		STADIUM	N
0000000200	0000000880	01/03/08		STADIUM	N
0000000200	0000000881	01/03/08		STADIUM	N
0000000200	0000000883	01/03/08		STADIUM	N

Select the order to be removed and press **Enter**. The system will prompt:

Remove order from cycle invoice build?

Yes Will remove selected order.

No Will not remove selected order.

All Will remove all orders.

Exit the Screen

Press **F4** to return to the Special Processing Menu.

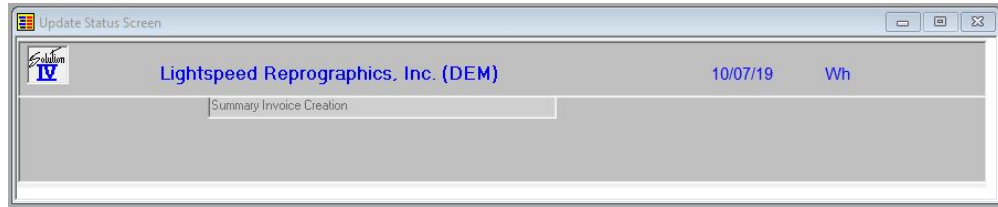
Summary Invoice Creation

Introduction

Summary Invoice Creation is used to build summary invoices based on the selected invoices from Summary Invoice Selection.

How to Execute

From the Special Processing Menu, select **Summary Invoice Creation**.



The system prompts: **Do you want to continue with the update?**

Y Displays the Summary Invoice Date Input screen.

N Returns to the Special Processing Menu.

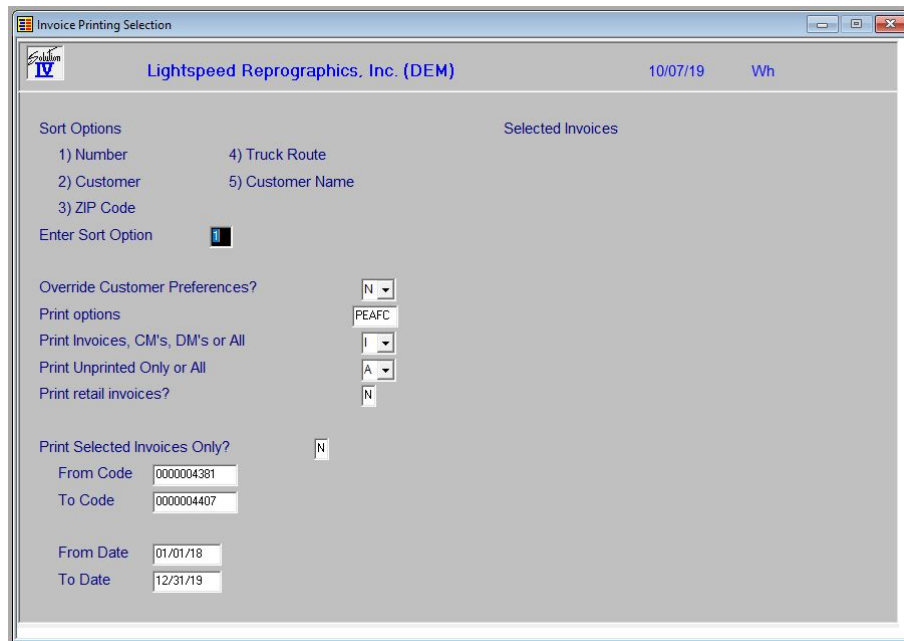
Summary Invoice Report

Introduction

Summary Invoice Report provides a listing of summary invoices and a summary of the orders that have been included in those summary invoices.

How to Execute

From the Special Processing Menu, select **Summary Invoice Report**.



Description of Fields

Sort Option

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

Override Customer Preferences?

When using FormsCreator you have the option of deciding to override the output and override the delivery preference.

N Do not override the customer preference.

P Print the output.

E Email the output.

A Email the output Adobe format.

F Fax the output.

Print Options

Enter the preferences that you wish to print. This reflects back upon the customer's desired delivery method for this report. You may enter up to three different preferences.

P Hardcopy

E Email as .tif file (requires VSI*FAX)

A Email as Adobe .pdf file

F Fax (requires VSI*FAX)

Note: you may enter PF and print the customers that prefer hard copy or fax copy of the report. The Email customers would be skipped.

Print Selected Invoices Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

Y Displays a view and allows you to select individual records to print on the report.

N Allows you to enter a range of records to print.

From Code**To Code**

If you are printing this report for a range of order numbers, enter the starting and ending order numbers.

From Date**To Date**

If you are printing this report for a range of dates, enter the starting and ending dates.

Report

Select a printed or displayed copy. When the report is finished, you will be returned to the Special Processing Menu.

Recurring Order Selection

Introduction

Recurring Order Selection is used to select customers and billing cycles for the eventual creation of orders from repetitive quotes.

How to Execute

From the Special Processing Menu, select **Recurring Order Selection**.

Description of Fields

Selected Customers Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

From Customer

To Customer

If you are printing this report for a range of customers, enter the starting and ending customer codes.

Selected Billing Cycles?

Each customer has a billing cycle in the Customer Masterfile. If you have selected all or a range of customers, you may choose to print only those customers in the range who have either a certain billing cycle whose cycle falls within a given range.

- Y** Allows you to select up to 3 specific billing cycles.
- N** Allows you to enter a range of billing cycles.

From Cycle

To Cycle

Allows you to select all or a range of billing cycles to print project invoices as follows:

1. Press **Enter** twice to select all billing cycles
2. To select a smaller range, enter the starting and ending cycles you wish to select.
3. To select only one cycle, enter that cycle for both starting and ending cycle.

Selected Cycles

If you have selected Y in the Selected Billing Cycles field, you have the option of entering selected cycles.

Enter up to 3 specific billing cycles. In order for a project invoice to print for a customer the customer must be in the customer range specified above and have one of these billing cycles in their Customer Masterfile.

Report

Select a printed or displayed copy. When the report is finished, you will be returned to the Special Processing Menu.

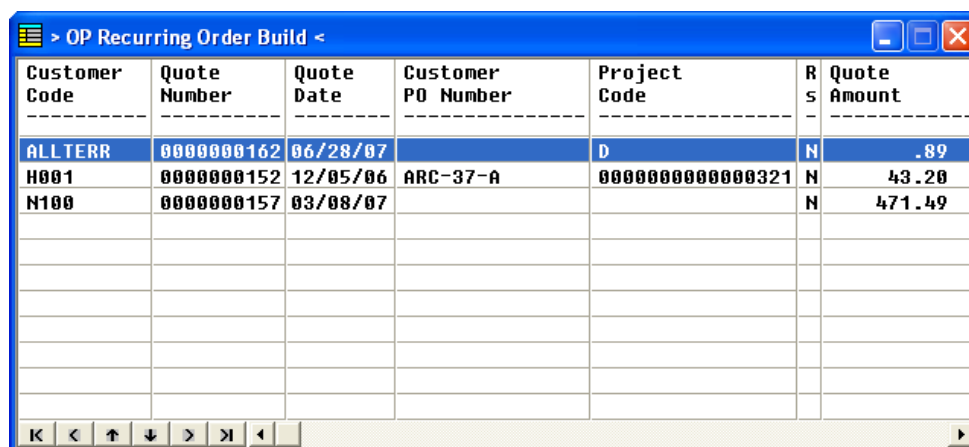
Recurring Order Maintenance

Introduction

Recurring Order Maintenance is used to remove selected quotes from the recurring order selection so that those quotes will not be included when the Orders are created.

How to Execute

From the Special Processing Menu, select **Recurring Order Maintenance**.



Customer Code	Quote Number	Quote Date	Customer PO Number	Project Code	R S	Quote Amount
ALLTERR	0000000162	06/28/07		D	N	.89
H001	0000000152	12/05/06	ARC-37-A	0000000000000321	N	43.20
N100	0000000157	03/08/07			N	471.49

Select the order to be removed and press **Enter**. The system will prompt:

Remove quote from recurring order build?

Yes Will remove selected quote.

No Will not remove selected quote.

All Will remove all quotes.

Exit the Screen

Press **F4** to return to the Special Processing Menu.

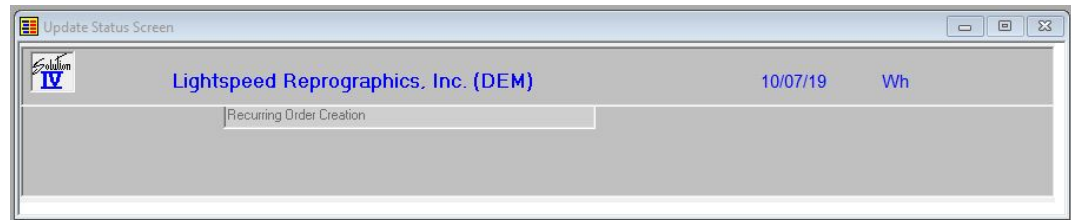
Recurring Order Creation

Introduction

Recurring Order Creation is used to build orders based on the selected quotes from Recurring Order Selection.

How to Execute

From the Special Processing Menu, select **Recurring Order Creation**.



The system prompts: **Do you want to continue with the update? (Y/N)**

Report

Select a printed or displayed copy. When the report is finished, you will be returned to the Special Processing Menu.

Recurring Order Report

Introduction

Recurring Order Report provides a listing of orders that have been processed in Recurring Order Processing.

How to Execute

From the Special Processing Menu, select **Recurring Order Report**.

Report

Select a printed or displayed copy. When the report is finished, you will be returned to the Special Processing Menu.

Batch PO Selection

Introduction

Batch PO Selection is used to select orders to be processed to create Purchase Orders.

How to Execute

From the Special Processing Menu, **Batch PO Selection**.

Description of Fields

Starting Date

Ending Date

If you are printing this report for a range of dates, enter the starting and ending dates.

Print Selected Orders Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report.

Y Displays a view and allows you to select individual records to print on the report.

N Allows you to enter a range of records to print.

From Order

To Order

If you are printing this report for a range of order numbers, enter the starting and ending order numbers.

From Vendor To Vendor

If you are printing this report for a range of vendors, enter the starting and ending vendor codes.

From Customer To Customer

If you are printing this report for a range of customers, enter the starting and ending customer codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned to the Special Processing Menu.

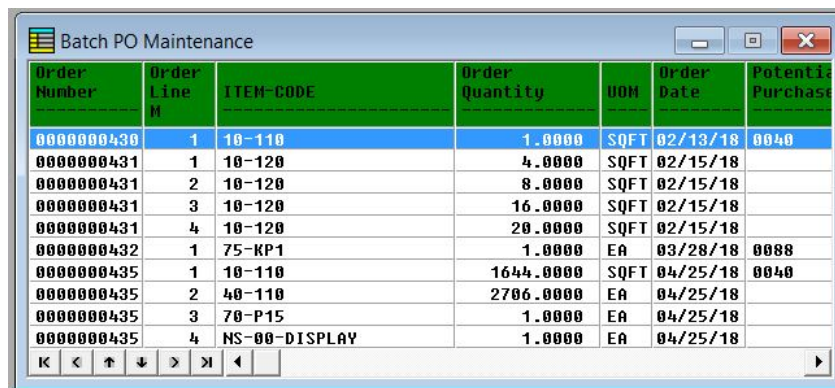
Batch PO Maintenance

Introduction

Batch PO Maintenance is used to remove selected orders from the Batch PO Selection file so that those orders will not be included when the Batch POs are processed for Purchase Order creation.

How to Execute

From the Special Processing Menu, select **Batch PO Maintenance**.



Order Number	Order Line N	ITEM-CODE	Order Quantity	UOM	Order Date	Potential Purchase
0000000430	1	10-110	1.0000	SQFT	02/13/18	0040
0000000431	1	10-120	4.0000	SQFT	02/15/18	
0000000431	2	10-120	8.0000	SQFT	02/15/18	
0000000431	3	10-120	16.0000	SQFT	02/15/18	
0000000431	4	10-120	20.0000	SQFT	02/15/18	
0000000432	1	75-KP1	1.0000	EA	03/28/18	0088
0000000435	1	10-110	1644.0000	SQFT	04/25/18	0040
0000000435	2	40-110	2706.0000	EA	04/25/18	
0000000435	3	70-P15	1.0000	EA	04/25/18	
0000000435	4	NS-00-DISPLAY	1.0000	EA	04/25/18	

Select the order to be removed and press **Enter**. The system will prompt:

Remove order from Batch PO Maintenance?

Yes Will remove selected order.

No Will not remove selected order.

All Will remove all orders.

Exit the Screen

Press **F4** to return to the Special Processing Menu.

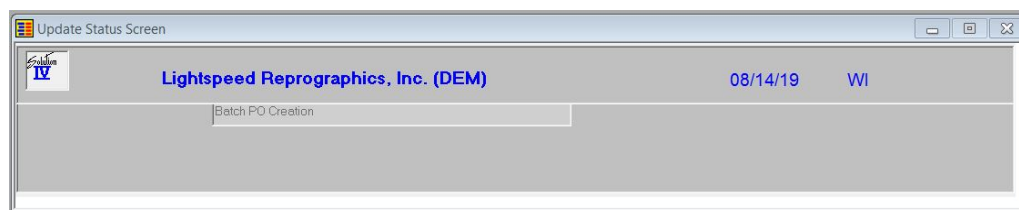
Batch Create POs

Introduction

Batch Create POs will do the actual creation of the Batch PO records selected for the creation of Purchase Orders for Order Processing orders.

How to Execute

From the Special Processing Menu, select **Batch Create POs**.



Do you want to create purchase orders?

Y Will create purchase orders.

N Will return to the Special Processing Menu.

Exit the Screen

Press **F4** to return to the Special Processing Menu.

Gift Card File

Introduction

Gift Card File shows the gift cards that are on file and what the outstanding balance of each card is.

How to Execute

From the Special Processing Menu, select **Gift Card File**.

Gift Card Number	PIN	Purchase Date	Amount	Balance	CARD-NOTES
		11/02/18	.00	.00	
1222			.00	.00	
1223123			.00	.00	
123		02/08/17	10.00	62.00	TESTING
1233		02/08/17	10.00	10.00	
1234000011	99009900	01/02/15	100.00	101.33	
2123		01/01/01	.00	.00	
9999000011	99019900	12/30/14	100.00	25.00	
TEST	OKAY		.00	.00	

Exit the Screen

Press **F4** to return to the Special Processing Menu.

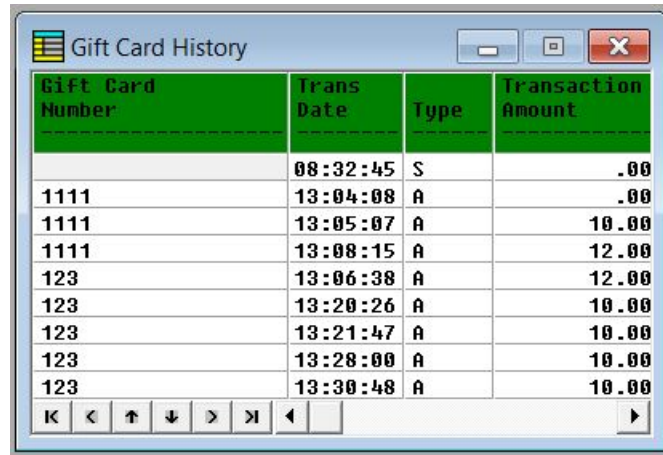
Gift Card Log

Introduction

Gift Card Log shows the gift cards transaction history.

How to Execute

From the Special Processing Menu, select **Gift Card Log**.



The screenshot shows a window titled "Gift Card History" with a table of transactions. The table has four columns: Gift Card Number, Trans Date, Type, and Transaction Amount. The data is as follows:

Gift Card Number	Trans Date	Type	Transaction Amount
	08:32:45	S	.00
1111	13:04:08	A	.00
1111	13:05:07	A	10.00
1111	13:08:15	A	12.00
123	13:06:38	A	12.00
123	13:20:26	A	10.00
123	13:21:47	A	10.00
123	13:28:00	A	10.00
123	13:30:48	A	10.00

At the bottom of the window, there is a navigation bar with buttons for navigation: K, <, ↑, ↓, >, and a search field.

Exit the Screen

Press **F4** to return to the Special Processing Menu.

Quote, Order and RMA Printing

Introduction

This option is used to print order, quote, and RMA forms. Orders may be printed on pre-printed forms.

How to Execute

From the Transaction Processing Menu, select **Quote, Order and RMA Printing**.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Number:** Prints the forms in Order/Quote/RMA number order.
- 2. Customer:** Prints the forms in customer code order.
- 3. ZIP Code:** Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.
- 4. Truck Route:** Prints the forms in truck route order.

Detail Options**Override Customer Preferences?**

When using FormsCreator you have the option of deciding to override the output and override the delivery preference.

- N** Do not override the customer preference.
- P** Print the output.
- E** Email the output.
- A** Email the output Adobe format.
- F** Fax the output.
- C** Archive the output.

Print options

Enter the preferences that you wish to print. This reflects back upon the customer's desired delivery method for this report. You may enter up to three different preferences.

Example: You may enter PF to print the customers that prefer hard copy or a fax copy of the report. The E-mail customers would be skipped.

- P** Hardcopy
- E** E-mail
- A** E-Mail as Adobe .pdf
- F** Fax
- C** Archive

Print Orders, Quotes, or RMA?

You have the option of printing Orders, Quotes, or RMAs, as follows:

- O** Orders only
- Q** Quotes only
- R** RMAs only
- A** All of the above

Print Regular, Standing or All?

You have the option of printing regular orders, standing orders, orders on hold, or all open orders. Please note that the only way to print orders on hold is to select **H** as your option. Enter the appropriate value from the following list:

- R** Regular orders only
- S** Standing (recurring) orders only
- H** Hold orders only
- A** All orders

Print Unprinted Only or All?

When printing orders, you have the option of printing all orders in the open order file or only those orders that have not yet been printed.

- A** Prints all orders.
- U** Prints only unprinted orders.

Print Rush, Non rush or All?

You have the option of printing orders based upon the rush order flag.

- R** Prints only orders marked as Rush.
- N** Prints only orders marked as non-Rush.
- A** Prints orders without regard to the Rush flag.

Print Selected Records Only?

You will only be asked this question if you are printing the forms sorted by order, quote or RMA number.

- Y** Displays a view and allows you to select individual transactions to print.
- N** Allows you to enter a range of transactions.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option

To Sort Option

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Transaction Processing Menu.

Unprinted Order Report

Introduction

This Report allows you to print a list of all orders that have not been printed as a hard copy.

How to Execute

From the Transaction Processing Menu, select **Unprinted Order Report**.

Description of Fields

From Date

To Date

If you are printing this report for a range of dates, enter the starting and ending dates.

The system will prompt:

Do you want a printed copy?

Y You will be asked to select a printer for the output.

N Output will be displayed on the screen.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Transaction Processing Menu.

Deleted Order Report

Introduction

This Report allows you to print a list of all orders that have been marked for deletion.

How to Execute

From the Transaction Processing Menu, select **Deleted Order Report**.

Description of Fields

From Date

To Date

If you are printing this report for a range of dates, enter the starting and ending dates.

The system will prompt:

Do you want a printed copy?

Y You will be asked to select a printer for the output.

N Output will be displayed on the screen.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Transaction Processing Menu.

Picking Ticket Printing

Introduction

Picking Ticket Printing is used to print a report, which can be used by your warehouse personnel to "pick" the ordered items from the warehouse shelves. If the order has been designated as shipping from multiple warehouses, you will receive a picking ticket for each warehouse. After an order is entered into the system, a picking ticket may be generated immediately during Order Entry, or you may wait and print all of your picking tickets at one time using this option.

Note: Picking tickets are always printed on plain paper.

How to Execute

From the Transaction Processing Menu, select **Picking Ticket Printing**.

The screenshot shows a software window titled "Pick Tick, Ship Lab, COD Tag & Pack Lst" for "Lightspeed Reprographics, Inc. (DEM)". The window is divided into several sections:

- Sort Options:** Includes a list of sorting criteria: 1) Number, 2) Customer, 3) ZIP Code, and 4) Truck Route. There is a field labeled "Enter Sort Option" with a dropdown arrow.
- Selected Warehouses:** A row of five empty text boxes for selecting specific warehouses.
- Selected Orders:** A vertical stack of five empty text boxes for selecting specific orders.
- Detail Options:** Includes several checkboxes and dropdowns:
 - "Print Unprinted Only or All" with a dropdown set to "U".
 - "Print Selected Warehouses Only?" with a checkbox set to "N".
 - "From Warehouse" and "To Warehouse" text boxes, with "TX" entered in the "To Warehouse" box.
 - "Print Selected Orders Only?" with a checkbox set to "N".
 - "From Code" and "To Code" text boxes, with "0000000001" and "00000000478" entered respectively.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Number:** Prints the forms in order number order.
- 2. Customer:** Prints the forms in customer code order.
- 3. ZIP Code:** Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.
- 4. Truck Route:** Prints the forms in truck route order.

Detail Options

Print Unprinted Only or All?

When printing picking tickets, you have the option of printing from all orders in the open order file or only from orders for which picking tickets have not been printed.

- A** Prints picking tickets for all orders.
- U** Prints only those picking tickets, which have not already been printed.

Print Selected Warehouses?

- Y** Displays a view and allows you to select individual warehouses for which to print picking tickets.
- N** Allows you to enter a range of warehouses to print.

If you answer **N**, the system prompts:

From Warehouse

To Warehouse

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Print Selected Orders Only?

You will only be asked this question if you are printing the report sorted by order number.

- Y** Displays a view and allows you to select individual orders for which to print picking tickets.
- N** Allows you to enter a range of orders.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option

To Sort Option

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Transaction Processing Menu.

Shipping Label Printing

Introduction

Shipping Label Printing is used to print shipping labels for all orders that have been picked and are ready to ship. One shipping label will be printed for each carton.

How to Execute

From the Transaction Processing Menu, select **Shipping Label Printing**.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Number:** Prints the forms in order number order.
- 2. Customer:** Prints the forms in customer code order.
- 3. ZIP Code:** Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.
- 4. Truck Route:** Prints the forms in truck route order.

Detail Options

Print Unprinted Only or All?

When printing shipping labels, you have the option of printing from all orders in the open order file or only from orders for which shipping labels have not been printed.

- A** Prints shipping labels for all orders.
- U** Prints only those shipping labels, which have not already been printed.

Print Selected Warehouses?

Y Displays a view and allows you to select individual warehouses for which to print shipping labels.

N Allows you to enter a range of warehouses to print.

If you answer **N**, the system prompts:

From Warehouse**To Warehouse**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Print Selected Records Only?

You will only be asked this question if you are printing the report sorted by order number.

Y Displays a view and allows you to select individual orders for which to print shipping labels.

N Allows you to enter a range of orders.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the labels are finished, you will be returned automatically to the Transaction Processing Menu.

COD Tag Printing

Introduction

A Collect on Delivery (COD) tag may be printed for all COD orders.

How to Execute

From the Transaction Processing Menu, select **COD Tag Printing**.

The screenshot shows a software window titled "Pick Tick, Ship Lab, COD Tag & Pack List" for "Lightspeed Reprographics, Inc. (DEM)" dated "10/07/19" with user "Wh". The window is titled "COD Tag Printing".

Sort Options:

- 1) Number
- 2) Customer
- 3) ZIP Code
- 4) Truck Route

Enter Sort Option: A dropdown menu showing "1".

Detail Options:

- Print Unprinted Only or All: A dropdown menu showing "U".
- Print Selected Warehouses Only?: A dropdown menu showing "N".
- From Warehouse: A text box.
- To Warehouse: A text box containing "TX".
- Print Selected Orders Only?: A dropdown menu showing "N".
- From Code: A text box containing "0000000001".
- To Code: A text box containing "0000000478".

Selected Warehouses: A row of five empty text boxes.

Selected Orders: A list of five empty text boxes.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Number:** Prints the forms in order number order.
- 2. Customer:** Prints the forms in customer code order.
- 3. ZIP Code:** Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.
- 4. Truck Route:** Prints the forms in truck route order.

Detail Options

Print Unprinted Only or All?

When printing COD tags, you have the option of printing from all orders in the open order file or only from orders for which COD tags have not been printed.

- A** Prints COD tags for all orders.
- U** Prints only those COD tags, which have not already been printed.

Print Selected Warehouses Only?

Y Displays a view and allows you to select individual warehouses for which to print COD tags.

N Allows you to enter a range of warehouses to print.

If you answer **N**, the system prompts:

From Warehouse**To Warehouse**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Print Selected Orders Only?

You will only be asked this question if you are printing the report sorted by order number.

Y Displays a view and allows you to select individual orders for which to print COD tags.

N Allows you to enter a range of orders.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the tags are finished, you will be returned automatically to the Transaction Processing Menu.

Packing List Printing

Introduction

You can print separate packing lists showing the quantity ordered, quantity shipped, and the quantity being backordered, or you may choose a copy of the order form for the packing list instead.

How to Execute

From the Transaction Processing Menu, select **Packing List Printing**.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Number:** Prints the forms in order number order.
- 2. Customer:** Prints the forms in customer code order.
- 3. ZIP Code:** Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.
- 4. Truck Route:** Prints the forms in truck route order.

Detail Options

Print Unprinted Only or All?

When printing packing lists, you have the option of printing from all orders in the open order file or only from orders for which packing lists have not been printed.

- A** Prints packing lists for all orders.
- U** Prints only those packing lists, which have not already been printed.

Print Selected Warehouses Only?

Y Displays a view and allows you to select individual warehouses for which to print packing lists.

N Allows you to enter a range of warehouses to print.

If you answer **N**, the system prompts:

From Warehouse**To Warehouse**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Print Selected Orders Only?

You will only be asked this question if you are printing the report sorted by order number.

Y Displays a view and allows you to select individual orders for which to print packing lists.

N Allows you to enter a range of orders.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Transaction Processing Menu.

Unprinted Invoice Report

Introduction

The Unprinted Invoice Report lists all invoices that have not been printed as a hard copy.

How to Execute

From the Transaction Processing Menu, select **Unprinted Invoice Report**.

A screenshot of a 'Date Range' dialog box. The dialog has a title bar with a small icon and the text 'Date Range'. Inside, there are two labels: 'From Date' and 'To Date'. The 'From Date' label is followed by a text box containing the date '010113'. The 'To Date' label is followed by an empty text box. The dialog box has a standard Windows-style border with minimize, maximize, and close buttons in the top right corner.

Description of Fields

From Date

To Date

If you are printing this report for a range of dates, enter the starting and ending dates.

Report

Select a printed or displayed copy. When the invoices are finished, you will be returned automatically to the Transaction Processing Menu.

Invoice Printing

Introduction

Invoice Printing is used to print invoices, credit memos and debit memos. These can be direct (one step) invoices or invoices which were generated from orders. You may choose to print invoices on pre-printed invoice forms.

How to Execute

From the Transaction Processing Menu, select **Invoice Printing**.

The screenshot shows a window titled "Invoice Printing Selection" for "Lightspeed Reprographics, Inc. (DEM)". The date is 08/08/19 and the user is Wk. The window is divided into two main sections: "Sort Options" and "Selected Invoices".

Sort Options:

- 1) Number
- 2) Customer
- 3) ZIP Code
- 4) Truck Route
- 5) Customer Name

Enter Sort Option:

Override Customer Preferences?

Print options:

- Print Invoices, CM's, DM's or All:
- Print Unprinted Only or All:
- Print retail invoices?:

Print Selected Invoices Only?

From Code:

To Code:

From Date:

To Date:

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Number:** Prints the forms in invoice/memo number order.
- 2. Customer:** Prints the forms in customer code order.
- 3. ZIP Code:** Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.
- 4. Truck Route:** Prints the forms in truck route order.
- 5. Customer Name:** Prints the forms in customer name order.

Detail Options**Override Customer Preferences?**

When using FormsCreator you have the option of deciding to override the output and override the delivery preference.

- N** Do not override the customer preference.
- P** Print the output.
- E** Email the output.
- A** Email the output Adobe format.
- F** Fax the output.
- C** Archive the output.

Print options

Enter the preferences that you wish to print. This reflects back upon the customer's desired delivery method for this report. You may enter up to three different preferences.

Example: You may enter PF to print the customers that prefer hard copy or a fax copy of the report. The E-mail customers would be skipped.

- P** Hardcopy
- E** E-mail
- A** E-mail as Adobe .pdf
- F** Fax
- C** Archive

Print Invoice, Credit or Debit or All?

You have the option of printing Invoices, Credit Memos, or Debit Memos, as follows:

- I** Invoices only
- C** Credit Memos only
- D** Debit Memos only
- A** All of the above

Print Unprinted Only or All?

You have the option of printing all invoices or only those, which have not been printed.

- A** Prints all invoices.
- U** Prints only unprinted invoices.

Print Retail Invoices?

- Y** Prints invoices using retail pricing.
- N** Prints invoices using entry pricing.

Print Selected Invoices Only?

You will be asked this question only if you are printing invoices in invoice number order.

Y Displays a view and allows you to select individual invoices to print.

N Allows you to enter a range of invoices.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option**To Sort Option**

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the invoices are finished, you will be returned automatically to the Transaction Processing Menu.

Sales Journal and Update

Introduction

The Sales Journal is a series of six audit reports, including:

- Daily Sales Journal
- Profit and Commission Journal
- Sales Tax Summary
- Sales by Item Summary
- Consignment Item Summary
- General Ledger Account Summary

Print the journals to check the information entered during Invoice Entry. If everything is correct, you may continue with the update, which posts the invoice information to the permanent Accounts Receivable, Order Processing, Inventory Control, and General Ledger files.

Note: This series of reports is an important part of your audit trail, and must be kept with your permanent accounting records.

How to Execute

From the Transaction Processing Menu select **Sales Journal and Update**.

Description of Fields

Enter Posting Date

Enter the date you wish to use for posting the invoices to General Ledger. This is most important because it controls the General Ledger period in which these invoices appear. Make sure the date is entered in the proper month.

Example: If today is 4/5/19 and you are still entering invoices for March, be sure the posting date is 3/31/19.

Note: Because the General Ledger uses the posting date (not the invoice date), be sure to separate your invoices into batches by month before entering.

From Date

To Date

If you are printing this report for a range of dates, enter the starting and ending dates.

Operator Code

If you wish to limit the update to records processed by one particular operator, enter the operator code here. Leave this field blank if you want all records to be updated regardless of the operator code.

Warehouse Code

If you wish to limit the update to records process by one particular warehouse, enter that warehouse code here. Leave this field blank if you want all records to be updated regardless of the warehouse code.

Over/Short Amount

The difference between the amount that should be in your cash drawer and the counted amount in your cash drawer.

Payment Code

Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Do you want a printed copy?

- Y** Prints the Sales Journals to the printer.
- N** Displays the reports on the screen. You cannot update if you display the reports on the screen.

If the reports were sent to the printer, the system prompts:

Do you want to continue the update?

- Y** Updates the invoices to the permanent files and removes them from the open order file.
- N** Returns to the Order Processing Maintenance Menu. You may make any corrections, and then print the reports again.

Reports

Select a printed or displayed copy. When the reports are finished, you will be returned automatically to the Transaction Processing Menu.

5 **Inquiries**

This chapter describes the inquiry options that are available from the Order Processing Main Menu. They include:

- Order and Quote Inquiry
- Invoice History Inquiry
- Price Inquiry

Order and Quote Inquiry

Introduction

This option allows quick access to viewing information about an open order or quote. Optionally, you may also view information on RMAs, invoices, credit memos and debit memos which have been entered into the system but not yet updated. The information shown includes items ordered, quantities, pricing, and discount information.

How to Execute

From the Order Processing Main Menu, select **Order and Quote Inquiry**. The Customer Inquiry screen will display in the Order No field. Use arrow keys to move to the other fields. Press **F2** from any field for lookup.

The screenshot shows the 'Customer Inquiry' window for 'Lightspeed Reprographics, Inc. (DEM)' on 10/07/19. The window contains several input fields for customer information: Customer Code (0000000150), Name (THOMAS SMITH INDUSTRIES), Address, Phone, Ext, City, State, ZIP, Country, FAX, SRep (TBRED), Website, Email (jrm@tbred.com), Order No (0000000001), Cust PO No, and Invoice No. A small 'Order Detail' pop-up window is open, displaying a list of options: Order Detail, Header Data, Order Totals/Commissions, Bill-to/Ship-to/Invoice-to, Invoices Against, Pack Detail, Pack Totals/Commissions, Cycle Invoices Against, Payment Data, Reprint, Instructions, PO Cross Reference, and UPS Tracking.

Description of Options

Order Detail

This option allows you to view the detail lines associated with this order.

Header Data

This option allows you to view the header information associated with this order.

Order Totals/Commissions

This option allows you to view the summary information associated with this order.

Bill-to/Ship-to/Invoice-to

This option allows you to view the billing, shipping and invoicing addresses associated with this order.

Invoice Against

This option allows you to view the invoices that have been posted against this order.

Pack Details

This option allows you to view the detail lines associated with this order using the ship quantities for extensions.

Pack Totals/Commissions

This option allows you to view the summary information associated with this order using the ship quantities for extensions and totals.

Cycle Invoice Against

This option allows you to view the cycle invoices that have been posted against this order.

Header Data

This option allows you to view the header information associated with this invoice.

Invoice Totals/Commissions

This option allows you to view the summary information associated with this invoice.

Bill-to/Ship-to/Invoice-to

This option allows you to view the billing, shipping, and invoicing addresses associated with this invoice.

Payment Data

This option allows you to view the payment information associated with this invoice.

Summary Invoice Orders

This option allows you to view the orders tied to with this summary invoice.

Instructions

This option allows you to view the instructions attached to this invoice.

Reprint

This option will reprint this invoice.

PO Cross Reference

This option allows you to view the cross reference information for orders associated with purchase orders.

Exit the Screen

When you are finished with all inquiries, press **F4** at the customer code to return to the Order Processing Main Menu.

Price Inquiry

Introduction

The Price Inquiry option will show pricing based upon input information including customer, item, quantity, etc. If available, you will be given the list price and calculated price. Any contract and price break information will also be provided. Quantities available for the items are shown. This is an excellent tool for sales representatives to give customers quotes.

How to Execute

From the Order Processing Main Menu, select **Price Inquiry**.

The screenshot shows the 'Price Inquiry' window for 'Lightspeed Reprographics, Inc. (DEM)'. The window title bar includes standard OS controls. The main area contains several input fields organized into sections. At the top, there's a header with the company name, date (08/08/19), and week (Wk). Below this, the 'Customer' field is populated with '0000000150' and 'THOMAS SMITH INDUSTRIES'. The 'Item' field is redacted with a black box. Other fields like 'Whse', 'Ship to', 'Project', 'Quantity', 'UOM', 'List Price', 'Width', 'Length', 'Origs', 'Sets', 'Unit Price', 'Customer Disc %', 'Ext', 'Item/Customer Price Break', 'Contract', 'Promotion', 'Current on-hand', 'Current on PO', 'Current All ONH', and 'Current All On PO' are also visible, some with values and others empty.

Description of Fields

Customer

Enter up to ten alphanumeric characters for the customer code.

Item

Enter up to 22 characters representing the item code for which you wish to view pricing.

Whse

Enter up to 6 alphanumeric characters for the warehouse code. The warehouse code is used to breakdown your inventory into multiple warehouses or locations.

Ship to

Enter up to six alphanumeric characters for the ship-to address code for this customer. If the address the goods are to be shipped to is not in the ship-to address file, press **F3** to add the ship to address to the customer file, or leave this field as **same** and override the name and address information.

Project Code

Enter up to 16 alphanumeric characters for the project code. The project code is a file verified code that may be used in order entry.

Quantity

Enter the number of units being priced. The price often depends on the quantity purchased.

Width

Enter the width for this inquiry. This field is necessary if the UOM is SQFT.

Length

Enter the length for this inquiry. This field is necessary if the UOM is SQFT.

Origs

Enter the quantity of original sheets for this inquiry.

Sets

Enter the number of sets for this inquiry.

After entering the customer, item, and quantity, ship to, and project the price and extension are displayed. The relevant price breaks, contract, and sales promotions are displayed as well (if applicable).

The system then prompts:

End Display or Show Price Break:

End Display Returns to the Price Inquiry Screen.

Show Price Break Displays the price break information.

From the Price Inquiry screen, press **Enter** to enter another quantity. To change the item or customer, use the **Up Arrow**.

Exit the Screen

When you are finished with Price Inquiry, press **F4** from customer, item, or quantity to return to the Order Processing Main Menu.

6 Order Processing Reports

This chapter describes how to execute Solution-IV Order Processing reports. Reports from the Reports Menu include:

Standard Reports

- Credit Exception Report
- Lost Sales Report
- Historical Sales Journal
- Reprint Invoices
- Reprint Selected Invoices
- Price Override Report
- Deleted Invoice Report
- Deleted Payments Report
- Sales Comparison Report
- Orders Against Quotes Report

Order Status Reports

- Order Status by Customer
- Order Status by Item
- Order Status by Oper/Cust
- Order Status by Srep/Cust
- Order Status by Warehouse
- Order Status by Whse/Class
- Order Status by Cust/Project

Backorder Processing Reports

- Backorder Fill Report

Invoice Reports

- Invoice Report by Charge
- Invoice Report by Dept.
- Invoice Report by Project
- Invoice Report by Sales Rep

Sales Analysis Reports

Credit Exception Report

Introduction

This report shows all instances where the credit limit was overridden during Order Entry. It shows the customer's balance, credit limit, the amount the credit limit was exceeded by at the time of the order, the total order amount, and the operator who made the override.

How to Execute

From the Reports Menu, select **Credit Exception Report**.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1.Number:** Sorts the report in transaction number order.
- 2.Customer:** Sorts the report in customer code/transaction number order.

Detail Options

Clear file after report?

After printing the Credit Exception Report, you have the option of clearing the credit exception file.

- Y** Clears credit exception file.
- N** Retains information in credit exception file.

Print Selected Records Only?

You are asked this question only if you are sorting by order number.

- Y** Displays a view and allows you to select orders to print.
- N** Allows you to enter a range of orders.

If you select **N**, or sorted by customer, the system prompts:

From Sort Option

To Sort Option

Enter the first and last codes in the range you wish to print or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Lost Sales Report

Introduction

This report shows all instances of lost sales that occurred due to insufficient on-hand quantity for an item. During Order Entry, when there is insufficient quantity on-hand to cover an order the operator is prompted with the question "Is this a lost sale?" Answering **Y** will record this sale in the lost sales file for inclusion on this report.

Note: This function is active only if you do not allow negative quantities in your parameters.

How to Execute

From the Reports Menu, select **Lost Sales Report**.

Description of Fields

Print Selected Records Only?

Y Displays a view and allows you to select transactions to print.

N Allows you to enter a range of transactions.

If you answer **N**, the system prompts:

From Number

To Number

Enter the first and last codes in the range you wish to print or press **Enter** twice to select all codes.

Clear file after report?

After printing the Lost Sales Report, you have the option of clearing the lost sales file as follows:

Y Clears the lost sales file.

N Retains information in the lost sales file.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Historical Sales Journal

Introduction

The Historical Sales Journal is a series of reports similar to the Daily Sales Journal detailing all the invoices updated during the time period selected.

How to Execute

From the Reports Menu, select **Historical Sales Journal**.



Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1.Number:** Sorts the report in invoice number order.
- 2.Customer:** Sorts the report in customer code/invoice number order.
- 3.Zip Code:** Prints the report in ZIP code order.
- 4.Truck Route:** Prints the report in truck route order.
- 5.Sales Rep:** Prints the report in sales rep order.
- 6.Warehouse:** Prints the report in warehouse order.

Detail Options**Print Invoice, CM's, DM's or All?**

You have the option of printing only invoices, credit memos, debit memos, or all of the above as follows:

- A** Prints all invoices, credit and debit memos in the selected range.
- I** Prints only invoices in the selected range.
- C** Prints only credit memos in the selected range.
- D** Prints only debit memos in the selected range.

Invoice or Posting date basis

- I** Based on Invoice date
- P** Based on Posting date

Starting Date**Ending Date**

Enter the first and last dates in the range you wish to print, or press **Enter** twice to print the report for all information contained in the history files.

Print Selected Invoices Only?

You are asked this question only if you are sorting by invoice number.

- Y** Displays a view and allows you to select invoice numbers to print.
- N** Allows you to enter a range of invoice numbers.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option**To Sort Option**

Enter the first and last codes in the range you wish to print or press **Enter** twice to select all codes.

From Tran Num**To Tran Num**

If you are printing this report for a range of Trans Nums, enter the starting and ending Trans Numbers.

Report

Select a printed or displayed copy. When they are finished, you will be returned automatically to the Reports Menu.

Reprint Invoices

Introduction

Invoice Reprinting is used to print historical invoices for all products that have been shipped to your customers. These may be direct (one step) invoices or invoices which were generated from orders. You may optionally choose to print invoices on pre-printed invoice forms. Credit memos and Debit memo are also printed using this menu option.

How to Execute

From the Reports Menu, select **Reprint Invoices**.

The screenshot shows the 'Invoice Printing Selection' window. At the top, it says 'Lightspeed Reprographics, Inc. (DEM)' and '10/09/19 Wn'. The main area has several sections:

- Print Selected Customers Only?** with a radio button 'N' and a 'Selected Customers' label.
- From Customer** with a text box containing '0000000101'.
- To Customer** with a text box containing '~XDEFAULT~'.
- Print Selected Billing Cycles?** with a radio button 'N'.
- From Cycle** with a text box containing '22'.
- To Cycle** with a text box containing '22'.
- Selected Cycles** with three empty text boxes.
- From Date** with a text box containing '10/09/19'.
- To Date** with a text box containing '10/09/19'.
- Override Customer Preferences?** with a dropdown menu showing 'N'.
- Print Options** with a dropdown menu showing 'PEAFCD'.
- Print Invoices, CM's, DM's or All** with a dropdown menu showing 'A'.
- All or Open Only?** with a dropdown menu showing 'A'.
- Print retail invoices?** with a radio button 'N'.
- From Invoice/Memo** with a text box containing '2222222222'.
- To Invoice/Memo** with a text box containing '2222222222'.
- Primary Range (Cust, Date, Inv)** with a dropdown menu showing 'C'.

Description of Fields

Print Selected Customers Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Display a view and allow you to select individual records to print on the report
- N** Allows you to enter a range of records to print.

From Customer

To Customer

If you are printing this report for a range of customers, enter the starting and ending customer codes.

Print Selected Billing Cycles?

Each customer has a billing cycle in the Customer Masterfile. If you have selected all or a range of customers, you may choose to print only those customers in the range who have either a certain billing cycle whose cycle falls within a given range:

Y Allows you to select up to three specific billing cycles.

N Allows you to enter a range of billing cycles.

**From Cycle
To Cycle**

To select a range of billing cycles enter the starting and ending billing cycle.

To select one billing cycle enter that billing cycle for both From Cycle and To Cycle.

To select all billing cycles press Enter for both From Cycle and To Cycle.

Selected Cycles

Enter up to 3 specific billing cycles. For a project invoice to print for a customer, the customer must be in the customer range specified above and have one of these billing cycles in his Customer Masterfile.

**From Date
To Date**

If you are printing this report for a range of dates, enter the starting and ending dates.

Detail Options**Override Customer Preferences?**

When using FormsCreator you have the option of deciding to override the output and override the delivery preference

N Do not override the customer preference

P Print the output.

E Email the output.

A Email the output Adobe format.

F Fax the output.

Print Options

Enter the preferences that you wish to print. You may enter up to three different preferences.

P Hardcopy

E E-mail

A E-mail as Adobe .pdf

F Fax

Print Invoices, CM's, DM's or All

On this report, you have the option of printing invoices, credit memos, or debit memos:

I Prints only invoices on the report.

C Prints only credit memos on the report.

D Prints only debit memos on the report.

A Prints invoices, credit memos, and debit memos on the report.

All or open only?

This flag is used to indicate whether or not to print all invoices or only open invoices when using the reprint invoices option.

- A** Print all invoices for this reprint.
- O** Print only open invoices for this reprint.

Print retail invoices?

- Y** Prints invoices using retail prices.
- N** Prints invoices using entry prices.

From Invoice Memo**To Invoice Memo**

If you are printing this report for a range of invoices, enter the starting and ending invoice numbers.

Primary Range (Cust, Date, Inv)

You have the option of selecting the primary processing range for the reprinting of historical invoices:

- C** Process is driven by the customer range.
- D** Process is driven by the date range.
- I** Process is driven by the invoice/memo range.

Exit the Screen

Select a printed or displayed copy. When the invoices are finished printing, you will be returned automatically to the Reports Menu.

Reprint Selected Invoices

Introduction

This option allows you to reprint invoice for a specific customer.

How to Execute

From the Reports Menu, select **Reprint Selected Invoices**.

Description of Fields

Customer Code

Enter the customer code for the specific customer invoices you wish to reprint.

Print Method

When using FormsCreator you have the option of deciding to override the output and override the delivery preference.

N Do not override the customer preference.

P Print the output.

E Email the output.

A Email the output Adobe format.

F Fax the output.

E-Mail

Enter the email address that you wish to send these invoices to. This will be used when the printing preference is an A or an E.

Fax

Enter the fax number that you wish to send these invoices to. This will be used when the printing preference is an F.

Attention

Enter the information for whose attention this invoice is going to.

Print Invs, CMs, DMs or All?

On this report, you have the option of printing invoices, credit memos, debit memos as follows:

- I** Prints only invoices on the report.
- C** Prints only credit memos on the report.
- D** Prints only debit memos on the report.
- A** Prints invoices, credit memos and debit memos on the report.

Print Selected Invoices Only?

If you have chosen to print the invoices sorted in its primary sort order, you have the option of entering specific codes or a range of codes as follows:

- Y** Displays a view and allows you to select individual invoices to print.
- N** Allows you to enter a range of records to print.

From Code**To Code**

If you are reprinting a range of invoices enter the starting and ending codes.

Exit the Screen

Select a printed or displayed copy. Once the invoices are finished printing you will be automatically returned to the Reports menu.

Price Override Report

Introduction

This report will show quotes, orders, RMAs, invoices, credit memos, and debit memos in which an item's standard price has been overridden.

How to Execute

From the Reports Menu, select **Price Override Report**.

The screenshot shows the 'Price Override Report' window. At the top, it says 'Lightspeed Reprographics, Inc. (DEM)' and '10/09/19 Wn'. Below this, there are sections for 'Sort Options' and 'Detail Options'. Under 'Sort Options', there are three numbered options: 1) Order/Invoice Number, 2) Customer, and 3) Operator. There is a field 'Enter Sort Option' with the number '1' entered. Under 'Detail Options', there are three checkboxes: 'Print Orders, Invs., History or All', 'Print Quotes, Orders, RMA's or All', and 'Print Invoices, CM's, DM's or All'. There are also date range fields for 'Starting Date' (01/01/18) and 'Ending Date' (12/31/19). At the bottom, there is a checkbox 'Print Selected Invoices Only?' with 'N' entered, and two fields for 'From Code' and 'To Code' with '2222222222' entered.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

- 1. Order/Invoice Number:** Sorts the report in order/invoice number order.
- 2. Customer:** Sorts the report in customer code order.
- 3. Operator:** Prints the report in operator code order.

Detail Options

Print Orders, Invs, History or All

- O** Prints only Orders on the report.
- I** Prints only Invoices on the report.
- H** Prints only Historical invoices on the report.
- A** Prints orders, invoices and history on the report.

Print Quotes, Orders, RMA's or All

- Q** Prints only Quotes on the report.
- O** Prints only Orders on the report.
- R** Prints only RMA's on the report.
- A** Prints orders, quotes and RMA's on the report.

Print Invoices, CM's, DM's or All

- I** Prints only Invoices on the report.
- C** Prints only Credit Memos on the report.
- D** Prints only Debit Memos on the report.
- A** Prints invoices, credit memos, and debit memos on the report.

Starting Date**Ending Date**

If you are printing this report for a range of date, enter the starting and ending dates.

Print Selected Invoices Only?

If you have chosen to print the report sorted by its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

From Code**To Code**

If you are printing this report for a range of codes, enter the starting and ending codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

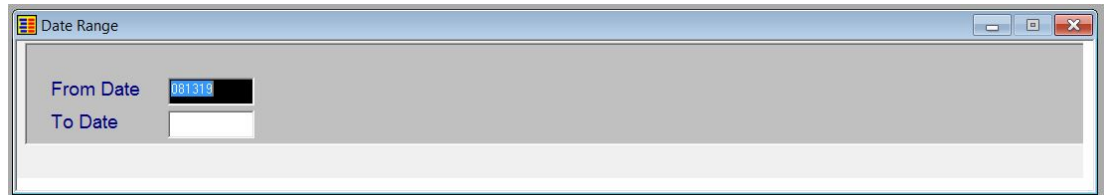
Deleted Invoice Report

Introduction

This report lists all invoices that have been marked for deletion.

How to Execute

From the Reports Menu, select **Deleted Invoice Report**.

A screenshot of a software window titled "Date Range". The window has a light blue title bar with standard minimize, maximize, and close buttons. The main area is light gray. On the left, there are two labels: "From Date" and "To Date". Next to "From Date" is a text box containing the date "08/13/19". Next to "To Date" is an empty text box.

Detail Options

Starting Date

Ending Date

If you are printing this report for a range of dates, enter the starting and ending dates.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

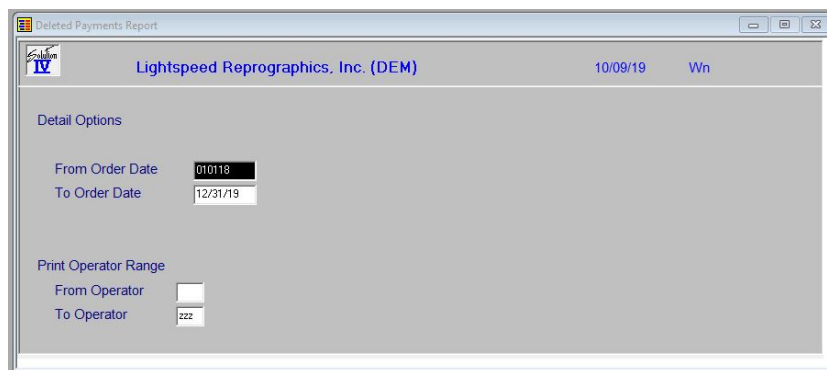
Deleted Payments Report

Introduction

This report shows the payment records that have been deleted when an order or invoice has been deleted from the entry files.

How to Execute

From the Reports Menu, select **Deleted Payments Report**.

The screenshot shows a software window titled "Deleted Payments Report". At the top, it displays "Lightspeed Reprographics, Inc. (DEM)" and the date "10/09/19" with the day of the week "Wn". Below this is a section labeled "Detail Options". It contains two date pickers: "From Order Date" with the value "01/01/18" and "To Order Date" with the value "12/31/19". There are also two operator range pickers: "From Operator" with a blank field and "To Operator" with the value "zzz".

Detail Options

From Order Date

To Order Date

If you are printing this report for a range of dates, enter the starting and ending dates.

Print Operator Range

From Operator

To Operator

If you are printing this report for a range of operators, enter the starting and ending operator code.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Sales Comparison Report

Introduction

This report shows sales comparing one date range to another. You may choose to show sales by customer, customer class, item, item class or sales representative.

How to Execute

From the Reports Menu, select **Sales Comparison Report**.

The screenshot shows the 'Sales Compare Report' window. At the top, it says 'Lightspeed Reprographics. Inc. (DEM)' and '10/09/19 Wn'. Below this, there is a section 'Compare based upon' with a list of 10 options: 1. Customer, 2. Class-Customer, 3. Item, 4. Class-Item, 5. Sales Rep, 6. Product, 7. Cust-Item, 8. Item-Cust, 9. Sales Rep-Cust, and 10. Cust-Item Class. Below this list is a 'Compare Option' dropdown menu with '1' selected. To the right of the dropdown are several input fields: 'Starting Date' (09/09/19), 'Ending Date' (10/09/19), 'Compare Start' (09/09/18), 'Compare End' (10/09/18), 'From Code' (0000000101), 'To Code' (~DEFAULT~), 'Class Type' (1), 'From 2nd', and 'To 2nd'.

Sort Options

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

Description of Fields

Starting Date

Ending Date

If you are printing this report for a range of dates, enter the starting and ending date.

Compare Start

Compare End

Enter the starting and ending date for the date range you wish to compare the sales against.

From Code

To Code

If you are printing this report for a range of items, enter the starting and ending item codes.

Class type

You need to select which item class code the report will use to determine the data that will print.

- 1** Item Class 1
- 2** Item Class 2
- 3** Item Class 3
- 4** Item Class 4
- P** Item Price Class

From 2nd**To 2nd**

If you are printing this report for a range, enter the starting and ending point for this range.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

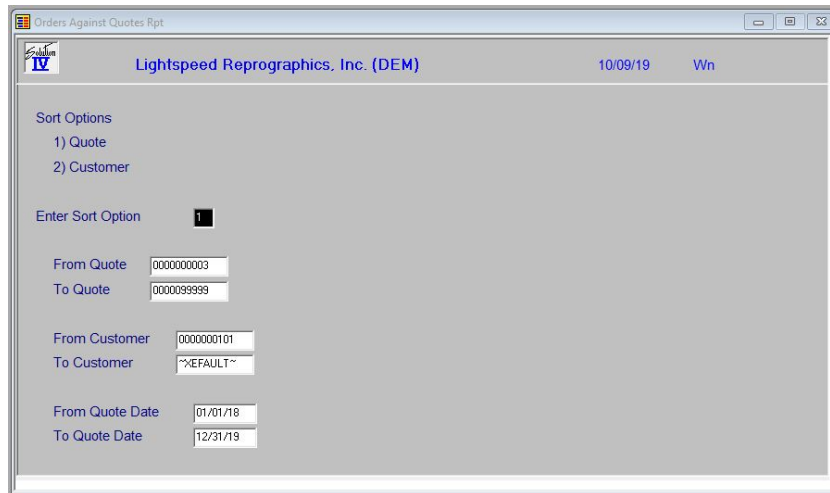
Orders Against Quotes Report

Introduction

This report shows orders that have been processed from quotes. You may choose a quote range, customer range and date range.

How to Execute

From the Order Processing Reports Menu, select **Orders Against Quotes Rpt.**



Description of Fields

Enter Sort Option

Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

From Quote

To Quote

If you are printing this report for a range of quotes, enter the starting and ending quote number.

From Customer

To Customer

If you are printing this report for a range of customers, enter the starting and ending customer code.

From Quote Date

To Quote Date

If you are printing this report for a range of dates, enter the starting and ending date.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Order Status Report by Customer

Introduction

This report shows the status of all open orders on a customer-by-customer basis.

How to Execute

From the Reports Menu, select **Order Status by Customer**.

Description of Fields

Summary only

- Y** Prints one line per order showing the total on the order.
- N** Prints the line detail for the order, followed by the total.

Orders, quotes or backorders

- O** Prints orders only.
- Q** Prints quotes only.
- B** Prints backorders only.
- A** Prints orders, quotes, and backorders.

Regular orders, held orders or both

- R** Prints regular, non-hold orders only.
- H** Prints only orders on hold.
- B** Prints all orders.

Over or under estimated date

- O** Print orders past the estimated ship date.
- U** Print orders under estimated ship date.
- A** Prints orders regardless of estimated ship date.

Over or under promised date

- O** Print orders past the promised date.
- U** Prints orders under promised date.
- A** Prints orders regardless of promised date.

From Order Date

To Order Date

If you are printing this report for a range of dates, enter the starting and ending dates.

Print Uninvoiced Orders?

Y Prints orders that have not been invoiced.

N Prints orders that have not been shipped.

Print Selected Customers Only?

Y Displays a view and allows you to select customers to print.

N Allows you to enter a range of customers.

If you answer **N**, the system prompts:

From Customer

To Customer

Enter the first and last codes in the range you wish to print or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Order Status Report by Item

Introduction

This report shows the status of all open orders on an item-by-item basis.

How to Execute

From the Reports Menu, select **Order Status by Item**.

Description of Fields

Print summary only?

- Y** Prints one line per item showing total quantities on-order, on-hand, and available.
- N** Prints the individual order quantities as well as the total.

Print selected types?

- O** Prints orders only.
- Q** Prints quotes only.
- B** Prints backorders only.
- A** Prints orders, quotes, and backorders.

Print Reg, Hold, or Both?

- R** Prints regular, non-hold orders only.
- H** Prints only orders on hold.
- B** Prints all orders.

From Order Date

To Order Date

If you are printing this report for a range of dates, enter the starting and ending dates.

Print Uninvoiced Orders?

Y Prints orders that have not been invoiced.

N Prints orders that have not been shipped.

Print Selected Items Only?

Y Displays a view and allows you to select items to print.

N Allows you to enter a range of items.

If you answer **N**, the system prompts:

From Item

To Item

Enter the first and last items in the range you wish to print or press **Enter** twice to select all items.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Report Menu.

Order Status Report by Oper/Cust

Introduction

This report shows the status of all open order on an Operator by Customer basis.

How to Execute

From the Reports Menu, select **Order Status by Oper/Cust**.

Description of Fields

Print summary only?

- Y** Prints one line per order showing the total on the order.
- N** Prints the line detail for the order, followed by the total.

Print selected types?

- O** Prints orders only.
- Q** Prints quotes only.
- B** Prints backorders only.
- A** Prints orders, quotes, and backorders.

Print Reg, Hold, or Both?

- R** Prints regular, non-hold orders only.
- H** Prints only orders on hold.
- B** Prints all orders.

Print Over, Under est date

- O** Print orders past the estimated ship date.
- U** Print orders under estimated ship date.
- A** Prints orders regardless of estimated ship date.

Print Over, Under promised date

- O** Print orders past the promised date.
- U** Prints orders under promised date.
- A** Prints orders regardless of promised date.

From Order Date

To Order Date

If you are printing this report for a range of dates, enter the starting and ending dates.

Print Uninvoiced Orders?

Y Prints orders that have not been invoiced.

N Prints orders that have not been shipped.

From Operator

To Operator

If you are printing this report for a range of operators, enter the starting and ending operator code or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Order Status Report by Sales Rep/Customer

Introduction

This report shows the status of all open order on a Sales Rep by Customer basis.

How to Execute

From the Reports Menu, select **Order Status by Srep/Cust.**

Description of Fields

Print summary only?

- Y** Prints one line per order showing the total on the order.
- N** Prints the line detail for the order, followed by the total.

Print orders, quotes or backorders?

- O** Prints orders only.
- Q** Prints quotes only.
- B** Prints backorders only.
- A** Prints orders, quotes, and backorders.

Print Reg, Hold, or Both?

- R** Prints regular, non-hold orders only.
- H** Prints only orders on hold.
- B** Prints all orders.

Print Over, Under estimated date

- O** Print orders past the estimated ship date.
- U** Print orders under estimated ship date.
- A** Prints orders regardless of estimated ship date.

Print Over, Under promised date

- O** Print orders past the promised date.
- U** Prints orders under promised date.
- A** Prints orders regardless of promised date.

From Order Date

To Order Date

If you are printing this report for a range of dates, enter the starting and ending dates.

Print Uninvoiced Orders?

Y Prints orders that have not been invoiced.

N Prints orders that have not been shipped.

From Sales Rep

To Sales Rep

If you are printing this report for a range of sales rep, enter the starting and ending sales rep code or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Order Status Report by Warehouse

Introduction

This report shows the status of all open orders by warehouse.

How to Execute

From the Reports Menu, select **Order Status by Warehouse**.

Description of Fields

Print summary only?

Y Prints one line per item showing total quantities on-order, on-hand, and available.

N Prints the individual order quantities as well as the total.

Print selected types?

O Prints orders only.

Q Prints quotes only.

B Prints backorders only.

A Prints orders, quotes, and backorders.

Print Reg, Hold, or Both?

R Prints regular, non-hold orders only.

H Prints only orders on hold.

B Prints all orders.

From Order Date

To Order Date

If you are printing this report for a range of dates, enter the starting and ending dates.

Print Uninvoiced Orders?

Y Prints orders that have not been invoiced.

N Prints orders that have not been shipped.

Print Selected Warehouse Only?

Y Displays a view and allows you to select warehouses to print.

N Allows you to enter a range of warehouses.

If you answer **N**, the system prompts:

From Warehouse

To Warehouse

Enter the first and last warehouse in the range you wish to print or press **Enter** twice to select all warehouses.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Report Menu.

Order Status by Warehouse/Class

Introduction

This report shows the status of all open orders on a warehouse by warehouse basis broken down by item class.

How to Execute

From the Reports Menu, select **Order Status by Whse/Class**.

Description of Fields

Summary only?

- Y** Prints one line for each order showing the open order numbers.
- N** Allows you to see the status of each line on an open order, with quantities ordered, shipped and backordered listed in detail.

Orders, quotes or backorders

- O** Prints orders only
- Q** Prints quotes only
- B** Prints backorders only
- A** Prints orders, quotes and backorders

Regular orders or held orders

- R** Prints only those orders which are not on-hold
- H** Prints only orders which have been flagged as on-hold
- B** Prints all orders

Over or under estimated date

- O** Prints only those orders which have past their estimated ship date.
- U** Prints only those orders which have not yet missed their estimated ship date.
- A** Prints all orders regardless of the estimated ship date.

Over or under promised date

- O** Prints only those orders which have past their promised ship date.
- U** Prints only those orders which have not yet missed their promised ship date.
- A** Prints all orders regardless of the promised ship date.

From Order Date**To Order Date**

If you are printing this report for a range of dates, enter the starting and ending order dates.

Print Uninvoiced Orders?

- Y** Prints orders that have not been invoiced
- N** Prints orders that have not been shipped.

Print Selected Warehouses?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

From Warehouse**To Warehouse**

If you are printing this report for a range of warehouses, enter the starting and ending warehouse codes.

Class type

You need to select which item class code the report will use to determine the data that will print.

- 1** Item Class 1
- 2** Item Class 2
- 3** Item Class 3
- 4** Item Class 4
- P** Item Price Class

From Class**To Class**

If you are printing this report for a range of price classes, enter the starting and ending price class code.

Report

After verifying the printed options are correct, select a printed or displayed copy. When the report is finished, you will be returned automatically to the Report Menu.

Order Status by Customer/Project

Introduction

This report shows the status of all open orders on a customer by customer basis broken down by project code.

How to Execute

From the Reports menu, select **Order Status by Cust/Project**.

Description of Fields

Summary only?

- Y** On the Order Status Reports, this option prints one line for each order showing the open order numbers.
- N** This option allows you to see the status of each line on an open order, with quantities ordered, shipped and backordered, listed in detail.

Orders, quotes or backorders

Print orders, quotes or backorders.

- O** Prints orders only.
- Q** Prints quotes only.
- B** Prints backorders only.
- A** Prints orders, quotes, and backorders.

Regular orders or held orders

Print regular orders or held orders.

- R** Prints only those orders which are not on-hold.
- H** Prints only orders which have been flagged as on-hold.
- B** Prints all orders.

Over or under estimated date

Print over or under estimated date.

- O** Prints only those orders which have past their estimated ship date.
- U** Prints only those orders which have not yet passed their estimated ship date.
- A** Prints all orders regardless of the estimated ship date.

Over or under promised date

Print over or under promised date.

- O** Prints only those orders which have passed their promised ship date.
- U** Prints only those orders which have not yet passed their promised ship date.
- A** Prints all orders regardless of the promised ship date.

From Order Date**To Order Date**

If you are printing this report for a range of dates, enter the starting and ending date.

Print Uninvoiced Orders?

- Y** Prints orders that have not been invoiced.
- N** Prints orders that have not been shipped.

Print Selected Customers?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

From Customer**To Customer**

If you are printing this report for a range of customers, enter the starting and ending customer code.

From Project**To Project**

If you are printing this report for a range of projects, enter the starting and ending project code.

Report

After verifying the printed options are correct, select a printed or displayed copy. When the report is finished, you will be returned automatically to the Report Menu.

Backorder Fill Report

Introduction

This report shows which backorders can now be filled as a result of receipt of backordered items.

How to Execute

From the Reports Menu, select **Backorder Fill Report**.

Description of Fields

Use Order Date Sequence?

Y Prints the report in order date/order number order.

N Prints the report in order number order.

Include Complete Orders Only?

Y Shows only those orders, which may be completely filled.

N Shows all orders, even if they may be only partially filled.

Print Selected Orders Only?

Y Displays a view and allows you to select orders to print.

N Allows you to enter a range of orders.

If you answer **N**, the system prompts:

From Order

To Order

Enter the first and last codes in the range you wish to print or press **Enter** twice to select all codes.

Report

After running the backorder release calculation, select a printed or displayed copy. When the report is finished, you will be returned automatically to the Report Menu.

Invoice Report by Charge

Introduction

This report shows all invoices by charge.

How to Execute

From the Reports Menu, select **Invoice Report by Charge**.

Detail Options

Summary only?

Y Prints one line for each order showing the open order numbers.

N Allows you to see the status of each line on an open order with quantities ordered, shipped and backordered listed in detail.

From Invoice Date

To Invoice Date

If you are printing this report for a range of dates, enter the starting and ending invoice dates.

From Charge

To Charge

If you are printing this report for a range of charge numbers, enter the starting and ending charge numbers.

Print Selected Customer Only?

Y Displays a view and allows you to select customers to print.

N Allows you to enter a range of customers.

If you answer **N**, the system prompts:

From Customer

To Customer

If you are printing this report for a range of customers, enter the starting and ending customer codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Invoice Report by Dept.

Introduction

This report shows all invoices by department.

How to Execute

From the Reports Menu, select **Invoice Report by Dept.**

Detail Options

Summary only?

Y Prints one line for each order showing the open order numbers.

N Allows you to see the status of each line on an open order with quantities ordered, shipped and backordered listed in detail.

From Invoice Date

To Invoice Date

If you are printing this report for a range of dates, enter the starting and ending invoice dates.

From Department

To Department

If you are printing this report for a range of departments, enter the starting and ending department codes.

Print Selected Customer Only?

Y Displays a view and allows you to select customers to print.

N Allows you to enter a range of customers.

If you answer **N**, the system prompts:

From Customer

To Customer

If you are printing this report for a range of customers, enter the starting and ending customer codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Invoice Report by Project

Introduction

This report shows all invoices by project.

How to Execute

From the Reports Menu, select **Invoice Report by Project**.

Detail Options

Summary only?

Y Prints one line for each order showing the open order numbers.

N Allows you to see the status of each line on an open order with quantities ordered, shipped and backordered listed in detail.

From Invoice Date

To Invoice Date

If you are printing this report for a range of dates, enter the starting and ending invoice dates.

From Project

To Project

If you are printing this report for a range of projects, enter the starting and ending project codes.

Print Selected Customer Only?

Y Displays a view and allows you to select customers to print.

N Allows you to enter a range of customers.

If you answer **N**, the system prompts:

From Customer

To Customer

If you are printing this report for a range of customers, enter the starting and ending customer codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Invoice Report by Sales Rep

Introduction

This report shows all invoices by sales rep.

How to Execute

From the Reports Menu, select **Invoice Report by Sales Rep**.

Inv Rept by Sales Rep

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Detail Options

Summary only?

From Invoice Date

To Invoice Date

From Srep

To Srep

Print Selected Customers Only?

From Customer

To Customer

Selected Customers

Detail Options

Summary only?

Y Prints one line for each order showing the open order numbers.

N Allows you to see the status of each line on an open order with quantities ordered, shipped and backordered listed in detail.

From Invoice Date

To Invoice Date

If you are printing this report for a range of dates, enter the starting and ending invoice dates.

From Srep

To Srep

If you are printing this report for a range of sales reps, enter the starting and ending sales rep codes.

Print Selected Customer Only?

Y Displays a view and allows you to select customers to print.

N Allows you to enter a range of customers.

If you answer **N**, the system prompts:

From Customer

To Customer

If you are printing this report for a range of customers, enter the starting and ending customer codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Sales Analysis Reporting Menu

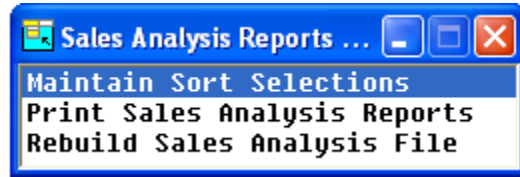
Introduction

This menu gives you access to a variety of sales analysis reports. These include such reports as sales by item, customer, product line, class code, state, and sales representative.

Any of the reports on this menu may be printed at any time. In fact, you will probably be printing some reports far more often than once per month. All reports are current as of the last update.

How to Execute

From the Order Processing Main Menu, select **Sales Analysis Reports Menu**.



Maintain Sort Selections

Introduction

This option allows you to select which sort options you wish to use when processing your sales analysis reports.

How to Execute

From the Sales Analysis Reports Menu select **Maintain Sort Selections**.

Sort Screen 1

Sort Option	Selected	Sort Option	Selected
Customer?	<input checked="" type="checkbox"/>	Comm	<input checked="" type="checkbox"/>
Customer Name?	<input checked="" type="checkbox"/>	Sales Representative?	<input checked="" type="checkbox"/>
		Sales Rep plus Cust?	<input checked="" type="checkbox"/>
Customer plus Item?	<input checked="" type="checkbox"/>	Sales Rep plus Item?	<input checked="" type="checkbox"/>
Customer plus IC Class 1?	<input checked="" type="checkbox"/>	Sales Rep plus Prod?	<input checked="" type="checkbox"/>
Customer plus IC Class 2?	<input checked="" type="checkbox"/>		
Customer plus Product?	<input checked="" type="checkbox"/>		
Customer plus Project?	<input checked="" type="checkbox"/>		
		Posting Code?	<input checked="" type="checkbox"/>
Customer Class 1?	<input checked="" type="checkbox"/>	Post plus Customer?	<input checked="" type="checkbox"/>
Customer Class 2?	<input checked="" type="checkbox"/>	Post plus Product?	<input checked="" type="checkbox"/>
State?	<input checked="" type="checkbox"/>	How received?	<input checked="" type="checkbox"/>
Customer ZIP?	<input checked="" type="checkbox"/>		
Ship-to ZIP?	<input checked="" type="checkbox"/>		
Customer plus Ship-to?	<input checked="" type="checkbox"/>		

Sort Screen 2

OP Sales Analysis Sorts

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Item?	<input checked="" type="checkbox"/>	Warehouse?	<input type="checkbox"/>
Item plus Customer?	<input type="checkbox"/>	Warehouse plus Customer?	<input type="checkbox"/>
	Plus Item	Warehouse plus Item?	<input type="checkbox"/>
Item Class 1?	<input type="checkbox"/>	Warehouse plus Product?	<input type="checkbox"/>
Item Class 2?	<input type="checkbox"/>		
Item Class 3?	<input type="checkbox"/>	Product?	<input type="checkbox"/>
Item Class 4?	<input type="checkbox"/>	Product plus Customer?	<input type="checkbox"/>
		Product plus Item?	<input type="checkbox"/>
Item Alias?	<input type="checkbox"/>		
Item Price Class plus Item?	<input type="checkbox"/>		

Select the sort options you wish to use when processing your sales analysis reports from both sort option screens. Enter a **Y** next to the sort options you wish to use and an **N** next to the sort options you do not wish to use.

Once you are finished selecting sorts, you will be returned to the Sales Analysis Reports Menu.

Print Sales Analysis Reports

Introduction

This option allows you to print various Sales Analysis reports showing sales, cost of sales, units sold, gross profit, profit percentage, and average unit price. Sort options are maintained in the Maintain Sort Selections option.

How to Execute

From the Sales Analysis Reports Menu, select **Print Sales Analysis Reports**.

Sales Analysis Reports

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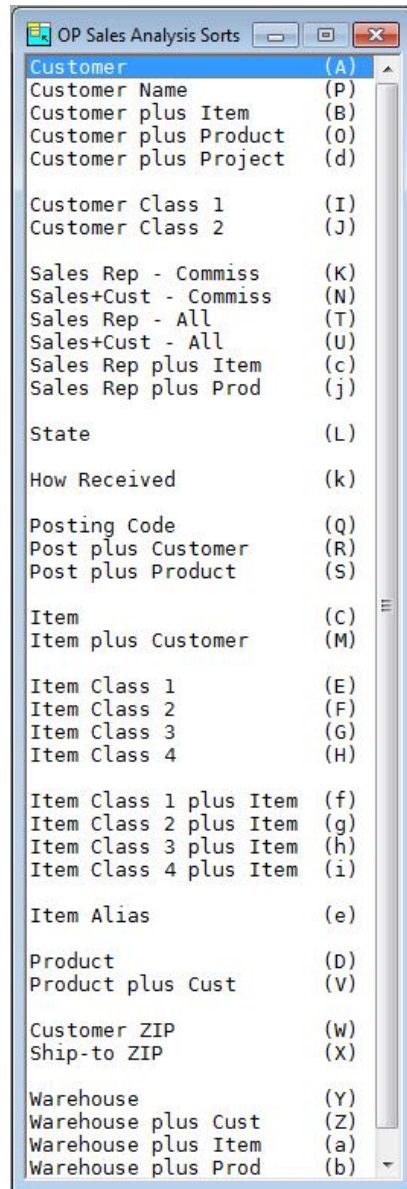
Sort Selection **A**

Detail Options

Print sales?	<input type="checkbox"/>	From year and period	2019 01
Print cost of sales?	<input type="checkbox"/>	To year and period	2019 10
Print quantities sold?	<input type="checkbox"/>		
Print number of invoices?	<input type="checkbox"/>	Sort Range	
Print gross profit?	<input type="checkbox"/>	From	
Print profit percentage?	<input type="checkbox"/>	To	////////
Print average unit price?	<input type="checkbox"/>		
Sort by qty, amount or profit	<input type="checkbox"/>	2nd From	
Ascending or descending	<input type="checkbox"/>	2nd To	
Number to print			
Export type	<input type="checkbox"/>		

Sort Selection

Press **F2** from the Sort Selection field to select from the sort list below or enter the corresponding letter of the Sales Analysis sorts.

**Detail Options****Print sales?**

Y Prints sales dollar amounts on the Sales Analysis Reports.

N Omits sales dollar amounts.

Print cost of sales?

Y Prints item cost information on the Sales Analysis Reports.

N Omits cost information.

Print quantities sold?

Y Prints unit quantities sold on the Sales Analysis Reports.

N Omits unit quantities.

Print number of invoices?

Y Prints the number of invoices on the Sales Analysis Reports.

N Omits number of invoices information.

Print gross profit?

Y Prints gross profit dollar amount on the Sales Analysis Reports.

N Omits gross profit dollar amounts.

Print profit percentage?

Y Prints gross profit percentages on the Sales Analysis Reports.

N Omits gross profit percentages.

Print average unit price?

Y Prints the average unit price for the sales on the Sales Analysis Report.

N Omits the average unit price.

Sort by qty. amount or profit

Q Sorts report by quantity sold.

A Sorts report based on dollar amount sold.

P Sorts report based on gross profit.

Ascending or descending

A If you are printing this report for a range of years, enter the starting year.

D If you are printing this report for a range of years, enter the ending year.

Number to print

You have the option of limiting the number of analysis entries to print when you sort in a particular sequence. Enter the number of entries you wish to see.

Export Type

If you have a printer assigned to export to Excel you have the option of exporting the report to an Excel Spreadsheet or printing it normally.

P Print normally

E Export to Excel

From year and period

If you are printing this report for a range of years, enter the starting year.

If you are printing this report for a range of periods, enter the starting period.

To year and period

If you are printing this report for a range of years, enter the ending year.

If you are printing this report for a range of periods, enter the ending period.

Sort Range**From****To**

If you are printing this sales analysis report for a range of records, enter the starting and ending sort codes.

2nd From**2nd To**

When defining a second sort for printing this sales analysis report, enter the starting and ending sort codes.

Rebuild Sales Analysis File

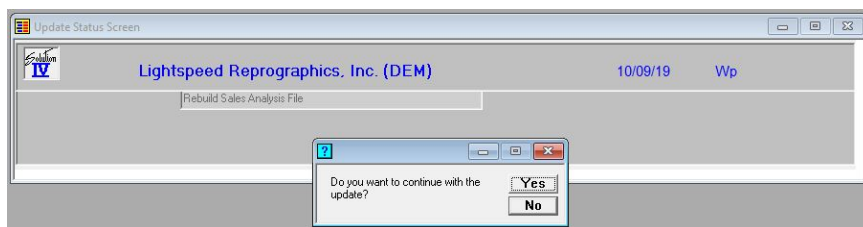
Introduction

Although the sales analysis summary file is kept up-to-date during the month as invoices are updated through the Sales Journal update, it may be necessary from time to time to run this option and rebuild the sales analysis file. Although it may take some time to run on a large system, it should be run at least once a quarter.

As with any update affecting large amounts of data, it is very important that you make a backup before using this option.

How to Execute

From the Sales Analysis Reports Menu, select **Rebuild Sales Analysis File**.



The system will prompt:

Do you want to continue with the update?

Y Will rebuild your Sales Analysis File.

N Will not rebuild your Sales Analysis File.

When you are finished you will be automatically returned to the Sales Analysis Reports Menu.

7

Period End Processing

This chapter describes the options that are available during Period End Processing. They include:

- Period End Update
- Status Change Update

Each of these functions is usually executed only once each month, after all transactions have been entered for the current month and before any entries are made for the next month.

Period End Update

Introduction

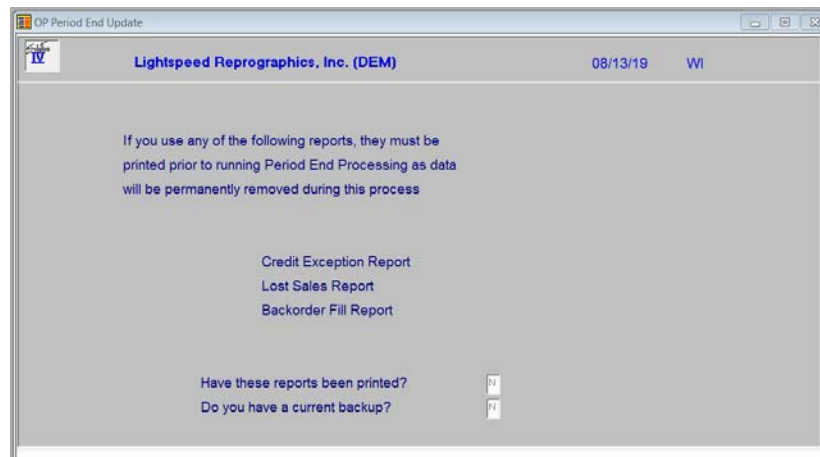
This function should be run at the end of each accounting period after all transactions have been entered for the period and after, or in conjunction with, all monthly reports. Be sure to run it before any entries are made for the following period.

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.

How to Execute

From the Order Processing Main Menu, select **Period End Update**.



Description of Fields

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
- 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?

It is **VERY IMPORTANT** that you make backups before processing period end. If you do not make other backups during the month, at least make them at this time.

If you have current backups, answer **Y**.

If you answer **Y** to both the above questions, the system will display the following screen; otherwise you will be returned to the Order Processing Main Menu.

OP Period End Update - 2

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Type of Period End Processing

Month-end processing only? ☒ Y

Month and year-end processing? ☐ N

If not running full period end,

Recalculate committed amounts? ☐ Y

Recalculate open order amount? ☐ Y

Recalculate remaining order amt? ☐ Y

Remove completed orders? ☐ N

Remove deleted orders? ☐ N

Older than order date

Remove quotes? ☐ N

Older than quote date

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.

Y Recalculates the committed amounts in the inventory and customer Masterfiles.

N Retains the existing committed amounts.

Recalculate open order amount?

You have the option of recalculating the open order amount in the customer Masterfile during the Period End Update. It is recommended that this be done every month.

Y Recalculates the open order amount in the customer masterfile.

N Does not do the recalculation.

Note: This may be run independent of month or year-end processing.

Recalculate remaining order amt?

You have the option of recalculating the remaining open order amount in the OP order records during Period End Update. It is recommended that this be done every month.

Y Recalculates the remaining open order amount in the OP Order records.

N Does not do the recalculation.

Note: This may be run independent of month or year-end processing.

Remove completed orders?

Y Removes completely filled orders from open order file.

N Retains filled orders in open order file.

Remove deleted orders?

Y Removes deleted orders that were saved in the open order file.

N Retains deleted orders in the open order file.

Older than order date

If you selected to remove deleted orders, enter the date through which you wish to remove the deleted orders.

Remove quotes?

Y Removes quotes from open order file.

N Retains quotes in open order file.

Older than quote date

Enter the date to use when removing quotes. All quotes older than this date will be removed. The expiration date of the quote is not checked for these deletions.

Exit the Screen

When the update is finished, you will be returned to the Order Processing Main Menu.

Status Change Update

Introduction

The Status Change Update takes all of the code file entries that you have marked to change or delete, verifies their validity, and then affects the change. A report is printed prior to the update detailing the changes/deletes, before giving you the option of continuing the update or not.

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!

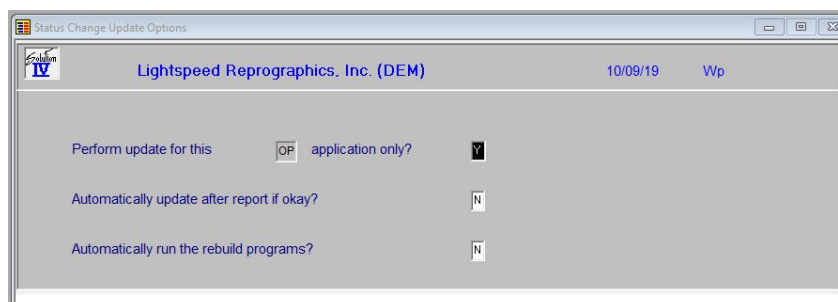
Before You Start

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.

How to Execute

From the Order Processing Main Menu, select **Status Change Update**.



Description of Fields

Perform update for this xx application only?

You have the option of performing the status change update process for just the module in which you have selected the process for or for all modules.

Y Perform the update for just this module.

N Perform the update for all modules.

Automatically update after report if okay?

You have the option of performing the status change update without having to respond to a prompt after the preprocess report has been run. The update will only run if the preprocess did not run into any significant problems.

Y Automatically continue with the update after the report is printed.

N Wait for the user to respond to the continue question.

Automatically run the rebuild programs?

You have the option of automatically running the analysis build programs for Order Processing and/or Purchase Order when applicable.

Y Automatically continue with the rebuild programs after the update is completed.

N Do not run the rebuild programs at this time.

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).

Example: If you are deleting reason code COLOR, COLOR may not be used by any RMAs in the order file, but may exist on records in the history file.

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?

Y Completes the status changes as indicated on the report in the order below.

N Does not do the update and returns to the Order Processing Main Menu.

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**.

Exit the Screen

When the Status Change Update is complete, you will be returned to the Order Processing Main Menu.