

# MDS Order Entry Reports Training Guide



**Order Entry Reports Training Guide**

The following training guide is a quick start guide for Order Entry Reports.

**Overview**

Order Entry Reports provide an audit trail of open orders, as well as highlighting exceptions for management attention and providing a status of all orders currently open.

**Notes:**

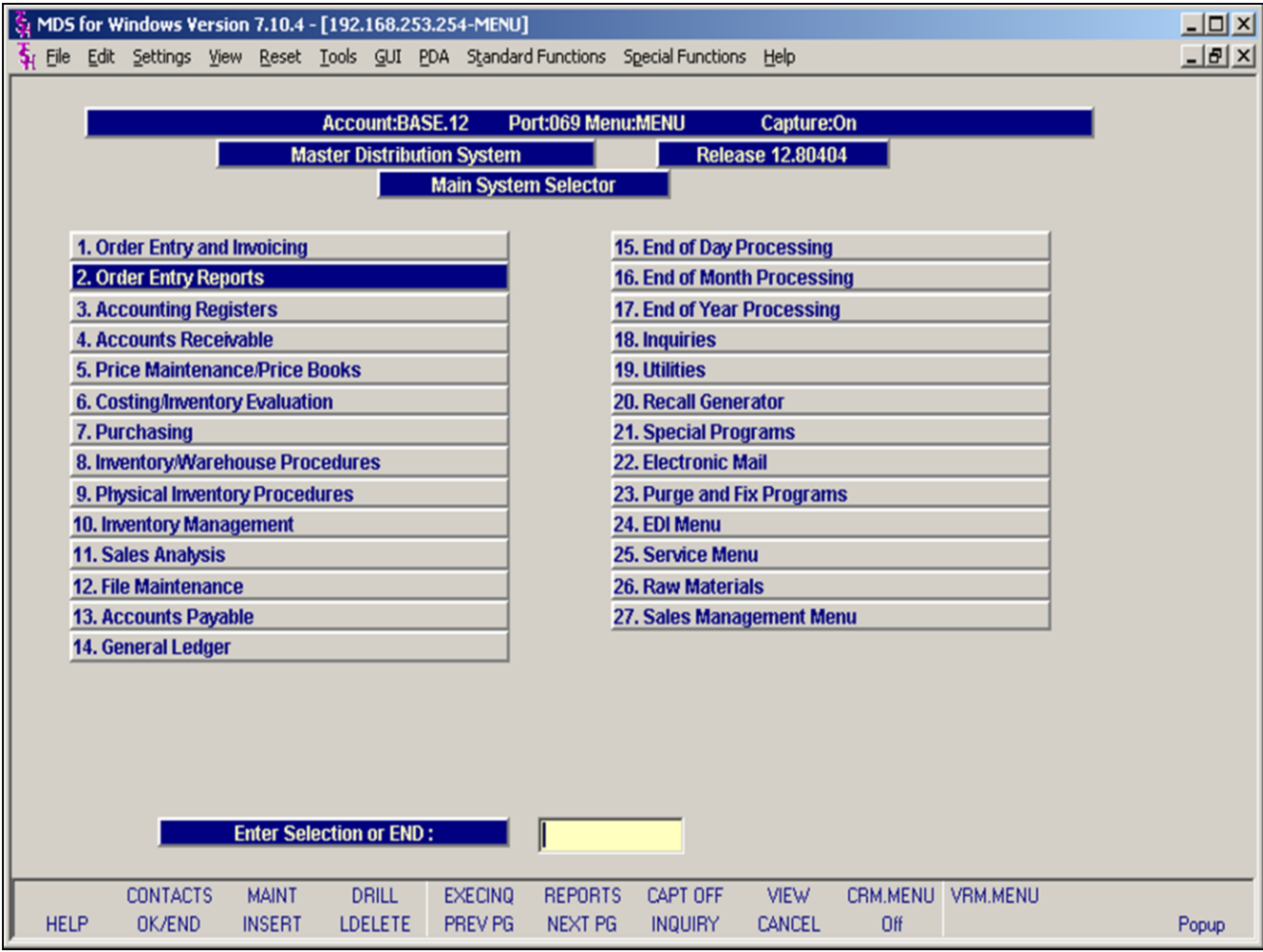
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**Main Menu**

**Order Entry Reports can be found on the Main System Selector**

**Notes:**

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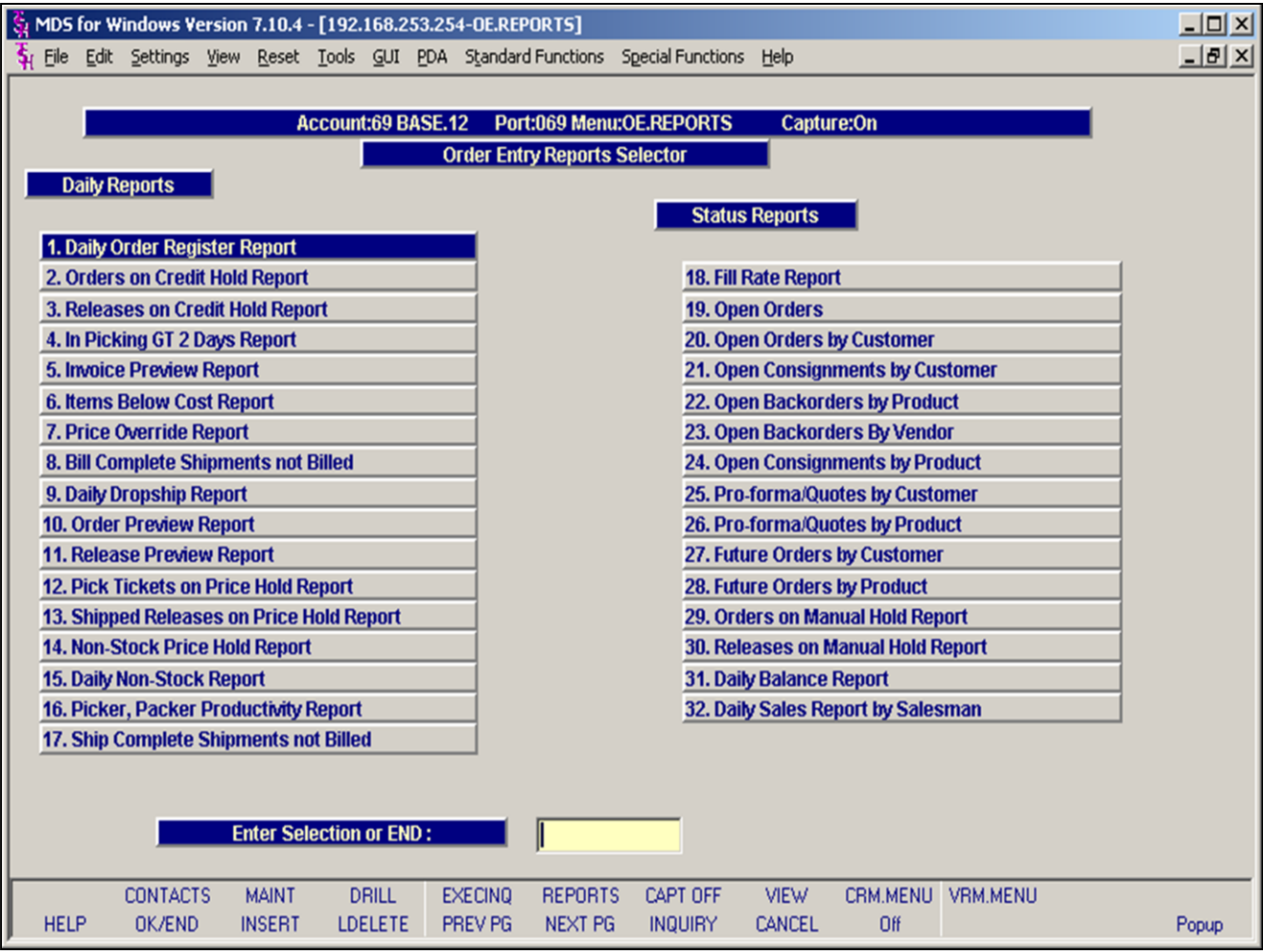
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**Order Entry Reports Menu – Daily Reports**

The Order Entry Reports Menu provides daily and status reports for order entry related procedures.

**Notes:**

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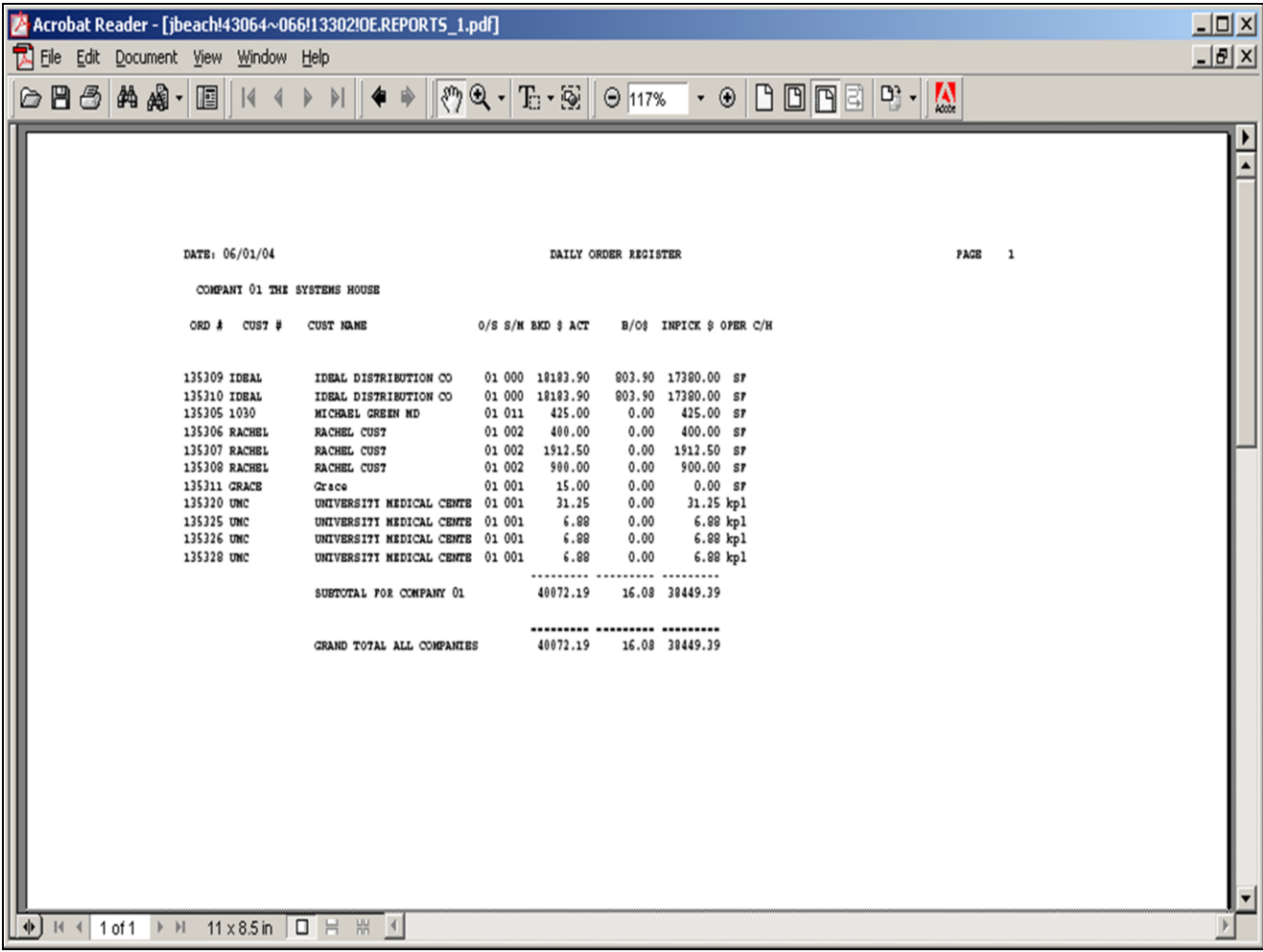
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**Daily Order Register Report**

A sequential log of all orders entered for the day showing customer, order amount, shippable amount, and backorder dollars.

***This report should be run before the end of day because the file is cleared during the end of day jobstream.***

**Date**

In this field the operator has the choice of selecting 'All Dates', 'Date Range' or 'Specific Date'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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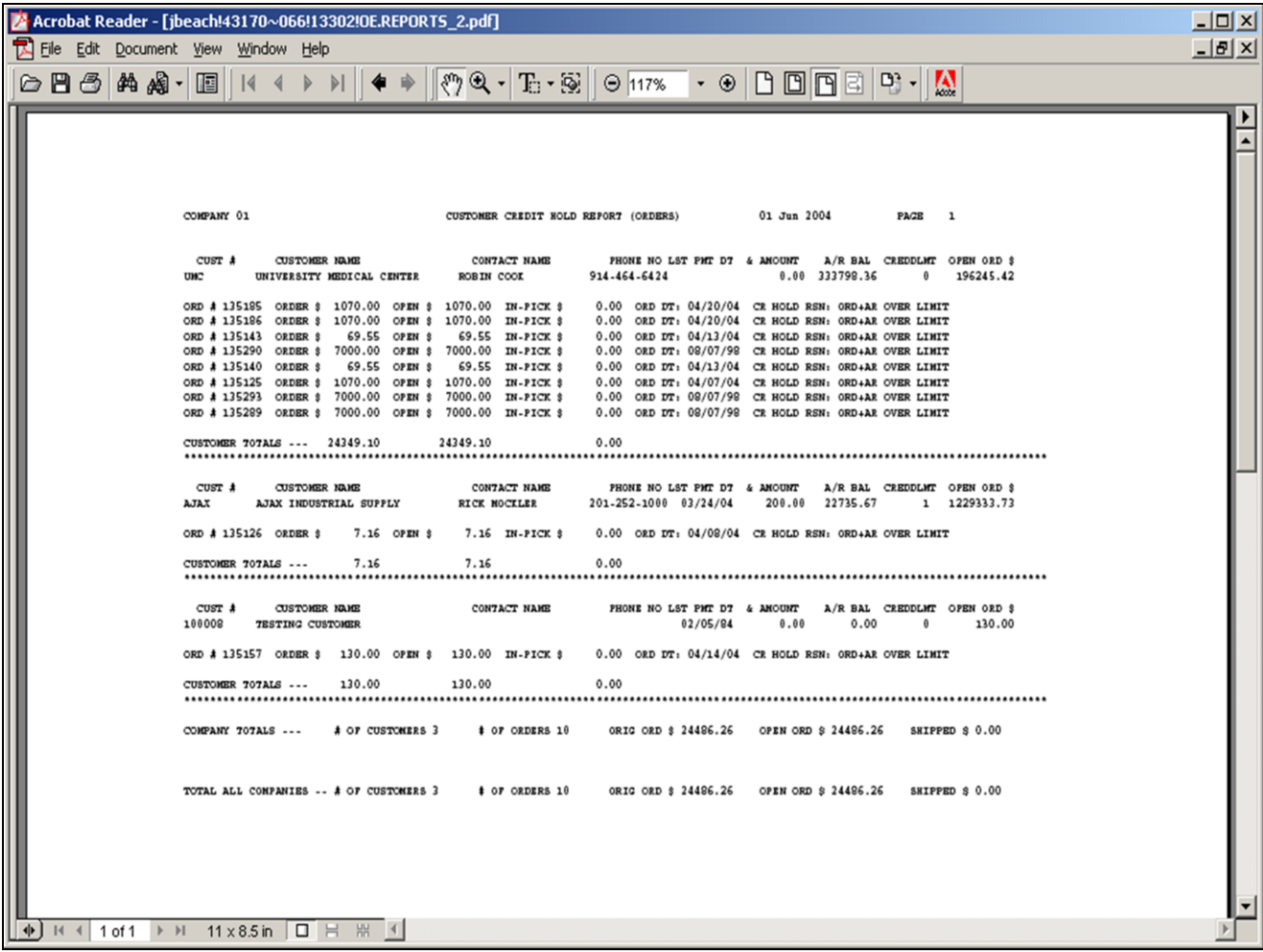
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**Orders on Credit Hold Report**

A list of all orders on credit hold awaiting the review of the credit department. The credit release maintenance procedure allows these orders to be released or canceled.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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DAILY IN PICKING REPORT 10:40:28am 29 Jun 2004 PAGE 1

RELEASE.....	ORD #	A.CUST.NO....	CUST.NAME.....	CUST.FO.NO.....	TOT.AMT.....	ORIG ORD DATE	REL.DATE	SHIP.COMP	
01132563001	132563	001	MERCYMCC	MERCY MEDICAL CENTER	THERESA	33.00	10/02/03	N	
01132688001	132688	001	FELLAEN	KESLER REHAB GROUP	61900	19.50	10/04/03	N	
01141515001	141515	001	UMC	UNIVERSITY MEDICAL CENTER	4000072825	225.60	06/18/04	06/18/04	N
01141527001	141527	001	MERCYCJA	MERCY CARE JOHNSON AVENUE DR BANIS		91.37	06/18/04	06/18/04	N
01141528001	141528	001	MERCYCXA	MERCY CARE 2ND AVENUE	0	41.94	06/18/04	06/18/04	N
01141529001	141529	001	MERCYCB	MERCY CARE ELAIRSFERRY	DR MAOZILLIVART	202.11	06/18/04	06/18/04	N
01141533001	141533	001	MERCYCAR	MERCY CARE MARION	DR BERTOCHE	113.04	06/18/04	06/18/04	N
01141534001	141534	001	MERCYCAR	MERCY CARE MARION	DR FOX & BERTOCHE	20.65	06/18/04	06/18/04	N
01141535001	141535	001	MERCYCAR	MERCY CARE MARION	DR ZAHN-HOUSER	38.56	06/18/04	06/18/04	N
01141536001	141536	001	MERCYCAR	MERCY CARE MARION	DR DENNEY	24.04	06/18/04	06/18/04	N
01141537001	141537	001	MERCYCAR	MERCY CARE MARION	DR WILKINSON	5.99	06/18/04	06/18/04	N
01141538001	141538	001	MERCYCB	MERCY CARE ELAIRSFERRY	DR KASNER	44.27	06/18/04	06/18/04	N
01141539001	141539	001	MERCYCB	MERCY CARE ELAIRSFERRY	DRS KASNER & KOLBLISKA	193.92	06/18/04	06/18/04	N
01141540001	141540	001	MERCYOCR	MERCY CARE CEDAR RAPIDS	DR ALBERTS	154.50	06/18/04	06/18/04	N
01141541001	141541	001	MERCYCB	MERCY CARE ELAIRSFERRY	LAB	87.84	06/18/04	06/18/04	N
01141542001	141542	001	MERCYCB	MERCY CARE ELAIRSFERRY	DR HANMAN	75.43	06/18/04	06/18/04	N
01141544001	141544	001	MERCYCB	MERCY CARE ELAIRSFERRY	DEWISE	3.65	06/18/04	06/18/04	N
01141548001	141548	001	MERCYCJA	MERCY CARE JOHNSON AVENUE DR ANDERSEN		4.16	06/18/04	06/18/04	N
01141549001	141549	001	MERCYCJA	MERCY CARE JOHNSON AVENUE LAB		60.26	06/18/04	06/18/04	N
01141550001	141550	001	MERCYCJA	MERCY CARE JOHNSON AVENUE I-RAT		11.95	06/18/04	06/18/04	N
01141551001	141551	001	MERCYCJA	MERCY CARE JOHNSON AVENUE DR BROWNELL		4.94	06/18/04	06/18/04	N
01141555001	141555	001	UMC	UNIVERSITY MEDICAL CENTER	4000072999	1,455.00	06/20/04	06/24/04	N

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**In Picking Greater than 2 Days Report**

A listing of each release for which a picking document has been created more than two days ago, but which has not been verified as shipped. This report is used to review the performance of the warehouse, and insure that all releases are invoiced.

**Date**

In this field the operator has the choice of selecting 'All Dates', 'Date Range' or 'Specific Date'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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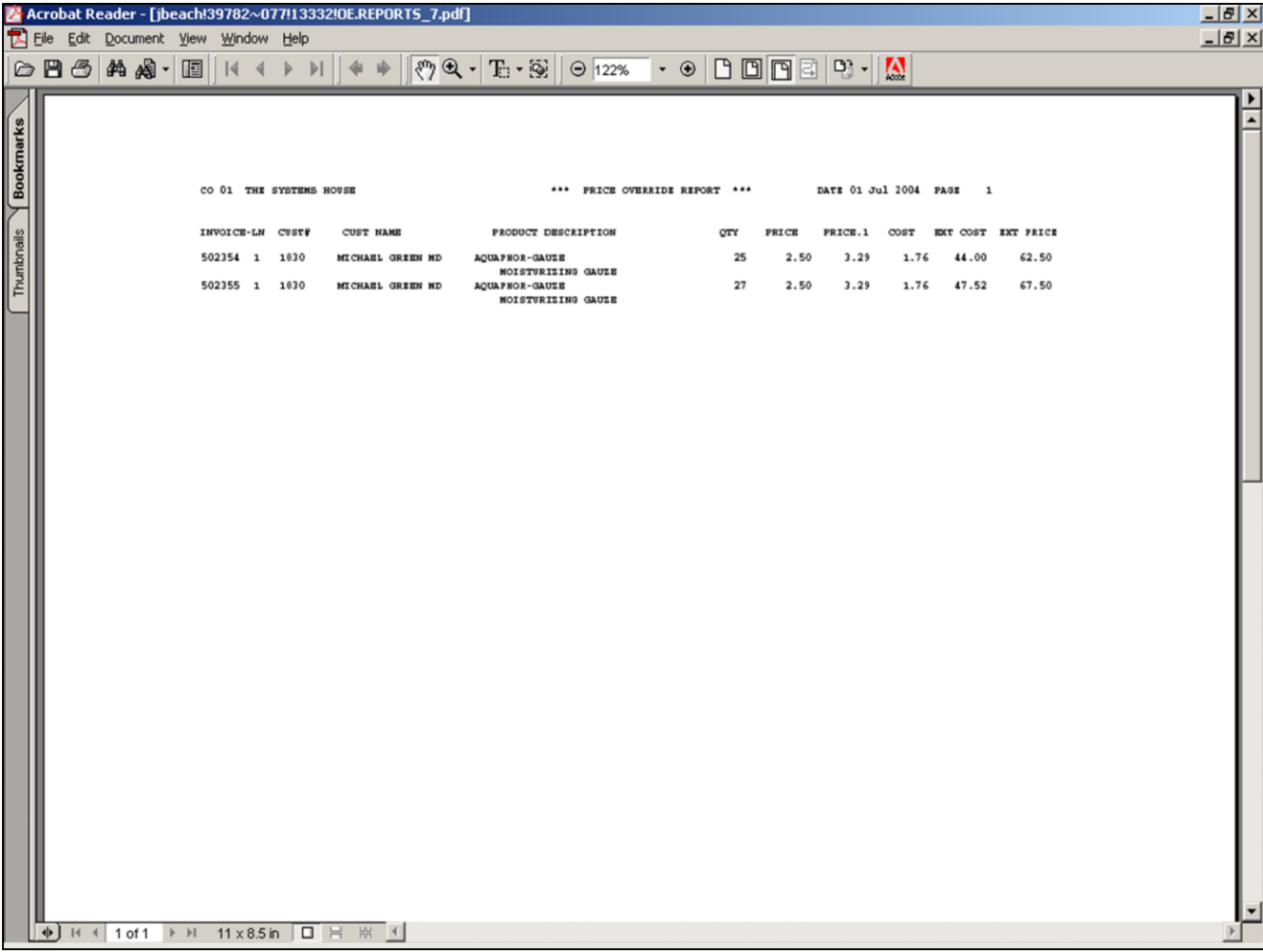


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**Price Override Report**

Provides an audit trail of all prices overridden for the day.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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The screenshot shows a PDF document in Acrobat Reader. The document content is as follows:

ORDER REL	CUSTOMER #	CUSTOMER NAME	SHIP DATE	TOTAL AMT
133342	001 AJAX	AJAX INDUSTRIAL SUPPLY	06/11/03	9.50
***				19.00
133451	001 AJAX	AJAX INDUSTRIAL SUPPLY	06/20/03	9.50
***				29.00
133481	001 AJAX	AJAX INDUSTRIAL SUPPLY	06/24/03	10.00
***				41.84
133785	001 UMC	UNIVERSITY MEDICAL CENTER	05/01/03	12.84
***				487.90
134872	001 RACHEL	RACHEL CUST	02/26/04	446.06
				487.90

**Bill Complete Shipments not Billed**

This report lists all releases that have the bill complete flag set to 'Y' but have not yet been billed.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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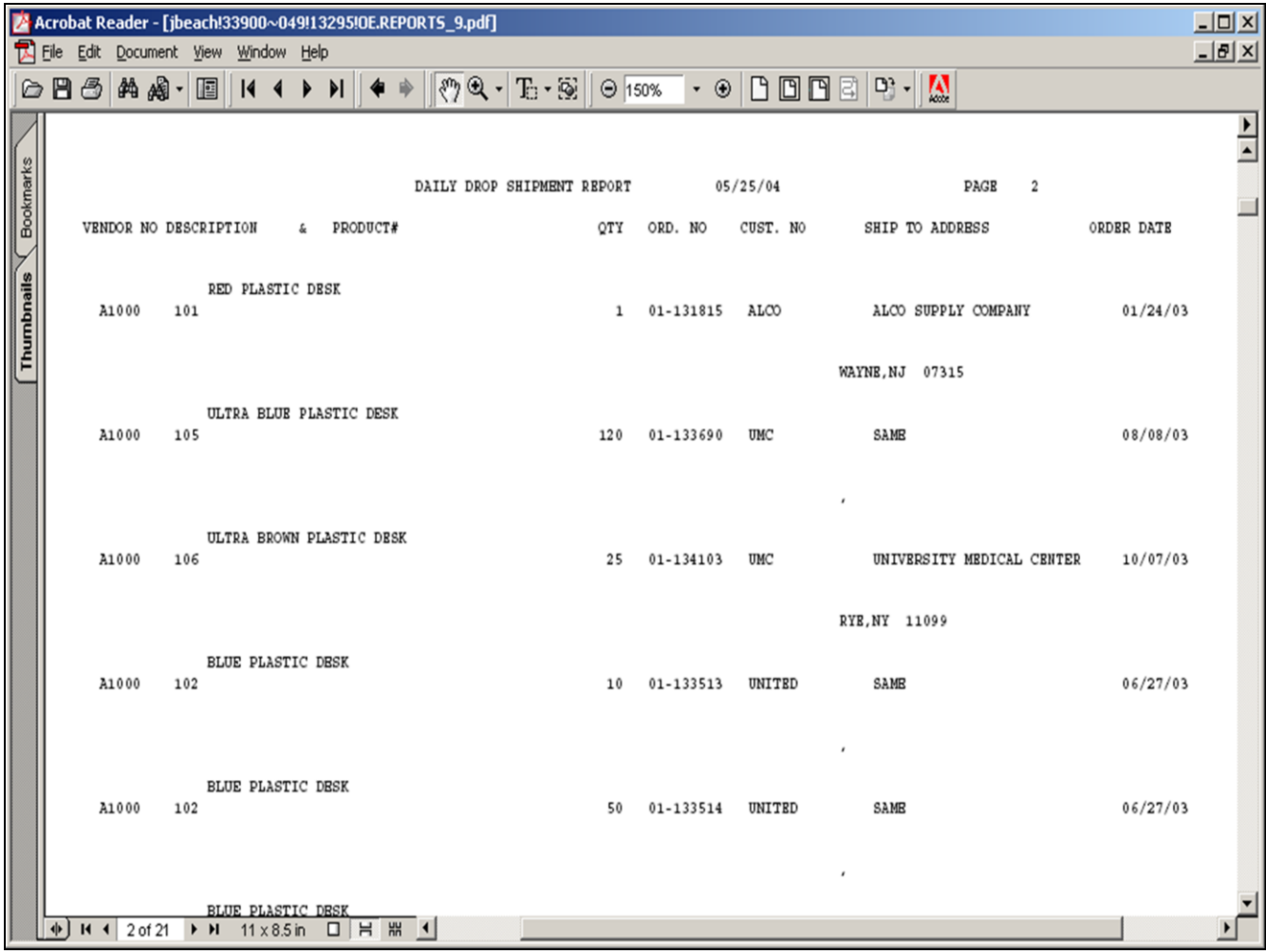
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**Daily Dropship Report**

A daily listing of all drop ship orders by vendor, to serve as an expediting trail for the purchasing department.

**Date**

In this field the operator has the choice of selecting 'All Dates', 'Date Range' or 'Specific Date'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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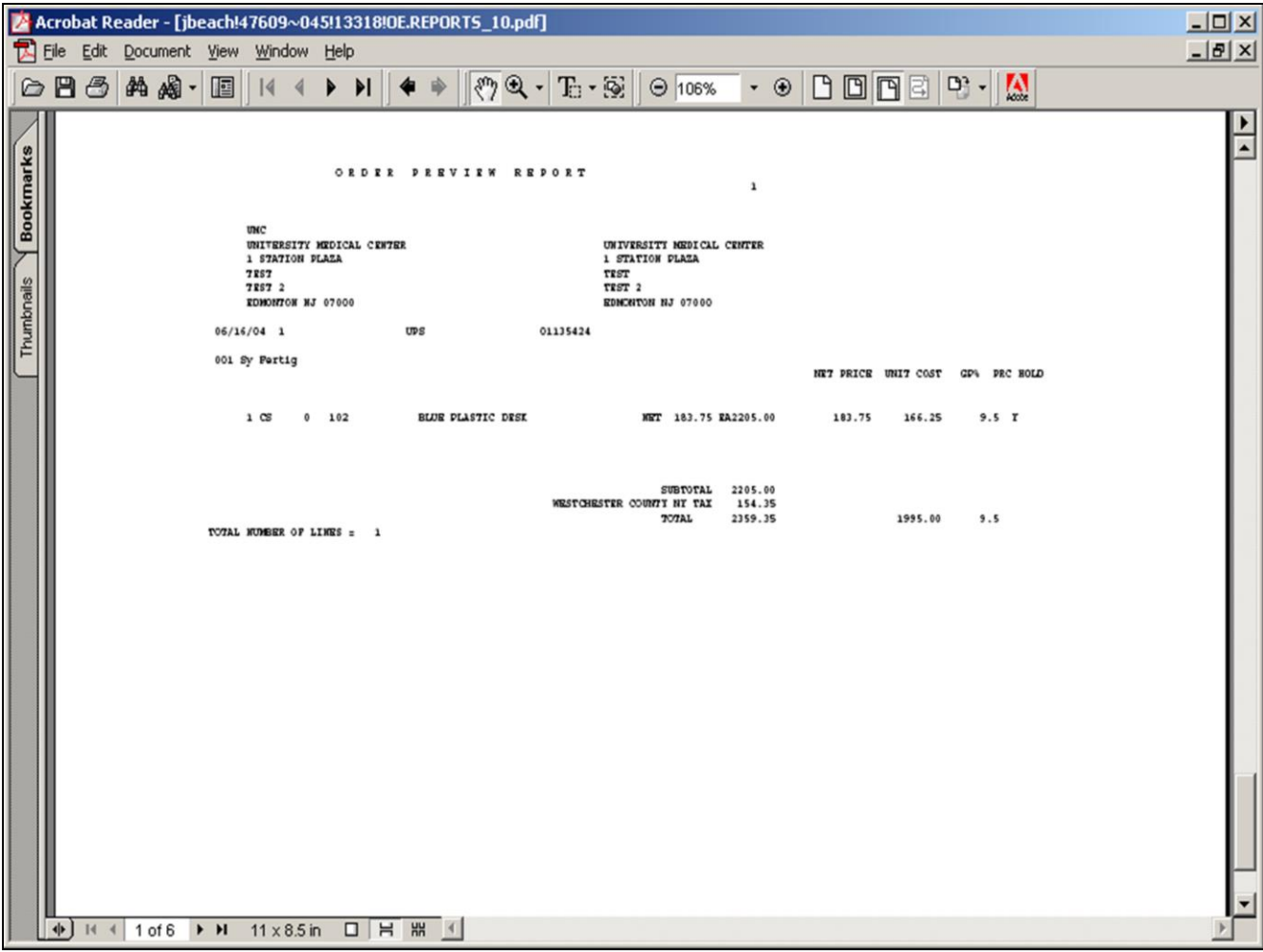
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**Order Preview Report**

Similar to the invoice preview report, this optional report prints all pending picking documents and shows order detail as well as customer summary information.

**Customer**

In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

**Date**

In this field the operator has the choice of selecting 'All Dates', 'Date Range' or 'Specific Date'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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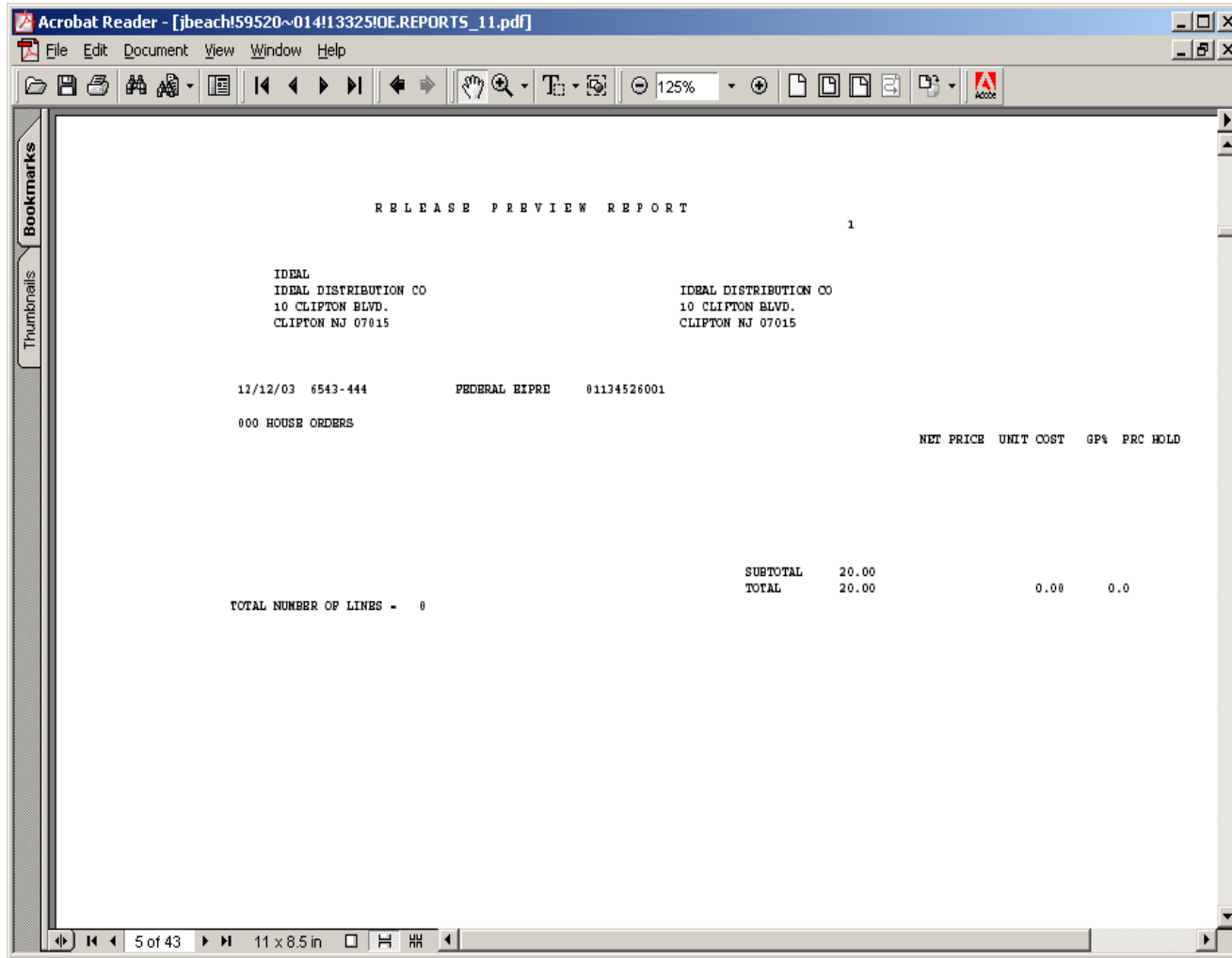
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**Release Preview Report**

Similar to the invoice preview report, this optional report prints all pending release documents and shows order detail as well as customer summary information.

**Customer**

In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

**Date**

In this field the operator has the choice of selecting 'All Dates', 'Date Range' or 'Specific Date'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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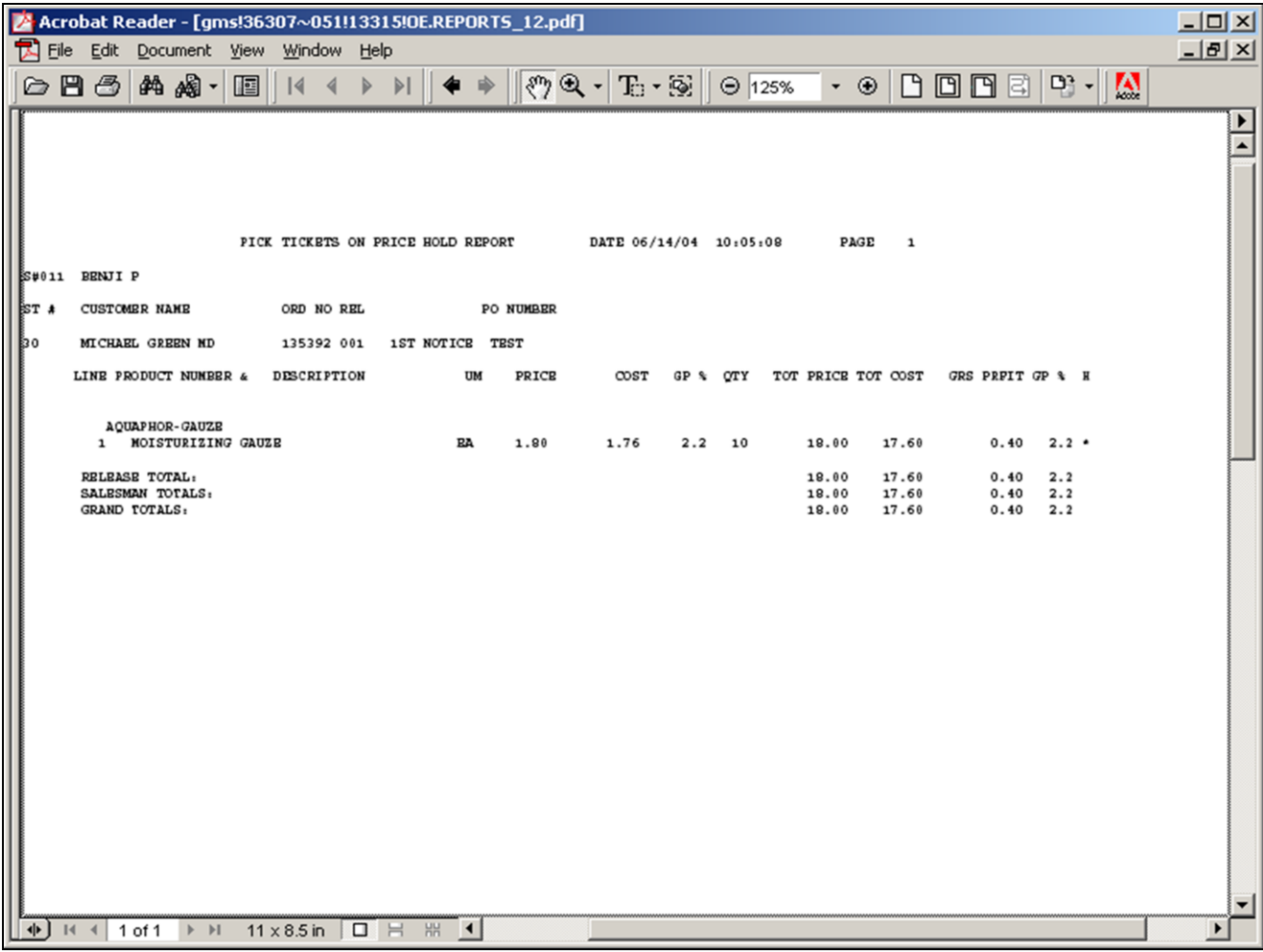
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**Pick Tickets on Price Hold Report**

A listing of all orders with a status of 'In Pick', which have been verified and are on price hold. These releases must be authorized for release before they are invoiced, through the release maintenance program.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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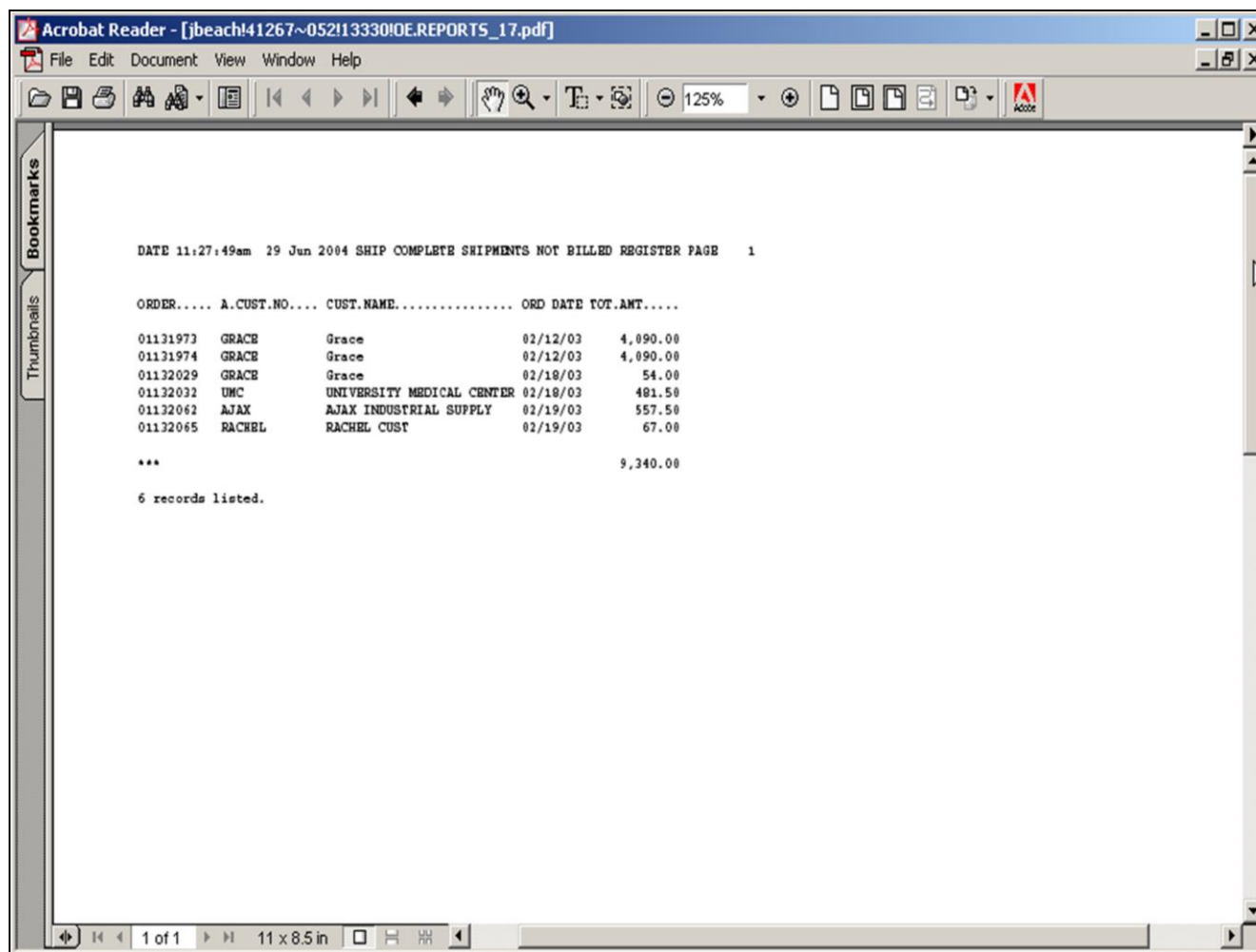
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### Shipped Releases on Price Hold Report

A listing of all releases that have been shipped, which have been verified and are on price hold. These releases must be authorized for release before they are invoiced, through the release maintenance program.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

### Notes:

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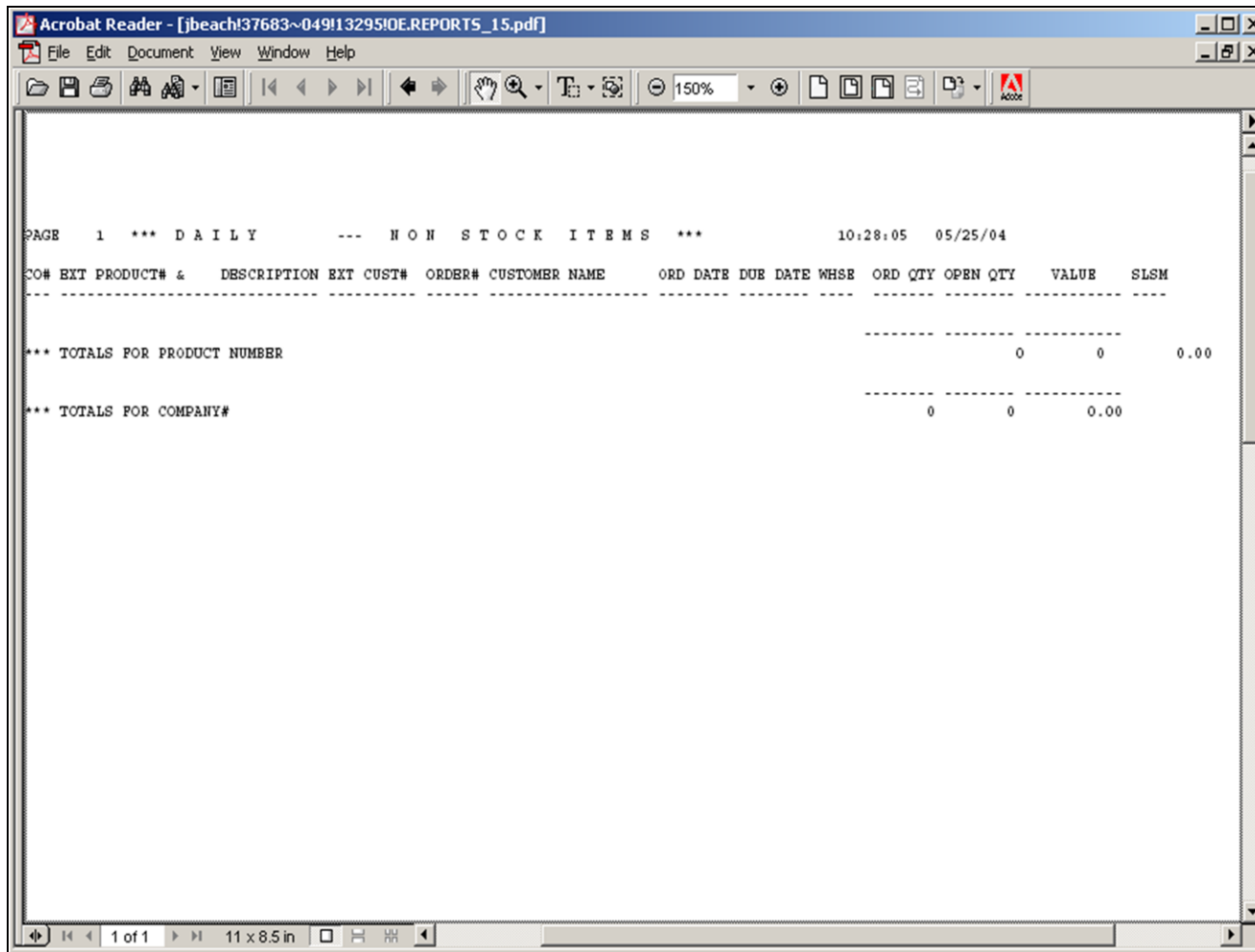
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**Daily Non-Stock Report**

This report is intended to serve as an expediting tool for the purchasing department on non-stock items. By convention, non-stock items are prefixed by an "NS".

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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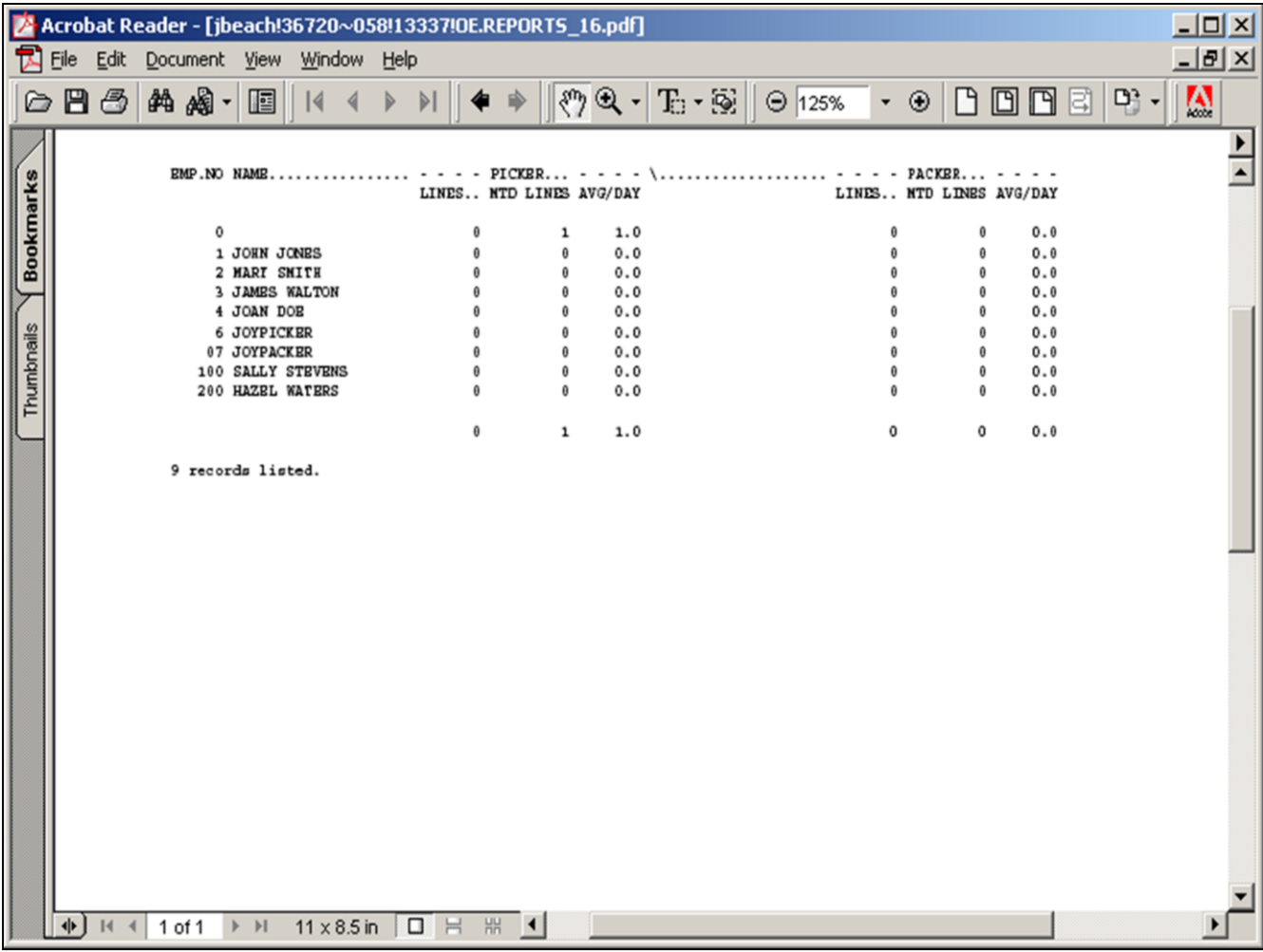
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**Picker Packer Productivity Report**

As a by-product of the verification process, statistics on the number of order lines picked/packed by each individual in warehouse are generated. This report provides a daily and monthly recap of the information.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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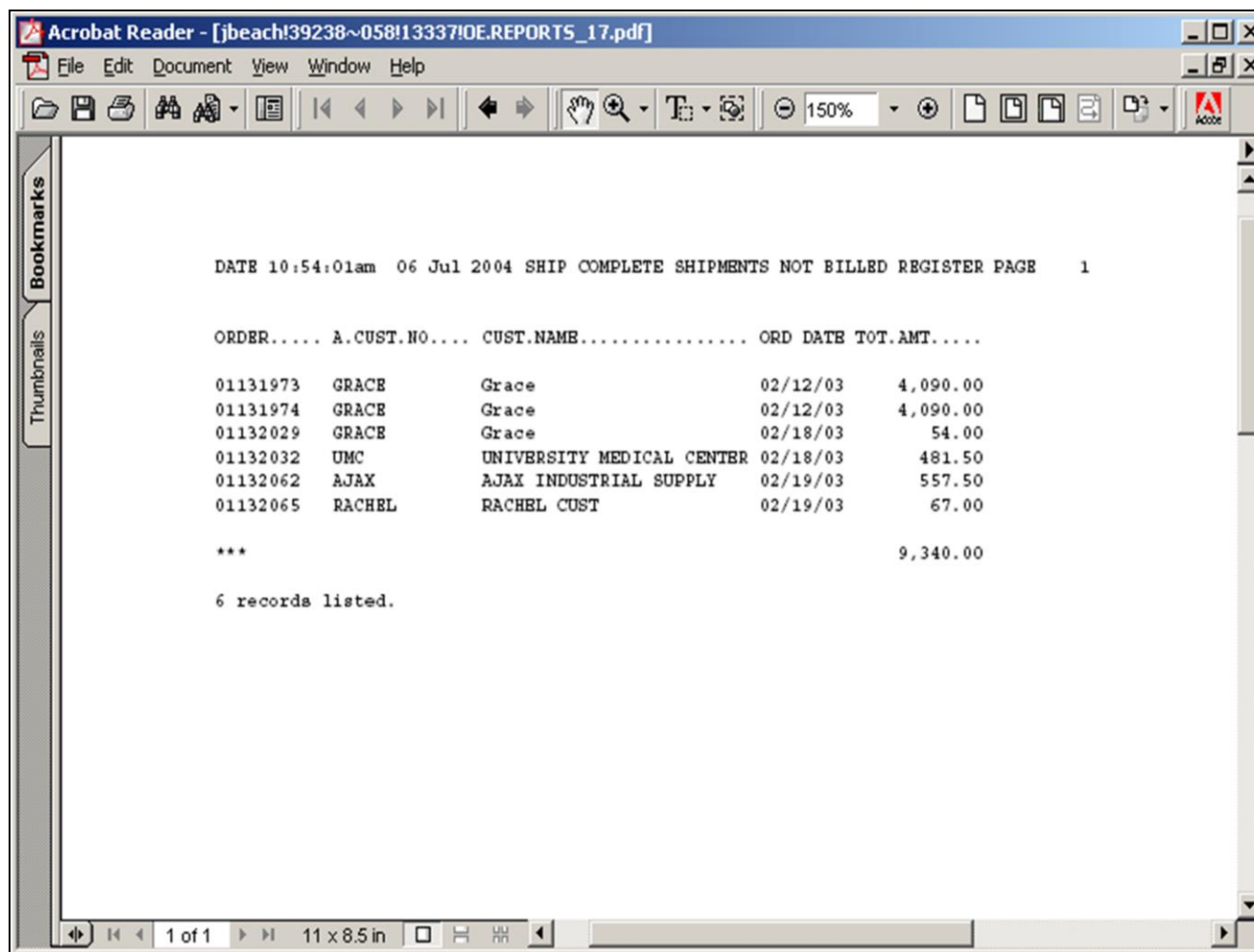
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### Ship Complete Shipments not Billed

A listing of all orders, flagged as ship complete that have not been billed yet.

### Press <RETURN> to Process Report, Line# to Change, or Abort:

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

### Notes:

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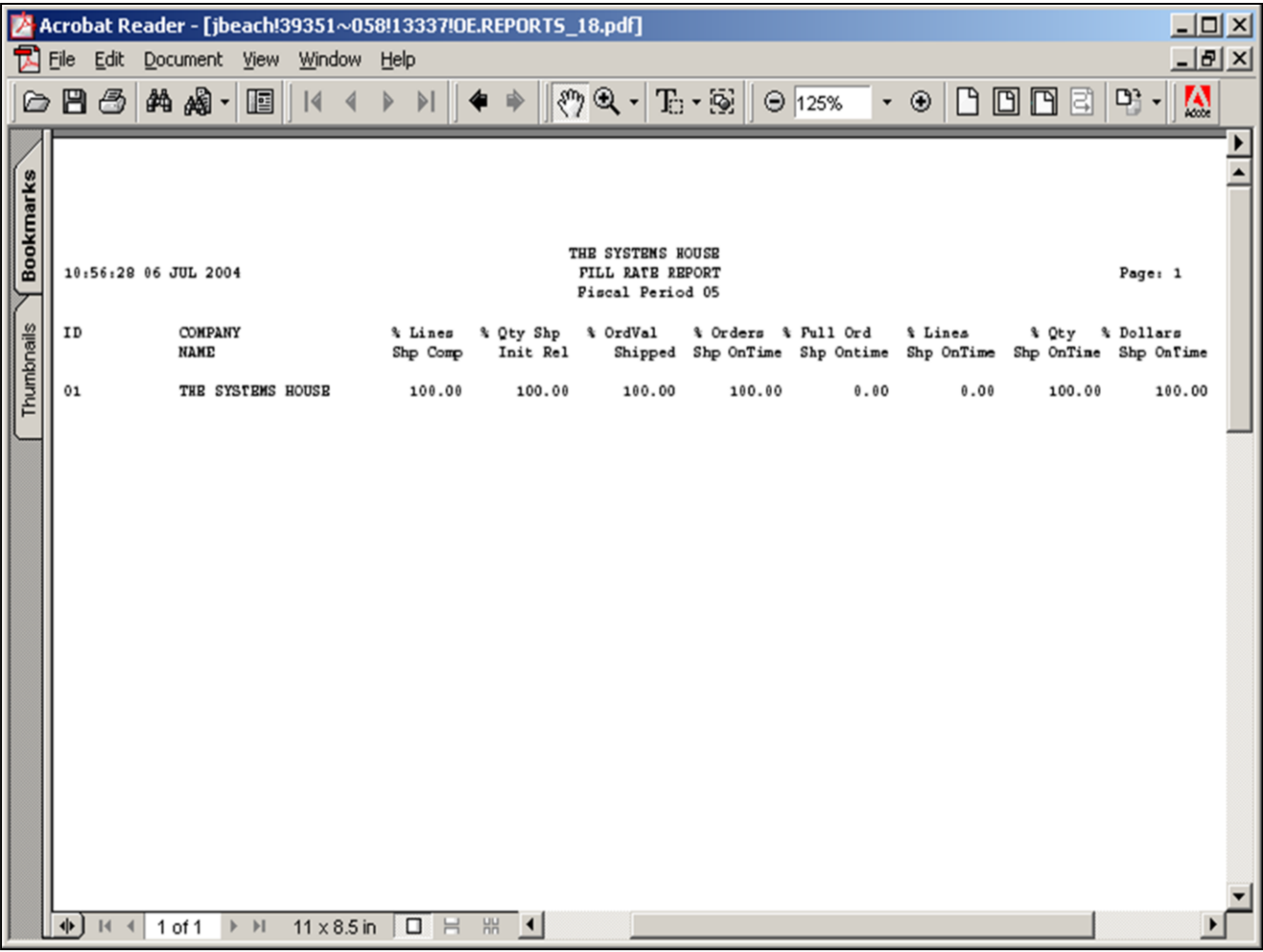
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**Fill Rate Report**

A listing of productivity for all completed orders.

**(M)onth, (Q)uarter, (Y)td.**

In this field the operator has the choice of selecting 'Month', 'Quarter', or 'Year to Date'.

**Fiscal Month # or <ENTER> for current**

In this field the operator has the choice of entering a fiscal month or enter for the current fiscal month.

**(C)ompany, C(U)stomer, or (S)alesman**

In this field the operator has the choice of selecting company, customer or salesman.

**Company Number or Enter for 'ALL'**

In this field the operator has the choice of selecting a specific company or all companies.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

**Notes:**

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Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.



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BOOKMARKS

Thumbnail

BACK ORDER AND INPIK

CO	EXT	CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	SEL	SHF	EXT	PROD#	PROD DESCRIPTION	ORD QTY	OPEN QTY	VALUE	SLS	CS	
01	1000	131410		ST. MARYS MEDICAL	11/26/02	11/26/02	001	001	101		RED PLASTIC DESK	10	10	2000.00	001	N	
*** TOTALS FOR ORDER NUMBER 131410													10	10	2000.00		
01	1000	134646		ST. MARYS MEDICAL	01/12/04	01/12/04	001	001	NSKPL			1	1	6.00	001	N	
*** TOTALS FOR ORDER NUMBER 134646													1	1	6.00		
*** TOTALS FOR CUSTOMER# 1000													11	11	2006.00		
01	100000	135157		TESTING CUSTOMER	04/14/04	04/14/04	001	001	NPSU-HD		NO FRILLS STICK UP HVIDTY	10	10	130.00	000	N	
*** TOTALS FOR ORDER NUMBER 135157													10	10	130.00		
*** TOTALS FOR CUSTOMER# 100000													10	10	130.00		
01	10001	131290		ACME PLUMBING SUPP	10/31/02	10/31/02	002	002	104		ULTRA RED PLASTIC DESK	10	10	3000.00	000	N	
*** TOTALS FOR ORDER NUMBER 131290													10	10	3000.00		
01	10001	133813		ACME PLUMBING SUPP	09/04/03	09/04/03	001	001	102		BLUE PLASTIC DESK	1	1	190.00	000	N	
*** TOTALS FOR ORDER NUMBER 133813													1	1	190.00		
*** TOTALS FOR CUSTOMER# 10001													11	11	3190.00		
01	10004	134203		ACME PASTERNS INC	11/03/03	11/03/03	001	001	101		RED PLASTIC DESK	201	201	42009.00	000	N	
*** TOTALS FOR ORDER NUMBER 134203													201	201	42009.00		
*** TOTALS FOR CUSTOMER# 10004													201	201	42009.00		
01	1010	110920		ST. MICHAELS HOSPI	04/01/00	05/24/00	001	001	AQUA-01/01			12	12	129.00	001	N	

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**Open Orders – By Customer**

A listing of all open orders by customer by warehouse.

**Salesman**

In this field the operator has the choice of selecting 'All Salesmans', 'Salesman Range' or 'Specific Salesman'.

**Customer**

In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

**Back Order Only, In Pick + Back Order**

In this field the operator has the choice of entering 'B' for Back Orders only or 'I' for In Pick and Back Order status.

**Warehouse**

In this field the operator has the choice of selecting 'All Warehouses', 'Warehouse Range' or 'Specific Warehouse'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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PAGE 1      \*\*\* OPEN CONSIGNMENTS BY CUSTOMER \*\*\*      11:25:43      06/01/04

CO	CUSTOMER	CON#	CON DATE	RTN DATE	PRODUCT#	DESCRIPTION	SERIAL#	ORD QTY	OPN QTY	VALUE	WHSE
01	ACME	000000	02/26/90	05/31/90	513029-48	OLYMPIC UNISEX SWEATER		2	2	152.00	001
	UNIVERSITY MEDICAL CENTER										
01	ACME	000000	02/26/90	05/31/90	ARWKSU-S	STICK UP DBOD SPRING		120	60	72.50	001
	UNIVERSITY MEDICAL CENTER										
*** TOTALS FOR CONSIGNMENT NUMBER 000000								122	62	224.50	
*** TOTALS FOR CUSTOMER# ACME								122	62	224.50	
01	UMC	000015	02/23/04	03/24/04	105	ULTRA BLUE PLASTIC DESK		10	10	3780.00	001
	UNIVERSITY MEDICAL CENTER										
*** TOTALS FOR CONSIGNMENT NUMBER 000015								10	10	3780.00	
01	UMC	000024	04/20/04	05/20/04	102	RED PLASTIC DESK		5	5	1000.00	001
	UNIVERSITY MEDICAL CENTER										
*** TOTALS FOR CONSIGNMENT NUMBER 000024								5	5	1000.00	

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**Open Consignments – by Customer**

A listing of all open consignments by customer.

**Customer**

In this field the operator has the choice of selecting 'All Customers', 'Customer Range' or 'Specific Customer'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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PAGE 1 \*\*\* OPEN BACKORDERS BY PRODUCT \*\*\* 16:53:17 06/02/04

BACK ORDER AND INPICK

CO	EXT	PROD#	PROD DESCRIPTION	EXT CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	SEL SHP	ORD QTY	OPRN QTY	VALUE	SLS	CN
01	0600			TJZ1	133284	TOM'S TEST CUSTOME	06/06/03	06/06/03	001 001	1	1	0.00	001	N
TEST														
*** TOTALS FOR PRODUCT NUMBER 0600										1	1	0.00		
01	101		RED PLASTIC DESK	1000	131418	ST. MARYS MEDICAL	11/26/02	11/26/02	001 001	10	10	2000.00	001	N
01	101		RED PLASTIC DESK	10004	134203	ACME FASTENERS INC	11/03/03	11/03/03	001 001	201	201	42009.00	000	N
01	101		RED PLASTIC DESK	AJAX	131362	AJAX INDUSTRIAL SU	11/08/02	11/08/02	001 001	1	1	75.00	001	N
01	101		RED PLASTIC DESK	AJAX	131363	AJAX INDUSTRIAL SU	11/08/02	11/08/02	001 001	1	1	25.00	001	N
01	101		RED PLASTIC DESK	AJAX	131531	AJAX INDUSTRIAL SU	12/16/02	01/01/03	001 001	1	1	200.00	001	N
01	101		RED PLASTIC DESK	AJAX	131532	AJAX INDUSTRIAL SU	12/16/02	01/01/07	001 001	1	1	200.00	001	N
01	101		RED PLASTIC DESK	AJAX	131560	AJAX INDUSTRIAL SU	12/24/02	12/24/02	001 001	1	1	200.00	001	N
01	101		RED PLASTIC DESK	AJAX	131852	AJAX INDUSTRIAL SU	01/30/03	01/30/03	001 001	1	1	200.00	001	N
01	101		RED PLASTIC DESK	AJAX	133176	AJAX INDUSTRIAL SU	05/29/03		001 002	3	3	510.75	001	N
01	101		RED PLASTIC DESK	AJAX	133182	AJAX INDUSTRIAL SU	05/29/03	05/29/03	001 001	1	1	170.25	001	N
01	101		RED PLASTIC DESK	AJAX	133184	AJAX INDUSTRIAL SU	05/29/03	05/29/03	001 001	10	10	1702.50	001	N
01	101		RED PLASTIC DESK	AJAX	133341	AJAX INDUSTRIAL SU	06/11/03	03/05/03	001 001	52	52	10400.00	001	N

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**Open Backorders – By Product**

A listing of all open backorders by product.

**Warehouse**

In this field the operator has the choice of selecting 'All Warehouses', 'Warehouse Range' or 'Specific Warehouse'.

**Enter 'B' for Backorder only or 'I' In Pick + Backorder**

In this field the operator has the choice of selecting only backorder items or items that are of an in pick and backorder status.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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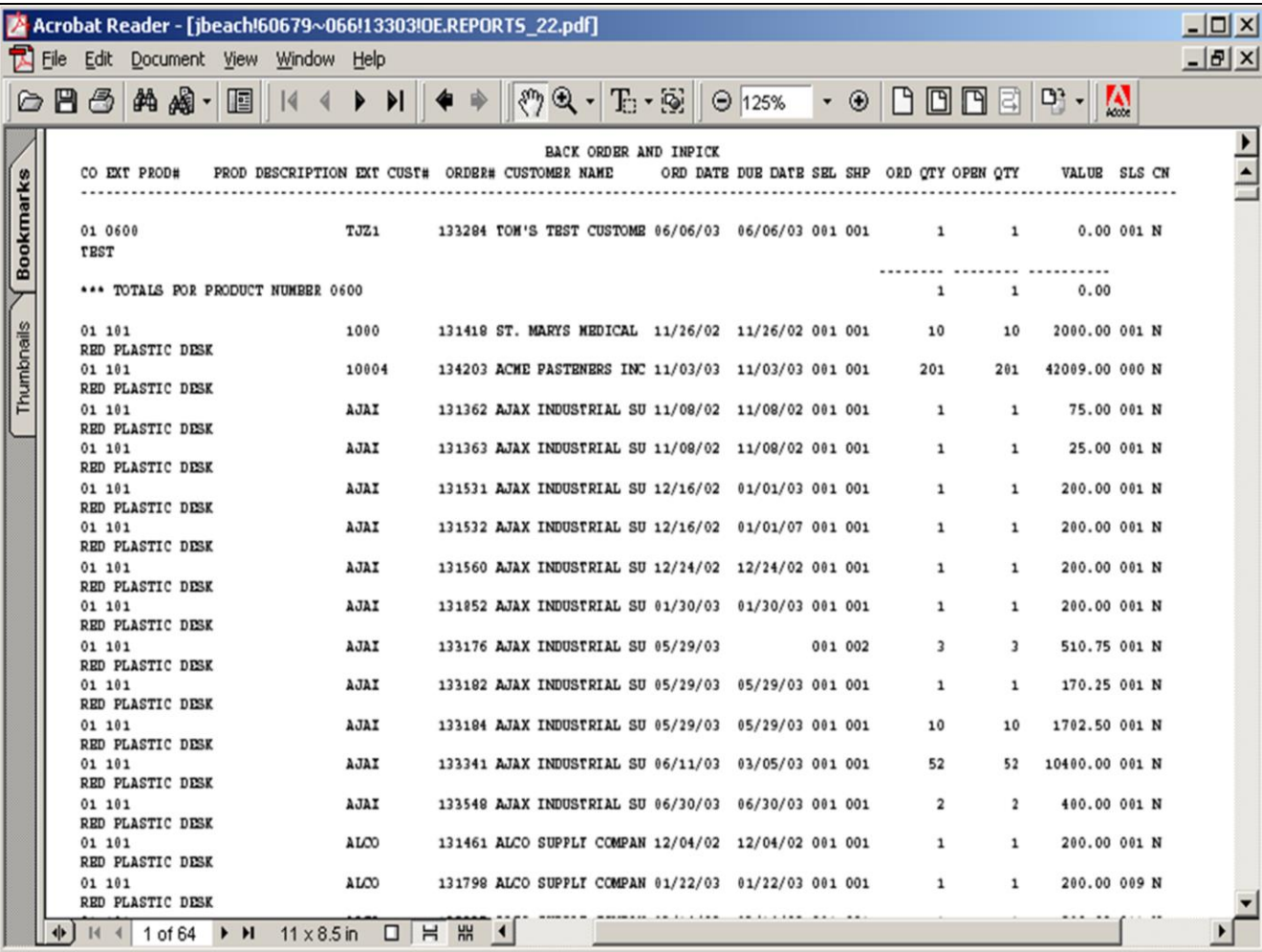


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**Open Consignments – By Product**

A listing of all open consignments by products

**Product**

In this field the operator has the choice of selecting 'All Products', 'Product Range' or 'Specific Product'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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PAGE 2      \*\*\* OPEN QUOTATIONS BY CUSTOMER \*\*\*      11:33:53      06/29/04

CO#	EXT	CUSTA	ORDER#	CUSTOMER NAME	ORD DATE	DU#	DATE	WHS#	EXT	PROOF	PROD DESCRIPTION	ORD QTY	OPEN QTY	VALUE	SLSH
01	TJE		100295	BDC CUSTOMER	08/21/03		08/21/03	001		032560		10	0	175.00	001
*** TOTALS FOR ORDER NUMBER 100295												10	0	175.00	
*** TOTALS FOR CUSTOMER TJE												10	0	175.00	
*** TOTALS FOR ORDER NUMBER 100473												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100474												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100475												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100476												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100477												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100478												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100479												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100480												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100481												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100482												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100483												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100484												0	0	0.00	
*** TOTALS FOR ORDER NUMBER 100485												0	0	0.00	

2 of 3      11 x 8.5 in

**Pro-Forma/Quotes – By Customer**

A listing of all open pro formas/quotations by customer.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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CO#	EIT	PRD#	PROD DESCRIPTION	EIT	CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	ORD QTY	OPEN QTY	VALUE	SLSM
PAGE 1 *** OPEN QUOTATIONS BY PRODUCT *** 11:25:49 06/03/04														
01	032560		TJZ		100295	BSC	CUSTOMER	08/21/03	08/21/03	001	10	0	175.00	001
*** TOTALS FOR PRODUCT NUMBER 032560											10	0	175.00	
*** TOTALS FOR PRODUCT NUMBER 102											0	0	0.00	
01	105		UMC		100490	UNIVERSITY MEDICAL		08/07/98	08/07/98	001	20	0	7000.00	001
			ULTRA BLUE PLASTIC DESK											
01	105		UMC		100491	UNIVERSITY MEDICAL		08/07/98	08/07/98	001	20	0	7000.00	001
			ULTRA BLUE PLASTIC DESK											
*** TOTALS FOR PRODUCT NUMBER 105											40	0	14000.00	
01	MINE		GRACE		100494	Grace		05/28/04	05/28/04	001	5	0	75.00	001
			Test Product											
*** TOTALS FOR PRODUCT NUMBER MINE											5	0	75.00	
*** TOTALS FOR COMPANY# 01											55	0	14250.00	

1 of 1 11 x 8.5 in

**Pro-Forma/Quotes – By Product**

A listing of all open pro formas/quotations by product.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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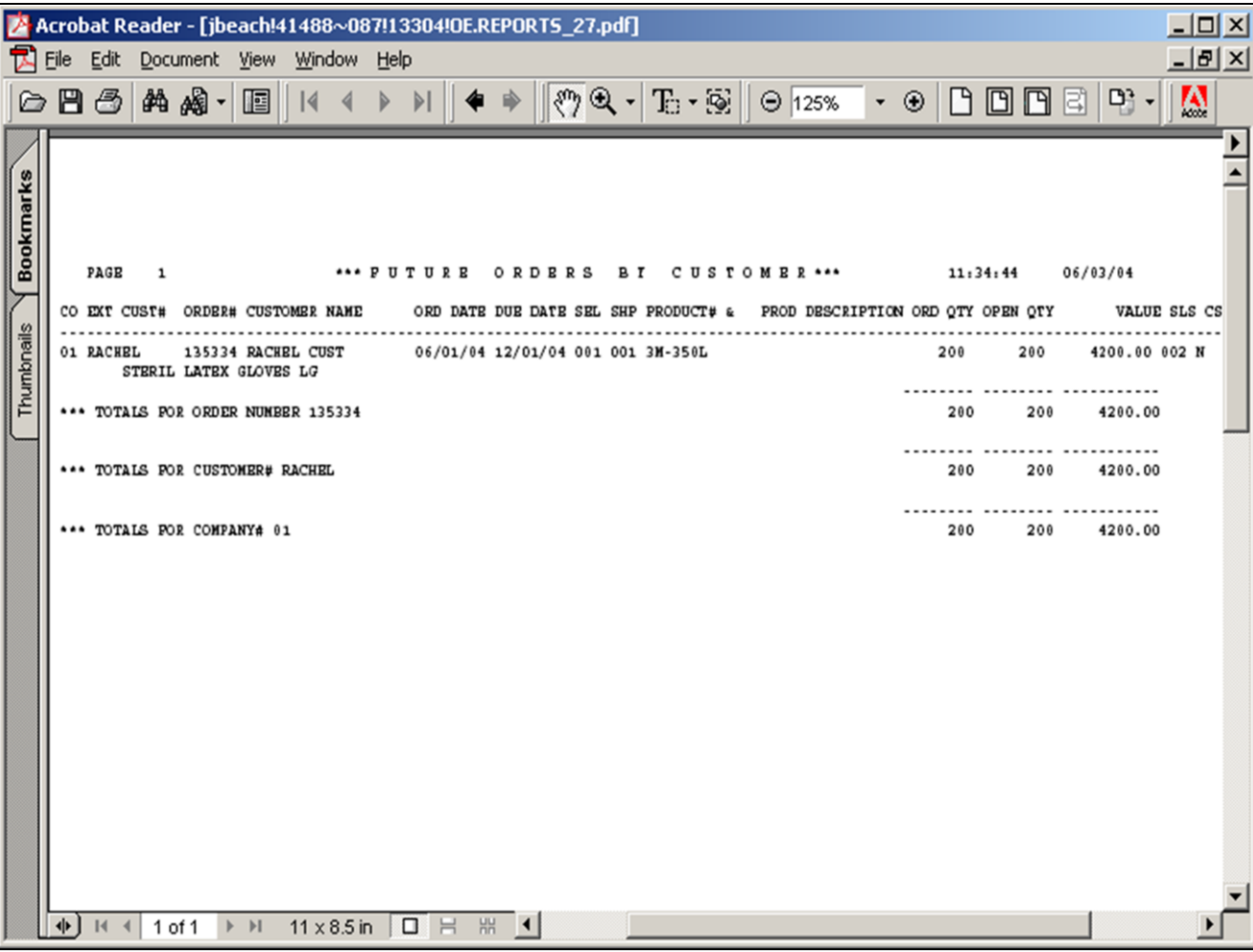
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**Future Orders – By Customer**

A listing of all future orders by customer.

**Company**

In this field the operator has the choice of selecting 'All Cos', 'Cos Range' or 'Specific Cos'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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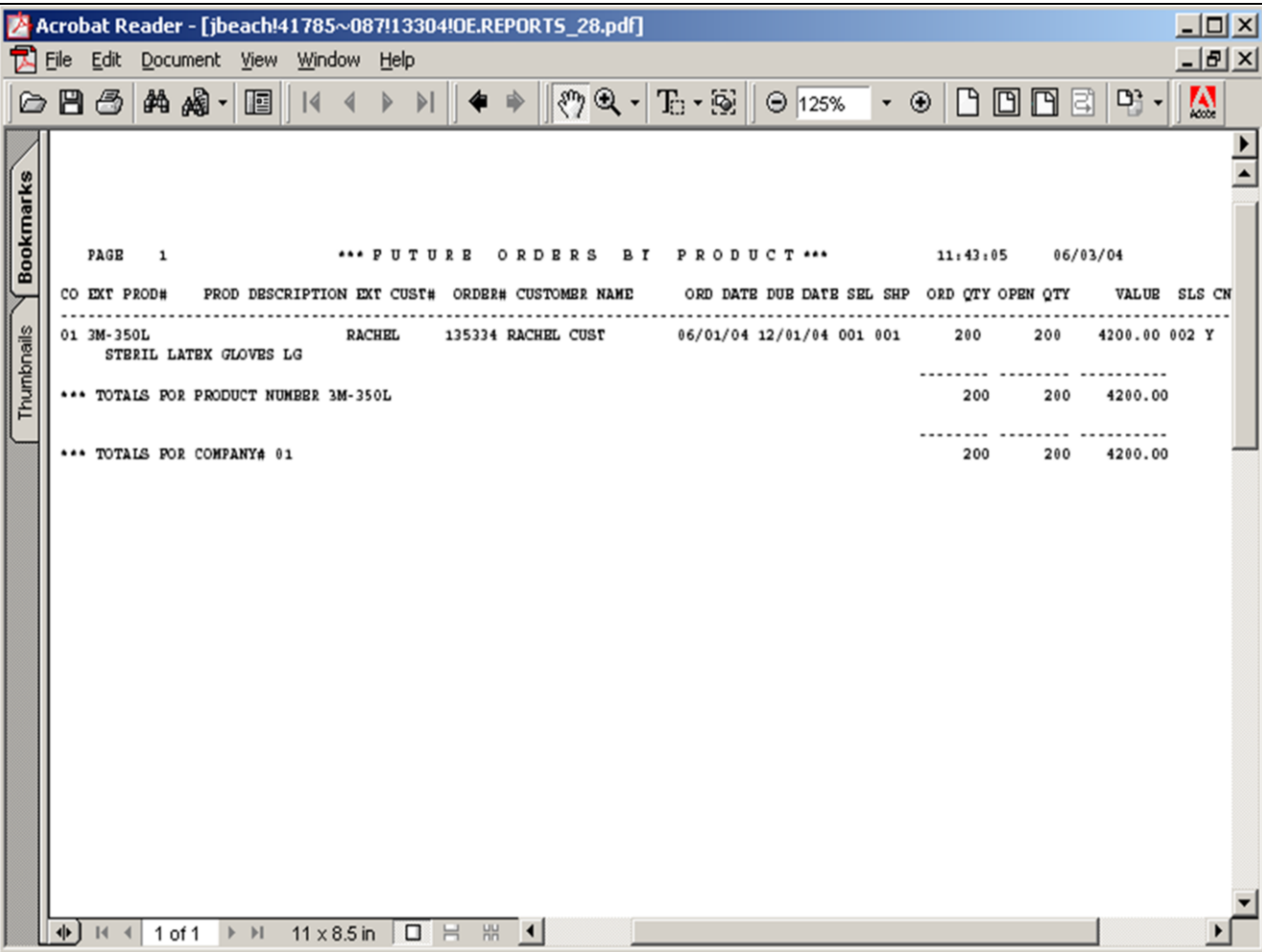
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**Future Orders – By Product**

A listing of all future orders by product.

**Company**

In this field the operator has the choice of selecting 'All Companys', 'Company Range' or 'Specific Companys'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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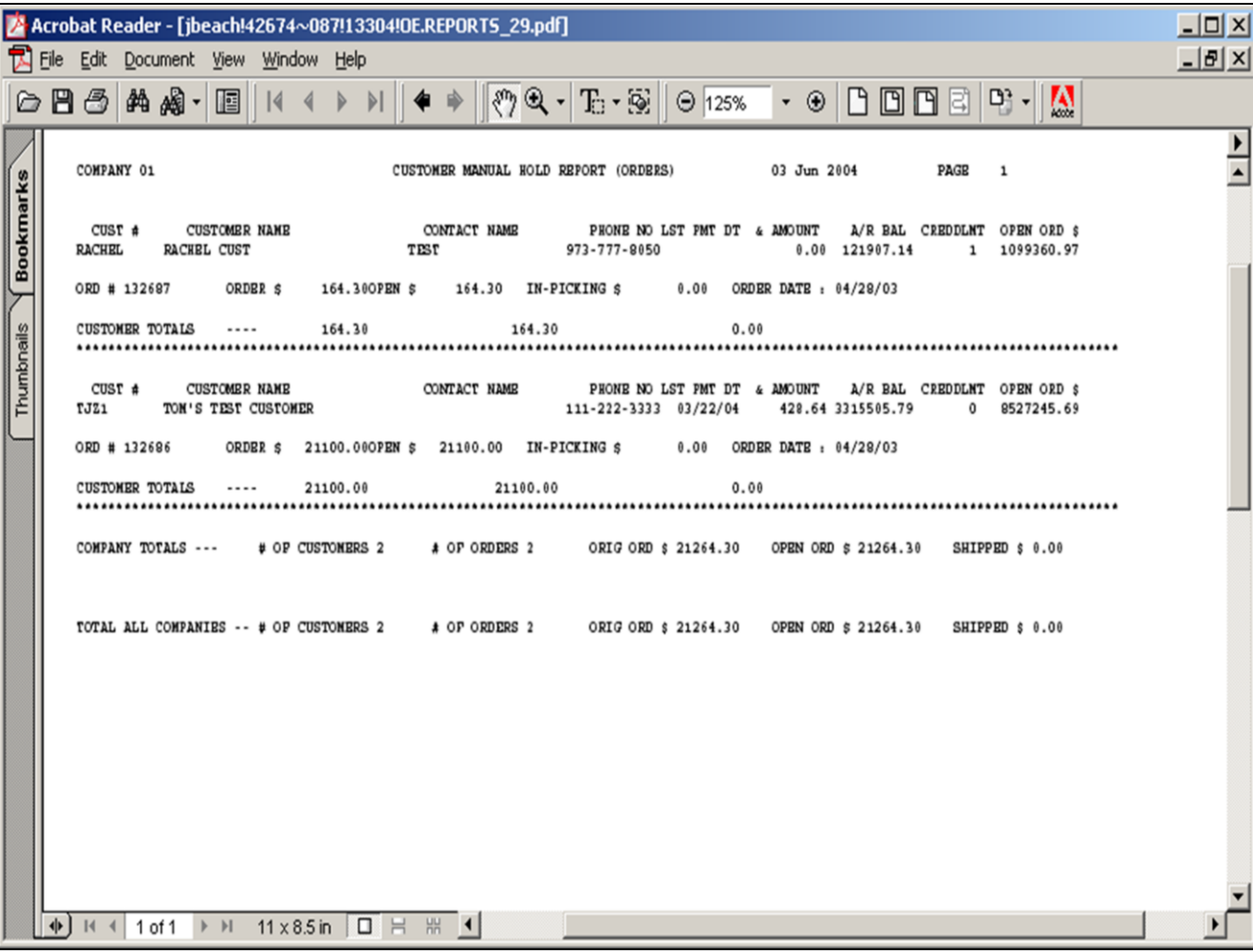
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**Orders on Manual Hold Report**

A listing of all orders on manual hold awaiting release through the order maintenance program.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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CUST #	CUSTOMER NAME	CONTACT NAME	PHONE NO	LST	FMT	DT	& AMOUNT	A/R BAL	CREDDLNT	OPEN ORD	\$
100008	TESTING CUSTOMER						0.00	0.00	0	130.00	
REL # 135157001	TOTAL VALUE OF RELEASE: \$ 130.00		RELEASE MERCHANDISE VALUE: \$		130.00		RELEASE DATE: 04/14/04				
CUSTOMER TOTALS		----	130.00	130.00							
*****											
CUST #	CUSTOMER NAME	CONTACT NAME	PHONE NO	LST	FMT	DT	& AMOUNT	A/R BAL	CREDDLNT	OPEN ORD	\$
UMC	UNIVERSITY MEDICAL CENTER	ROBIN COOK	914-464-6424				0.00	339318.13	0	196245.42	
REL # 131368001	TOTAL VALUE OF RELEASE: \$ 842.63		RELEASE MERCHANDISE VALUE: \$		787.50		RELEASE DATE: 02/09/04				
REL # 133708002	TOTAL VALUE OF RELEASE: \$ 5489.10		RELEASE MERCHANDISE VALUE: \$		5130.00		RELEASE DATE: 02/09/04				
REL # 133758002	TOTAL VALUE OF RELEASE: \$ 310.30		RELEASE MERCHANDISE VALUE: \$		290.00		RELEASE DATE: 02/09/04				
REL # 133782002	TOTAL VALUE OF RELEASE: \$ 310.30		RELEASE MERCHANDISE VALUE: \$		290.00		RELEASE DATE: 02/09/04				
REL # 133896002	TOTAL VALUE OF RELEASE: \$ 310.30		RELEASE MERCHANDISE VALUE: \$		290.00		RELEASE DATE: 02/09/04				
REL # 135108002	TOTAL VALUE OF RELEASE: \$ 214.00		RELEASE MERCHANDISE VALUE: \$		200.00		RELEASE DATE: 04/01/04				
REL # 135289001	TOTAL VALUE OF RELEASE: \$ 7000.00		RELEASE MERCHANDISE VALUE: \$		7000.00		RELEASE DATE: 08/07/98				
REL # 135290001	TOTAL VALUE OF RELEASE: \$ 7000.00		RELEASE MERCHANDISE VALUE: \$		7000.00		RELEASE DATE: 08/07/98				
REL # 135293001	TOTAL VALUE OF RELEASE: \$ 7000.00		RELEASE MERCHANDISE VALUE: \$		7000.00		RELEASE DATE: 08/07/98				
CUSTOMER TOTALS		----	28476.63	27987.50							
*****											
CUST #	CUSTOMER NAME	CONTACT NAME	PHONE NO	LST	FMT	DT	& AMOUNT	A/R BAL	CREDDLNT	OPEN ORD	\$
WHSE3	CALIFORNIA WHSE		800-637-5556				0.00	0.00	0	0.00	
REL # 134672002	TOTAL VALUE OF RELEASE: \$ 595.80		RELEASE MERCHANDISE VALUE: \$		595.80		RELEASE DATE: 02/09/04				
CUSTOMER TOTALS		----	595.80	595.80							
*****											
COMPANY TOTALS		---	# OF CUSTOMERS 3	# OF RELS 11	TOTAL RELEASE VALUE \$	29202.43	TOTAL MERCHANDISE VALUE \$	28713.30			
*****											
TOTAL ALL COMPANIES		--	# OF CUSTOMERS 3	# OF RELS 11	TOTAL RELEASE VALUE \$	29202.43	TOTAL MERCHANDISE VALUE \$	28713.30			

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**Releases on Manual Hold Report**

A listing of all releases on manual hold awaiting release through the order maintenance program.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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PAGE: 1      D A I L Y   B A L A N C E S      03 Jun 2004

COMPANY: 01 THE SYSTEMS HOUSE

	Daily	Month to Date	Year to Date
Orders	7,000.00	1,965,745.45	20,617,770.44
Sales	35,195.35	-36,772.00	3,636,039.33
Cost of Goods Sold	7,647.00	25,576.75	1,239,311.78
Gross Profit	27,548.35	-62,348.75	2,397,527.55

	Daily	Begin of Month	Begin of Year
Accounts Receivable Current	47,612.90	0.00	0.00
31-60	356,028.51	0.00	0.00
61-90	319,269.51	0.00	0.00
91-120	373,006.10	0.00	0.00
121-150	1,301,221.29	0.00	0.00
151-180	1,067,104.45	0.00	0.00
Future	32,359.30	0.00	0.00
Total	4,296,602.06	0.00	0.00

	Daily	Month to Date	Year to Date
Cash Received	0.00	0.00	330,995.60
Cash Write-offs			
CASHDIS	0.00	0.00	67.83
CHGRACK	0.00	0.00	2,300.90
SHORTFY	0.00	0.00	1,441.18
	0.00	0.00	0.00

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**Daily Balance Report**

This is the same report that is produced during the end of day procedure. It shows daily balances of orders, accounts receivable, accounts payable and purchase orders.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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Date 03 Jun 2004 Salesman Report by Day Page 1

Slsn Customer	Product	Description	Ord	Inv	Price	Cost	GP %	GP %	Inv Date
001 GRACE	SFEI	TUGGLE BELLETS	20	20	5.00	2.50	2.50	50.00	02/04/04
Subtotal for Salesman 901			20	20			2.50		
002 RACHKL	ASWECF14	CARPET FRESH 14 05	10	10	28.00	17.76	10.24	36.00	02/09/04
002 RACHKL	ASWECF14	CARPET FRESH 14 05	12	12	28.00	17.76	10.24	36.00	02/09/04
002 RACHKL	ASWECF22	CARPET FRESH 22 05	5	5	36.50	0.00	36.50	100.00	02/09/04
002 RACHKL	ASWECF22	CARPET FRESH 22 05	3	3	38.40	14.00	24.40	63.00	02/09/04
002 RACHKL	ASWECF14	CARPET FRESH 14 05	10	10	30.00	17.76	12.24	40.00	02/10/04
002 RACHKL	ASWECF14	CARPET FRESH 14 05	10	10	30.00	17.76	12.24	40.00	02/10/04
002 RACHKL	ASWECF14	CARPET FRESH 14 05	10	10	12.00	17.76	-5.76	-48.00	02/10/04
002 RACHKL	ASWECF14	CARPET FRESH 14 05	10	10	12.00	17.76	-5.76	-48.00	02/10/04
002 RACHKL	ASWECF22	CARPET FRESH 22 05	2	2	38.40	14.00	24.40	63.00	02/10/04
002 RACHKL	ASWECF22	CARPET FRESH 22 05	2	2	38.40	14.00	24.40	63.00	02/10/04
Subtotal for Salesman 902			74	74			143.14		
001 AJAX	102	BLUE PLASTIC DEBK	1	1	200.00	100.00	100.00	50.00	02/12/04
001 WNC	105	ULTRA BLUE PLASTIC DEBK	10	10	378.00	321.00	57.00	15.00	02/23/04
Subtotal for Salesman 901			11	11			157.00		
011 ALCO	TYN1	TOM'S TEST PRODUCT	50	12	53.26	3.00	50.26	94.00	02/23/04
Subtotal for Salesman 911			50	12			50.26		
001 GRACE	MHR	Test Product	1	1	17.37	0.00	17.37	100.00	02/24/04
001 GRACE	MHR	Test Product	1	1	18.24	0.00	18.24	100.00	03/01/04
001 GRACE	MHR	Test Product	1	1	100.00	50.00	50.00	50.00	03/02/04
001 GRACE	MHR	Test Product	1	1	100.00	50.00	50.00	50.00	03/02/04
001 GRACE	RICH	TEST LOT/LOC	1	1	50.00	4.95	45.05	90.00	03/02/04
001 GRACE	RICH	TEST LOT/LOC	1	1	50.00	0.50	49.50	99.00	03/02/04
001 GRACE	RICH	TEST LOT/LOC	1	1	50.00	0.50	49.50	99.00	03/02/04
Subtotal for Salesman 901			8	8			329.66		
002 RACHKL	102	RED PLASTIC DEBK	10	10	-243.11	-116.00	-127.11	52.00	03/09/04
Subtotal for Salesman 902			10	10			-127.11		
001 GRACE	MHR	Test Product	1	1	110.25	35.00	75.25	68.00	03/10/04
001 GRACE	MHR	Test Product	1	1	105.00	35.00	70.00	66.00	03/10/04
Subtotal for Salesman 901			2	2			145.25		
002 RACHKL	ASWECF14	CARPET FRESH 14 05	2	2	30.00	17.76	12.24	40.00	03/10/04
002 RACHKL	RACHKL	PRODUCT FF	6	6	250.00	43.43	206.57	82.00	03/10/04
Subtotal for Salesman 902			8	8			218.81		
011 ALCO	TYN1	TOM'S TEST PRODUCT	14	8	53.26	3.00	50.26	94.00	03/10/04
Subtotal for Salesman 911			14	8			50.26		
001 WNC	101	RED PLASTIC DEBK	1	1	200.00	116.00	84.00	42.00	03/12/04
001 WNC	105	ULTRA BLUE PLASTIC DEBK	500	500	378.00	321.00	57.00	15.00	03/12/04
001 WNC	109	TEST	1	1	396.90	46.00	350.90	88.00	03/12/04
001 WNC	350H	350H CAMERA	2	2	396.90	200.00	196.90	49.00	03/12/04

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**Daily Sales Report – By Salesman**

A listing of sales by individual salesman and invoices by date.

**Invoice Date**

In this field the operator has the option of entering 'All Invoice Dates', 'Invoice Date Range', or 'Specific Invoice Date'.

**Customer**

In this field the operator has the option of entering 'All Customers', 'Customer Range', or 'Specific Customer'.

**Salesman**

In this field the operator has the option of entering 'All Salesmans', 'Salesman Range', or 'Specific Salesman'.

**Press <RETURN> to Process Report, Line# to Change, or Abort:**

Press 'RETURN', enter a Zero (0), click on the 'OK/END' icon, or press the 'F2' function key to process the report.

The user can also enter Line Number to made desired changes.

Enter 'ABORT' press 'F8' function key or click on the 'CANCEL' icon to delete this entry.

**Notes:**

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# Where to get more Information



- Additional training Sessions
- Place a support call using the CRS system: <http://crs.tshinc.com>
- Call The Systems House, Inc. at 973-777-8050

## Order Entry Reports Training Guide Where to get more information

Please send any comments or questions on this guide to our documentation department at: [documents@tshinc.com](mailto:documents@tshinc.com)

**Note: This guide was made using WinMDS.**

If you still have questions after reviewing this guide, you have several options:

- 1. Order additional training Sessions-** TSH personnel can train you on the specifics of your system.
- 2. Place a support call using the CRS system:** <http://crs.tshinc.com> – The most efficient way of entering and tracking Support calls. Plus, you will have a written record of the resolution for future reference. If you do not have a login, call TSH today to set on up.
- 3. Call The Systems House, Inc.** at 973-777-8050 – we’re here to serve you in any way we can.

**Notes:**

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