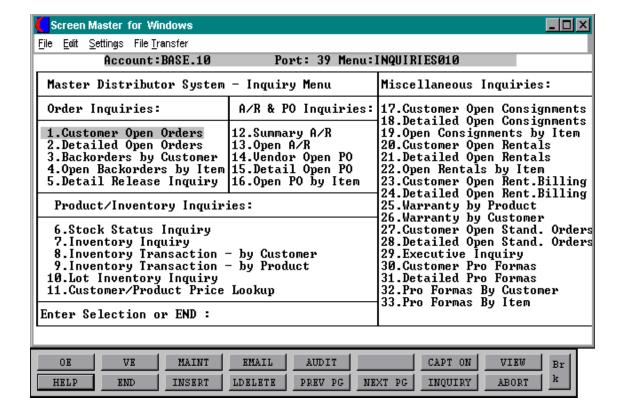
# THE SYSTEM HOUSE MASTER DISTRIBUTION DOCUMENTATION

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#### **INQUIRY MAIN MENU**



## **INQUIRIES OVERVIEW**

The inquiry package provides current status information on the portions of the system data base most important for decision making. All inquiries are available on a standalone basis from the main system selector and are also available during order entry, purchasing, etc.

#### **ORDER INQUIRIES**

#### **CUSTOMER OPEN ORDERS**

This inquiry provides a summary listing of all customer orders showing status of order, customer's purchase order number, date ordered, due date, and value of order. The detailed order inquiry or detailed release inquiry can be called from this inquiry.

#### **DETAILED OPEN ORDER INQUIRY**

This inquiry provides current order status for a given order. All line items are displayed, with quantity ordered, shipped, backordered, inpicking, price, value and due date.

#### **BACKORDERS BY CUSTOMER**

This inquiry displays all open order lines for a given customer.

#### **BACKORDERS BY ITEM**

This inquiry displays all backorders and future orders by product, identifying the customer, order date, due date, and quantities associated with the order line.

#### **DETAILED RELEASE INQUIRY**

This inquiry provides detailed information on the current status of a particular shipment (RELEASE). Access to this inquiry may be by release number or invoice number, if the release has already been invoiced to the customer.

#### **INQUIRIES OVERVIEW**

#### PRODUCT/INVENTORY INQUIRIES

#### STOCK STATUS INQUIRY

The stock status inquiry displays item inventory status and sales information on a warehouse basis for a specific product.

#### INVENTORY INQUIRY

This inquiry provides current inventory status for a particular warehouse (or all combined). In addition, the program provides the ability to display summary sales history (units & dollars) by product, detailed sales history, detailed receipts history and vendor cost quotation. The following are displayed:

Inventory status of all substitute items All backorders for that item All open purchase orders

#### **INVENTORY TRANSACTION INQUIRY - BY CUSTOMER**

This program provides a detailed inquiry of products invoiced to a specific customer.

#### **INVENTORY TRANSACTION INQUIRY - BY PRODUCT**

This program provides a detailed inquiry of all transactions affecting the on-hand of a specific product. (Ex: invoicing, purchase order receipts, physical inventory update)

#### LOT INVENTORY INQUIRY

The lot inventory inquiry displays all lots of available material for a particular product. The operator may view the inventory for a single warehouse, or all. View selectivity is also allowed by lot size, so that the program will display only those lots that have a quantity (or length) greater than or equal to the size needed. A proposed selling price may be entered which is compared to a minimum acceptable gross profit for the product.

#### CUSTOMER/PRODUCT PRICE LOOKUP

This inquiry provides price for a specific customer for a specific product. This program displays retail price, standard cost, special price, contract price, contract cost, selling, stocking and purchasing unit of measure, warehouse, on hand, availability, quantity committed, on order and quantity inpick.

#### **INQUIRIES OVERVIEW**

#### ACCOUNTS RECEIVABLE AND PURCHASE ORDER INQUIRIES

#### SUMMARY ACCOUNTS RECEIVABLE INQUIRY

The summary accounts receivable inquiry displays the current accounts receivable balance (AGED), summary sales information, last order, invoice dates, etc.

#### **OPEN ACCOUNTS RECEIVABLE**

This inquiry details the customer's current accounts receivable balance, sales and open order data, and lists all currently open accounts receivable items. This report can also be run from the history records.

In addition, the inquiry shows the customer's credit limit, total accounts receivable balance, open order balance and sales month-to-date and year-to-date.

#### **VENDOR OPEN PURCHASE ORDER INQUIRY**

The vendor open purchase order inquiry provides a summary listing of all outstanding purchase orders to a vendor showing purchase order number, order date, purchase order amount, amount open, and number of lines open.

#### **DETAILED OPEN PURCHASE ORDER INQUIRY**

The detailed open purchase order inquiry provides current order status for a given purchase order. All line items are displayed showing quantity ordered, open, and received, cost and due date.

#### **OPEN PURCHASE ORDER BY ITEM**

This inquiry displays all open purchase orders by product showing the purchase order, vendor, order date, due date, quantity ordered, received, and open and the cost of the purchase. If the merchandise is assigned to a customer, the customer number is displayed as well.

#### **INQUIRIES OVERVIEW**

#### MISCELLANEOUS INQUIRIES

#### **CUSTOMER OPEN CONSIGNMENTS**

The customer open consignment inquiry provides a summary listing of all customer consignments showing status of consignment, customer's purchase order number, date ordered, due date, and value of consignment.

#### **DETAILED OPEN CONSIGNMENT INQUIRY**

This inquiry provides current status for a given consignment. All line items are displayed, with quantity ordered, shipped, backordered, inpicking, price, value and due date.

#### **CONSIGNMENTS BY ITEM**

This inquiry displays all consignments, identifying the customer, order date, due date, and quantities associated with the consignment line.

#### **CUSTOMER OPEN RENTALS**

This inquiry displays rentals for a particular customer, identifying rental #, order date, salesman, credit limit and credit hold status.

# **DETAILED OPEN RENTALS**

This inquiry displays the details of a rental order. It identifies the rental order by the rental number and will display the items ,their descriptions, the vendor they are purchased from as well as the price and the quantity rented.

#### **OPEN RENTALS BY ITEM**

This inquiry is setup to display all rentals on file for a particular item. It will show rental number, customer, stocking and selling unit of measure, and other details as well as the total value of the rental.

#### WARRANTY BY PRODUCT

The warranty by product inquiry displays the warranty information for a specific product. You are prompted for a specific serial number or all serial numbers for the product selected.

#### **INQUIRIES OVERVIEW**

# **MISCELLANEOUS INQUIRIES (Continued)**

#### WARRANTY BY CUSTOMER

The warranty by customer inquiry displays the warranty information for a specific customer and product. You are prompted for a specific serial number or all serial numbers for the customer selected.

#### **CUSTOMER OPEN STANDING ORDERS**

This inquiry provides a summary of all customer standing orders showing status of standing order, customer's purchase order numbers, date ordered, due date and value of the standing order. The detail standing order inquiry can be called from this inquiry.

#### **DETAILED OPEN STANDING ORDERS**

This inquiry provides current standing order status for a given standing order. All lines are displayed with quantity ordered, shipped, backordered, inpicking, price, value and due date.

#### **EXECUTIVE INQUIRY**

This inquiry will display month-to-date and year-to-date sales, open account receivable balance, daily and monthly cash and open accounts payable balance.

#### **CUSTOMER PRO FORMAS**

This inquiry will display all quotes for a given customer. Upon entry of the customer number a list of all pro formas on the system for this customer will show as well as the dates and the dollar amount for each quote.

#### **DETAILED PRO FORMAS**

This inquiry will display the details of a particular pro forma. Details such as quantity ordered, quantity in pick and on back order as well as the total value of this quote.

#### PRO FORMAS BY CUSTOMER

This inquiry will display all pro formas for a certain customer but unlike the customer pro forma inquiry, this inquiry will display the details of each of the quotes listed.

#### **INQUIRIES OVERVIEW**

# **MISCELLANEOUS INQUIRIES (Continued)**

# PRO FORMA BY ITEM

This inquiry will display all pro formas entered on the system for a particular product. Inventory related details concerning the product, such as price, costing and selling unit of measures. This inquiry will also display customer numbers of those who have quotes with the item selected.

# **CUSTOMER OPEN ORDERS INQUIRY**

PROGRAM NAME ELEMENT CUST.OO010

SELECTION MENU-1,1 MENU-7,7 MENU-18

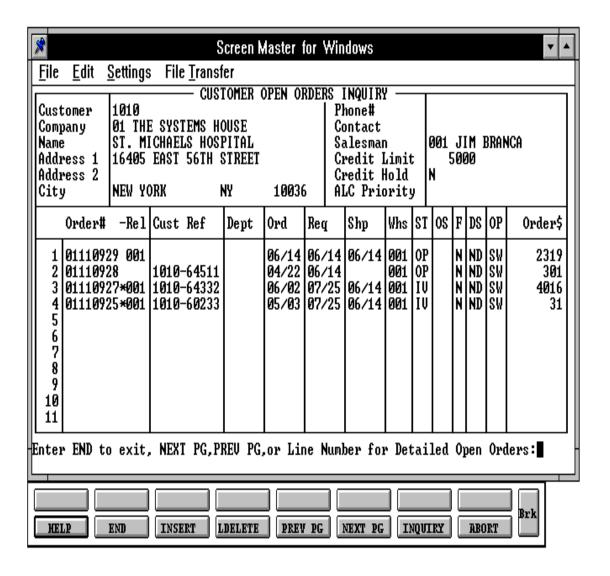
SELECTION NUMBER

FILES ACCESSED ORDER ENTRY RELATED

#### **OVERVIEW**

This inquiry will provide a listing of all customer orders in the Order or Order History file. The detailed order and detailed release inquiry can be accessed from this inquiry.

# **CUSTOMER OPEN ORDERS INQUIRY**



#### **CUSTOMER OPEN ORDERS INQUIRY**

#### **INQUIRY DISPLAY OUTPUT**

**CONTACT** - The A/R contact name is displayed from the Customer Master file.

**SALESMAN** - The salesman name and number are displayed from the Customer Detail file.

**CREDIT LIMIT** - The credit limit is displayed from the Customer Master file.

**CREDIT HOLD** - The credit hold status is displayed from the Customer Master file.

**ALC PRIORITY** - The allocation priority is displayed from the Customer Master file.

**ORDER#** - The order number is displayed.

**REL** - The release number for the order is displayed.

\* - An asterisk indicates a history record for this order.

**DEPT** - The department number is displayed from the Order record.

**ORD** - The order date is displayed from the Order record.

**REQ** - The request date is displayed from the Order record.

**SHP** - The ship date is displayed from the Order record.

**WHS** - The shipping warehouse is displayed from the Order record.

**ST** - Order status is displayed. (I.e., "CH" - credit hold "C" = complete "P" = printed)

**OS** - The order source code is displayed from the Order record.

**F** - Future order indicator.

**DS** - Direct shipment indicator. (I.e., "DS" = direct ship order "NS" - non-direct ship order)

**OP** - Operator code under which the order was entered.

#### **CUSTOMER OPEN ORDERS INQUIRY**

#### **OPERATING INSTRUCTIONS**

#### ENTER CUSTOMER #, "F7" FOR LOOKUP OR END

Enter the specific customer number, 'F7' for the lookup program, or 'END' to return to the inquiry menu. After you have selected or input your customer, the customer's name and address will be displayed. If it is not a valid customer, an error message will display and you will be re-prompted for customer number.

# ENTER COMPANY NUMBER (2N), 'RTN' FOR ALL OR 'END'

Enter the two digit company number if you wish to review the orders only for a specific company. Hit 'RETURN' if you want to review all the orders for this customer. Enter 'END' to return to the customer number prompt.

After each screen of the order inquiry the following prompt will appear:

# ENTER END TO EXIT, NEXT PG, PREV PG, OR LINE NUMBER FOR DETAILED OPEN ORDERS

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'LINE NUMBER' of an order you want to review, you can review the detail of that specific order without going back to the inquiry menu.

If you want to run the open order inquiry for another customer or return to the inquiry menu, type 'END'.

# **DETAILED OPEN ORDER INQUIRY**

PROGRAM NAME ELEMENT DET.OO010

SELECTION MENU-1,1 MENU-7,7 MENU-18

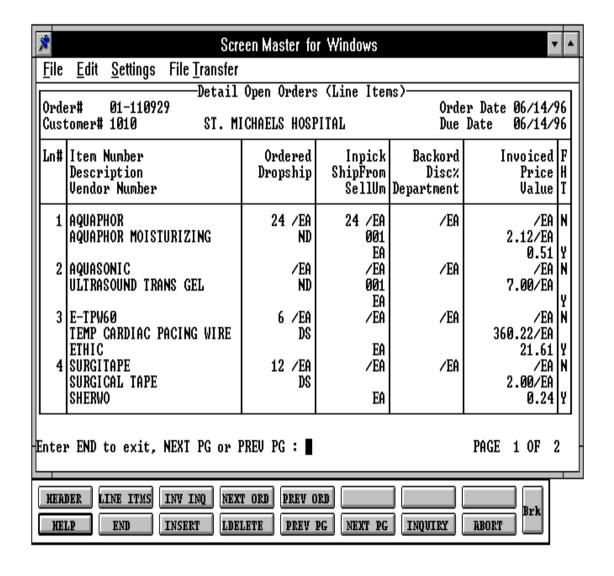
SELECTION NUMBER 2

FILES ACCESSED ORDER ENTRY RELATED

#### **OVERVIEW**

This inquiry provides the current status for a specific order. All items are displayed with the quantity ordered, quantity shipped and quantity inpicking.

# **DETAILED OPEN ORDER INQUIRY**



#### DETAILED OPEN ORDER INQUIRY

#### INQUIRY DISPLAY OUTPUT

**ORDER DATE** - The order date is displayed from the Order record.

**DUE DATE** - The due date is displayed from the Order record.

**ITEM NUMBER** - The item number is displayed from the Order record.

**DESCRIPTION** - The item description is displayed from the Order record.

**VENDOR NUMBER** - The vendor number is displayed.

**ORDERED** - Line item ordered quantity.

**DROPSHIP** - Drop ship indicator. If the line on the order is flagged as a drop ship "DS" will be displayed in this field otherwise, "ND' will be displayed.

**INPICK** - Line item quantity inpick (picking document has been generated but not yet shipped/verified).

**SHIPFROM** - The shipping warehouse is displayed from the Order record.

**SELLUM** - The selling unit of measure is displayed from the Product Master file.

**BACKORD** - Line item backorder quantity.

**DISC%** - The line item discount is displayed from the order.

**DEPARTMENT** - The department is displayed from the Order record.

**INVOICED** - Line item invoiced quantity.

**PRICE** - The item price is displayed from the Order record.

**VALUE** - The line item value is displayed.

**F** - Future indicator. If the line on the order is flagged as future "Y" will be displayed in this field.

#### **DETAILED OPEN ORDER INQUIRY**

# INQUIRY DISPLAY OUTPUT (Continued)

- **H** If the line item is on Price hold "Y" will be displayed.
- **T** If the line item is taxable "Y' will be displayed otherwise "N' will be displayed.

#### **OPERATING INSTRUCTIONS**

#### ENTER ORDER# OR 'C' FOR STRING FROM CUSTOMER ORDER#

Enter the eight (8) digit order number, and the first screen of the order detail will display (you will then skip the next prompt). Enter 'END' to return to the inquiry menu or 'C' to use the customer's purchase order number to search the Order file. If you enter 'C', you will enter the customer's purchase order number. The customer name and ship-to information from the orders with that purchase order number will be displayed, highlight the correct order and hit 'RETURN' to select that order.

After each page of the detail is displayed, the following prompt will appear:

## ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'F5' to return to the previous page. Enter 'F6' to advance to the next page. Enter 'END' to return to the order number prompt.

# **BACKORDERS BY CUSTOMER INQUIRY**

PROGRAM NAME ELEMENT BO.CUST010

SELECTION MENU-1,1 MEN-7,7 MENU-18

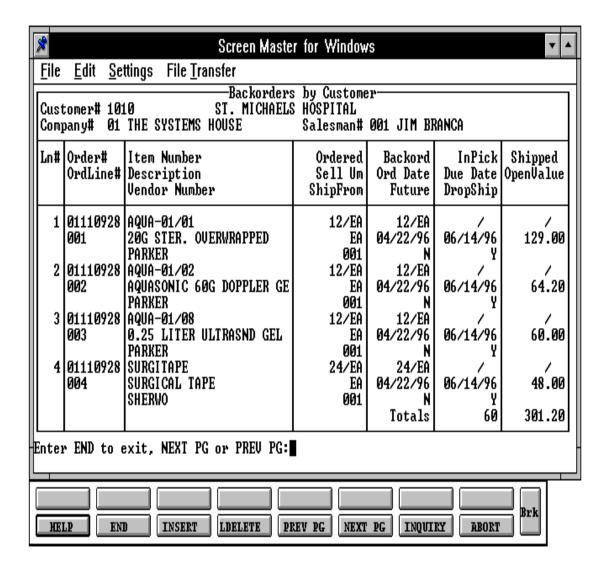
SELECTION NUMBER 3

FILES ACCESSED ORDER ENTRY RELATED

#### **OVERVIEW**

This inquiry provides a listing of all backorder items for a specific customer.

# **BACKORDERS BY CUSTOMER INQUIRY**



#### **BACKORDERS BY CUSTOMER INQUIRY**

#### **INQUIRY DISPLAY OUTPUT**

**SALESMAN** - The salesman name and number are displayed from the Customer Detail file.

**ORDER#** - The order number is displayed.

**ORDLINE#** - The line numbers are displayed from the Order record.

**ITEM NUMBER** - Each item number is displayed with its corresponding line number.

**DESCRIPTION** - The item description is displayed from the Order record.

**VENDOR NUMBER** - The vendor number is displayed.

**ORDERED** - The line item quantity ordered. The quantity is displayed in the stocking unit of measure.

**SELLUM** - The selling unit of measure is displayed from the Product Master file.

**SHIPFROM** - The shipping warehouse is displayed from the order.

**BACKORD** - The line item backorder quantity. The quantity is displayed in the stocking unit of measure.

**ORDDATE** - The order date is displayed from the Order record.

**FUTURE** - Future order indicator.

**INPICK** - Line item quantity inpick (picking document has been generated but not yet shipped/verified).

**DUE DATE** - The order due date is displayed.

**DROPSHIP** - Direct shipment indicator from the order entry header screen. (I.e., "DS' = direct ship order "NS" non-direct ship order)

**SHIPPED** - Line item quantity shipped.

**OPEN VALUE** - The item open value is displayed.

#### **BACKORDERS BY CUSTOMER INQUIRY**

#### **OPERATING INSTRUCTIONS**

#### ENTER CUSTOMER #, "F7" FOR LOOKUP OR END

Enter the specific customer number, 'F7' for the lookup program, or 'END' to return to the inquiry menu. After you have selected or input your customer, the customer's name and address will be displayed. If it is not a valid customer, an error message will display and you will be reprompted for customer number.

# ENTER COMPANY NUMBER (2N), 'RTN' FOR ALL OR 'END'

Enter the two digit company number if you wish to review the orders only for a specific company. Hit 'RETURN' if you want to review all the orders for this customer. Enter 'END' to return to the customer number prompt.

After each screen of the order inquiry the following prompt will appear:

# ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the customer number prompt.

# **OPEN BACKORDERS BY ITEM INQUIRY**

PROGRAM NAME ELEMENT OO.ITEM010

SELECTION MENU-1,1 MENU-7,7 MENU-18

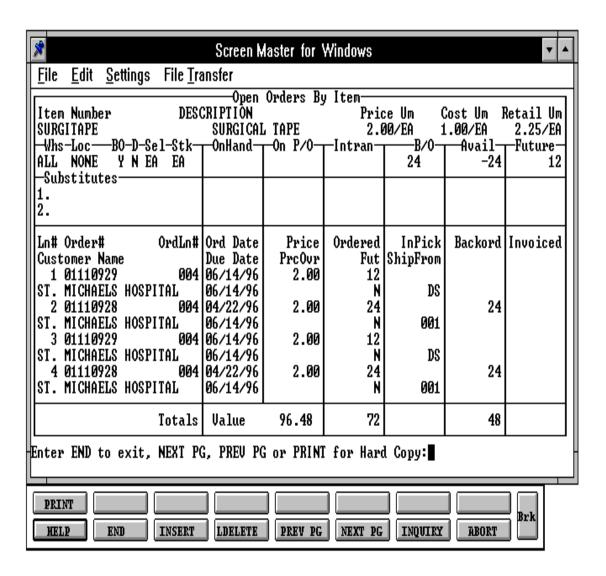
SELECTION NUMBER

FILES ACCESSED ORDER ENTRY RELATED

#### **OVERVIEW**

This inquiry provides a listing of all backorder for a specific item.

#### **OPEN BACKORDERS BY ITEM INQUIRY**



#### **OPEN BACKORDERS BY ITEM INQUIRY**

#### **INQUIRY DISPLAY OUTPUT**

In product area:

If a specific warehouse is entered, the following quantities will be based on that individual warehouse. If all warehouses are selected, the product totals (onhand, etc.) will be based on an accumulation of the detail of all warehouses.

**PRICE UM** - The price and unit of measure is displayed from the Price.1 file for the item.

**COST UM** - The current cost and unit of measure is displayed.

**RETAIL UM** - The list price and unit of measure is displayed from the Product Master file.

**WHSE** - Warehouse number entered or 'A' for all.

**BO** - Backorder indicator from the Product Master file.

**DSC** - Discontinued indicator from the Product Master file.

**SEL STK UM** - The selling and stocking unit of measure are displayed from the Product Master file.

**ONHAND** - On hand quantity.

**ON P/O** - Open purchase order quantity.

**INTRAN** - Intransit quantity.

**B/O** - Backorder quantity.

**AVAIL** - Available quantity.

**FUTURE** - Future orders quantity.

**SUBSTITUTIONS** - List of all substitutions for this product and the on hand, on P/O, intransit, backorder, available and future quantities for the warehouse selected.

#### **OPEN BACKORDERS BY ITEM INQUIRY**

# INQUIRY DISPLAY OUTPUT (Continued)

In order detail area:

LN# - Order line number.

**ORDER#** - Order number is displayed.

**ORD DATE** - Order date is displayed from Order record.

**DUE DATE** - The due date is displayed from the Order record.

**PRICE** - The item prices id displayed from the Order record.

**ORDERED** - Ordered quantity. The quantity is displayed in the stocking unit of measure.

**FUT** - Future order indicator.

**INPICK** - Line item quantity inpick (picking document has been generated but not yet shipped/verified).

**SHIPFROM** - The shipping warehouse is displayed from the Order record.

**BACKORD** - Backorder quantity. The quantity displayed in the stocking unit of measure.

**INVOICED** - Line item invoiced quantity.

**CUST NAME** - Customer name is displayed.

**TOTALS** - Ordered quantity, dollar value and inpick quantity are displayed.

#### **OPERATING INSTRUCTIONS**

# ENTER ITEM #, "F7" FOR LOOKUP OR END

Enter the specific item number, 'F7' for the lookup program, or 'END' to return to the inquiry menu.

#### **OPEN BACKORDERS BY ITEM INQUIRY**

# **OPERATING INSTRUCTIONS (Continued)**

# ENTER WAREHOUSE NUMBER (3N), 'A' FOR ALL OR 'END'

Enter the three digit warehouse number if you wish to review the orders only for a specific warehouse. Hit 'RETURN' if you want to review the backorders for all warehouses for this item. Enter END' to return to the product number prompt.

After each screen of the order inquiry the following prompt will appear:

# ENTER END TO EXIT, NEXT PG, PREV PG OR PRINT FOR HARD COPY:

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the customer number prompt. If you enter 'PRINT' or shift 'F1' you will get a print out of this inquiry.

# **DETAILED RELEASE INQUIRY**

PROGRAM NAME ELEMENT DET.REL010

SELECTION MENU-1,1 MENU-7,7 MENU-18

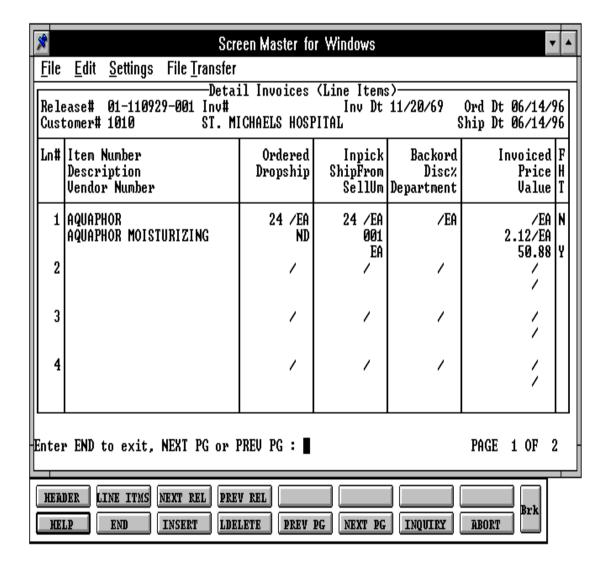
SELECTION NUMBER 5

FILES ACCESSED ORDER ENTRY RELATED

#### **OVERVIEW**

This inquiry provides the detailed information on the current status of a particular shipment (release). This inquiry can be accessed by the customer open order inquiry, detailed order inquiry or detailed invoice inquiry. The invoice or release number can be input.

# **DETAILED RELEASE INQUIRY**



#### **DETAILED RELEASE INQUIRY**

#### **INQUIRY DISPLAY OUTPUT**

**RELEASE#** - The release number is displayed.

**INV#** - Invoice number is displayed if the release is verified.

**INV DT** - Invoice date.

**ORD DT** - Order date.

**LN#** - Line number.

**ITEM NUMBER** - The item number is displayed from the Order record.

**DESCRIPTION** - The item description is displayed from the Order record.

**VENDOR NUMBER** - The vendor number is displayed.

**ORDERED** - The quantity to be picked for this release. The quantity is displayed in the stocking unit of measure.

**DROPSHIP** - Direct shipment indicator from the order entry header screen. (I.e., "DS' = direct ship order "NS" non-direct ship order)

**INPICK** - Line item quantity inpick (picking document has been generated but not yet shipped/verified).

**SHIPFROM** - The shipping warehouse is displayed from the Order record.

**SELLUM** - The selling unit of measure is displayed from the Product Master file.

**BACKORD** - The backordered quantity for this release. The quantity is displayed in the stocking unit of measure.

**DISC%** - Discount percent (line item).

**DEPARTMENT** - The department is displayed from the Order record.

**INVOICED** - Line item invoiced quantity.

#### **DETAILED RELEASE INQUIRY**

## INQUIRY DISPLAY OUTPUT (Continued)

**PRICE** - The item price is displayed from the Order record.

**UM** - Pricing unit of measure.

**VALUE** - Dollar value of the line.

**F** - Future indicator. If the line on the order is flagged as future "Y" will be displayed in this field.

**H** - If the line item is on Price hold "Y" will be displayed.

**T** - If the line item is taxable "Y' will be displayed otherwise "N' will be displayed.

#### **OPERATING INSTRUCTIONS**

#### ENTER RELEASE #, INVOICE # OR END

Enter the eleven (11) digit release number, the six (6) digit invoice number ,or enter 'END' to return to the inquiry menu.

After each page of the detail is displayed, the following prompt will appear:

#### ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'F6' to return to the previous page. Enter 'F5' or hit 'RETURN' to advance to the next page. Enter 'END' to return to the release number prompt.

Enter Shift 'F1' to display the detail header screen of the selected release.

Enter Shift 'F2' to display the detail line item screen of the selected release.

Enter Shift 'F3' to display the next release (if invoice number was entered). If there is not a next release the operator will receive the following message:

#### **NO LIST ACTIVE, HIT <RETURN>:**

Enter Shift 'F4' to bring you back to the previous release.

# STOCK STATUS INQUIRY

PROGRAM NAME ELEMENT ST.STAT010

SELECTION MENU-1,1 MENU-7,7 MENU-18

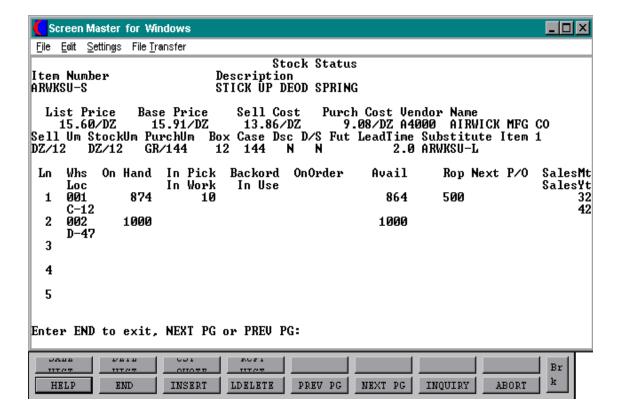
SELECTION NUMBER 6

FILES ACCESSED ORDER ENTRY RELATED

#### **OVERVIEW**

The stock status inquiry displays item inventory status and sales information on a warehouse basis for a specific product.

# STOCK STATUS INQUIRY



#### STOCK STATUS INQUIRY

#### **INQUIRY DISPLAY OUTPUT**

If a specific warehouse is entered, the following quantities will be based on that individual warehouse. If all warehouses are selected, the product totals (onhand, etc.) will be based on an accumulation of the detail of all warehouses.

**ITEM NUMBER** - The item number entered is displayed along with the item description from the Product file.

**VENDOR** - Vendor number and name is displayed from the Product Master file.

**LIST PRICE** - Retail price from the Product Master file.

**BASE PRICE** - Price pointer 1 from the Price.1 file.

**SELL COST** - Standard cost is displayed.

**PURCH COST** - Current cost is displayed.

**DISC** - Discontinued indicator from the Product Master file.

**D/S** - The drop ship indicator is displayed from the Product Master file.

**FUT** - Future quantity.

**LEAD TIME** - Lead time for inventory management.

**SELL UM** - The selling unit of measure is displayed from the Product Master file.

**STOCK UM** - The stocking unit of measure is displayed from the Product Master file.

**PURCH UM** - The purchasing unit of measure is displayed from the Product Master file.

**BOXQTY** - The box quantity is displayed from the Product Master file.

**CASEQTY** - The case quantity is displayed from the Product Master file.

**SUBSTITUTE ITEMS** - Substitute items for this item, if any, are displayed from the Product Master file.

**LN#** - Line number.

#### STOCK STATUS INQUIRY

# INQUIRY DISPLAY OUTPUT (Continued)

WHSE - Warehouse number

**ONHAND** - On hand quantity. The quantity is displayed in the stocking unit of measure.

**INPICK** - Quantity inpick. The quantity is displayed in the stocking unit of measure.

**BACKORD** - Backorder quantity. The quantity is displayed in the stocking unit of measure.

**AVAIL** - Available quantity. The available = on hand quantity - backorders - inpick. The quantity is displayed in the stocking unit of measure.

**ROP** - Reorder point.

**LAST P/O** - Last purchase order date.

**SALES MTD** - Quantity sold (units) month-to-date.

LOC - Warehouse location.

**IN TRANS** - Purchase order and transfer entry intransit quantities. The quantity is displayed in stocking unit of measure.

**IN WORK** - Quantity of finished goods that will be produced through raw materials.

**IN USE** - Quantity committed to product posting.

**ON ORDER** - On order for purchase orders. The quantity is displayed in stocking unit of measure.

**DS/FUTURE** - Future orders and drop ship quantities.

**LAST ORD** - Last order date.

**SALES YTD** - Quantity sold (units) year-to-date.

#### STOCK STATUS INQUIRY

#### **OPERATING INSTRUCTIONS**

#### ENTER ITEM #, "F7" FOR LOOKUP OR END

Enter the specific item number, 'F7' for the lookup program, or 'END' to return to the inquiry menu.

# ENTER WAREHOUSE NUMBER (3N), 'A' FOR ALL OR 'END'

Enter the three digit warehouse number if you wish to review the stock status only for a specific warehouse. Hit 'RETURN' if you want to review the stock status for all warehouses for this item. Enter 'END' to return to the product number prompt.

After each screen of the inquiry the following prompt will appear:

#### ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the customer number prompt.

Enter Shift 'F1' to review the sales history for this year or last year. The operator will be prompted as follows:

#### **SALES HISTORY**

- 1. THIS YEAR
- 2. LAS YEAR

Enter '1' to review the sales for each month for this year. Enter '2' to review the sales for each month of last year.

Enter Shift 'F2' to review the detail of all sales transactions.

Enter shift 'F3' for cost quote, you will be able to review the vendor number, vendor name, cost quote and the date of the quote.

Enter Shift 'F4' for receipts history and you will be able to review the purchase order and non-purchase order receipts in descending date sequence.

#### STOCK STATUS INQUIRY

# **OPERATING INSTRUCTIONS (Continued)**

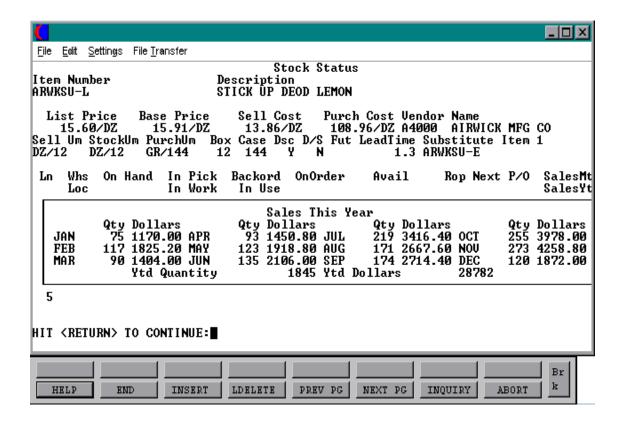
If there is more than one screen in each section, the following will appear:

# **HIT RETURN TO CONTINUE:**

Hit 'RETURN' to continue.

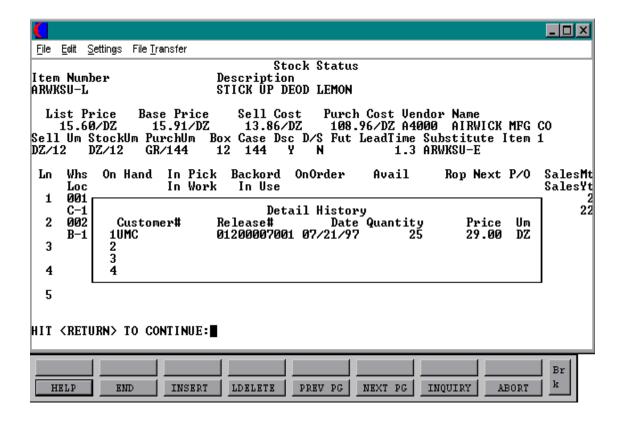
#### STOCK STATUS INQUIRY

#### **SALES HISTORY**



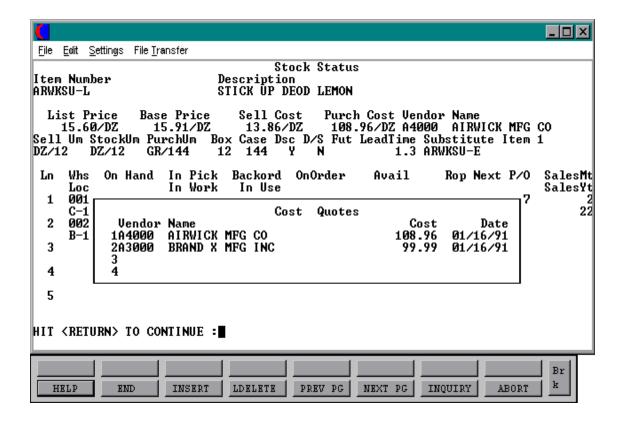
### STOCK STATUS INQUIRY

### **SALES DETAIL**



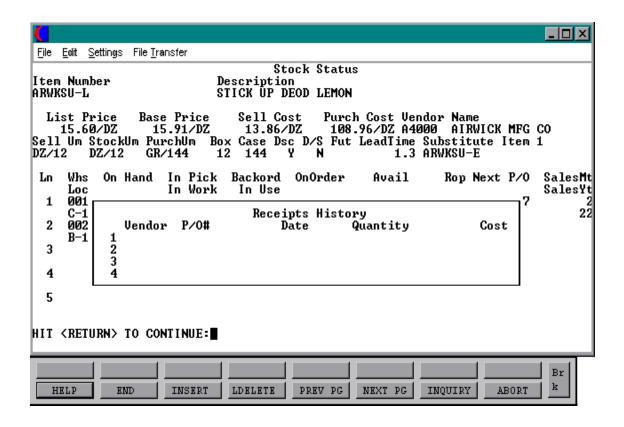
### STOCK STATUS INQUIRY

### **COST QUOTE**



### STOCK STATUS INQUIRY

### **RECEIPTS HISTORY**



### **INVENTORY INQUIRY**

PROGRAM NAME ELEMENT INV.INQ010

SELECTION MENU-1,1 MENU-7,7 MENU-18

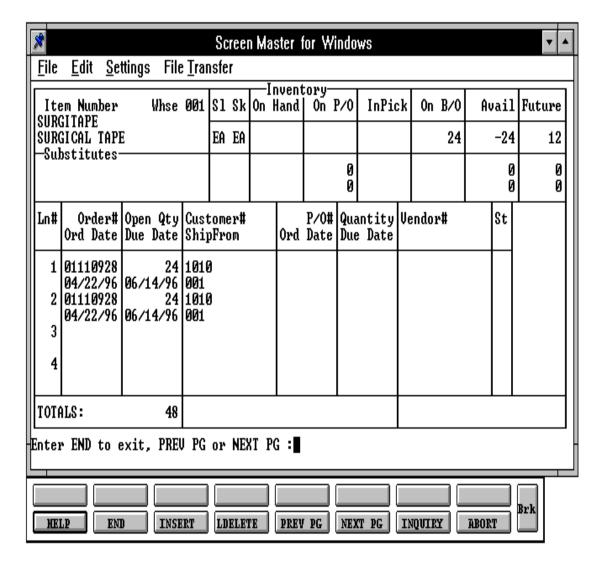
SELECTION NUMBER 7

FILES ACCESSED ORDER ENTRY RELATED

### **OVERVIEW**

This inquiry provides current inventory status for a particular warehouse or all warehouses.

### INVENTORY INQUIRY



### **INVENTORY INQUIRY**

### **INQUIRY DISPLAY OUTPUT**

In product area:

If a specific warehouse is entered, the following quantities will be based on that individual warehouse. If all warehouses are selected, the product totals (onhand, etc.) will be based on an accumulation of the detail of all warehouses.

**ITEM NUMBER** - Item number and description are displayed from the Product Master file.

**SL** - The selling unit of measure is displayed.

**SK** - The stocking unit of measure is displayed.

**ONHAND** - On hand quantity.

**ON P/O** - Open purchases order quantity.

**INPICK** - Quantity inpick.

**ON B/O** - Backorder quantity.

**AVAIL** - Available quantity.

**FUTURE** - Future orders quantity.

**SUBSTITUTES** - Substitute items and quantities are displayed.

In order detail area:

LN# - Line number.

**ORDER#** - Order number.

**OPEN QTY** - Quantity open (backorder quantity).

**CUSTOMER#** - Customer number.

**P/O** - Purchase order number.

### **INVENTORY INQUIRY**

### INQUIRY DISPLAY OUTPUT (Continued)

**QUANTITY** - Open purchase order quantity.

**VENDOR#** - Vendor number.

**ST** - Order or purchase order status. (I.e., "DS" = drop ship "ND" = non-drop ship)

**ORD DATE** - Order date.

**DUE DATE** - Required date.

**SHIPFROM** - Shipping warehouse for the order.

**ORD DATE** - Purchase order date.

**DUE DATE** - Purchase order due date.

**TOTALS** - Totals of open quantity and purchase order quantity.

### **OPERATING INSTRUCTIONS**

### ENTER ITEM #, "F7" FOR LOOKUP OR END

Enter the specific item number, 'F7' for the lookup program, or 'END' to return to the inquiry menu.

### ENTER WAREHOUSE NUMBER (3N), 'A' FOR ALL OR 'END'

Enter the three digit warehouse number if you wish to review the orders only for a specific warehouse. Hit 'RETURN' if you want to review the backorders for all warehouses for this item. Enter 'END' to return to the product number prompt.

After each screen of the order inquiry the following prompt will appear:

### ENTER END TO EXIT, PREV PG OR NEXT PG:

Enter 'F6 to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the customer number prompt.

### INVENTORY TRANSACTION INQUIRY - BY CUSTOMER

PROGRAM NAME ELEMENT INV.HIST.CUST.INQ010 SELECTION MENU-1,1 MENU-7,7 MENU-18

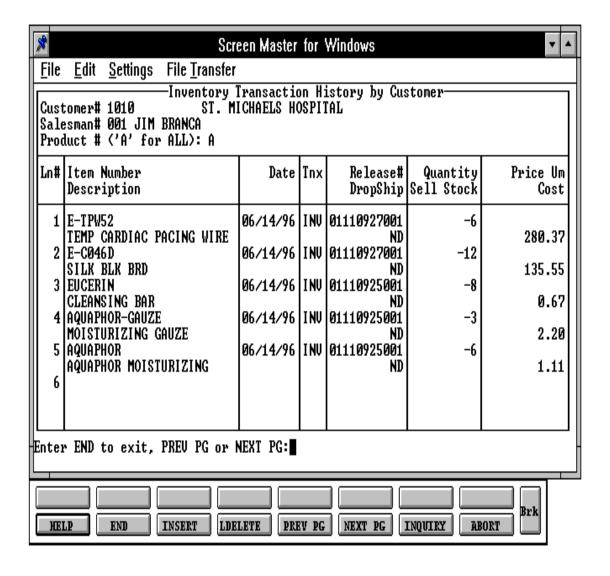
SELECTION NUMBER 8

FILES ACCESSED ORDER ENTRY RELATED

### **OVERVIEW**

This inquiry will provide a listing of all items billed to a specific customer. All billing transactions will be displayed (invoices, invoice voids, credit memos and credit memo voids).

### INVENTORY TRANSACTION INQUIRY - BY CUSTOMER



### **INVENTORY TRANSACTION INQUIRY - BY CUSTOMER**

### **INQUIRY DISPLAY OUTPUT**

**CUSTOMER#** - The customer number and name are displayed.

**SALESMAN#** - The salesman number and name are displayed from the Customer Detail file.

**LN#** - Line number.

**ITEM NUMBER** - The item number and description are displayed.

**DATE** - Date of transaction.

**TNX** - Transaction type. INV = invoice, CM = credit memo, I/V = invoice voids, C/V = credit memo voids.

RELEASE# - Release number.

**QUANTITY** - Transaction quantity.

**PRICE** - Price per pricing multiple.

**DROPSHIP** - Drop ship indicator.

**SELL UM** - The selling unit of measure is displayed from the Product Master file.

**STOCK UM** - The stocking unit of measure is displayed from the Product Master file.

**COST** - Cost per selling unit of measure.

### **OPERATING INSTRUCTIONS**

### ENTER CUSTOMER #, "F7" FOR LOOKUP OR END

Enter the specific customer number, 'F7' for the lookup program, or 'END' to return to the inquiry menu. After you have selected or input your customer, the customer's name and address will be displayed. If it is not a valid customer, an error message will display and you will be reprompted for customer number.

### **INVENTORY TRANSACTION INQUIRY - BY CUSTOMER**

# **OPERATING INSTRUCTIONS (Continued)**

After each screen of the order inquiry the following prompt will appear:

# ENTER END TO EXIT, PREV PG OR NEXT PG:

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the customer number prompt.

### **INVENTORY TRANSACTION INQUIRY - BY PRODUCT**

PROGRAM NAME ELEMENT INV.HIST.PROD.INQ010 SELECTION MENU-1,1 MENU-7,7 MENU-18

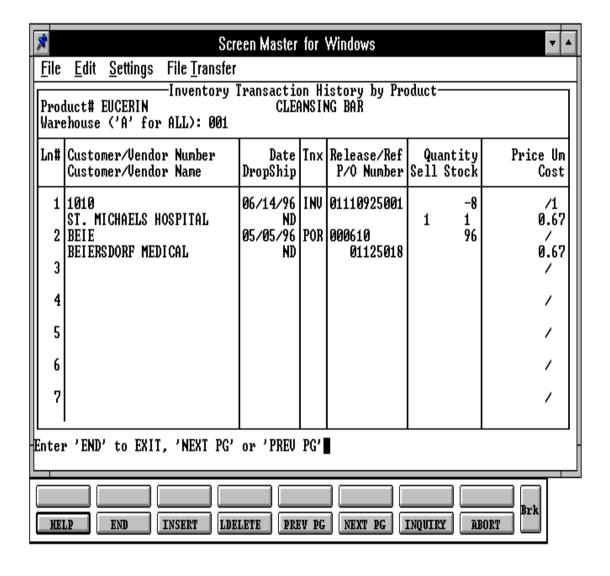
SELECTION NUMBER 9

FILES ACCESSED ORDER ENTRY RELATED

### **OVERVIEW**

This inquiry will provide a listing of all items billed to a specific customer. All billing transactions will be displayed (invoices, invoice voids, credit memos and credit memo voids).

### **INVENTORY TRANSACTION INQUIRY - BY PRODUCT**



### **INVENTORY TRANSACTION INQUIRY - BY PRODUCT**

### **INQUIRY DISPLAY OUTPUT**

**PRODUCT#** - Product number and description are displayed.

**LN#** - Line number.

**CUSTOMER/VENDOR** - Customer or vendor number and name.

**DATE** - Date of transaction.

**TNX** - Transaction type, INV = invoice, CM = credit memo, I/V = invoice voids, C/V = credit memo voids.

**RELEASE/REF** - Release or reference number.

**QUANTITY** - Transaction quantity.

**PRICE** - Price per pricing multiple.

**P/O NUMBER** - Purchase order number.

**SELL UM** - The selling unit of measure is displayed from the Product Master file.

**STOCK UM** - The stocking unit of measure is displayed from the Product Master file.

**COST** - Cost per selling unit of measure.

### **OPERATING INSTRUCTIONS**

### ENTER PRODUCT #, "F7" FOR LOOKUP OR END

Enter the specific product number, 'F7' for the lookup program, or 'END' to return to the inquiry menu.

### ENTER WAREHOUSE (3N), 'A' FOR ALL OR END

Enter the specific three (3) digit warehouse number if you want to review transactions for a specific warehouse. Enter 'A' for all or hit 'RETURN' if you want to see transactions for all warehouses. Enter 'END' to return to the product number prompt.

### **INVENTORY TRANSACTION INQUIRY - BY PRODUCT**

# **OPERATING INSTRUCTIONS (Continued)**

After each screen of the order inquiry the following prompt will appear:

# ENTER 'END' TO EXIT, 'NEXT PG' OR 'PREV PG'

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the product number prompt.

# LOT INVENTORY INQUIRY

PROGRAM NAME ELEMENT LOT.INQ010

SELECTION MENU-1,1 MENU-7.7 MENU-18

SELECTION NUMBER 10

FILES ACCESSED ORDER ENTRY RELATED

### **OVERVIEW**

This inquiry will provide a listing of all lots for a specific product.

# LOT INVENTORY INQUIRY

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L	<u>F</u> ile									
	Ware IN	house	)	L	ot Invento Item Num	ablity—				
	PŘI( Qty	E1:	2: 2:		3: 3:		4: 4:		Earlies	st Delivery
	f	lvail	On Hand	In Pick	On B/0	In Use	Adj Qty	Trn Qty	In Wo	rk On P/O
	LN#	Whse	Lot# / Le	ength	Location	On Har	nd In	Pick Ava	ilable	Lot Cost
	1 2 3 4 5 6 7 8 9									
HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk										

### LOT INVENTORY INQUIRY

### **INQUIRY DISPLAY OUTPUT**

**WAREHOUSE** - Warehouse number or 'A' for all warehouses.

**ITEM NUMBER** - Item number and description are displayed.

**PRICE 1** - Price from price pointer 1.

**PRICE 2** - Price from price pointer 2.

**PRICE 3** - Price from price pointer 3.

**PRICE 4** - Price from price pointer 4.

**Q-BRK 1** - Quantity break for price pointer 1.

**Q-BRK 2** - Quantity break for price pointer 2.

**Q-BRK 3**- Quantity break for price pointer 3.

**Q-BRK 4** - Quantity break for price pointer 4.

**EARLIEST DELIVERY** - Earliest due date from the Purchase Order records.

**AVAIL** - Total quantity available.

**ON HAND** - Total quantity on hand.

**INPICK** - Total quantity inpick.

**IN USE** - Quantity committed to product posting.

**ADJ QTY** - Adjustment quantities entered during order entry/verification.

**TRN QTY** - Transfer quantity.

**IN WORK** - Quantity of finished goods that will be produced through raw materials.

**ON P/O** - Total quantity on purchase orders.

### LOT INVENTORY INQUIRY

### **INQUIRY DISPLAY OUTPUT (Continued)**

LOT# - Lot or serial number.

**ON HAND** - Quantity on hand for a specific component.

**INPICK** - Quantity inpick for a specific component.

**AVAIL** - Quantity available for a specific component.

**LOT COST** - Lot cost for a specific component.

#### **OPERATING INSTRUCTIONS**

### ENTER WAREHOUSE (3N), 'A' FOR ALL OR END

Enter the specific three (3) digit warehouse number if you want to review lots for a specific warehouse. Enter 'A' for all or hit 'RETURN' if you want to see lots for all warehouses. Enter 'END' to return to the inquiry menu. .

# ENTER PRODUCT #, "F7" FOR LOOKUP OR END

Enter the specific product number, 'F7' for lookup program, or 'END' to return to the inquiry menu.

### ENTER THE PROPOSED PRICE OR HIT <RETURN> TO CONTINUE:

Enter the proposed price or hit 'RETURN' to see all lots.

### ENTER QUANTITY NEEDED, <RETURN> FOR ALL OR 'END':

Enter the specific quantity that is needed. Hit 'RETURN' for all lots or enter 'END' to return to the product number prompt.

After each screen of inquiry the following prompt will appear:

### LOT INVENTORY INQUIRY

# **INQUIRY DISPLAY OUTPUT (Continued)**

# ENTER END TO EXIT, PREV PG OR NEXT PG:

Enter 'F6' to see next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the warehouse number prompt.

# **CUSTOMER/PRODUCT PRICE LOOKUP**

PROGRAM NAME ELEMENT CUSTOMER.PRICE.INQUIRY010

SELECTION MENU-1,1 MENU-7.7 MENU-18

SELECTION NUMBER 11

FILES ACCESSED ORDER ENTRY RELATED

### **OVERVIEW**

This inquiry provides price for a specific customer for a specific product.

# **CUSTOMER/PRODUCT PRICE LOOKUP**

	Screen Master for Windows										
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Name Add: Add:	Customer 1010 Name ST. MICHAELS HOSI 16405 EAST 56TH S				tomer/Item Price Inquiry-   Phone   PITAL   S1sm			001 JIM BRANCA 5000 N			
SUR Disc Sel	Item Number Description:SURGICAL TAPE Uend#:SHERWO SURGITAPE Name:SHERWOOD MEDICAL Discont. Retail Price Standard Cost Special Price Contr. Price Contr. N 2.25* 1.00 Sell Um StockUm PurchUm BoxQty CaseQty Sub 1: EA/1 EA/1 EA/1 1 1 Sub 2:										
Ln#	Whs	Location	QtyOnHnd	QtyAvail	<b>Q</b> tyComit	QtyOnOrd	Due Date	<b>Q</b> tyInPck			
1	001			-24	36						
Enter Shift <f2> For Quantity Breaks or END : PAGE 1 OF 2</f2>											
HEADER QTY BRKS BERN BERN BERN BERN BERN BERN BERN BERN											

### CUSTOMER/PRODUCT PRICE LOOKUP

### **INQUIRY DISPLAY OUTPUT**

In customer area:

**CUSTOMER** - The customer number entered is displayed along with the customer name.

**SLSM** - The salesman is displayed from the Customer Detail file.

**CRED.LIMIT** - The credit limit is displayed from the Customer Master file.

**CRED.HOLD** - Credit hold indicator for the Customer Master file.

In product area:

**ITEM NUMBER** - The item number entered is displayed along with the item description from the Product Master file.

**VEND#** - The vendor number is displayed.

**DISCON** - Discontinued indicator from the Product Master file.

**RETAIL PRICE** - The list price is displayed from the Product Master file.

**STANDARD COST** - Standard cost is displayed from the Product Master file.

**SPECIAL PRICE** - Special price is displayed.

**CONTR.PRICE** - Contract price is displayed.

**CONTR.COST** - Contract cost is displayed.

**SELL UM** - The selling unit of measure is displayed from the Product Master file.

**STOCK UM** - The stocking unit of measure is displayed from the Product Master file.

**PURCH UM** - The purchasing unit of measure is displayed from the Product Master file.

**BOXQTY** - The box quantity is displayed from the Product Master file.

**CASEQTY** - The case quantity is displayed from the Product Master file.

### CUSTOMER/PRODUCT PRICE LOOKUP

### INQUIRY DISPLAY OUTPUT (Continued)

In product area:

**SUB 1 & SUB 2** - Substitute items for this item, if any, are displayed from the Product Master file.

LN# - Line number.

**WHS** - Warehouse number is displayed.

**LOCATION** - Warehouse location is displayed.

**QTYONHND** - Quantity on hand. The quantity is displayed in the stocking unit of measure.

**QTYAVAIL** - Quantity available. The available on hand quantity - backorders - inpick. The quantity is displayed in the stocking unit of measure.

**QTYCOMIT** - Quantity committed.

**QTYONORD** - On order for purchase orders. The quantity is displayed in stocking unit of measure.

**DUE DATE** - Purchase order due date.

**QTYINPCK** - Quantity inpick. The quantity is displayed in the stocking unit of measure.

In quantity break area:

**PRODUCT#** - Product number is displayed along with the product description.

**LN#** - Quantity break line numbers.

**QUANTITY** - Quantity breaks.

**PRICE** - Price for quantity breaks.

**DISC%** - Discount percent for quantity breaks.

### **CUSTOMER/PRODUCT PRICE LOOKUP**

### **INQUIRY DISPLAY OUTPUT (Continued)**

In quantity break area:

**COMM%** - Commission percent for quantity breaks.

#### **OPERATING INSTRUCTIONS**

A specific customer and product is entered, price and cost will be displayed.

# ENTER CUSTOMER#, "F7" FOR LOOKUP OR END

Enter the specific customer number, 'F7' for the lookup program or 'END' to return to the inquiry menu.

### ENTER PRODUCT#, "F7" FOR LOOKUP OR END

Enter the specific product number, 'F7' for the lookup program or 'END' to return to the inquiry menu.

### ENTER SHIFT <F2> FOR QUANTITY BREAKS OR END:

Enter shift 'F2' to display quantity breaks for this customer and product or 'END' to bring you back to the customer prompt.

### **ENTER SHIFT <F1> FOR HEADER INFO OR END:**

Enter shift 'F1' to bring you back to the header or 'END' to bring you back to the customer prompt.

# **SUMMARY A/R INQUIRY**

PROGRAM NAME ARPROG SUMM.AR010

SELECTION MENU-1,1 MENU-7,7 MENU-18

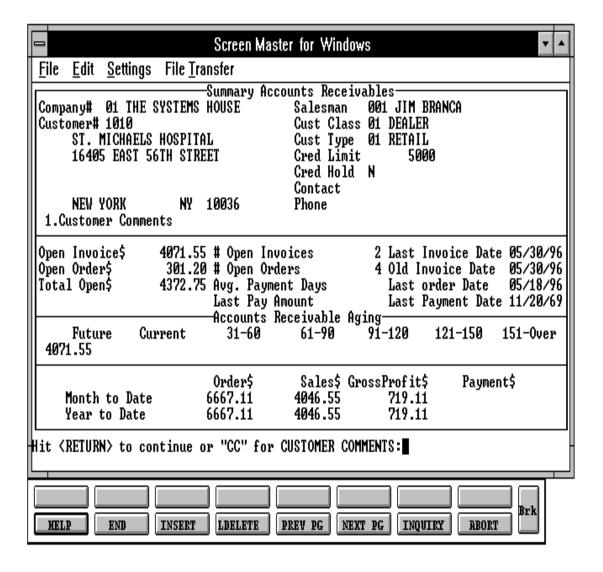
SELECTION NUMBER 12

FILES ACCESSED ORDER ENTRY RELATED

### **OVERVIEW**

This inquiry will provide a summary of accounts receivable balance and aging for one specific customer.

### SUMMARY A/R INQUIRY



### **SUMMARY A/R INQUIRY**

### **INQUIRY DISPLAY OUTPUT**

**CUSTOMER#** - The customer number entered is displayed along with the customer name.

**SALESMAN** - The salesman number and name is displayed from the Customer Detail record.

**CUST CLASS** - Customer class is displayed from the Customer Master file.

**CUST TYPE** - Customer type is displayed from the Customer Master file.

**CRED LIMIT** - Credit limit is displayed from the Customer Master file.

**CRED HOLD** - Credit hold indicator is displayed from the Customer Master file.

**CONTACT** - Contact name is displayed from the Customer Master file.

**PHONE** - Phone number is displayed from the Customer Master file.

**CUSTOMER COMMENTS** - Comments entered for customer.

**OPEN INVOICE \$** - Total dollar amount of open accounts receivable.

**OPEN ORDER \$** - Total dollar value of orders not invoiced.

**TOTAL OPEN \$** - Total dollar amount of accounts receivable and open orders.

**# OPEN INVOICES** - The number of accounts receivable records with a balance greater than "0".

**# OPEN ORDERS** - The number of orders not yet invoiced.

**AVG PAYMENT DAYS** - Average number of payment days.

**LAST PAY AMOUNT** - Last payment amount received.

**LAST INVOICE DATE** - Date of the last invoice.

**OLD INVOICE DATE** - Date of the oldest invoice.

### **SUMMARY A/R INQUIRY**

### INQUIRY DISPLAY OUTPUT (Continued)

**LAST ORDER DATE** - Date of the last order.

**LAST PAYMENT DATE** - Date the last payment was received from the customer.

**FUTURE** - Future accounts receivable.

**CURRENT** - Current accounts receivable.

**AGED AR** - The remaining accounts receivable will be based on the aging periods established in the Company record.

#### **ORDER \$**

MTD - Total value of orders placed this month for the customer.

YTD - Total value of orders placed this year for the customer.

### **SALES \$**

MTD - Total amount of sales (invoiced) this month.

YTD - Total amount of sales (invoiced) this year.

### **GROSS PROFIT S**

MTD - Total gross profit this month.

YTD - Total gross profit for t this year.

### **PAYMENT S**

MTD - Total payments received this month for the customer.

YTD - Total payments received this year for the customer.

### **SUMMARY A/R INQUIRY**

### **OPERATING INSTRUCTIONS**

### ENTER COMPANY NUMBER (2N), OR 'END'

Enter the two digit company number. Enter 'END' to return to the inquiry menu.

### ENTER CUSTOMER #, "F7" FOR LOOKUP OR END

Enter the specific customer number, 'F7' for the lookup program, or 'END' to return to the inquiry menu. After you have selected or input your customer, the customer's name and address will be displayed. If it is not a valid customer, an error message will display and you will be reprompted for customer number.

The summary information will be displayed and the following prompt will appear:

### HIT <RETURN> TO CONTINUE OR "CC" FOR CUSTOMER COMMENTS:

Hit 'RETURN' to return to the customer number prompt. Enter 'CC' to input or maintain customer comments. After you have input customer comments, you will return to the above prompt

### **OPEN A/R INQUIRY**

PROGRAM NAME ARPROG DET.AR010

SELECTION MENU-1,1 MENU-7,7 MENU-18

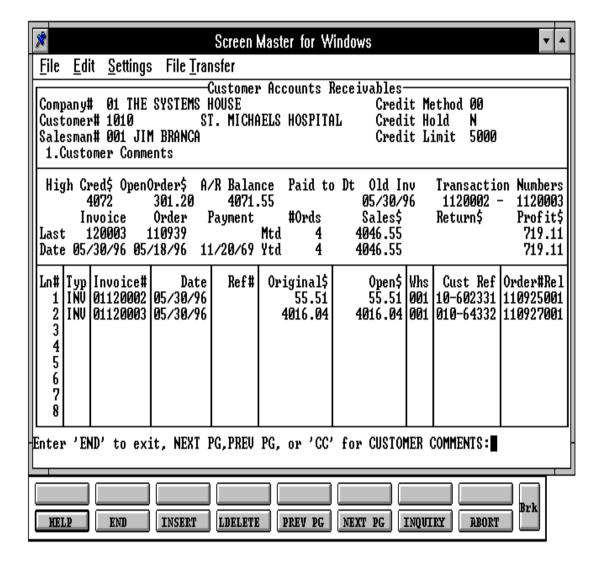
SELECTION NUMBER 13

FILES ACCESSED ACCOUNTS RECEIVABLE RELATED

### **OVERVIEW**

This inquiry will provide a detailed listing of all currently open accounts receivable records. This inquiry can also be run on the History records.

### OPEN A/R INQUIRY



### **OPEN A/R INQUIRY**

### **INQUIRY DISPLAY OUTPUT**

**CUSTOMER#** - The customer number entered is displayed along with the customer name.

**SALESMAN#** - Salesman number and name are displayed from the Customer Detail file.

**CREDIT METHOD** - Credit method is displayed from the Customer file.

**CREDIT HOLD** - Credit hold indicator is displayed from the Customer Master file.

**CREDIT LIMIT** - Credit limit is displayed from the Customer Master file.

**CUSTOMER COMMENTS** - Comments entered for customer.

**HIGH CRED \$** - Highest credit to date.

**OPEN ORDER \$** - Open order dollars.

**A/R BALANCE** - Open accounts receivable balance.

**PAID TO DT** - Amount paid to date.

**OLD INV** - Oldest invoice number.

**TRANSACTION NUMBERS** - Transaction numbers.

**LAST INVOICE** - Last invoice number generated.

**DATE INVOICE** - Last invoice date.

**LAST ORDER** - Last order number generated.

**DATE ORDER** - Last order date.

**PAYMENT** - Last payment amount.

**LAST PAYMENT DATE** - Last payment date.

# ORD MTH - Number of orders entered this month for this customer.

#### **OPEN A/R INQUIRY**

### **INQUIRY DISPLAY OUTPUT (Continued)**

# **ORD YTD** - Number of orders entered this year.

**MTD SALES \$** - Sales dollars this month.

YTD SALES § - Year-to-date sales dollars.

MTD RETURN \$ - Sales return dollars this month.

YTD RETURN \$ - Year-to-date return dollars.

**MTD PROFIT \$** - Profit for this month.

**YTD PROFIT \$** - Year-to-date profit dollars.

LN # - Line number

### **TYP** - Transaction type

ADJ - adjustments

INV - invoices

C/M - stand alone credit memos

O/A - on account payments

U/A - unapplied payments

S/C - service charges

C/B - chargebacks

### **INVOICE** # - Transaction number

**DATE** - Initial date of transaction.

**REF** # - Reference number for transaction.

**ORIGINAL \$** - Original amount of transaction.

**OPEN \$** - Open amount of transaction.

**WHS** - Warehouse number the transaction was posted to.

### **OPEN A/R INQUIRY**

### INQUIRY DISPLAY OUTPUT (Continued)

**CUST REF** - Customer reference number (i.e., customer purchase order number).

**ORD** # **REL** - Order number/release number that generated this transaction. (If transaction was initiated via the order entry module.)

### **OPERATING INSTRUCTIONS**

### ENTER COMPANY # (2N), OR 'END'

Enter the two digit company number. Enter 'END' to return to the inquiry menu.

### ENTER CUSTOMER #, "F7" FOR LOOKUP OR END

Enter the specific customer number, 'F7' for the lookup program, or 'END' to return to the inquiry menu. After you have selected or input your customer, the customer's name will be displayed. If it is not a valid customer, an error message will display and you will be reprompted for customer number.

# DO YOU WISH TO SEE: CURRENT HISTORY

Highlight current to see current open accounts receivable, or highlight history to see accounts receivable history.

# ENTER 'END' TO EXIT, NEXT PG, PREV PG, OR 'CC' FOR CUSTOMER COMMENTS:

Enter 'END' to go back to the company prompt. Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. Enter 'CC' to enter customer comments. After you have input customer comments, you will return to the above prompt.

# **VENDOR OPEN PO INQUIRY**

PROGRAM NAME ELEMENT VEND.PO010

SELECTION MENU-1,1 MENU-7,7 MENU-18

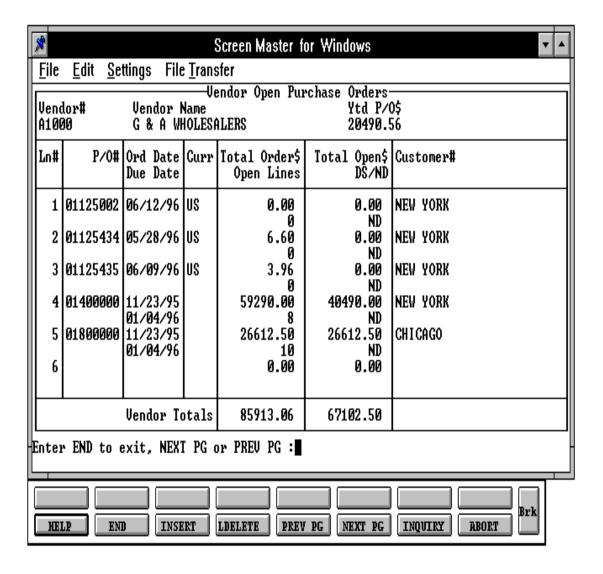
SELECTION NUMBER 14

FILES ACCESSED PO RELATED FILES

### **OVERVIEW**

This inquiry provides a summary listing of all outstanding purchase orders to a vendor.

# **VENDOR OPEN PO INQUIRY**



#### **VENDOR OPEN PO INQUIRY**

#### **INQUIRY DISPLAY OUTPUT**

**VENDOR#** - The vendor number entered is displayed along with the vendor name.

**YTD P/O \$** - Year-to-date purchase order dollars for the vendor.

**LN** # - Sequential purchase order line number.

**P/O** # - Purchase order number.

**ORD DATE** - Purchase order date.

**DUE DATE** - Purchase order due date.

**CURR** - Currency of purchase order.

**TOTAL ORDER \$** - Value of purchase order.

**OPEN LINES** - Open lines on purchase order.

**TOTAL OPEN \$** - Dollar value of open lines on the purchase order.

**DS/ND** - Direct/non direct ship indicator ("DS" = direct ship "ND=" non direct ship).

**CUSTOMER** # - Customer number (if entered during purchase order entry).

**VENDOR TOTALS** - Totals of total order dollars and total open dollars.

#### **OPERATING INSTRUCTIONS**

#### ENTER VENDOR NUMBER, 'F7' FOR LOOKUP OR END

Enter a valid vendor number. Enter 'F7' to access the lookup or 'END' to return to the inquiry menu. The vendor number will be checked to see that it exists on the system. If the program is unable to verify the vendor number, the system displays:

#### NO OPEN PURCHASE ORDERS FOR THIS VENDOR

You will be prompted for a new vendor number.

## **VENDOR OPEN PO INQUIRY**

# **OPERATING INSTRUCTIONS (Continued)**

If 'END' is entered for vendor number, the system will return to the inquiry selector.

The system will display the first page of purchase orders for the vendors selected.

If there are more than one page of purchase orders, the system will prompt:

# ENTER 'END' TO EXIT, NEXT PG OR PREV PG:

Entry 'F6' to display the next page. Enter 'F5 to display the previous page. 'Enter 'END' to return to the vendor number prompt.

# **DETAIL OPEN PO INQUIRY**

PROGRAM NAME ELEMENT DET.OPEN.PO.INQ010 SELECTION MENU-1,1 MENU-7,7 MENU-18

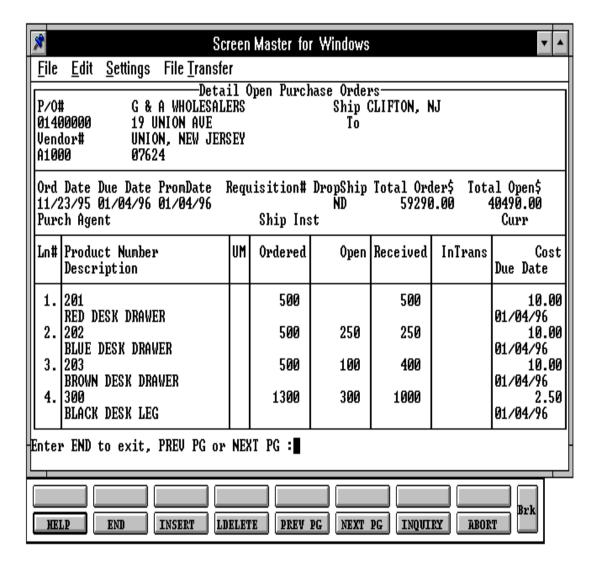
SELECTION NUMBER 15

FILES ACCESSED PO RELATED FILES

## **OVERVIEW**

This inquiry provides current order status for a given purchase order.

## **DETAIL OPEN PO INQUIRY**



#### **DETAIL OPEN PO INQUIRY**

# **INQUIRY DISPLAY OUTPUT**

**P/O** # - Purchase order number.

**VENDOR** # - Vendor number and name is displayed.

**SHIP-TO** - Ship-to information is displayed.

**ORD DATE** - Purchase order date.

**DUE DATE** - Purchase order due date.

**REQUISITION** # - Requisition number(if entered during purchase order entry) is displayed.

**DROPSHIP** - Direct/non direct ship indicator ("DS" = direct ship "ND" non direct ship).

**TOTAL ORDER \$** - Value of purchase order.

**TOTAL OPEN \$** - Dollar value of open lines on the purchase order.

**PURCH AGENT** - Purchasing agent.

**SHIP INST** - Shipping instructions.

**CURR** - Purchase order currency.

**LN** # - Line number on purchase order.

**PRODUCT** # - Product number and description is displayed.

**UM** - Purchase unit of measure.

**ORDERED** - Quantity ordered.

**OPEN** - Quantity open on the purchase order.

**RECEIVED** - Quantity received against the purchase order.

**INTRANS** - Quantity intransit.

#### **DETAIL OPEN PO INQUIRY**

# **INQUIRY DISPLAY OUTPUT (Continued)**

**COST** - Purchase order cost for the product.

**DUE DATE** - Due date for that line on the purchase order.

#### **OPERATING INSTRUCTIONS**

The system will prompt for, verify and display all the information on the purchase order entered (NOTE: PO# = CO#,PO#). After displaying all lines, the system will prompt:

## ENTER PO NUMBER OR 'END'

Enter a valid purchase order number, or 'END' to return to the inquiry menu.

## ENTER 'END' TO EXIT, PREV PG OR NEXT PG:

Enter 'F6' or hit 'RETURN' to page forward. An entry of 'F5' will bring you back to the previous page. 'END' will return to the P/O number prompt.

If the system is unable to verify the purchase order number, it will display:

#### PURCHASE ORDER ####### NOT ON PO FILE

Entry of 'END' instead of a purchase order number causes the system to return to the inquiry selector.

# **OPEN PO BY ITEM**

PROGRAM NAME ELEMENT ITEM.PO010

SELECTION MENU-1,1 MENU-7,7 MENU-18

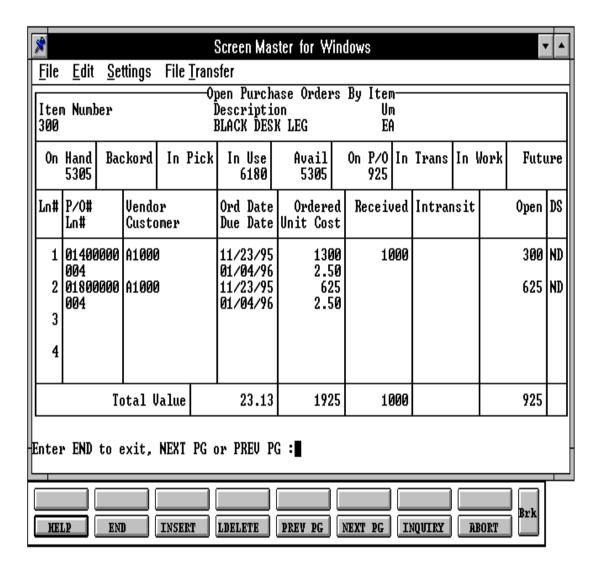
SELECTION NUMBER 16

FILES ACCESSED PO RELATED FILES

## **OVERVIEW**

This inquiry displays all open purchase orders by product.

# **OPEN PO BY ITEM**



#### **OPEN PO BY ITEM**

#### **INQUIRY DISPLAY OUTPUT**

**ITEM NUMBER** - Product number.

**DESCRIPTION** - Product description.

**UM** - Purchase unit of measure.

**ON HAND** - On hand quantity.

**BACKORD** - Customer backorder quantity.

**IN PICK** - Quantity in pick. Displayed in stocking unit of measure.

**IN USE** - Quantity committed to product posting.

**AVAIL** - Quantity available (on hand quantity - backorder quantity - inpick quantity).

**ON P/O** - Open purchase order quantity.

**IN TRANS** - Intransit quantity.

**IN WORK** - Quantity of finished goods that will be produced through raw materials.

**FUTURE** - Future order quantity.

**PO** # - Purchase order quantity.

**LN** # - The line for this item on the purchase order.

**VENDOR** - Vendor number.

**CUSTOMER** - Customer number.

**ORD DATE** - Purchase order date.

**DUE DATE** - Purchase order due date.

**ORDERED** - Ordered quantity.

#### **OPEN PO BY ITEM**

INQUIRY DISPLAY OUTPUT (Continued)

**UNIT COST** - Unit cost for the purchase order item.

**RECEIVED** - Received quantity.

**INTRANSIT** - Intransit quantity.

**OPEN** - Open quantity.

**DS** - Direct or non-direct shipment.

**TOTAL VALUE** - Total purchase order value, ordered value, received value and open value.

#### **OPERATING INSTRUCTIONS**

The system will prompt for, verify and display the purchase orders that contain the item number entered.

## ENTER ITEM NUMBER, 'F7' FOR LOOKUP OR 'END'.

Enter a valid item number. Enter 'F7' to access the lookup routine or 'END' to return to the inquiry menu. The item number will be checked to see that it exists on the system. If unable to verify the item number, the system displays:

# 'PRODUCT NOT ON ALPHA.PROD FILE'

You will be prompted for a new item number.

Enter of 'END' in place of item number causes the system to return to the inquiry selector.

After all purchase orders for that item have been displayed, the system will display:

# ENTER 'END' TO EXIT, NEXT PG OR PREV PG:

Enter 'F6' or 'RETURN' to page forward. An entry of 'F5' will bring you back to the previous page. 'END' will return to the P/O number prompt.

# **CUSTOMER OPEN CONSIGNMENTS**

PROGRAM NAME ELEMENT CUST.OC010

SELECTION MENU-1,1 MENU-7,7 MENU-18

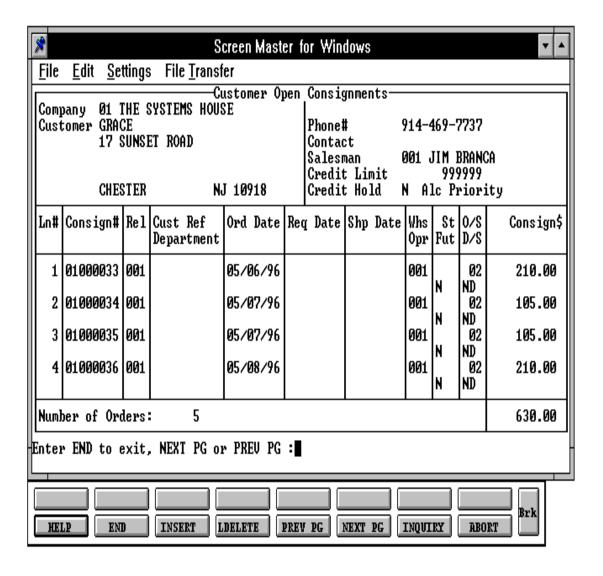
SELECTION NUMBER 17

FILES ACCESSED ORDER ENTRY RELATED

## **OVERVIEW**

This inquiry will provide a listing of all customer consignments.

# **CUSTOMER OPEN CONSIGNMENTS**



#### **CUSTOMER OPEN CONSIGNMENTS**

#### **INQUIRY DISPLAY OUTPUT**

**CUSTOMER** - The customer number entered is displayed along with the customer name.

**PHONE** # - The phone number is displayed.

**CONTACT** - The accounts receivable contact is displayed from the Customer Master file.

**SALESMAN** - The salesman number and name are displayed from the Customer Detail file.

**CREDIT LIMIT** - The credit limit is displayed from the Customer Master file.

**CREDIT HOLD** - The credit hold indicator is displayed from the Customer Master file.

**ALC PRIORITY** - Backorder allocation priority.

**LN** # - Sequential line number.

**CONSIGN** # - Consignment number.

**REL** - Release number.

**CUST REF** - Customer reference number (i.e., purchase order number).

**DEPARTMENT** - Customer department number.

**ORD DATE** - Ordered date.

**REQ DATE** - Required date.

**SHP DATE** - Shipped date.

**WHS** - Warehouse number.

**ST** - Order status is displayed.

**O/S** - The order source code is displayed from the Order record.

**CONS \$** - Consignment dollar amounts.

#### **CUSTOMER OPEN CONSIGNMENTS**

# **INQUIRY DISPLAY OUTPUT (Continued)**

**OPR** - Operator code under which the order was entered.

**FUT** - Future order indicator.

**D/S** - Direct shipment indicator from the order entry header screen.

**NUMBER OF ORDERS** - Total number of consignment order for this customer.

#### **OPERATING INSTRUCTIONS**

## ENTER COMPANY # (2N), 'RTN' FOR ALL OR 'END'

Enter the two digit company number if you wish to review the consignments only for a specific company. Hit 'RETURN' if you want to review all the consignments for this customer. Enter 'END' to return to the customer number prompt.

# ENTER CUSTOMER #, "F7" FOR LOOKUP OR END

Enter the specific customer number, 'F7' for the lookup program, or 'END' to return to the inquiry menu. After you have selected or input your customer, the customer's name and address will be displayed. If it is not a valid customer, an error message will display and you will be reprompted for customer number.

After each screen of the order inquiry the following prompt will appear:

## ENTER 'END' TO EXIT, NEXT PG OR PREV PG:

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' it will take you back to the company number prompt.

# DETAILED OPEN CONSIGNMENT INQUIRY

PROGRAM NAME ELEMENT DET.OC010

SELECTION MENU-1,1 MENU-7,7 MENU-18

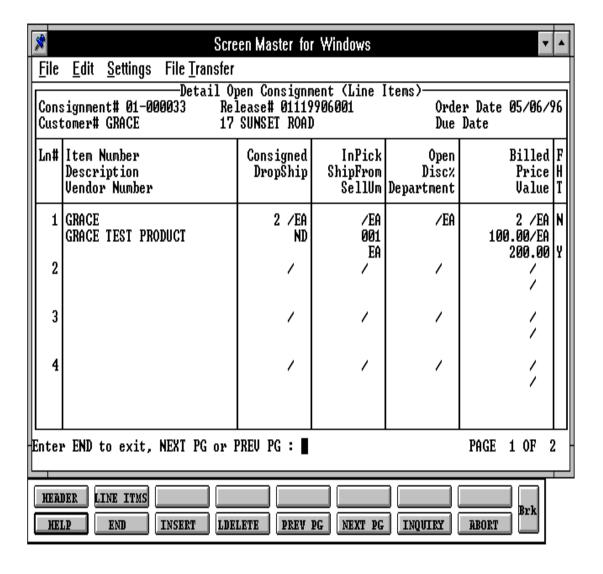
SELECTION NUMBER 18

FILES ACCESSED ORDER ENTRY RELATED

## **OVERVIEW**

This inquiry provides the current status for a specific consignment. All items are displayed with the quantity ordered, quantity shipped and quantity in picking.

# **DETAILED OPEN CONSIGNMENT INQUIRY**



#### **DETAILED OPEN CONSIGNMENT INQUIRY**

#### INQUIRY DISPLAY OUTPUT

In detail area:

**CONSIGNMENT** # - The consignment number entered is displayed along with the release number.

**CUSTOMER** - The customer number entered is displayed along with the customer name.

**ORDER DATE** - Order date of consignment.

**DUE DATE** - Due date of consignment.

**LN** - Number of lines on consignment.

**ITEM NUMBER** - External product number.

**DESCRIPTION** - Product description is displayed from the Product Master file.

**VENDOR NUMBER** - Vendor number is displayed.

**CONSIGNED** - Consignment quantity.

**DROPSHIP** - Drop ship indicator. If the line on the order is flagged a drop ship "DS" will be displayed in this field, otherwise "ND" will be displayed.

**INPICK** - Quantity inpicking.

**SHIPFROM** - The shipping warehouse is displayed.

**SELL UM** - The selling unit of measure is displayed.

**OPEN** - Backordered quantity.

**DISC%** - Discount percent is displayed.

**DEPARTMENT** - The department is displayed from the Order record.

**BILLED** - Shipped quantity.

## **DETAILED OPEN CONSIGNMENT INQUIRY**

# **INQUIRY DISPLAY OUTPUT (Continued)**

In detail area:

**PRICE** - Unit price of the consignment item.

**VALUE** - Line value.

**F** - Future indicator. If the line on the order is flagged as future "Y" will be displayed in this field.

**H** - Price hold indicator.

**T** - If the product is taxable "Y" will be displayed.

In header area:

**CONSIGNMENT** # - Consignment number is displayed.

**SOLD TO** - Customer number, name and address is displayed.

**SHIP-TO** - Ship to information is displayed.

**ORDER DT** - Order date of consignment.

**DUE DT** - Due date of consignment.

**SELL WHSE** - Selling warehouse is displayed.

**SHIP WHSE** - Shipping warehouse is displayed.

**SHIP VIA** - Ship via is displayed.

**SALESMAN** - Salesman number and name is displayed.

**TERMS** - Terms description.

**RELEASE** # - The release number is displayed.

**TAX JUR** - Tax jurisdiction is displayed.

#### **DETAILED OPEN CONSIGNMENT INQUIRY**

# INQUIRY DISPLAY OUTPUT (Continued)

In header area:

**TAX** % - Tax percent is displayed.

**CUST P/O** # - Customer purchase order number is displayed.

**COMPET**E - If the consignment is complete "Y" will be displayed.

**NO. REL** - Number of releases (shipments).

**NO. LINES** - Number of lines on the consignment.

**FUTURE** - Future indicator.

**OPER** - Operator code under which the order was entered.

**OPEN \$** - Total dollar value of consignment not billed.

**DISCOUNT \$ - Discount dollar amount.** 

**MISC \$** - Miscellaneous dollar amount.

**FREIGHT \$** - Freight dollar amount.

TAX \$ - Tax dollar amount.

**TOTAL \$** - Total dollar amount.

**DROPSHIP** - Drop ship indicator. If the line on the order is flagged a drop ship "DS" will be displayed in this field, otherwise "ND" will be displayed.

**CRED HOLD** - Credit hold indicator is displayed from the Customer Master file.

**ORD SRC** - Order source is displayed.

## **DETAILED OPEN CONSIGNMENT INQUIRY**

## **OPERATING INSTRUCTIONS**

#### ENTER CONSIGNMENT NUMBER OR END

Enter the eight (8) digit consignment number, and the first screen of the consignment detail will display. Enter 'END' to return to the inquiry menu.

After each page of the detail is displayed, the following prompt will appear:

# ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'F5' to return to the previous page. Enter 'F6' or hit 'RETURN' to advance to the next page. Enter 'END' to return to the consignment number prompt.

# **OPEN CONSIGNMENTS BY ITEM INQUIRY**

PROGRAM NAME ELEMENT OC.ITEM010

SELECTION MENU-1,1 MENU-7,7 MENU-18

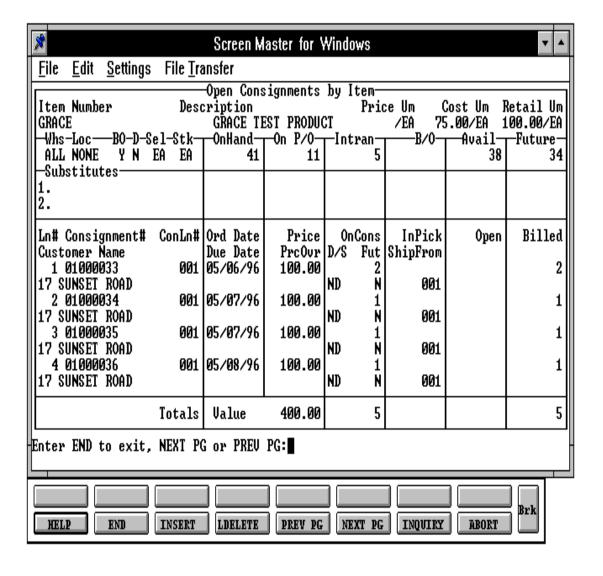
SELECTION NUMBER 19

FILES ACCESSED ORDER ENTRY RELATED

## **OVERVIEW**

This inquiry provides a listing of all open consignments for a specific item.

# **OPEN CONSIGNMENT BY ITEM INQUIRY**



#### **OPEN CONSIGNMENTS BY ITEM INQUIRY**

#### **INQUIRY DISPLAY OUTPUT**

If a specific warehouse is entered, the following quantities will be based on that individual warehouse. If all warehouses are selected, the product totals (onhand, etc.) will be based on an accumulation of the detail of all warehouses.

**ITEM NUMBER** - The item number entered is displayed along with the product description from the Product Master file.

**PRICE UM** - Pricing and unit of measure is displayed.

**COST UM** - Current cost and costing unit of measure is displayed.

**RETAIL UM** - List price and unit of measure is displayed.

**WHS** - Warehouse number is displayed.

**LOC** - Warehouse location is displayed.

**BO** - Backorder indicator from the Product Master file.

**D** - Discontinued indicator from the Product Master file.

**SEL** - The selling unit of measure is displayed.

**STK** - The stocking unit of measure is displayed.

**ONHAND** - On hand quantity.

**ON P/O** - Open purchase order quantity.

**INTRAN** - Intransit quantity.

**B/O** - Customer backorder quantity.

**AVAIL** - Available quantity.

**FUTURE** - Future orders quantity.

**SUBSTITUTES** - Substitute items for this product.

# **OPEN CONSIGNMENTS BY ITEM INQUIRY**

# INQUIRY DISPLAY OUTPUT (Continued)

**LN** # - System incremented.

**CONSIGNMENT** # - Consignment number.

**CONLN#** - Line number on the consignment.

**CUSTOMER NAME** - Customer name for the order.

**ORD DATE** - Date of order.

**DUE DATE** - Order due date.

**PRICE** - Item price on the order.

**PRCOVER** - Item price if overridden.

**ONCONS** - Consignment quantity.

**D/S** - Drop ship indicator.

**FUT** - Future order indicator.

**INPICK** - Inpick quantity.

**SHIPFROM** - The shipping warehouse is displayed.

**OPEN** - Quantity open on consignment.

**BILLED** - Quantity billed on this consignment.

**VALUE** - Total value of price and on consignments.

#### **OPEN CONSIGNMENTS BY ITEM INQUIRY**

#### **OPERATING INSTRUCTIONS**

## ENTER ITEM #, "F7" FOR LOOKUP OR END

Enter the specific item number, 'F7' for the lookup program, or 'END' to return to the inquiry menu.

# ENTER WAREHOUSE NUMBER (3N), 'A' FOR ALL OR 'END'

Enter the three digit warehouse number if you wish to review the consignments only for a specific warehouse. Hit 'RETURN' if you want to review the backorders for all warehouses for this item. Enter 'END' to return to the product number prompt.

After each screen of the consignment inquiry the following prompt will appear:

## ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'END' you will return to the customer number prompt.

# WARRANTY BY PRODUCT INQUIRY

PROGRAM NAME ELEMENT WARR.PROD.010 SELECTION MENU-1.1 MENU 7-7 MENU-18

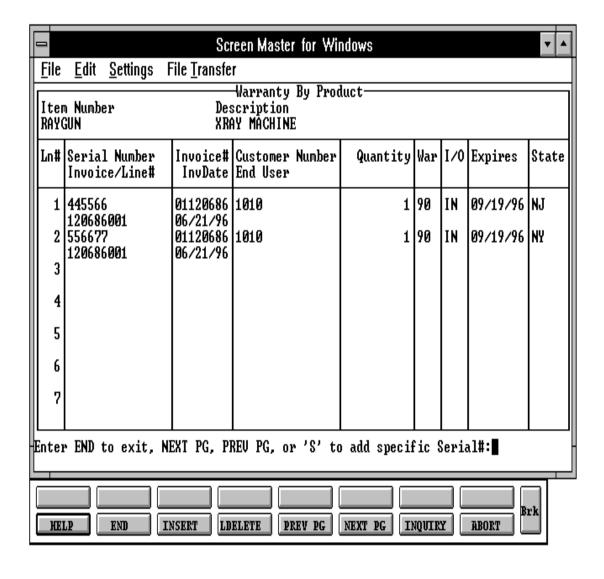
SELECTION NUMBER 25

FILES ACCESSED WARRANTY RELATED

# **OVERVIEW**

The warranty by product inquiry displays the warranty information for a specific product. You are prompted for a specific serial number or all serial numbers and a specific invoice number or all invoice numbers for the product selected.

# WARRANTY BY PRODUCT INQUIRY



#### WARRANTY BY PRODUCT INQUIRY

#### **INQUIRY DISPLAY OUTPUT**

**ITEM NUMBER** - The item number entered is displayed along with the product description from the Product Master file.

**LN** # - System incremented.

**SERIAL NUMBER** - Serial number of the products.

**INVOICE/LN#** - Invoice number or line number the product/serial number was billed.

**INVOICE** # - Invoice number.

**INVDATE** - Date of invoice.

**CUSTOMER NUMBER** - External customer number the invoice was billed to.

**END USER** - If other than the customer is was sold to.

**QUANTITY** - Quantity billed.

**WAR** - Warranty period.

**I/O** - In or out of warranty.

**EXPIRES** - Expiration date of warranty.

STAT - Status.

#### **OPERATING INSTRUCTIONS**

# ENTER ITEM NUMBER, 'F7' FOR LOOKUP OR 'END':

Enter a specific item number or 'F7' to initiate the lookup routine. Enter 'END' to end the inquiry and return to the main menu.

#### WARRANTY BY PRODUCT INQUIRY

# **OPERATING INSTRUCTIONS (Continued)**

## ENTER SERIAL NUMBER, 'A' FOR ALL, 'END':

Enter a specific serial number or 'A' for all serial numbers for the item entered. Enter 'END' to end the inquiry and return to the main menu.

# ENTER INVOICE NUMBER, 'A' FOR ALL, 'END':

Enter a specific invoice number or 'A' for all invoice numbers for the item entered. Enter 'END' to end the inquiry and return to the main menu.

The inquiry will display by item by serial number by invoice number all information regarding the inquiry. When all item have been displayed the following prompt will appear.

# ENTER END TO EXIT, NEXT PG, PREV PG, OR 'S' TO ADD SPECIFIC SERIAL NUMBER:

Enter 'END' to return back to the item number prompt. Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. Enter 'S' for serial number.

## WARRANTY BY CUSTOMER INQUIRY

PROGRAM NAME ELEMENT WARR.CUST.010
SELECTION MENU-1.1 MENU 7-7 MENU-18

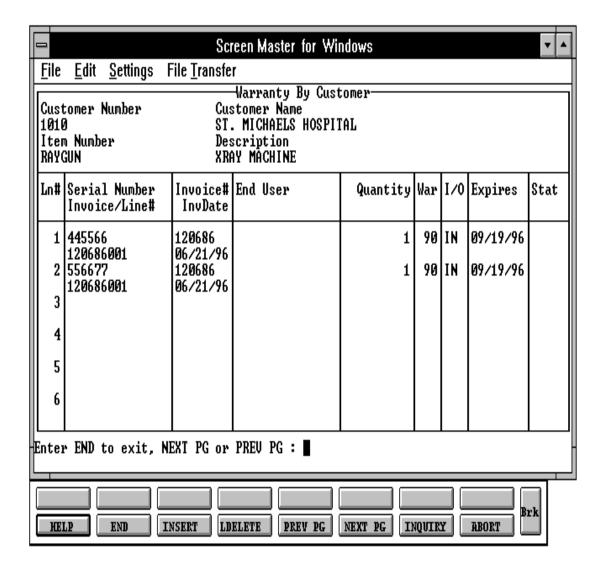
SELECTION NUMBER 26

FILES ACCESSED WARRANTY RELATED

#### **OVERVIEW**

The warranty by customer inquiry displays the warranty information for a specific customer and product. You are prompted for a specific serial number or all serial numbers and for a specific invoice number or all invoice numbers for the product selected.

# WARRANTY BY CUSTOMER INQUIRY



## WARRANTY BY CUSTOMER INQUIRY

#### **INQUIRY DISPLAY OUTPUT**

**CUSTOMER NUMBER** - The customer number entered is displayed along with the customer name from the Customer Master file.

**ITEM NUMBER** - The item number entered is displayed along with the product description from the Product Master file.

**LN** # - System incremented.

**SERIAL NUMBER** - Serial number of the products.

**INVOICE/LN#** - Invoice number or line number the product/serial number was billed.

**INVOICE** # - Invoice number.

**INVDATE** - Date of invoice.

**CUSTOMER NUMBER** - External customer number the invoice was billed to.

**END USER** - If other than the customer is was sold to.

**QUANTITY** - Quantity billed.

**WAR** - Warranty period.

**I/O** - In or out of warranty.

**EXPIRES** - Expiration date of warranty.

STAT - Status.

#### **OPERATING INSTRUCTIONS**

#### ENTER CUSTOMER NUMBER 'F7' FOR LOOKUP OR 'END'

Enter a specific customer number or 'F7' to initiate the lookup routine. Enter 'END' to end the inquiry and return to the main menu.

#### WARRANTY BY CUSTOMER INQUIRY

# **OPERATING INSTRUCTIONS (Continued)**

## ENTER ITEM NUMBER, 'F7' FOR LOOKUP OR 'END':

Enter a specific item number or 'F7' to initiate the lookup routine. Enter 'END' to end the inquiry and return to the main menu.

# ENTER A SERIAL NUMBER, 'A' FOR ALL, 'END':

Enter a specific serial number or 'A' for all serial numbers for the customer/item entered. Enter 'END' to end the inquiry and return to the main menu.

## ENTER INVOICE NUMBER, 'A' FOR ALL, 'END':

Enter a specific invoice number or 'A' for all invoice number for the customer/item entered. Enter 'END' to end the inquiry and return to the main menu.

The inquiry will display by item by serial number and invoice number all information regarding the inquiry. When all item have been displayed the following prompt will appear.

# ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'END' to return back to the item number prompt. Enter 'F6' to see the next page. Enter 'F5' to go to the previous page.

# **CUSTOMER OPEN STANDING ORDERS INQUIRY**

PROGRAM NAME ELEMENT STO.CUST.OO010
SELECTION MENU-1.1 MENU 7-7 MENU-18

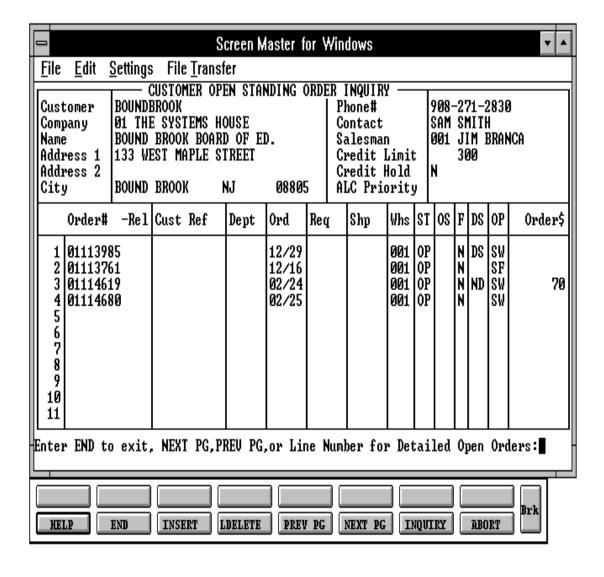
SELECTION NUMBER 27

FILES ACCESSED ORDER ENTRY RELATED

# **OVERVIEW**

This inquiry provides a summary of all customer standing orders.

#### CUSTOMER OPEN STANDING ORDER INQUIRY



#### **CUSTOMER OPEN STANDING ORDERS INQUIRY**

#### **INQUIRY DISPLAY OUTPUT**

**CUSTOMER** - The customer number entered is displayed along with the customer name from the Customer Master file.

**COMPANY** - The company number entered is displayed along with the company name from the Company file.

**PHONE** # - The customer phone number is displayed.

**CONTACT** - The contact name is displayed.

**SALESMAN** - The salesman number and name is displayed from the Customer Detail file.

**CREDIT LIMIT** - The credit limit is displayed from the Customer Master file.

**CREDIT HOLD** - The credit hold status is displayed from the Customer Master file.

**ALC PRIORITY** - The allocation priority is displayed from the Customer Master file.

**ORDER** # - Standing order number.

**CUST REF** - Customer reference number.

**DEPT** - The department number is displayed.

**ORD** - Order date.

**REQ** - Required date.

**SHIP** - Ship date.

**WHS** - Warehouse number.

**ST** - Standing order status.

**OS** - The standing order source code is displayed.

**F** - Future order indicator.

#### **CUSTOMER OPEN STANDING ORDERS INQUIRY**

## INQUIRY DISPLAY OUTPUT (Continued)

**DS** - Drop ship indicator.

**OP** - Operator that entered the standing order.

**ORDER \$** - Standing order dollar value.

#### **OPERATING INSTRUCTIONS**

#### ENTER CUSTOMER #, "F7" FOR LOOKUP OR END

Enter the specific customer number, 'F7' for the lookup program, or 'END' to return to the inquiry menu. After you selected or input your customer, the customer's name and address will be displayed. If it is not a valid customer, and error message will display and you will be reprompted for customer number.

## ENTER COMPANY # (2N), 'RTN' FOR ALL OR 'END'

Enter the two digit company number if you wish to review the orders for a specific company. Hit 'RETURN' if you want to review all the orders for this customer. Enter 'END' to return to the customer number prompt.

After each screen of the standing order inquiry the following prompt will appear:

# ENTER END TO EXIT, NEXT PG, PREV PG, OR LINE NUMBER FOR DETAIL OPEN ORDERS:

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. If you enter 'LINE NUMBER' you can review the detail of a specific standing order without going back to the inquiry menu. Enter 'END' to return to the customer number prompt.

## **DETAIL OPEN STANDING ORDERS INQUIRY**

PROGRAM NAME ELEMENT STO.DET.OO010

SELECTION MENU-1.1 MENU 7-7 MENU-18

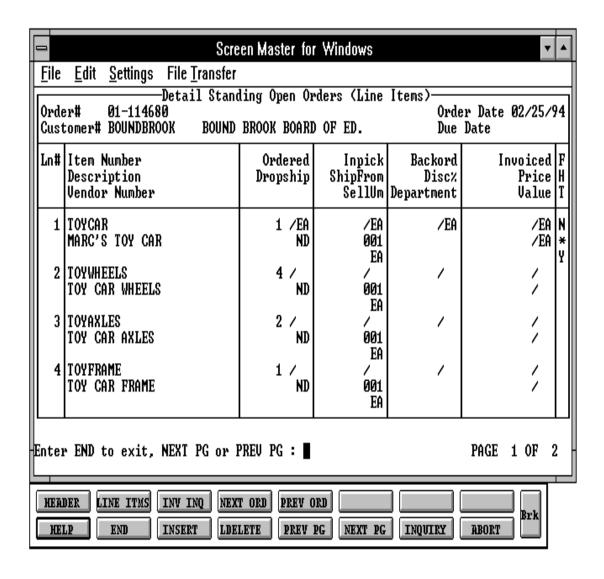
SELECTION NUMBER 28

FILES ACCESSED ORDER ENTRY RELATED

## **OVERVIEW**

This inquiry provides current standing order status for a given standing order.

#### **DETAIL OPEN STANDING ORDERS INQUIRY**



#### **DETAIL OPEN STANDING ORDERS INQUIRY**

#### **INQUIRY DISPLAY OUTPUT**

In detail area:

**ORDER** # - The standing order number entered is displayed.

**CUSTOMER** - The customer number entered is displayed along with the customer name.

**ORDER DATE** - Order date of the standing order.

**DUE DATE** - Due date of the standing order.

**LN** - Number of lines on the standing order.

**ITEM NUMBER** - External product number.

**DESCRIPTION** - Product description is displayed from the Product Master file.

**VENDOR NUMBER** - Vendor number is displayed.

**ORDERED** - Standing order quantity.

**DROPSHIP** - Drop ship indicator. If the line on the order is flagged a drop ship "DS" will be displayed in this field, otherwise "ND" will be displayed.

**SHIPFROM** - The shipping warehouse is displayed.

**SELL UM** - The selling unit of measure is displayed.

**BACKORD** - Backordered quantity.

**DISC%** - Discount percent is displayed.

**DEPARTMENT** - The department is displayed from the Order record.

**INVOICED** - Invoiced quantity.

**PRICE** - Unit price of the standing order item.

**VALUE** - Line value.

#### **DETAIL OPEN STANDING ORDERS INQUIRY**

## **INQUIRY DISPLAY OUTPUT (Continued)**

In detail area:

**F** - Future indicator. If the line on the order is flagged as future "Y" will be displayed in this field.

**H** - Price hold indicator.

**T** - If the product is taxable "Y" will be displayed.

In header area:

**ORDER** # - Standing order number is displayed.

**BILL TO** - Customer number, name and address is displayed.

**SHIP-TO** - Ship to information is displayed.

**ORDER DT** - Order date of standing order.

**DUE DT** - Due date of standing order.

**SELL WHSE** - Selling warehouse is displayed.

**SHIP WHSE** - Shipping warehouse is displayed.

**SPEC INS** - Special instructions is displayed.

**SHIP VIA** - Ship via is displayed.

**SALESMAN** - Salesman number and name is displayed.

**TERMS** - Terms description.

**DEPT** - Department number is displayed.

**TAX JUR** - Tax jurisdiction is displayed.

**TAX** % - Tax percent is displayed.

#### **DETAIL OPEN STANDING ORDERS INQUIRY**

## INQUIRY DISPLAY OUTPUT (Continued)

In header area:

**CUST P/O** # - Customer purchase order number is displayed.

**COMPET**E - If the consignment is complete "Y" will be displayed.

**NO. REL** - Number of releases (shipments).

**NO. LINES** - Number of lines on the standing order.

**FUTURE** - Future indicator.

**OPER** - Operator code under which the order was entered.

**BACKORD \$** - Total dollar value of standing order on backorder.

**DISCOUNT \$** - Discount dollar amount.

MISC \$ - Miscellaneous dollar amount.

**FREIGHT \$** - Freight dollar amount.

TAX \$ - Tax dollar amount.

**TOTAL \$** - Total dollar amount.

**DROPSHIP** - Drop ship indicator. If the line on the order is flagged a drop ship "DS" will be displayed in this field, otherwise "ND" will be displayed.

**CRED HOLD** - Credit hold indicator is displayed from the Customer Master file.

**ORD SRC** - Order source is displayed.

#### **DETAIL OPEN STANDING ORDERS INQUIRY**

#### **OPERATING INSTRUCTIONS**

## ENTER STANDING ORDER #, OR 'END'

Enter the (8) digit standing order number, and the first screen of the standing order detail will display. Enter 'END' to return to the inquiry menu.

After each screen of the standing order inquiry the following prompt will appear:

## ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. Enter 'END' to return to the standing order number prompt.

## **EXECUTIVE INQUIRY**

PROGRAM NAME EXEC.INQ010

MENU EXEC.INQ.READ010

SELECTION MENU-1.1 MENU 7-7 MENU-18

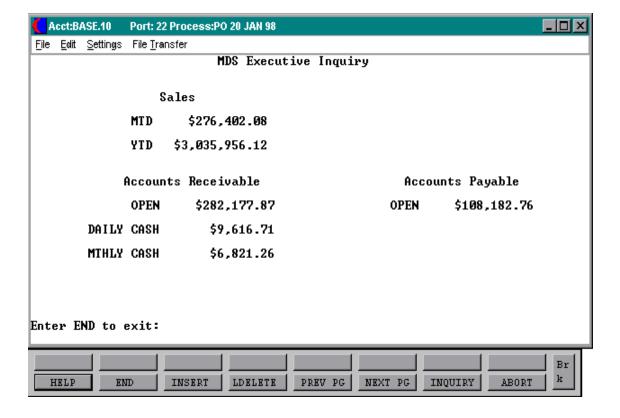
SELECTION NUMBER 29

FILES ACCESSED EOD.SUM

## **OVERVIEW**

This inquiry will display month-to-date and year-to-date sales, open accounts receivable balance, daily and monthly cash and open accounts payable balance.

## **EXECUTIVE INQUIRY**



## **EXECUTIVE INQUIRY**

## **INQUIRY DISPLAY OUTPUT**

The following fields will be displayed from the EOD.SUM file, from the last end of day run.

## **SALES**

MTD YTD

## **ACCOUNTS RECEIVABLE**

OPEN
DAILY CASH
MONTHLY CASH

## **ACCOUNTS PAYABLE**

**OPEN** 

#### **CUSTOMER PRO FORMAS INQUIRY**

PROGRAM NAME CUST.PF010

CUST.PF.OPEN008 CUST.PF.READ008

SELECTION MENU-1.1 MENU 7-7 MENU-18

SELECTION NUMBER 30

FILES ACCESSED ALPHA.CUST OPEN.PF.XREF

CUST.MAST PF.ITEM.XREF

LOOKUP.FILE ORDER.HIST.XREF

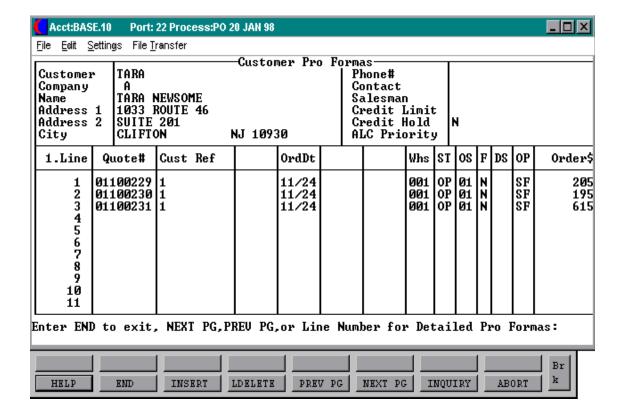
PRO.FORMA ORDER.HIST PRO.FORMA.XREF RELEASE.XREF

**RELEASE** 

#### **OVERVIEW**

This inquiry will provide a list of all pro forma's that have been entered for a particular customer. The information accessed through this inquiry includes, the pro forma number, the operator code, date the quote was entered, the status of the quote, as well as pertinent customer credit information obtained via the Customer Master and Customer Detail files.

## **CUSTOMER PRO FORMAS INQUIRY**



#### **CUSTOMER PRO FORMA INQUIRY**

#### INQUIRY DISPLAY OUTPUT

In header area:

**CUSTOMER** - The customer number will be displayed.

**COMPANY** - The company number will be displayed.

**NAME** - The full name of the customer who the pro forma is for will display.

**ADDRESS 1** - Customer street address will be displayed.

**ADDRESS 2** - Any additional address information will be displayed.

**CITY** - The city, state, and zip will display.

**PHONE**# - The customer's phone number will display.

**CONTACT** - The name of the contact at the customer site will display.

**SALESMAN** - The salesman assigned to this customer account will display.

**CREDIT LIMIT** - The customers credit limit if any will be displayed.

**CREDIT HOLD** - Customer credit hold status will be displayed. If the customer's account is on hold a "Y" will display, if not an "n" will display.

**ALC PRIORITY** - The allocation priority code that this customer is flagged as in the Customer Master file will display.

In detail area:

**LINE** - The line numbers for each quote will display.

**QUOTE#** - Customer's pro forma number.

**CUST REF** - Any customer reference number.

**ORD DT** - The date of the pro forma.

#### **CUSTOMER PRO FORMA INQUIRY**

## INQUIRY DISPLAY OUTPUT (Continued)

In detail area:

**WHS** - The warehouse number.

**ST** - The status of the pro forma.

**OS** - A valid order source code will be displayed.

**F** - Future order indicator.

**DS** - Dropship indicator.

**OP** - The operator who entered the pro forma.

**ORDER\$** - The total dollar value of the pro forma.

#### **OPERATING INSTRUCTIONS**

#### **ENTER CUSTOMER #, OR 'END'**

Enter the customer number and the company number, and the first screen of the proformas will display. Enter 'END' to return to the inquiry menu.

After each screen of the customer pro forma inquiry the following prompt will appear:

## ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. Enter 'END' to return to the customer number prompt.

#### ENTER LINE NUMBER FOR DETAILED PRO FORMA

Enter the line number of the pro forma you wish to see more detail on. The inquiry will then display the line items of the pro forma selected.

## **DETAILED PRO FORMA INQUIRY**

PROGRAM NAME DET.PF010

DET.PF.OPEN010 DET.PF.READ010

SELECTION MENU-1.1 MENU 7-7 MENU-18

SELECTION NUMBER 31

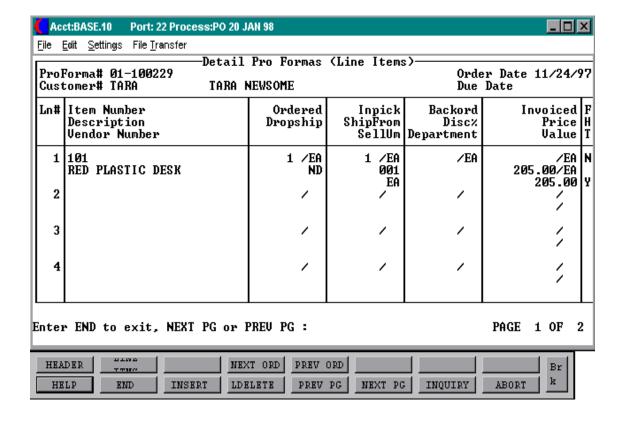
FILES ACCESSED ORDER

PRO.FORMA ORDER.HIST CUST.MAST PROD.MAST PO.ORD.XREF

#### **OVERVIEW**

The purpose of this inquiry is to provide the operator the details of the particular proforma selected. It will display the line item details of the proforma just as proforma entry.

## **DETAILED PRO FORMA INQUIRY**



#### **DETAILED PRO FORMA INQUIRY**

#### INQUIRY DISPLAY OUTPUT

In header area:

**PRO FORMA** # - Enter pro forma number.

**CUSTOMER** # - Customer number will display upon entry of the pro forma number.

**ORDER DATE** - Order date will display.

**DUE DATE** - Due date will display.

In detail area:

**LN#** - The line item number will display.

**ITEM NUMBER** - Product number will display.

**ORDERED** - The quantity ordered and its unit of measure will display.

**INPICK** - The quantity in pick and its unit of measure will display.

**BACKORD** - The quantity of items on backorder and their unit of measure will display.

**INVOICED** - The quantity invoiced will display.

**DESCRIPTION** - Description of the product.

**DROPSHIP** - Dropship indicator will display here. If the order is a dropship a DS will display, if not an ND will display.

**SHIP FROM** - The warehouse from which this order would be shipped will display.

**DISC**% - If this product is flagged in the Prod.Mast file as discountable, the amount of the discount will display.

**PRICE** - The price of this product will display.

#### **DETAILED PRO FORMA INQUIRY**

## INQUIRY DISPLAY OUTPUT (Continued)

In header area:

**VENDOR NUMBER** - The vendor number will display.

**SELLUM** - The selling unit of measure will display from the Prod.Mast.

**DEPARTMENT** - If there is a department number it will display here.

**VALUE** - The total value of this line item will display.

- **F** Future order indicator.
- H Price hold indicator
- **T** Taxable indicator.

#### **OPERATING INSTRUCTIONS**

#### ENTER PRO FORMA NUMBER OR 'END' TO END

Enter the pro forma number and customer number will display along with details of selected pro forma. Enter 'END' to return to the inquiry selector.

#### ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. Enter 'END' to return to the pro forma number prompt.

The operator has the option to see the header information of the pro forma if he or she chooses by using the F1 function key. If the header information is being display, use the F2 function key to return to the detailed line items. The F4 and F5 function keys are provided to easily display the next and previous orders.

### PRO FORMAS BY CUSTOMER INQUIRY

PROGRAM NAME PF.CUST010

PF.CUST.OPEN010 PF.CUST.READ010

SELECTION MENU-1.1 MENU 7-7 MENU-18

SELECTION NUMBER 32

FILES ACCESSED ALPHA.CUST PRO.FORMA.XREF

CUST.MAST OPEN.PF.XREF
CUST.DET PF.ITEM.INQ
PROD.MAST ORDER.HIST

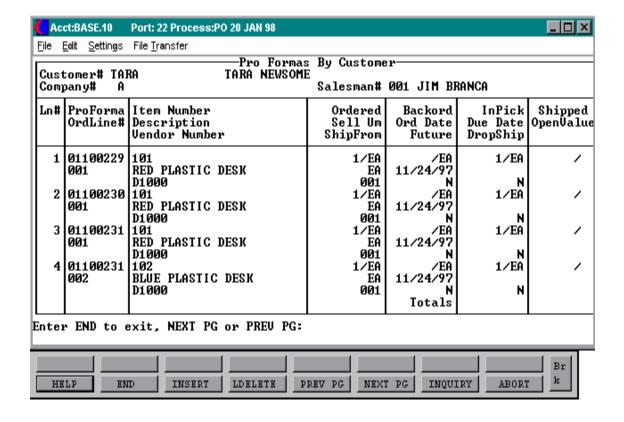
LOOKUP.FILE ORDER.HIST.XREF

PRO.FORMA RELEASE

#### **OVERVIEW**

The purpose of this inquiry is to display all pro formas for a particular customer selected and the line items on each of those pro formas. This inquiry is sorted by the customer number which is required upon entry.

## PRO FORMAS BY CUSTOMER INQUIRY



#### PRO FORMA BY CUSTOMER INQUIRY

#### **INQUIRY DISPLAY OUTPUT**

In header area:

**CUSTOMER** # - Enter the customer number.

**CO** # - Enter the company number.

**SALESMAN** - The salesman number from the Customer Detail file will display.

In detail area:

**LN#** - The line number for each pro forma will display.

**PRO FORMA** # - The first pro forma number will display.

**ITEM NUMBER** - The first line item number will display.

**ORDERED** - The quantity ordered and its unit of measure will display.

**BACKORD** - The backordered quantity will be displayed.

**INPICK** - The quantity of items that are in pick will display.

**SHIPPED** - The total quantity that have been shipped will display.

**ORDLINE#** - The line number of this item on the actual pro forma will display.

**DESCRIPTION** - A description of the product will be displayed.

**SELL UM** - The selling unit of measure.

**ORD DATE** - The date of the order.

**DUE DATE** - The date that the order is due.

#### PRO FORMA BY CUSTOMER INQUIRY

## **INQUIRY DISPLAY OUTPUT (Continued)**

In detail area:

**OPEN VALUE** - The total value of open items (items not yet shipped) on this order.

**VENDOR NUMBER** - The vendor number will display.

**SHIPFROM** - The warehouse from which this quote will be shipped once its converted to an actual order.

**FUTURE** - Future order indicator. A "Y" will display if this quote has been flagged as a future order. An "N" will display if it is not.

**DROPSHIP** - Drop ship indicator. A "Y" will display here if this order has been flagged as a drop ship. A "N" will indicate a non dropship order.

#### **OPERATING INSTRUCTIONS**

#### **ENTER CUSTOMER # OR 'END TO END**

Enter the customer number and the company number to display pro formas. Enter 'END' to return to the inquiry menu.

#### ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. Enter 'END' to return to the pro forma number prompt.

#### PRO FORMA BY ITEM INQUIRY

PROGRAM NAME PF.ITEM010

PF.ITEM.OPEN010 PF.ITEM.READ010

SELECTION MENU-1.1 MENU 7-7 MENU-18

SELECTION NUMBER 33

FILES ACCESSED ALPHA.PROD PRO.FORMA.XREF

PROD.MAST OPEN.PF.XREF
PROD.DET PF.ITEM.INQ
CUST.MAST ORDER.HIST

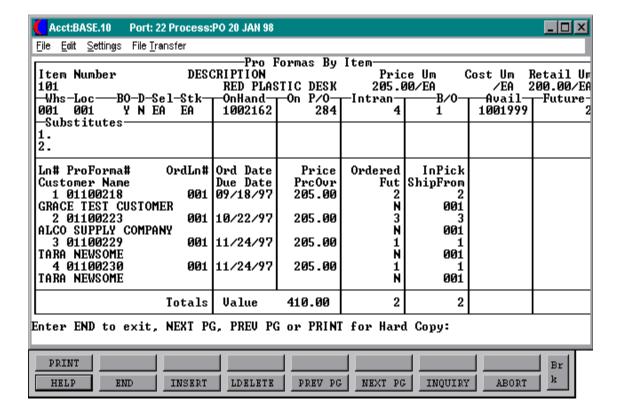
LOOKUP.FILE ORDER.HIST.XREF

PRO.FORMA RELEASE

## **OVERVIEW**

This inquiry will provide the user with a listing and a hard copy if choosen, of all existing pro formas for the selected item number. The inquiry gives the proforma numbers as well as the customer numbers for each.

### PRO FORMA BY ITEM INQUIRY



#### PRO FORMA BY ITEM INQUIRY

#### INQUIRY DISPLAY OUTPUT

In header area:

**ITEM NUMBER** - Enter the item number to begin the inquiry.

**DESCRIPTION** - The description of the item from the Prod.mast will display.

**PRICE UM** - The price and the unit of measure will display.

**COST UM** - The cost of the item and its unit of measure will display.

**RETAIL UM** - The retail cost and its unit of measure will display.

**WHS LOC** - The warehouse location from the Prod.Mast file will display.

**BO** - If this product has been flagged to accept backorders a "Y" will display.

**D** - If this product is flagged as discountable a "Y" will display.

**SEL** - The selling unit of measure.

**STK** - The stocking unit of measure.

**ONHAND** - The quantity of this item that are on hand.

**ON P/O** - The quantity of this item that are on order to the vendor.

**INTRANS** - The quantity of this item that have been posted as intransist during purchase order receipts.

**B/O** - The quantity of this item that are on back order.

**AVAIL** - The quantity of this item that are available for order.

**FUTURE** - The quantity of this item that are on future orders will display.

**SUBSTITUTES** - If this product has been flagged to accept substitutes in the Product Master file, then those substitues will display.

#### PRO FORMA BY ITEM INQUIRY

## INQUIRY DISPLAY OUTPUT (Continued)

In detail area:

**LN#** - The line number will display.

**PROFORMA#** - The pro forma number will display.

**ORDLN#** - The line number that this item appears on in the proforma.

**ORD DATE** - The order date will display.

**PRICE** - The price for this item will display.

**ORDERED** - The quantity of this item that have been ordered on this pro forma.

**INPICK** - The quantity of this item that are in pick for this pro forma.

**CUSTOMER NAME** - The full name of the customer for which this pro forma is for will display.

**DUE DATE** - The date that this order is due.

**PRCOV**R - If this item was subject to a price override during the entry of this proforma a "Y" will display.

FUT - If this pro forma has been flagged as a future order a "Y" will display.

**SHIPPEDFROM** - The warehouse number from which this pro forma will be shipped after its converted to an actual order.

## PRO FORMA BY ITEM INQUIRY

## **OPERATING INSTRUCTIONS**

#### ENTER ITEM NUMBER OR 'END' TO END

Enter the item number to begin the inquiry or enter 'END' to return to the inquiry selector.

## ENTER END TO EXIT, NEXT PG, PREV PG, OR PRINT FOR HARD COPY

Enter 'F6' to see the next page. Enter 'F5' to go to the previous page. Enter 'END' to return to the pro forma number prompt. Enter 'PRINT' or Shift F1 to print a pro forma by item report.

# THE SYSTEM HOUSE MASTER DISTRIBUTION DOCUMENTATION

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