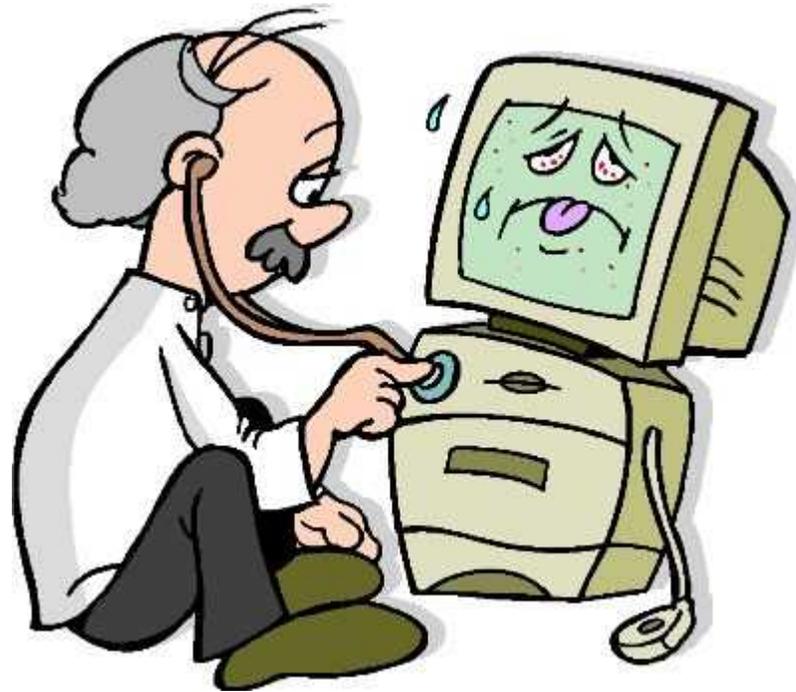




## Troubleshooting in MDS

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## Overview

---

- Order Entry Alerts / Holds
- Invoicing Holds
- Drop Ship Purchase Order Creation Alerts
- End of Day Process
- End of Day Error Reports
- Inventory Out of Balance
- Accounts Receivable Locks
- Accounts Receivable End of Month



## Order Entry Header Messages/Alerts

---

- Finder for CO NN WAREHOUSE NNN has not been opened
- SEQ.CONT file has not been opened
- No CUST.DET record for NNNNNN CO# NN create one (Y/N)
- Due Date > NN days in future order is now a future
- Customer PO# - This is a required field



## Order Entry Line Messages/Alerts

---

- Product is Discontinued
- Below Minimum Sell Qty of NNN for this Product, Accept (Y/N)
- Product XXXX Sell Whse NNN. Not on PROD.DET Create (Y/N)
- This is a Component Line, only Kit Master can be changed
- Selling unit must be divisible by stock unit which is NN
- Cannot Change Selling Price
- Cost is not being displayed



## Operator Controlled Features

---

- Display Cost (Y/N)
- Price Override (Y/N)
- Processing codes
  - GM - Allow Gross Margin Change in Order Entry
  - IO – Inventory Override (Override Ship Qty in Maintenance)
  - OM – Order Maintenance



## Order Entry Pharma Messages/Alerts

---

- Bill To / Ship To Drug Checks
  - MISSING DEA#
  - DRUG TYPE NOT VALID
  - INVALID DEA Expiration Date
  - INVALID LICENSE Expiration Date
  - MISSING LICENSE#
  
- State CHECKS
  - STATE LICENSE EXPIRED
  - STATE LICENSE NOT FOUND

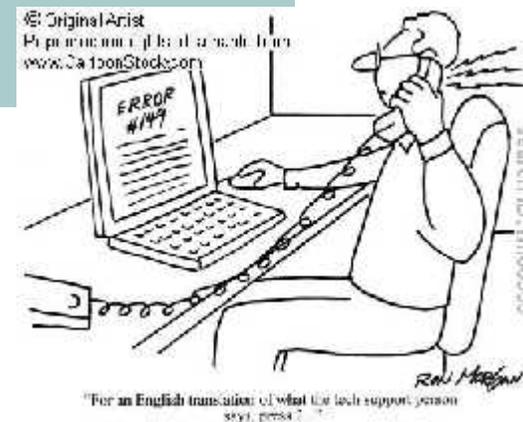
**Checked in entry, maintenance and verification**



# Drug Type Maintenance

Drug	Type	Maintenanc
Drug Type	RR	
1.Description	CONTROLLED DRUG	
2.License Req	Y	
3.Dea# Required	Y	
4.Pedigree Required	Y	
5.Controlled Drug	Y	
6.DEA Form Required	Y	
7.Federal Caution	Y	
8.Expiration Days	10	
9.Drop Shlp	N	

**Select options for drugs**



"For an English translation of what our tech support person says, press 7."



# Excessive Product Usage Check

BASE 12 - J:\0000\cshmr.com\BASE 12-EXCESS PROD USAGE (MAY0121)

File Edit Print

## Excessive Product Usage Maintenance

Comps  
Codes  
Profile

Company 01

Stocks  
Customer

1.Qty Limit  
Product

2.Expiration

Stocking U/M

1.Qty Limit

2.Expiration Date

HELP

START

GENERAL HELP

The Excessive Product Usage file contains one record for each customer/product that a customer may purchase. The file contains a quantity limit for the product that is enforced if the total amount sold this month plus the current order quantity exceeds the limit. When the quantity limit is exceeded, the order is placed on manual hold. Do not enter a customer number if the check is to applied to all customers that order that product.  
ALLOWABLE ENTRIES ARE END, ?, INQUIRY, ID

End Help

Inquiry



## Order Maintenance Messages/Alerts

---

- Quantities have been picked. Do you want to cancel open back order (Y/N)
- Cannot delete items with picked quantities
- Cannot reduce order qty to less than in pick plus invoiced
- Item will be backordered. Must be released by Specific Order Release or Order Allocation



## Pick Ticket Didn't Print

---



What You Should  
Check



# Check Detail Order Inquiry

DEMO12UNTEL - [6] [92-DEMO12-DE] [000111]

File Edit Settings Reset Jobs GUI Legend Actions Legend Actions Help

### Detail Order Inquiry (Line Items)

Order#	01111798	Ord Date	06/03/11	Due Date	06/03/11	Customer#	UNIVERSITY MEDICAL CENTER	Ship To	UNIVERSITY MEDICAL CENTER
							ACCOUNTS PAYABLE (TRAVEL)		ACCOUNTS PAYABLE (TRAVEL)
Refs	Line	ST	Pat	DS	OS	400 BROADWAY AVE		400 BROADWAY AVE	
001	2	OH	N	ND	01	NEW YORK CITY NY		NEW YORK CITY NY	
						10016-1460		10016-1460	
PO#	01					Terms	NET 30	Slg	001 SY FRTIG

Ln#	Item Number	Description	Ordered	Shipped	Unit	Impck	Price	Value
				Wks			Orig Ord#	
1	4644	BAND AID SHEER 1X3" 100/B	2		EA	2	4.380	8.76
2	270	GAUZE PACK STRIPS 1/4 100	1		EA	1	2.000	2.00
3								
4								
TOTAL								14.50

Enter FND to exit, NFXT PG or PRV PG :

XXXXXX

PAGE 1 OF 2

HEADER	LINE ITEMS	INV INQ	NFXT ORD	PRV ORD	SPEC INST	AUDIT ST	SFRM S		
HELP	OKEND	INSERT	DELETE	PRV PG	HEAT PG	INQUIRY	CANCEL	ON	Popup

start | Customer Resources | Desktop - Microsoft Out... | AccuTerm 2012 - DEF... | Microsoft Edge | DEMO12UNTEL - [6] | 8:51 AM



# Check Detail Order Inquiry

Are there any releases?

DEMO12UNTEL - [01] [02-DEMO12-DE] [000111]

File Edit Settings Reset Jobs GUI Legend Functions Special Functions Help

Detail Order Inquiry (Line Items)

Order# 01111758    Order Date 06/03/11    Due Date 06/03/11    Customer# UNIVERSITY MEDICAL CENTER    Ship To UNIVERSITY MEDICAL CENTER  
ACCOUNTS PAYABLE (TRAVEL)

400 BROADWAY AVE    400 BROADWAY AVE  
NEW YORK CITY NY    NEW YORK CITY NY  
10016-1460    10016-1460

PO# 01    Terms NET 30    Sls 001 SY FERTIG

Ln#	Item Number	Description	Ordered	Shipped	Unit	Impck	Price	Value
				Wks			Orig Ord#	
1	4N44	BAND AID SHEER 1X3" 100/B	2	2	HX	HX	4.380	8.76
2	2T0	GAUZE PACK STRIPS 1/4 100	1	1	EA	EA	2.000	2.00
3								
4								
TOTAL								14.50

Enter FND to exit, NFXT PG or PRV PG :

\*\*\*\*\*

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PRV ORD	SPEC INST	AUDIT ST	SFRM S		
HELP	OKEND	INSERT	DELETE	PREV PG	HEAT PG	INQUIRY	CANCEL	ON	Popup

start    Customer Resources...    [01] Demo - Microsoft Out...    AccuTerm 2012 - DEF...    Microsoft Edge...    DEMO12UNTEL - [01]...    8:51 AM



# Check Detail Order Inquiry

Are there any releases?



Are there any holds?

DEMO12UNTEL - [01] 052-DEMO12-DE10001111

File Edit Settings Reset Jobs GUI Legend Functions Legend Functions Help

Detail Order Inquiry (Line Items)

Order# 01111798    Ord Date 06/03/11    Due Date 06/03/11    Customer# UNIVERSITY MEDICAL CENTER    Ship To UNIVERSITY MEDICAL CENTER  
ACCOUNTS PAYABLE (TRAVEL)

400 BROADWAY AVE    400 BROADWAY AVE  
NEW YORK CITY NY    NEW YORK CITY NY  
10016-1460    10016-1460

PO# 01    Terms NET 30    Sls 001 SY FERTIG

Ln#	Item Number	Ordered	Shipped	Brand	Impck	Price	Value
	Description		Whts			Orig Ord#	
1	4N44 BAND AID SHEET 1X3" 100/B	2 / BX	2 / BX		2	4.380 / BX	8.76
2	2T0 GAUZE PACK STRIPS 1/4 100	1 / EA	1 / EA		1	2.000 / EA	2.00
3							
4							
TOTAL							14.90

Enter FND to exit, NFXT PG or PRV PG :

\*\*\*\*\*

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PRV ORD	SPEC INST	AJMT LIST	SFRM S		
HELP	OKEND	INSERT	DELETE	PRV PG	NEXT PG	INQUIRY	CANCEL	ON	Popup

start    Customer Resources...    D:\...    Microsoft Office...    AccuTerm 012 - DEF...    Microsoft Power...    DEMO12UNTEL - [01]...    8:51 AM



# Check Detail Order Inquiry

Are there any releases?



Are there any holds?

DEMO12UNTEL - [01] [02-DEMO12-DE] [0001111]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

### Detail Order Inquiry (Line Items)

Order# 01111798    Ord Date 06/03/11    Due Date 06/03/11    Customer# UNIVERSITY MEDICAL CENTER    Ship To UNIVERSITY MEDICAL CENTER  
ACCOUNTS PAYABLE (TRAVEL)

400 BROADWAY AVE    400 BROADWAY AVE  
NEW YORK CITY NY    NEW YORK CITY NY  
10016-1460    10016-1460

PO# 01    Terms NET 30    Sls 001 SY FERTIG

Ln#	Item Number	Ordered	Shipped	Brand	Impck	Price	Value
	Description		Wks			Orig Ord#	
1	4N44	2	HX		2	4.380	8.76
	BAND AID SHEET 1X3" 100/B		001				
2	2T0	1	EA		1	2.000	2.00
	GAUZE PACK STRIPS 1/4 100		001				
3							
4							
TOTAL							14.90

Enter FND to exit, NFXT PG or PRV PG:

XXXXXX

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PRV ORD	SPEC INST	SFRM S		
HELP	OKEND	INSERT	DELETE	PREV PG	NEXT PG	CANCEL	ON	Popup

start    Customer Resources...    [01] Demo - Microsoft Out...    AccuTerm 012 - DEF...    Microsoft PowerP...    DEMO12UNTEL - [01]...    8:51 AM

Check Audit Listing





# Detail Order Audit List

DEMO12JINTEL - [C:\PS2-DEMO12-AUDIT\ORDERLISTING010511]

File Edit Settings Reset Logs GUI Legend Functions Legend Functions Help

Audit Listing for Specific Order

Order Number: 01141750

Ln#	Audit Dt	Audit Time	Audit Oper	Audit Port	Transaction	
					Code	Desc
1.	05/03/11	03:14:44pm	SY	5972	HM	Manual Hold Flag - Maintained
2.	05/03/11	03:38:20pm	SY	5972	OM	Order Entry/Work Order
3.	05/03/11	03:38:46pm	SY	5972	OM	Order Maint/Work Order Maint
4.	05/03/11	03:41:46pm	SY	5972	HM	Manual Hold Flag - Maintained
5.	05/03/11	03:41:49pm	SY	5972	HM	Manual Hold Flag - Maintained
6.	05/03/11	03:41:54pm	SY	5972	OM	Order Maint/Work Order Maint
7.	05/04/11	08:48:28am	SY	4221	HM	Manual Hold Flag - Maintained
8.	05/04/11	08:54:30am	SY	4224	OM	Order Maint/Work Order Maint
9.						
10.						

ENTER LINE# TO CHANGE,DELETE TO DELETE,0 TO ACCEPT

XXXXXXXX

HELP OKEND INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL ON Popup

start | Customer Reporting... | D:\ps2 - Microsoft Out... | AutoTerm 012 - DEF... | Microsoft Edge... | DEMO12JINTEL - [C... | 8:58 AM





# Check Detail Release Inquiry

DEMO12INTEL - [01] [02-DEMO12-DE] [RECD1101]

Life Edit Settings Reset Jobs GUI Standard Functions Special Functions Help

Release# 01441750-001  
Inv#  
Ord Dt 05/03/14  
Inv Dt  
CIS SY Whs U01  
Cost Item 2 01  
Cust Item  
Item# Item Number Ordered Shipped In Stock In Stock Price Value Whs  
Description  
1 4644 2 BX 1 BX 2 4.950 BX 9.90 001  
DAND-AID SHEET 1X3' 1000  
2 779 1 TA 1 TA 1 2.000 TA 2.00 001  
DAND-AID PACK STRIPS 1/4 X 3'  
Dand-Aid 1.00  
Press INQUIRY for Line Details

Sold To: UNMC, UNIVERSITY MEDICAL CENTER, ACCOUNTS PAYABLE/TRAVEL, 400 BROADWAY AVT, NEW YORK CITY, NY 10016 1460  
Ship To: UNIVERSITY MEDICAL CENTER, ACCOUNTS PAYABLE/TRAVEL, 400 BROADWAY AVT, NEW YORK CITY, NY 10016 1460  
Salesman: 001 SY FERTIG

ShipDate 05/04/14 Shipper UPS PI PA Wght Ctn Units Tax1 Tax% Total 0.00 0.00 11.90

PAGE 1 OF 2

HEADER	LINE ITEMS	MPXT RFI	PRPV RFI	BOX FRT	SPEC INST	AUDIT LIST	DEFINERY	SFRM S	INV PRINT	
HELP	OKEND	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	ON		Popup

start | Customer Reporting... | D:\... | Microsoft Office... | DEMO12INTEL - [01] | 8:00 AM

Are there any holds?



# Check Detail Release Inquiry

DEMO12INTEL - [01] [02-DEMO12-DE] [RECD1101]

Life Edit Settings Reset Jobs GUI Standard Functions Special Functions Help

Release# 01441750-001  
Inv#  
Ord Dt: 05/03/14  
Inv Dt:  
Cust Itel: 01  
Item: 2

Detail Invoices (Line Items)

Sold To: UNMC  
UNIVERSITY MEDICAL CENTER  
ACCOUNTS PAYABLE/TRAVEL  
400 BROADWAY AVT  
NEW YORK CITY NY 10016 1460

Ship To: UNIVERSITY MEDICAL CENTER  
ACCOUNTS PAYABLE/TRAVEL  
400 BROADWAY AVT  
NEW YORK CITY NY 10016 1460

WH SY 001  
MET 30  
001 SY FERTIG

Line	Item Number	Description	Ordered	Shipped	Record	Package	Price	Value	Whse
1	4644	BAND-AID SHEET 1X3" 10000	2 BX	1 BX		2	4.950	9.90	001
2	879	BAND-AID PACK STRIPS 1/4" X 3"	1 TA	1 TA		1	2.000	2.00	01

Press INQUIRY for Line Details

ShipDate: 05/04/14  
Shipper: UPS  
PI: PA: Wght: Uts: Units: 0  
Tax: NY Tax%: 0.000  
Tax: Total: 11.90

PAGE 1 OF 2

HEADER | LINE ITEMS | NEXT PFI | PREV PFI | BOX FRT | SPEC INST | ADJUST | DEFIVERY | SPECIALS | INV PRINT |  
HELP | OKEND | INSERT | LDELETE | PREV PG | NEXT PG | INQUIRY | CANCEL | ON | Popup

start | Customer Reporting... | D:\... | Microsoft Office... | AccuTerm 012 - DEF... | Microsoft Power... | DEMO12INTEL - [01... | 8:00 AM

Are there any holds?

Which Item is on Price Hold?



# Line Details

BASE 12 - jrs000011.hmc.com-DEMO12-DET.RELP.ROD.JNC01212

File Edit Settings Reset Jobs GUI Standard Functions Special Functions Help

Product Number: 773 Line#: 7

U/S	Vendor#	Unit	Ship Date	Proc Stat	Inst#	Comm%	HS P/3W	Cancel Qty
RD	ABCO	N	05/03/11	O				0

Debit	Cost Item#	Tax	P/W	COST fee GP	UBT	Tot Pricing	Tot COGS
		Y	Y	26.20	EA	26.20	26.20

1-Comments

Hit RETURN to Exit

XXXXXX

HELP	OK/END	INSERT	DELETE	PREV PG	NEAT PG	INQUIRY	CANCEL	ON	Popup
------	--------	--------	--------	---------	---------	---------	--------	----	-------

start | Oracle - Microsoft Out... | CAMCO HOUSE | BASE 12 - jrs000011... | Microsoft Edge | DISB TN



# Detail Release Audit List

DEMO12INTEL - [05/02/2011-DEMO12-AUDIT.LIS (ING02011)

File Edit Settings Reset Jobs GUI Legend Functions Special Functions Help

Audit Listing for Specific Release

Release Number: 04141750001

Ln#	Audit Dt	Audit Time	Audit Oper	Audit Port	Transaction	
					Code	Desc
1.	05/03/11	03:16:20pm	SY	5972	OF	Order Entry/Work Order
2.	05/03/11	03:38:46pm	SY	5972	OM	Order Maint/Work Order Maint
3.	05/03/11	03:41:54pm	SY	5972	OM	Order Maint/Work Order Maint
4.	05/03/11	03:41:55pm	SY	5972	OPR	Order Print
5.	05/04/11	00:54:36am	SY	4024	OM	Order Maint/Work Order Maint
6.						
7.						
8.						
9.						
10.						

ENTER LINE# TO CHANGE,DELETE TO DELETE,0 TO ACCEPT

XXXXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	ON	Popup
------	--------	--------	---------	---------	---------	---------	--------	----	-------

start | Customer Receivables... | [D] Drive - Microsoft Out... | AutoTerm 012 - DEF... | Microsoft Exchange... | DEMO12INTEL - [05... | 8:00 AM



# Manual Order / Pharma Hold Maintenance

DEMO12UNTEL - [6] [92-DEMO12-MAN.ORD.HOLD.MAINT01251]

File Edit Settings Reset Tools GUI Legend Functions Legend Functions Help

Manual Order Hold Maintenance

Date Range: [ ] To [ ] Found: [ ]

Company Range: [01] To [01]

Sell Wtse Range: [ ] To [ ]

Customer Range: [ ] To [ ]

Reason Cd Range: [ ] To [ ]

Search Pattern: [ ]

Caution: If you make any changes and re-sort the detail lines before accepting, you WILL LOSE your changes.

Order#	Rel	Cust-Ref	Ord Dt	Value	Customer	Man Hid	Hold	Comments
1.	01141758	00101	05/03		12 UMC		Y 01	
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Enter Line# to Change, '0' to Accept or EDIT to Change Search Criteria

XXXXXXXX

Def Ord	Def Rel	Cust A/R	Ord Maint	Print	HEAT PG	INQUIRY	CANCEL	ON	Popup
HCLP	OKEND	INSERT	DELETE	PREV PG	HEAT PG	INQUIRY	CANCEL	ON	Popup

start | Customer Resources | [ ] | Microsoft PowerPoin...

Can also be removed through Order Maintenance



## Credit / Price Hold Review

	Credit	Hold/Price	Hold	Review
Releases on Credit Hold				<input type="text" value="0"/>
Releases on Price Hold				<input type="text" value="5"/>
Releases on Invoice Review Hold				<input type="text" value="0"/>
Orders on Credit Hold				<input type="text" value="0"/>
1.	Credit	Release	Maintenance	
2.	Release	Maintenance		
Enter Selection or 'END'				<input type="text" value="xx"/>



# Credit Hold Release Maintenance

Contextual Help

Enter Shift F7 for List of Orders or  
Enter F7 for List of Releases

DEMO12JINTEL - [01] 052-DEMO12-SSS CHAMMAIN 02111

File Edit Settings Reset Tools GUI Standard Functions Special Functions

Credit Hold Release Maintenance

Order# / Release# 01111758091

Customer#	UNMC	Internal#	90009	Customer Terms	01 NTT.30
Name	UNIVERSITY MEDICAL CENTER			Order Terms	01 N11.30
Address	ACCOUNTS PAYABLE/TRAVEL			Operator	SY
	400 BROADWAY AVE				
	NEW YORK CITY				
		NY	10016 1460		

Salesman	001	SY FERTIG	Last Payment Date	03/16/11
Credit Method	02		Last Payment Amount	4000.00
Credit Limit	50000		Sales Dollars YTD	154491.82
Credit Hold	N		Amount Paid YTD	198677.34
Net Balance	2773.52		Highest Credit	31823
Open Order \$	14815.51		Avg. Payment Days	18
In Picking \$	2967.38		Oldest Invoice Date	11/22/10
Total Amount	163.80		Amt. of Oldest Invoice	15.21
Invoice Comment	XXXXXXXXXXXXXXXXXXXXXXXXXXXX			
Hold Reason	ORD-AR OVFR LIMIT			

SUMAR	AR INQ	ORD INQ	Release	Cancel	Onlans					
HCLP	OREND	INSERT	LDDELETE	PREV PG	NEAT PG	INQUIRY	CANCEL	ON		Popup

Windows taskbar showing Start button, open applications (Mozilla Firefox, Microsoft Outlook, AccuTerm 012 - DEF...), and system tray with date/time (11:18 AM).



# Release Maintenance for Price Hold

DEMO12JINTEL - [0] 092-DEMO12-995 RMHDRJNF0101152

Life Ldt Settings Descr Jobs GUI Upgrade Functions Upgrade Functions Help

Release Maintenance

RM CG 01 TSII Medical Company WIISC

BILL TO CUSTOMER UMC

UNIVERSITY MEDICAL CENTER

ACCOUNTS PAYABLE/TRAFFIC

480 HINDENWAY AVE

NEW YORK CITY NY 10016-1460

7. SHIP DT 06/04/11

8. COMM % 9.90

9. AS OF DT

5. SALESMAN 001 SY FERTIG

6. SHIP VIA M UPS

7.11 NMS 01 NI 1.30

8. SPEC INS Office hours 9AM to 12PM

9. ORD SRC 01 CUSTOMER PHONE IN

10. CUST POW 01

11. M/RHT N

CONSIGNMENT N 12. RETURN DATE

Enter Line# to Change,DELETE to Delete,0 to Accept

\*\*\*\*\*

RELEASE #	Date	Wks	Terms	Customer #	Customer Name
01A00045000	02/01/11	001	01	2/10 NET	JR JULIENNE TEST
01A00045001	02/10/11	001	01	2/10 NET	UNIVERSITY MEDICAL
01A00045002	02/10/11	001	01	2/10 NET	UNIVERSITY MEDICAL
01A00045003	02/10/11	001	01	2/10 NET	UNIVERSITY MEDICAL
01A00045004	02/10/11	001	01	2/10 NET	UNIVERSITY MEDICAL
01A00045005	02/10/11	001	01	2/10 NET	UNIVERSITY MEDICAL
01107077000	01/09/09	001	04	CREDIT CAR	RACHMI CUST
01107093001	01/09/09	001	01	2/10 NET	GEA MEDICAL GROUP
01108040000	02/23/08	001	05	NET CREDIT	IDEAL DISTRIBUTION
01108040001	02/23/08	001	01	2/10 NET	IDEAL DISTRIBUTION
01108040002	02/23/08	001	02	NET CREDIT	IDEAL DISTRIBUTION
01108040003	02/23/08	001	04	CREDIT CAR	RACHMI CUST
01108040004	02/23/08	001	01	2/10 NET	IDEAL DISTRIBUTION
01108040005	02/23/08	001	02	NET CREDIT	IDEAL DISTRIBUTION
01108040006	02/23/08	001	04	CREDIT CAR	RACHMI CUST
01108040007	02/23/08	001	01	2/10 NET	IDEAL DISTRIBUTION
01108040008	02/23/08	001	02	NET CREDIT	IDEAL DISTRIBUTION
01108040009	02/23/08	001	04	CREDIT CAR	RACHMI CUST
01108040010	02/23/08	001	01	2/10 NET	IDEAL DISTRIBUTION
01108040011	02/23/08	001	02	NET CREDIT	IDEAL DISTRIBUTION
01108040012	02/23/08	001	04	CREDIT CAR	RACHMI CUST

Add OK Cancel

MDS INQ. AR INQ. INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL ON Popup

HELP OKEND

Windows taskbar: start, Carbonite Backup, iTunes, Microsoft Outlook, AccuTerm Q12, DEP, Visual Voicemail, DEMO12JINTEL - [0] 10:18 AM





# Run Releases In Pick GT Two Days Report

DAILY TN PICKING REPORT 09:02:20am 26 May 2011 PAGE 1

RELEASE....	ORD #	A.CUST.NO....	CUST.NAME.....	CUST.PO.NO.....	TOT.AMT.....	ORD DATE	REL DATE	SC	SHIP BR
01141464002	141464	002	MERCYCIND	MEDICAL ASSOCIATES OF	0	178.78	10/21/03	12/14/03	N 001
01141515001	141515	001	UMC	UNIVERSITY MEDICAL CENTER	4000072825	225.60	10/22/03	10/22/03	N 001
01141527001	141527	001	MERCYCJTA	MERCY CARE JOHNSON AVENUE	DR BANKS	91.37	10/22/03	10/22/03	N 001
01141528001	141528	001	MERCYCISA	MERCY CARE 2ND AVENUE	U	41.94	10/22/03	10/22/03	N 001
01141529001	141529	001	MERCYCEB	MERCY CARE BLAIRSFERRY	DR MACGILLIVRAY	202.11	10/22/03	10/22/03	N 001
01141533001	141533	001	MERCYCMAR	MERCY CARE MARION	DR BERTOCHE	113.04	10/22/03	10/22/03	N 001
01141534001	141534	001	MERCYCMAR	MERCY CARE MARION	DR FOX & BERTOCHE	20.05	10/22/03	10/22/03	N 001
01141535001	141535	001	MERCYCMAR	MERCY CARE MARION	DR ZAHN HOUSER	38.56	10/22/03	10/22/03	N 001
01141536001	141536	001	MERCYCMAR	MERCY CARE MARION	DR DEENEY	24.04	10/22/03	10/22/03	N 001
01141537001	141537	001	MERCYCMAR	MERCY CARE MARION	DR WILKINSON	5.99	10/22/03	10/22/03	N 001
01141538001	141538	001	MERCYCEB	MERCY CARE BLAIRSFERRY	DR KASNER	44.27	10/22/03	10/22/03	N 001
01141539001	141539	001	MERCYCEB	MERCY CARE BLAIRSFERRY	DRS KASNER & KOLBLISKA	193.92	10/22/03	10/22/03	N 001
01141540001	141540	001	MERCYCCR	MERCY CARE CEDAR RAPIDS	DR ALBERTS	154.50	10/22/03	10/22/03	N 001
01141540002	141540	002	MERCYCCR	MERCY CARE CEDAR RAPIDS	DR ALBERTS	94.76	10/22/03	12/14/03	N 001
01141541001	141541	001	MERCYCEB	MERCY CARE BLAIRSFERRY	LAD	07.04	10/22/03	10/22/03	N 001
01141542001	141542	001	MERCYCEB	MERCY CARE BLAIRSFERRY	DR HARMAN	75.43	10/22/03	10/22/03	N 001
01141544001	141544	001	MERCYCEB	MERCY CARE BLAIRSFERRY	DENISE	3.65	10/22/03	10/22/03	N 001
01141548001	141548	001	MERCYCJA	MERCY CARE JOHNSON AVENUE	DR ANDERSEN	4.16	10/22/03	10/22/03	N 001
01141549001	141549	001	MERCYCJA	MERCY CARE JOHNSON AVENUE	LAB	60.26	10/22/03	10/22/03	N 001
01141550001	141550	001	MERCYCJA	MERCY CARE JOHNSON AVENUE	X-RAY	11.95	10/22/03	10/22/03	N 001
01141551001	141551	001	MERCYCJA	MERCY CARE JOHNSON AVENUE	DR BROWNELL	4.94	10/22/03	10/22/03	N 001
01141555001	141555	001	UMC	UNIVERSITY MEDICAL CENTER	4000072999	1,455.00	10/24/03	10/28/03	N 001
01141620001	141620	001	NYU	NEW YORK UNIVERSITY	PYDA2002A	1,000.00	10/14/03	12/14/03	N 001
01141628001	141628	001	CHFMF	CHATTENHOEGS MTN HOSPITAL	123	13.00	10/14/03	10/14/03	N 001

**Runs in End of Day also**



## Drop Ship POs from Order Entry Errors

---

- SALES.ORD.NO not processed because it is on Credit Hold
- SALES.ORD.NO not processed because it is on Manual Hold
- SALES.ORD.NO not processed : Selling & Purchase U/M for Vendor not compatible
- SALES.ORD.NO not processed. Qty for Vendor does not meet MIN.PO Qty of NNNNN
- SALES.ORD.NO not processed, There is no open quantity
- SALES.ORD.NO not processed, A.PROD.NO cannot use Kit Masters as line items.
- NNNNNNNN not processed A.PROD.NO cannot enter a controlled drug item
- PO.NO for vendor does not meet vendor minimum purchase order of NNNNN.NN



## Verification Lot / Location Messages/Alerts

---

- Lot Information must be entered for Line NNN
  - Operator must enter lot information or reduce invoice qty
- Lot Invoiced does not match: NNN VS NNN screen)
  - Invoice qty from line screen doesn't match invoice qty from lot screen
- Cannot Invoice more than NNNN inventory
  - Trying to invoice more than is available in a location (Only operators with code IO are allowed to cause a negative location)



## Invoice Not Generated

---

- Shipping update didn't come up
  - Check if the release is on any hold
  - Remove from Credit / Price or Invoice Hold
  
- Ship Complete
  - The ship complete flag can be changed thru order maintenance



## Invoice Not Generated

- Invoice Complete
  - The invoice complete flag can be changed thru release preview

The screenshot displays a software interface with two overlapping windows. The background window is titled 'Release Preview' and contains the following information:

Ord	Release#	Order Dt	Ship Dt	Inv Comp	Ship Whse
01	141773	01	05/26/11	05/26/11	Y

Bill To:

UNIVERSITY MEDICAL CENTER  
ACCOUNTS PAYABLE/INVL  
100 PRYORWAY SW  
ALBANY NY 12207  
ALBANY NY 12207

Item Number	Description
1	1501
2	GAB5293
3	
4	
5	
6	
7	
8	
9	
10	
11	

Line# LND to exit, NLX) PG or PRLV) PG

The foreground window is titled 'Inquiry List' and contains the following menu items:

- BACKORDER
- REMOVE INVOICE COMPLETE
- REDISPLAY
- NEXT RELEASE
- REMOVE SHIP COMPLETE
- END

Buttons: Add, OK, Cancel



# End Of Day (Process) – Check Status

cod.pdf Adobe Reader

11:06:05am 04 May 2011 2098 1

PRINT: AUDIT CDR PROCESS START.TIME FINISH.TIME START.DATE FINISH.DATE

CDR	PROCESS	START.TIME	FINISH.TIME	START.DATE	FINISH.DATE
04809	01 EOD	03:29:17pm	03:30:48pm	11/23/10	11/23/10
04800	01 EOD	11:00:49am	11:07:37am	09/30/10	09/30/10
04807	01 EOD	11:05:12am	11:06:10am	09/30/10	09/30/10
04806	01 EOD	03:30:59pm	03:40:17pm	09/24/10	09/24/10
04805	01 EOD	10:24:33am	10:25:47am	07/12/10	07/12/10
04804	01 EOD	03:39:22pm	03:41:40pm	07/09/10	07/09/10
04803	01 EOD	03:31:16pm	03:33:37pm	07/09/10	07/09/10
04802	01 EOD	03:27:16pm	03:28:27pm	07/09/10	07/09/10
04801	01 EOD	03:50:39pm	03:51:52pm	02/04/10	02/04/10
04800	01 EOD	03:49:56am	03:51:55am	10/22/09	10/22/09
04799	01 EOD	12:54:39pm	12:55:15pm	10/12/09	10/12/09
04798	01 EOD	02:46:26pm	02:47:19pm	09/30/09	09/30/09
04797	01 EOD	10:56:09am	10:57:04am	04/30/09	04/30/09
04796	01 EOD	03:57:49pm	03:59:20pm	01/19/09	01/19/09
04795	01 EOD	02:24:38pm	02:25:37pm	12/08/08	12/08/08
04794	01 EOD	11:56:50am	11:57:48am	10/08/08	10/08/08
04793	01 EOD	01:52:56pm	01:54:44pm	09/05/08	09/05/08
04792	01 EOD	06:11:48pm	06:12:44pm	08/11/08	08/11/08
04791	01 EOD	02:27:53pm	02:29:24pm	05/29/08	05/29/08
04790	01 EOD	11:01:13am		03/28/08	
04784	01 EOD	03:27:40pm	03:48:49pm	06/04/07	06/04/07
04783	01 EOD	03:13:18pm	03:13:45pm	04/23/07	04/23/07
04782	01 EOD	02:25:22pm	02:27:00pm	07/03/06	07/03/06
04781	01 EOD	01:16:10pm	01:17:05pm	01/10/06	01/10/06
04779	01 EOD	06:21:05pm	06:22:36pm	11/03/04	11/03/04
04778	01 EOD	03:42:16pm	03:43:47pm	07/27/04	07/27/04
04777	01 EOD	01:37:39pm	01:38:05pm	03/30/04	03/30/04
04776	01 EOD	01:35:42pm	01:36:34pm	03/30/04	03/30/04
04775	01 EOD	02:20:51pm	02:22:09pm	01/14/04	01/14/04
04770	01 EOD	11:50:07am	11:51:32am	09/24/03	09/24/03
04772	01 EOD	11:40:10am		09/24/03	
04771	01 EOD	11:39:12am		09/24/03	
04770	01 EOD	11:18:39am		09/24/03	
04769	01 EOD	11:17:49am		09/24/03	

Inquiry List

settings Help

ACCEPTABLE VALUES :

- 1 ALL Processes
- 2 A/R EOM
- 3 End of Day
- 4 Sales EOM
- 5 A/R EOM
- 6 Sales EOM

Add OK Cancel

11:06:05am 04 May 2011 2098 1

start | ERM-HOST | Sales - Mar... | AccTerm 20... | Problems... | DBHO, 11:31... | PAGE 10 | Mr Downman | cod.pdf - Ad... | 11:07 AM







## End of Day Process

BASE 12 - jrs00011.hmc.com-BASE 12-EOJ.MENU

File Edit Settings Reset Jobs GUI Upgrade Actions Upgrade Actions Help

**END OF DAY JOBSTREAM**

Logged on Users:

	User:	Port:	On Since:	Host:
1	tonz	pls/2	May 04 07:48	(host43)
2	tonz	pts/1	May 04 07:48	(host43)
3	tonz	pts/8	May 04 11:51	(host43)
4	juli	pls/4	May 04 07:58	(host66)
5	lkrause	pls/7	May 04 09:13	(host58)
6	benj1	pts/12	May 04 09:55	(host63)

If you are updating your G/L on a weekly basis please indicate if this is the End of the Week for G/L Update purposes.

1. Enter Invoice Date or CANCEL : 05/04/11  
2. Do you want to Age Receivables (Y/N)? : Y  
3. Run Backup after EOD (Y/N)? : N  
4. Start Now or Sleep (Y/N)? : Y  
Enter Start Time in 24 Hour format :  
5. Clear Order Entry Locks (Y/N)? : Y  
6. Is this the End of Week (Y/N)? : Y

HELP CONTACTS MAINT DBL I EXECBNO REPORTS CAPT OFF VIEW CRM.MENU VRML.MENU  
OKEND INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL ON Popup

start Customer Receivables... D:\... Microsoft Out... AccuTerm 012 DEF... jrs00011.hmc.com... DB10:12:31TEL |... BASE 12 - jrs00011.hmc.com... 12:11 PM

This will run the tape backup procedure after the end of day completes

**NOTE: It is recommended to run a backup every day**





# End of Day Process

**END OF DAY JOBSTREAM**

Logged on Users:

	User:	Port:	On Since:	Host:
1	tomz	pls/2	May 04 07:48	(host43)
2	tomz	pts/1	May 04 07:48	(host43)
3	tomz	pts/8	May 04 11:51	(host43)
4	juli	pls/4	May 04 07:58	(host66)
5	lkrause	pls/7	May 04 09:13	(host58)
6	benjt	pts/12	May 04 09:55	(host63)

If you are updating your G/L on a weekly basis please indicate if this is the End of the Week for G/L Update purposes.

1. Enter Invoice Date or CANCEL : 05/04/11  
2. Do you want to Age Receivables (Y/N)? : Y  
3. Run Backup after FOD (Y/N)? : N  
4. Start Now or Sleep (Y/N)? : Y  
Enter Start Time in 24 Hour format :  
5. Clear Order Entry Locks (Y/N)? : Y  
6. Is this the End of Week (Y/N)? : Y

HELP CONTACTS MAINT DBL I EXECRD REPORTS CAPT OFE VIEW CRM/MFII VRM/MFMI  
OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL ON Popup

start Customer Reporting... D:\tools - Microsoft Out... AccuTerm 012 - DEF... visulnet\volapt... DBM10.1231TEL |... JANE.L2 - jrs00066.t... 12:11 PM

**This will clear any locks set by users aborting during system updates - this should only be run if advised by TSH support personnel**





# View End of Day Reports for Errors

BASE 12 - jsp00011.htm.com-BASE 12-SSS.REPORT.MASTER(2251)

File Edit Settings Reset Jobs GUI Legend Functions Legend Functions Help

Report Master - Report Summary CAPTURED

Line: EOD Archive:

Count: 2610

#	Report Name	Date	Time	Size	St
1.	EOD.Open.Outways.Report	05/04/11	11:57:13am	48573	
2.	Open.Receivrs.Report.001	05/04/11	11:57:10am	9558	
3.	Open.Receivrs.Report.007	05/04/11	11:57:10am	616	
4.	Open.Receivrs.Report.001	05/04/11	11:57:07am	37476	
5.	End.of.Day.Summary.Report	05/04/11	11:16:15am	3158	
6.	Items.Below.Cost.Report	05/04/11	11:16:15am	265	
7.	Price.Override.Report	05/04/11	11:16:15am	1270	
8.	Cumulative.Lnral.Report	05/04/11	11:16:11am	859	
9.	Daily.Control.Total	05/04/11	11:16:10am	2436	
10.	Daily.Invoice.Register	05/04/11	11:16:10am	5255	
11.	Daily.in.Picking.Report	05/04/11	11:16:04am	175121	
12.	Credit.Hold.Release.Report	05/04/11	11:16:02am	28032	
13.	Credit.Hold.Report	05/04/11	11:16:00am	4338	
14.	Daily.Invoice.Partial.Pay.Listing	05/04/11	11:15:56am	19	
15.	Nonstock.Price.Hold.Report	05/04/11	11:15:56am	250	

Enter Line# to View, DELETE to Delete or END

XXXXXXXXXX

Select	Unselect	Print	Commit/Save	Copy	Find	Fax	Email	Print PR	Del Ranna	
HELP	OKEND	INSERT	DELETE	PREV PG	NEAT PG	INQUIRY	CANCEL	ON		Popup

start | California Reporting... | D:\... | AccuTerm Q12 - DEF... | vrsk\at\at.apr | D:\10\_123\FEL | 3ACC\_12 - jsp00011... | 12:15 PM



# EOD Release Processing Error Report

BASE 11 - jrs00001.hmc.com-BASE 11-SSS.REPORT.MASTER(2251)

File Edit Settings Reset Tools GUI Upgrade Actions Upgrade Actions Help

Report: Master - Report: Summary: CAPTURED

User: EOD Archive:

Count: 2610

#	Report Name	Date	Time	Size	St
15.	Price Hold Report	05/04/11	11:15:56am	161807	
17.	Batch Invoice Print	05/04/11	11:15:21am	362582	
18.	Warranty Update Error Report	05/04/11	11:14:22am	5195	
19.	Release Processing Error Report	05/04/11	11:14:21am	15	



```
BY ERRCNT WITH TYPE = "RE" ERRCNT TYPE 1 2 3 4 5 6 7 8 LPTR 06:29:27am 28 Apr 2011 PAGE 1
.. ERRCNT TYPE. MAIN.ID..... CUST NO. ITEM ID..... FILE..... MESSAGE..... PROGRAM.....

10791 RE      01124299002   101106           20000   SHIP.RATE NO SHIP RATE      RE.FREIGHT01(
                                FOR S.METHOD 20
                                SHZONE 000

10792 RE      01124324002   100983           20000   SHIP.RATE NO SHIP RATE      RE.FREIGHT01(
                                FOR S.METHOD 20
                                SHZONE 000

10793 RE      01124308002   100664           20000   SHIP.RATE NO SHIP RATE      RE.FREIGHT01(
                                FOR S.METHOD 20
                                SHZONE 000
```



# EOD Order Allocation Error Report

BASE 12 - j8000011.hmc.com-BASE 12-SSS.REPORT.MASTER(2251)

File Edit Settings Reset Jobs GUI Legend Functions Legend Functions Help

Report Master - Report Summary CAPTURED

Line: EOD Archives

Count: 2610

#	Report Name	Date	Time	Size	St
15.	Price Hold Report	05/04/11	11:15:06am	161837	
17.	Batch Invoice Print	05/04/11	11:15:21am	362582	
18.	Warranty Update Error Report	05/04/11	11:14:22am	5199	
19.	Release Processing Error Report	05/04/11	11:14:21am	19	
20.	Release Processing Error Report	05/04/11	11:14:21am	19	
21.	EOD Batch Order Print	05/04/11	11:14:12am	39610	

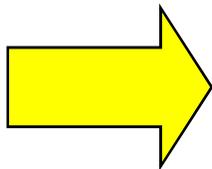
06:29:23am 28 Apr 2011 ORDER ALLOCATION ERROR REPORT

PROGRAM	ERROR MESSAGE
MDS.BP ALLOCATE9	NO ITEMS IN ALLOC FILE TO ALLOCATE AVAILABILITY
MDS.BP ALLOC010	CANNOT READ ORDER: 01123874
MDS.BP ALLOC010	CANNOT READ ORDER: 01123874

start Internet Explorer Inbox My Recent... AccuTerm 200 Windows Explorer My Documents Microsoft Power...



# Errors Ending in GLA



BASE 22 - jsp000011.hmc.com-BASE 22-SSS.REPORT.MASTER022511

File Edit Settings Reset Look GUI Standard Functions Special Functions Help

Report: Master - Report Summary CAPTURED

Line: EOU Archives:

Count: 2610

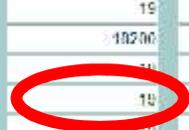
#	Report Name	Date	Time	Size	St
31.	Daily Update GI6	05/04/11	11:02:22am	200	
32.	Daily Update GI1	05/04/11	11:02:21am	299	
33.	Daily Update GI2	05/04/11	11:02:21am	299	
34.	Daily Update GI3	05/04/11	11:02:21am	299	
35.	Daily Update GI4	05/04/11	11:02:21am	299	
36.	Error Report..Inventory Transfers R Update to GLA	05/04/11	11:02:20am	19	
37.	Error Report..Inventory Adjustments Update to GLA	05/04/11	11:02:18am	10200	
38.	Error Report..INVOICE Cost of Goods Update to GLA	05/04/11	11:02:11am	19	
39.	Error Report..Update of INVOICE Def Sales to GLA	05/04/11	11:02:11am	19	
40.	Error Report..Cost of Goods Update to GLA	05/04/11	11:02:09am	19	
41.	Error Report..Update of Sales 1 to GLA	05/04/11	11:02:09am	1603	
42.	Error Report..AR Cash Update to GLA	05/04/11	11:02:08am	3531	
43.	Error Report..Invoice Update	05/04/11	11:02:08am	2487	
44.	Error Report..NON AR Cash Update to GLA	05/04/11	11:02:08am	19	
45.	Invoice Update Error Report	05/04/11	11:02:07am	1157	

Enter Lines to View; DELETE to Delete or END

XXXXXXXXXXXX

Select Unselect Print Commit/Save Copy Exit Fax FMail pdf / PR Del Range Popup  
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL ON

12:16 PM



GLA errors size 19 no items present



# Errors Ending in GLA

BASE 22 - jsp000011.hmc.com-BASE 22-SSS.REPORT.MASTER022511

File Edit Settings Reset Look GUI Standard Functions Special Functions Help

Report: Master - Report Summary CAPTURED

Line: EOU Archives

Count: 2610

Correct before End of Month

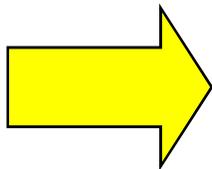
#	Report Name	Date	Time	Size	St
31.	Daily Update GI6	05/04/11	11:02:22am	209	
32.	Daily Update GI1	05/04/11	11:02:21am	299	
33.	Daily Update GI2	05/04/11	11:02:21am	299	
34.	Daily Update GI3	05/04/11	11:02:21am	299	
35.	Daily Update GI4	05/04/11	11:02:21am	299	
36.	Error Report..Inventory Transfers R Update to GLA	05/04/11	11:02:20am	19	
37.	Error Report..Inventory Adjustments Update to GLA	05/04/11	11:02:18am	10200	
38.	Error Report..INVOICE Cost of Goods Update to GLA	05/04/11	11:02:11am	19	
39.	Error Report..Update of INVOICE Def Sales to GLA	05/04/11	11:02:11am	19	
40.	Error Report..Cost of Goods Update to GLA	05/04/11	11:02:09am	19	
41.	Error Report..Update of Sales to GLA	05/04/11	11:02:09am	1603	
42.	Error Report..AR Cash Update to GLA	05/04/11	11:02:08am	3531	
43.	Error Report..Invoice Update	05/04/11	11:02:08am	2487	
44.	Error Report..NON AR Cash Update to GLA	05/04/11	11:02:08am	19	
45.	Invoice Update Error Report	05/04/11	11:02:07am	1157	

Enter Lines to View; DELETE to Delete or END

XXXXXXXXXXXX

Select Unselect Print Commit User Copy Fax Fax FMail pdf / PR Del Range Popup  
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL ON

12:16 PM



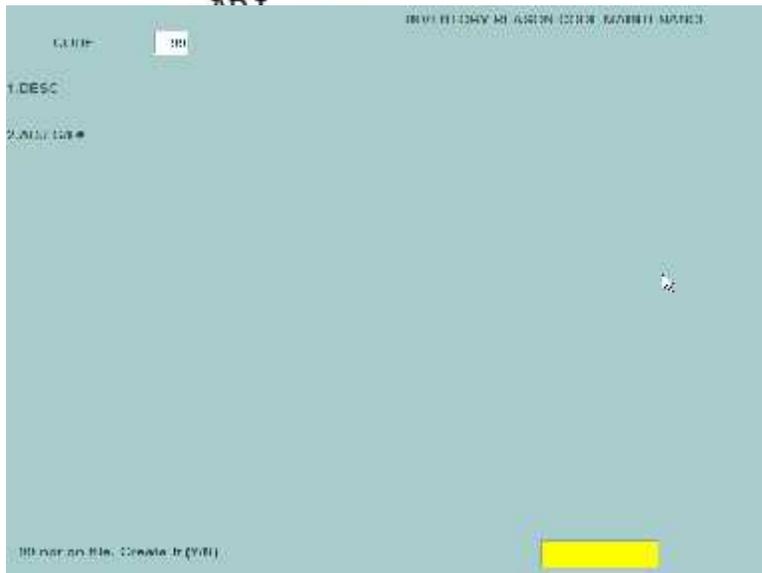
GLA errors size 19 no items present



## GLA Errors Missing from File

SORT ERR = "[UGL.INV.ADJ]" 1 2 3 4 5 LPTR 03:21:51pm 24 May 2011 PAGE 1  
ERR..... MAIN.ID..... CUST NO. ITEM ID..... FILE..... MESSAGE.....

100UGL.INV	38239	99	INV.RSN.CODE	CAN'T READ
.ADJ				RECORD
101UGL.INV	38241	99	INV.RSN.CODE	CAN'T READ
.ADJ				RECORD
		99	INV.RSN.CODE	CAN'T READ
				RECORD
		99	INV.RSN.CODE	CAN'T READ
				RECORD
		99	INV.RSN.CODE	CAN'T READ
				RECORD



**Record missing from file**



## GLA Errors Bad GL Number

16UGLA	INV01A00124	FRD
17UGLA	INV01A00169	FRD
18UGLA	INV01A00180	FRD

Manufacturers Code: INV  
Description: FCST  
GL Number: [Redacted]  
Default Balance: 0.00

WITH CARE TO CHANGE DELTY TO DELETE TO ACCEPT

HELP OK F5 F6 F7 F8 F9 F10 F11 F12 ESC

ES	CHARGE GL
MISC.CHG.COD	INVALID MISC
ES	CHARGE GL
MISC.CHG.COD	INVALID MISC
ES	CHARGE GL
MISC.CHG.COD	INVALID MISC
ES	CHARGE GL
TAX.RATE	INVALID TAX GL
MISC.CHG.COD	INVALID MISC
ES	CHARGE GL
TAX.RATE	INVALID TAX GL
TAX.RATE	INVALID TAX GL
TAX.RATE	INVALID TAX GL

**Bad or missing GL number in file**



# Invoice Update Error Report



SORT INVOICE.ERROR LPTR 11:51:16am 25 May 2011 PAGE 1

INVOICE.ERROR OPER.REF ERROR.....

01133052001 SY1 01133052001 has Product# 100381 which is not on the PROD.MAST file.  
01139271001 01139271001 has Product# 101316 which is not on the PROD.MAST file.  
01144795001 SY1 01144795001 already invoiced on 504079, skipped.  
01147360001 SY1 01147360001 can't read Terms 09 in TERMS file.

4 records listed.

43.	Error Report..Invoice Update	05/04/11	11:02:08am	2487
44.	Error Report..NONLAR.Cash.Update to GLA	05/04/11	11:02:08am	19
45.	Invoice Update..Error Report	05/04/11	11:02:07am	1157

Enter Lines to View; DELETE to Delete or END

XXXXXXXXXXXX

Select Unselect Print Commit/Save Copy Exit Find FMail Print/PR Del Range Popup  
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL ON

**This report is also generated after each invoice update**



## Inventory

- Inventory availability wrong
  - Qty stuck in pick / on backorder
  - Qty stuck on vendor on order
- Lot / location out of balance with total on hand

Account:42 BASE.12    Port:042 Menu:PRODUCTS.FIX    Capture:On

Product    Fix    Programs

1. Rebuild B/O and I/P Qtys
2. Rebuild Open PO Qtys
3. Rebuild ITEM.PO File
4. Rebuild Purchase Intransit Qtys
5. Rebuild Cust Open Order/In Pick Values
6. Rebuild Lot Actual Picked Quantities
7. Rebuild Production Qtys
8. Rebuild PLINE.XREF File
9. Rebuild PROD DET Transfer



## Accounts Receivable Locks

---

- Cash Receipts Batch Locked
- Cash Receipts Being Applied on Another Port





## Accounts Receivable Month End

- Open Batch Listing
- Daily Cash Receipts Journal
- Daily Adjustment Listing

Account:42 BASE.12 Port:042 Menu:AR.DAILY.REPORTS Capture:On

Accounts    Receivable    Daily    Reports    Selector

1. Daily Cash Receipts Journal
2. Daily Adjustment Journal
3. Open Batch Listing
4. Credit Authorization Log Report
5. Daily Partial Payment Listing
6. Daily Charge Back Print

**Run and update daily reports before the end of month**



## Recap

---

- Order Entry Alerts / Holds
- Invoicing Holds
- Drop Ship Purchase Order Creation Alerts
- End of Day Process
- End of Day Error Reports
- Inventory Out of Balance
- Accounts Receivable Locks
- Accounts Receivable End of Month

