

**THE SYSTEMS HOUSE  
MASTER DISTRIBUTION DOCUMENTATION**

**T A B L E O F C O N T E N T S**

ORDER ENTRY REPORTS MENU .....	1
ORDER ENTRY REPORTS OVERVIEW .....	2
DAILY ORDER REGISTER REPORT .....	6
ORDERS ON CREDIT HOLD REPORT .....	8
RELEASES ON CREDIT HOLD REPORT .....	10
IN PICKING GT 2 DAYS REPORT .....	12
INVOICE PREVIEW REPORT .....	14
ITEMS BELOW COST REPORT .....	16
PRICE OVERRIDE REPORT .....	18
BILL COMPLETE SHIPMENTS NOT BILLED .....	20
DAILY DROPSHIP REPORT .....	22
ORDER PREVIEW REPORT .....	24
PRICE HOLD REPORT .....	26
NON-STOCK PRICE HOLD REPORT .....	28
DAILY NON-STOCK REPORT .....	30
PICKER, PACKER PRODUCTIVITY REPORT .....	32
SHIP COMPLETE SHIPMENTS NOT BILLED .....	34
OPEN ORDERS BY CUSTOMER .....	36
OPEN CONSIGNMENTS BY CUSTOMER .....	38
OPEN ORDERS BY PRODUCT .....	40
OPEN CONSIGNMENTS BY PRODUCT .....	42
PRO-FORMA/QUOTES BY CUSTOMER .....	44
PRO-FORMA/QUOTES BY PRODUCT .....	46
FUTURE ORDERS BY CUSTOMER .....	48
FUTURE ORDERS BY PRODUCT .....	50

## ORDER ENTRY REPORTS MENU

File Edit Settings File Transfer

Account: BASE.10 Port: 50 Menu: OE.REPORTS

Order Entry Reports Selector

<u>Daily Reports</u>	<u>Status Reports</u>
1. Daily Order Register Report	16. Open Orders by Customer
2. Orders on Credit Hold Report	17. Open Consignments by Customer
3. Releases on Credit Hold Report	18. Open Orders by Product
4. In Picking GI 2 Days Report	19. Open Consignments by Product
5. Invoice Preview Report	20. Pro-forma/Quotes by Customer
6. Items Below Cost Report	21. Pro-forma/Quotes by Product
7. Price Override Report	22. Future Orders by Customer
8. Bill Complete Shipments not Billed	23. Future Orders by Product
9. Daily Dropship Report	24. Open Rentals by Customer
10. Order Preview Report	25. Open Rentals by Product
11. Price Hold Report	
12. Non-Stock Price Hold Report	
13. Daily Non-Stock Report	
14. Picker, Packer Productivity Report	
15. Ship Complete Shipments not Billed	

Enter Selection or END:

OE	VE	MAINT	EMAIL	AUDIT		CAPT ON	VIEW	B
HELP	END	INSERT	IDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

## ORDER ENTRY REPORTS OVERVIEW

Reporting that is available from the open order module is designed to serve three functions:

1. Provide an audit trail of entered orders.
2. Highlight exception situations for management's attention.
3. Report on the status of all orders currently open.

The following reports are included as part of the end of day jobstream:

1. Daily order register report
2. Orders in-picking greater than two days
3. Items below cost
4. Orders on credit hold report
5. Releases on credit hold report
6. Price override report
7. Backorder allocation and release
8. Price hold report
9. Non-stock price hold report
10. Picker/packer productivity report
11. Daily non-stock report
12. Daily invoice register and totals
13. Cumulative control total report

### DAILY ORDER REGISTER REPORT

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

### ORDERS ON CREDIT HOLD REPORT

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

### RELEASES ON CREDIT HOLD REPORT

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

## ORDER ENTRY REPORTS OVERVIEW

### IN PICKING GT 2 DAYS REPORT

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

### INVOICE PREVIEW REPORT

A preview of all invoices to be produced, showing customer summary sales and accounts receivable information as well as the order detail. The report highlights low gross profit line items for management review.

### ITEMS BELOW COST REPORT

An audit trail of all invoice line items sold below cost.

### PRICE OVERRIDE REPORT

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

### BILL COMPLETE SHIPMENTS NOT BILLED

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

### DAILY DROPSHIP REPORT

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

### ORDER PREVIEW REPORT

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

### PRICE HOLD REPORT (STOCK AND NON-STOCK)

A listing of all orders, which have been verified and are on price hold. These releases must be authorized for release before they are invoiced.

## **ORDER ENTRY REPORTS OVERVIEW**

### **DAILY NON-STOCK REPORT**

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

### **PICKER, PACKER PRODUCTIVITY REPORT**

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

### **SHIP COMPLETE SHIPMENTS NOT BILLED**

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

### **OPEN ORDERS BY CUSTOMER**

A listing of all open orders by customer.

### **OPEN CONSIGNMENTS BY CUSTOMER**

A listing of all open consignments by customer.

### **OPEN ORDERS BY PRODUCT**

A listing of all open orders by product.

### **OPEN CONSIGNMENTS BY PRODUCT**

A listing of all open consignments by product.

### **PRO-FORMA/QUOTES BY CUSTOMER**

A listing of all open pro formas/quotations by customer

### **PRO-FORMA/QUOTES BY PRODUCT**

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

## **ORDER ENTRY REPORTS OVERVIEW**

### **FUTURE ORDERS BY CUSTOMER**

A listing of all future orders by customer

### **FUTURE ORDERS BY PRODUCT**

A listing of all future orders by product.

**DAILY ORDER REGISTER REPORT**

PROK NAME	REPORTS ORDERREG.SETUP
SELECTION	MENU-2
SELECTION NUMBER	1
FILES ACCESSED	ORDER.REG

**OVERVIEW**

This reports is a sequential log of all orders entered for the day. It will show customer, order amount, shippable amount, and backorder dollars.

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

**OPERATING INSTRUCTIONS****DAILY ORDER REGISTER****HIT RETURN TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

**ENTER CURRENT DATE AS (MM/DD/YY) OR 'END':**

Enter the date for the report or 'END' to return to the selector.

# DAILY ORDER REGISTER REPORT

DATE 10:42:59 15 NOV 1997

DAILY ORDER REGISTER

COMPANY: THE SYSTEMS HOUSE 01

ORD#	CUST#	CUST.NAME	O/S	S/M	BKM \$ ACCT	B/O \$ INPICK
200013	UNITED	UNITED SUPPLY	1	001	1026.25	0.00
200016	ACME	ACME SUPPLY CORP	0	002	1005.12	0.00
200017	CORBIN	CORBIN CORP.	1	002	624.00	0.00
200018	AJAX	AJAC INDUSTRIAL		001	1138.80	265.20
					-----	-----
					3794.17	265.20
					3794.17	265.20



**ORDERS ON CREDIT HOLD REPORT**

PROK NAME	REPORTS CREDIT.HOLD.SETUP
PROGRAM NAME	REPORTS CREDIT HOLD
SELECTION	MENU-2
SELECTION NUMBER	2
FILES ACCESSED	ORDER
	CUST.MAST
	CUST.DET

**OVERVIEW**

This is a listing of all orders on credit hold awaiting the review of the credit department. The credit release maintenance procedure allows these orders to be released or cancelled. No picking document will be created until the order or release is removed from credit hold.

**OPERATING INSTRUCTIONS****CREDIT HOLD REPORT****HIT RETURN TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.



**RELEASES ON CREDIT HOLD REPORT**

PROK NAME	REPORTS CREDIT.HOLD.REL.SETUP
PROGRAM NAME	REPORTS CREDIT HOLD.REL
SELECTION	MENU-2
SELECTION NUMBER	3
FILES ACCESSED	ORDER
	CUST.MAST
	CUST.DET

**OVERVIEW**

This is a listing of all releases on credit hold awaiting the review of the credit department. The credit release maintenance procedure allows these orders to be released or cancelled. No picking document will be created until the order or release is removed from credit hold.

**OPERATING INSTRUCTIONS****CREDIT HOLD REPORT (RELEASE)  
HIT RETURN TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.



**IN PICKING GT 2 DAYS REPORT**

PROK NAME	REPORTS IN.PICK-RPT.SETUP
SELECTION	MENU-2
SELECTION NUMBER	4
FILES ACCESSED	RELEASE
	RELEASE.XREF

**OVERVIEW**

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

**OPERATING INSTRUCTIONS****DAILY IN PICKING REPORT****HIT RETURN TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

# IN PICKING GT 2 DAYS REPORT

DAILY IN PICKING REPORT

12:54:47 17 NOV 1997

PAGE: 1

RELEASE	ORD#	A.CUST.NO	CUST.NAME	CUST.PO.NO	TOT.AMT	ORDER DATE	REL.DATE
01200007001	200007	ACME	ACME SUPPLY CORP.	GA 8997	2,171.83	05/14/97	05/14/97
01200009001	200009	UNITED	UNITED SUPPLY	RO 560	1,728.75	05/25/97	05/27/97
01200010001	200010	ACME	ACME SUPPLY CORP	GH 765	1,358.65	05/25/97	05/25/97
01200011001	200011	CORBIN	CORBIN CORP	B654	448.80	06/01/97	06/01/97
01200028001	200028	IDEAL	IDEAL DISTRIBUTION	9852	1,416.00	06/17/97	06/17/97
01200029001	200029	AJAX	AJAX INDUSTRIAL	654	212.49	06/25/97	06/27/97
01200030001	200030	ACME	ACME SUPPLY CORP.	GR 2495	648.57	07/15/97	07/15/97
***					7,985.09		

**INVOICE PREVIEW REPORT**

PROK NAME	REPORTS IN.PICK.RPT.SETUP	
PROGRAM NAME	REPORTS INV.PREV.RPT	
SELECTION	MENU-2	
SELECTION NUMBER	5	
FILES ACCESSED	RELEASE	CUST.DET
	COMPANY	INV.UPDT.XREF
	SALES.3	WAREHOUSE
	PROD.MAST	
	PARAMETER	
	PRICE.1	
	TERMS	
	CUST.MAST	
	SALESMAN	
	SHIP.METHOD	

**OVERVIEW**

A preview of all invoices to be produced, showing customer summary sales and accounts receivable information as well as the order detail. The report highlights low gross profit line items for management review. All releases (picking documents) that have not yet been printed will appear on this report.

**OPERATING INSTRUCTIONS****INVOICE PREVIEW REPORT  
HIT RETURN TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

**ENTER DATE FOR REPORT (MM/DD/YY) OR 'END':**

Enter the date for the report or 'END' to return to the selector.

## INVOICE PREVIEW REPORT

CO: 01 THE SYSTEMS HOUSE INVOICE PREVIEW REPORT ORDER NO 01-200028-001 DT 11/17/97 PG1

CUSTOMER: UNITED SLSM 001 JIM BRANCA HOLD CM LIMIT ORD BAL A/R BAL FUTURE CURRENT 31-60  
 N 04 10000 8581 4765.45 0.00 2395.45 0.00

SOLD UNITED SUPPLY SHIP: UNITED SUPPLY HI 61-90 91-120 OVER 120  
 TO 85 CLARK ST. 85 CLARK ST. LAST SALE 11/01/97 CR 4925 2365.00 5.00 0.00  
 GARFIELD NJ 07083 GARFIELD NJ 07083

LAST PAYT 10/25/97 PMT DYS STMT S/C B/O INV/ORDR  
 AMOUNT 2555.00 09.0 Y N Y

TEL 201-495-1200 TERMS: 01 2/10 NET 30 SHIP VIA 01 UPS  
 CONT HARRY ROSE

LINE	ITEM#	DESCRIPTION	U/M	ORD	SHIP	TX	QTY	QTY	LAST	P	LAST	LINE	COST	LST	CHG	O L D	O L D	
									PRICE	S	SALE	VALUE	GP%	COST	CHG	PRICE	COST	G P %
1	NS-NFSU-C	STICK UP DEODORANT	CS	100	100	Y			25.00	F		2500.00	100.0					
				TOTAL VALUE:	2.500.00				TOTAL COST:			0.00		GROSS PROFIT %:		100.0		

	THIS MO	LAST MO	YTD	LAST YTD	LAST YEAR	YTD ORDERS				
SALES	820.13	77.27	1157.68	422.32	771.78	11	JUN 94	SEP 66	DEC 27	MAR 68
COST	473.33	75.92	583.86	179.13	460.88		JUL 58	OCT 56	JAN 84	APR 138
PROFIT	346.80	1.35	573.82	243.19	310.90	AVE ORDER	AUG 1	NOV 48	FEB 47	
PCT	42.3	1.7	49.6	57.6	40.3	662.31				



**ITEMS BELOW COST REPORT**

PROK NAME	REPORTS N.ITEMS.BELOW.COST.SETUP
PROGRAM NAME	REPORTS N.ITEMS.BELOW.COST
SELECTION	MENU-2
SELECTION NUMBER	6
FILES ACCESSED	RELEASE
	COMPANY
	CUST.MAST
	PROD.MAST
	PARAMETER

**OVERVIEW**

This report is an audit trail of all invoice line items sold below cost. The report is also produced during the end of day jobstream.

**OPERATING INSTRUCTIONS****ITEMS BELOW COST REPORT  
HIT RETURN TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

### ITEMS BELOW COST REPORT

CO 01	THE SYSTEMS HOUSE	*** ITEMS BELOW COST REPORT ***	DATE 24 NOV 1997	PAGE 1
INVOICE-LN	CUST# CUST NAME	PRODUCT DESCRIPTION	QTY PRICE	CUR PRICE COST
				E X T C O S T EXT
200018 1	IDEAL IDEAL DISTRIBUTION	NS-NFSU NO FRILLS STICK UP MINT	1 175.00	170.00 1 6 0 . 0 0
				150.00 1 6 0 . 0 0
200018 2	IDEAL IDEAL DISTRIBUTION	NS-NFSE NO FRILLS STICK UP DEOD	2 125.00	115.00 1 1 0 . 0 0
				105.00 1 1 0 . 0 0

**PRICE OVERRIDE REPORT**

PROK NAME	REPORTS PRICE.OVERRIDE.ETUP
PROGRAM NAME	REPORTS N.PRICE.OVERRIDE
SELECTION	MENU-2
SELECTION NUMBER	7
FILES ACCESSED	RELEASE
	COMPANY
	CUST.MAST
	PROD.MAST
	PARAMETER

**OVERVIEW**

This report provides an audit trail of all releases that have been invoiced and prices overridden. This report is also generated during end of day.

**OPERATING INSTRUCTIONS****PRICE OVERRIDE REPORT****HIT RETURN TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.



**BILL COMPLETE SHIPMENTS NOT BILLED**

PROK NAME	REPORTS BILL.SHIP.REG
SELECTION	MENU-2
SELECTION NUMBER	8
FILES ACCESSED	RELEASE
	INV.UPDT.XREF

**OVERVIEW**

This report lists all releases that have the bill complete flag set to 'Y' but have not been billed, due to backorder items, releases not yet verified or releases on price hold.

**OPERATING INSTRUCTIONS****BILL COMPLETE SHIPMENTS NOT BILLED  
HIT RETURN TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

**BILL COMPLETE SHIPMENTS NOT BILLED**

DATE 13:03:21 20 NOV 1997

BILL COMPLETE SHIPMENTS NOT BILLED REGISTER

PAGE 1

ORDER#	A.CUST.NO	CUST.NAME	SHIP.DATE	TOT.AMT	
100645	001	SMITH	JOAN B. SMITH CO.	11/13/97	500.00
		***			500.00
100677	001	SMITH	JOAN B. SMITH CO.	11/17/97	200.00
		***			200.00
					700.00

**DAILY DROPSHIP REPORT**

PROK NAME	REPORTS DROPSHIP.SETUP
SELECTION	MENU-2
SELECTION NUMBER	9
FILES ACCESSED	ORDER

**OVERVIEW**

This report is a daily listing of all drop ship orders for a specific order date by vendor, to serve as an expediting trail for the purchasing department.

**OPERATING INSTRUCTIONS****DAILY DROP SHIPMENT REPORT  
HIT RETURN TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

**ENTER DATE FOR REPORT AS XX/XX/XX**

Enter the date for the report or 'END' to return to the selector.

## DAILY DROPSHIP REPORT

DAILY DROP SHIPMENT REPORT

11/25/97

PAGE 1

VENDOR NO	ITEM NO	DESCRIPTION	QTY	ORD.NO	CUST.NO	SHIP TO ADDRESS	ORDER DATE
A2000	ARWKCF14	CARPET FRESH 14 OZ	25	01-200025	UNITED	UNITED SUPPLY GARFIELD, NJ 07083	11/15/97
A2000	ARWKCF22	CARPET FRESH 22 OZ	100	01-200025	UNITED	UNITED SUPPLY GARFIELD, NJ 07083	11/15/97
A2000	ARWKCF16	CARPET FRESH 16 OZ	150	01-200025	UNITED	UNITED SUPPLY GARFIELD, NJ 07083	11/15/97



**ORDER PREVIEW REPORT**

PROK NAME	REPORTS ORD.PREV500.SETUP
PROGRAM NAME	MDS.BP ORD.PREV500
SELECTION	MENU-2
SELECTION NUMBER	10
FILES ACCESSED	PROD.MAST
	CUST.MAST
	SALESMAN
	TAX.RATE
	SHIP.METHOD
	CUST.DET
	INV.UPDT.XREF
	RELEASE
	RELEASE.XREF
	WAREHOUSE

**OVERVIEW**

Analogous to the invoice preview report, this optional report prints all pending picking documents and shows order detail as well as customer summary information. All releases (picking documents) that have not been printed will appear on this report.

**OPERATING INSTRUCTIONS****ORDER PREVIEW PRINT PROGRAM****HIT RETURN TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

ORDER PREVIEW REPORT

ORDER PREVIEW REPORT

AJAX INDUSTRIAL SUPPLY  
12 MAIN STREET  
PLAINFIELD NJ 07013

AJAX INDUSTRIAL SUPPLY  
12 MAIN STREET  
PLAINFIELD NJ 07013

11/15/97

01200024

001 JIM BRANCA

							NET PRICE	UNIT COST	GP%	PRC HOLD
DZ	0	ARWKCF22	CARPET FRESH 22 OZ	NET	35.25	3525.00	35.25	22.80	35.3	
DZ	0	ARWKCF14	CARPET FRESH 14 OZ	NET	25.50	2550.00	25.50	17.76	30.4	
				SUBTOTAL		6075.00				
				TOTAL		6075.00				

**PRICE HOLD REPORT**

PROK NAME	REPORTS PRICE.HOLD-RPT.SETUP
PROGRAM NAME	REPORTS PRICE.HOLD-RPT
SELECTION	MENU-2
SELECTION NUMBER	11
FILES ACCESSED	RELEASE
	COMPANY
	SALESMAN
	PROD.MAST
	CUST.MAST
	PARAMETER
	INV.UPDT.XREF

**OVERVIEW**

This report is a listing of all orders, which have been verified and are on price hold. These orders must be authorized for release before they are invoiced.

**OPERATING INSTRUCTIONS****PRICE HOLD REPORT****ENTER 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

## PRICE HOLD REPORT

PRICE HOLD REPORT

DATE 11/22/97

PAGE 1

SLS#001 JIM BRANCA

CUST # CUSTOMER NAME ORD NO REL PO NUMBER

AJAX AJAX INDUSTRIAL SUPPLY 200021 001

LINE	ITEM NUMBER	DESCRIPTION	UM	PRICE	COST	GP%	QTY	TOT PRICE	TOT COST	GRS PRFIT	GP%	H
1	513029-46	OLYMPIC UNISEX SWEATER	EA	75.00	46.40	38.1	12	900.00	556.80	343.20	38.1	
2	513029-48	OLYMPIC UNISEX SWEATER	EA	95.00	46.40	51.2	12	1140.00	556.80	583.20	51.2	*
3	513029-44	OLYMPIC UNISEX SWEATER	EA	75.00	46.40	38.1	12	900.00	556.80	343.20	38.1	*
4	513029-42	OLYMPIC UNISEX SWEATER	EA	97.50	46.40	52.4	12	1170.00	556.80	613.20	52.4	*

RELEASE TOTAL:

4110.00 2227.20 1882.80 45.8

SALESMAN TOTALS:

4110.00 2227.20 1882.80 45.8

GRAND TOTALS:

4110.00 2227.20 1882.80 45.8

**NON-STOCK PRICE HOLD REPORT**

PROK NAME	REPORTS NS.PRICE.HOLD-RPT.SETUP
PROGRAM NAME	REPORTS PRICE.HOLD-RPT
SELECTION	MENU-2
SELECTION NUMBER	12
FILES ACCESSED	RELEASE
	DICT RELEASE
	COMPANY
	SALESMAN
	PROD.MAST
	CUST.MAST
	PARAMETER
	INV.UPDT.XREF

**OVERVIEW**

This report lists all non stock orders that are on price hold. The release can be maintained to price the non stock product. An invoice will not be produced until the price hold flag is corrected.

**OPERATING INSTRUCTIONS****NONSTOCK ORDERS NEEDING PRICES REPORT  
ENTER 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

## NON-STOCK PRICE HOLD REPORT

NON STOCK ORDERS NEEDING PRICES REPORT

DATE 11/15/97 10:18:09

PAGE 1

SLS# 001 JIM BRANCA

CUST# CUSTOMER NAME ORD NO REL PO NUMBER

UNITED UNITED SUPPLY 200014 001 NTH NOTICE

LINE	ITEM NUMBER	DESCRIPTION	UM	PRICE	COST	GP%	QTY	TOT PRICE	TOT COST	GRS PROFIT	GP%
1	NS-NFSU-M	NO FRILLS STICK UP MINT	CS	125.00	110.00	12.0	10	1250.00	1100.00	150.00	12.0
2	NS-NFSU-C	STICK UP CHERRY	CS	130.00	98.00	24.6	10	1300.00	980.00	320.00	24.6

RELEASE TOTAL:	2550.00	2080.00	470.00	18.4
SALESMAN TOTALS:	2550.00	2080.00	470.00	18.4
GRAND TOTALS:	2550.00	2080.00	470.00	18.4

H

12.0  
\*

**DAILY NON-STOCK REPORT**

PROK NAME	REPORTS STOCK.OO.SETUP
PROGRAM NAME	MDS.BP STOCK.OO
SELECTION	MENU-2
SELECTION NUMBER	13
FILES ACCESSED	ORDER
	PROD.MAST
	CUST.MAST
	NON.STOCK.XREF
	PARAMETER

**OVERVIEW**

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

This report is also generated during the end of day jobstream.

**OPERATING INSTRUCTIONS****DAILY NON-STOCK REPORT****HIT 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.





**PICKER, PACKER PRODUCTIVITY REPORT**

PROK NAME	REPORTS PICK.RPT.SETUP
SELECTION	MENU-2
SELECTION NUMBER	14
FILES ACCESSED	PICK

**OVERVIEW**

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

The picker/packer statistics indicator in the Parameter (12) file must be set to 'Y' for the information to be captured.

**OPERATING INSTRUCTIONS****PICKER/PACKER PRODUCTIVITY REPORT****HIT 'RETURN' TO CONTINUE OR 'END' TO RETURN TO SELECTOR:**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

# PICKER, PACKER PRODUCTIVITY REPORT

DAILY PICKER - PACKER PRODUCTIVITY REPORT

17 NOV 1997

PAGE 1

EMP.NO	NAME	PICKER			PACKER		
		LINES	MTD LINES	AVE/DAY	LINES	MTD LINES	AVE/DAY
1	JOHN JONES	115	502	100.4	0	0	0.0
2	PETER SMITH	0	1054	150.5	0	1781	254.4
		115	1556	250.9	0	1781	254.4

**SHIP COMPLETE SHIPMENTS NOT BILLED**

PROK NAME	REPORTS SHIP.COMP.REG.SETUP
SELECTION	MENU-2
SELECTION NUMBER	15
FILES ACCESSED	ORDER

**OVERVIEW**

This report lists all releases that have the ship complete flag set to 'Y' but have not been billed, due to backorder items, releases not yet verified or releases on price hold.

**OPERATING INSTRUCTIONS****SHIP COMPLETE SHIPMENTS NOT BILLED  
HIT 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

**SHIP COMPLETE SHIPMENTS NOT BILLED**

DATE 09:54:35am 17 NOV 1997

SHIP COMPLETE SHIPMENTS NOT BILLED REGISTER

PAGE 1

ORDER	A.CUST.NO	CUST NAME	ORD DATE	TOT.AMT
01122828	AJAX	AJAX INDUSTRIAL	11/01/97	275.00
***				275.00

1 records listed.

**OPEN ORDERS BY CUSTOMER**

PROK NAME	REPORTS CUST.OO.SETUP
PROGRAM NAME	REPORTS CUST.OO
SELECTION	MENU-2
SELECTION NUMBER	16
FILES ACCESSED	ORDER
	PROD.MAST
	CUST.MAST
	PARAMETER

**OVERVIEW**

This report is a listing of all open orders sorted by company by customer. All orders with open quantities (backorders) will print on the report.

**OPERATING INSTRUCTIONS****OPEN ORDER BY CUSTOMER REPORT  
HIT 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

## OPEN ORDERS BY CUSTOMER

PAGE 1                    \*\*\* O P E N O R D E R S B Y C U S T O M E R \*\*\*                    10:44:18                    11/17/97

CO#	EXT CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	EXT PROD#	PROD DESCRIPTION	ORD QTY	OPEN QTY	VALUE	S L SM
01	ACME	200007	ACME SUPPLY	11/01/97	11/01/97	001	ARWKSU-E	STICK UP DEOD EV	250	250	3 2 6 1 . 8 8 002	
*** TOTALS FOR ORDER NUMBER 200007									---	---	-----	
									250	250	3261.88	
01	ACME	200010	ACME SUPPLY	11/10/97	11/10/97	001	ARWKSU-S	STICK UP SPRING	100	100	1 5 0 0 . 0 0 002	
*** TOTALS FOR ORDER NUMBER 200010									---	---	-----	
									100	100	1500.00	
*** TOTALS FOR CUSTOMER# ACME									350	350	4761.88	

**OPEN CONSIGNMENTS BY CUSTOMER**

PROK NAME	REPORTS CUST.OC.SETUP
PROGRAM NAME	REPORTS CUST.OC
SELECTION	MENU-2
SELECTION NUMBER	17
FILES ACCESSED	CONSIGNMENT PROD.MAST CUST.MAST PARAMETER

**OVERVIEW**

This report lists all consignments that have open quantities (backorders).

**OPERATING INSTRUCTIONS****OPEN CONSIGNMENTS BY CUSTOMER REPORT  
HIT 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

**OPEN CONSIGNMENTS BY CUSTOMER**

PAGE 1

\*\*\* O P E N C O N S I G N M E N T S B Y C U S T O M E R \*\*\*

23:05:27

11/21/97

CO#	EXT CUST#	CONS#	CUSTOMER NAME	CON DATE	RTN DATE	WHSE	EXT PROD#	PROD DESCRIPTION	ORD QTY	OPEN QTY	VALUE	S L
												SM
01	ACME	000017	ACME SUPPLY	11/01/97	02/01/98	001	513029-48	OLYMPIC SET	2	2	500.00	0 0
												1
01	ACME	000017	ACME SUPPLY	11/01/97	02/01/98	001	514278-52	WEIGHT SET	1	1	200.00	0 0
												1
*** TOTALS FOR CONSIGNMENT NUMBER 000017									--	--	-----	
									3	3	700.00	
*** TOTALS FOR CUSTOMER# ACME									--	--	-----	
									3	3	700.00	
*** TOTALS FOR COMPANY# 01									--	--	-----	
									3	3	700.00	



**OPEN ORDERS BY PRODUCT**

PROK NAME	REPORTS PROD.OO.SETUP
PROGRAM NAME	REPORTS PROD.OO
SELECTION	MENU-2
SELECTION NUMBER	18
FILES ACCESSED	ORDER
	PROD.MAST
	CUST.MAST
	PARAMETER

**OVERVIEW**

This report is a listing of all open orders sorted by company by product. All orders with open quantities (backorder) will print on the report.

**OPERATING INSTRUCTIONS****OPEN ORDER BY PRODUCT REPORT  
HIT 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

## OPEN ORDERS BY PRODUCT

PAGE 1	*** O P E N O R D E R S B Y P R O D U C T ***	10:52:18	11/17/97
01 ARWKSU-HD	HEAVY DUTY STICK AJAX 200005 AJAX INDUSTRIAL	11/01/97 11/01/97	001 10 0 270.00 0 0
01 ARWKSU-HD	HEAVY DUTY STICK CORBIN 200011 CORBIN CORP.	11/05/97 11/05/97	001 25 0 312.00 0 0
01 AEWKSU-HD	HEAVY DUTY STICK UNITED 200013 UNITED SUPPLY	11/07/97 11/07/97	001 10 0 145.00 0 0
			-----
*** TOTALS FOR PRODUCT NUMBER ARWKSU-HD			45 0 727.00
01 ARWKSU-E	STICK UP DEOD E ACME 200017 ACME SUPPLY	11/10/97 11/10/97	001 250 250 3261.88 0 0
01 ARWKSU-E	STICK UP DEOD E AJAX 200019 AJAX INDUSTRIAL	11/11/97 11/11/97	001 50 50 652.38 0 0
			-----
*** TOTALS FOR PRODUCT NUMBER ARWKSU-E			300 300 3914.25
			-----
*** TOTALS FOR COMPANY 01			345 300 4641.25

**OPEN CONSIGNMENTS BY PRODUCT**

PROK NAME	REPORTS PROD.OC.SETUP
PROGRAM NAME	REPORTS PROD.OC
SELECTION	MENU-2
SELECTION NUMBER	19
FILES ACCESSED	CONSIGNMENT PROD.MAST CUST.MAST PARAMETER

**OVERVIEW**

This is a listing of all consignments, by product, with open quantities (backorders).

**OPERATING INSTRUCTIONS****OPEN CONSIGNMENTS BY PRODUCT REPORT  
HIT 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

## OPEN CONSIGNMENTS BY PRODUCT

PAGE 1

\*\*\* O P E N C O N S I G N M E N T S B Y P R O D U C T \*\*\*

23:15:27

11/21/97

CO#	EXT PROD#	PROD DESCRIPTION	EXT CUST#	CONS#	CUSTOMER NAME	CON DATE	RTN DATE	WHSE	ORD QTY	OPEN QTY	VALUE	SLSM
01	513029-48	OLYMPIC SET	ACME	000010	ACME SUPPLY	11/07/97	02/07/98	001	2	2	500.00	001
*** TOTALS FOR PRODUCT NUMBER 513029-48									---	---	-----	
									2	2	500.00	
01	ARWKSU-S	STICK UP SPRING	ACME	000017	ACME SUPPLY	11/10/97	02/10/98	001	120	120	150.00	002
*** TOTALS FOR PRODUCT NUMBER ARWKSU-S									---	---	-----	
									120	120	150.00	
*** TOTALS FOR COMPANY# 01									---	---	-----	
									122	122	650.00	

**PRO-FORMA/QUOTES BY CUSTOMER**

PROK NAME	REPORTS PF.CUST.OO.SETUP
PROGRAM NAME	REPORTS PF.CUST.OO
SELECTION	MENU-2
SELECTION NUMBER	20
FILES ACCESSED	PRO.FORMA
	PROD.MAST
	CUST.MAST
	PARAMETER

**OVERVIEW**

This is a listing of all open pro formas/quotations by pro forma number by customer.

**OPERATING INSTRUCTIONS****OPEN QUOTATIONS BY CUSTOMER REPORT  
HIT 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

PRO-FORMA/QUOTES BY CUSTOMER

PAGE 1                    \*\*\* O P E N   Q U O T A T I O N S   B Y   C U S T O M E R   \*\*\*                    23:17:27                    11/21/97

CO#	EXT CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	EXT PROD#	PROD DESCRIPTION	ORD QTY	OPEN QTY	VALUE	S L SM
01	ALCO	100223	ALCO SUPPLY	11/01/97		001	101	RED PLASTIC DESK	3	0	615.00	0 0
01	ALCO	100223	ALCO SUPPLY	11/01/97		001	102	BLUE PLASTIC DESK	2	0	410.00	0 0
*** TOTALS FOR ORDER NUMBER 100223									---	---	-----	
									5	0	1025.00	
*** TOTALS FOR CUSTOMER# ALCO									---	---	-----	
									5	0	1025.00	
01	ACME	100225	ACME SUPPLY	11/07/97		001	101	RED PLASTIC DESK	6	0	1230.00	0 0
*** TOTALS FOR ORDER NUMBER 100225									---	---	-----	
									6	0	1230.00	
*** TOTALS FOR CUSTOMER# ACME									---	---	-----	
									6	0	1230.00	
*** TOTALS FOR COMPANY# 01									---	---	-----	
									11	0	2255.00	

**PRO-FORMA/QUOTES BY PRODUCT**

PROK NAME	REPORTS PF.CUST.OO.SETUP
PROGRAM NAME	REPORTS PF.CUST.OO
SELECTION	MENU-2
SELECTION NUMBER	21
FILES ACCESSED	PRO.FORMA
	PROD.MAST
	CUST.MAST
	PARAMETER

**OVERVIEW**

This is a listing of all open pro-formas/quotations by product.

**OPERATING INSTRUCTIONS****OPEN QUOTATIONS BY PRODUCT REPORT  
HIT 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with report run or 'END' to return to the selector.

PRO-FORMA/QUOTES BY PRODUCT

PAGE 1                    \*\*\* O P E N   Q U O T A T I O N S   B Y   P R O D U C T \*\*\*                    23:25:27                    11/21/97

CO#	EXT PROD#	PROD DESCRIPTION	EXT CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	ORD QTY	OPEN QTY	VALUE	SLSM
01	101	RED PLASTIC DESK	ALCO	100223	ALCO SUPPLY	11/01/97		001	3	0	615.00	001
01	101	RED PLASTIC DESK	ACME	100254	ACME SUPPLY	11/05/97		001	6	0	1230.00	002
*** TOTALS FOR PRODUCT NUMBER 101									---	---	-----	
									9	0	1845.00	
01	102	BLUE PLASTIC DK	ALCO	100223	ALCO SUPPLY	11/01/97		001	2	0	450.00	001
*** TOTALS FOR PRODUCT NUMBER 102									---	---	-----	
									2	0	450.00	
*** TOTALS FOR COMPANY# 01									---	---	-----	
									11	0	2295.00	



**FUTURE ORDERS BY CUSTOMER**

PROK NAME	REPORTS CUST.FUT.SETUP
PROGRAM NAME	REPORTS CUST.FUT
SELECTION	MENU-2
SELECTION NUMBER	22
FILES ACCESSED	ORDER
	PROD.MAST
	CUST.MAST
	PARAMETER

**OVERVIEW**

This is a listing of all future orders by customer by order number.

**OPERATING INSTRUCTIONS****FUTURE ORDERS BY CUSTOMER REPORT  
HIT 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with this report run or 'END' to return to the selector.

**DO YOU WANT A RANGE OF COMPANY #'S (Y/N):**

If you enter 'Y' you will be prompted:

**ENTER STARTING COMPANY #:**

**ENTER ENDING COMPANY #:**

Enter the starting and ending company numbers.

## FUTURE ORDERS BY CUSTOMER

PAGE 1                    \*\*\* FUTURE ORDERS BY CUSTOMER \*\*\*                    24:25:27    11/21/97

CO#	EXT CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	PRODUCT#	PROD DESCRIPTION	ORD QTY	OPEN QTY	VALUE	S L SM
01	ALCO	121912	ALCO SUPPLY	11/07/97		001	101	RED PLASTIC DESK	3	3	615.00	0 0 1
*** TOTALS FOR ORDER NUMBER 121912									---	---	-----	
									3	3	615.00	
*** TOTALS FOR CUSTOMER# ALCO									---	---	-----	
									3	3	615.00	
01	ACME	122100	ACME SUPPLY	11/09/97		001	101	RED PLASTIC DESK	6	6	1230.00	0 0 1
*** TOTALS FOR ORDER NUMBER 122100									---	---	-----	
									6	6	1230.00	
*** TOTALS FOR CUSTOMER# ACME									---	---	-----	
									6	6	1230.00	
*** TOTALS FOR COMPANY# 01									---	---	-----	
									9	9	1845.00	

**FUTURE ORDERS BY PRODUCT**

PROK NAME	REPORTS PROD.FUT.SETUP
PROGRAM NAME	REPORTS PROD.FUT
SELECTION	MENU-2
SELECTION NUMBER	23
FILES ACCESSED	ORDER
	PROD.MAST
	CUST.MAST
	PARAMETER

**OVERVIEW**

This is a listing of all future orders by product.

**OPERATING INSTRUCTIONS****FUTURE ORDERS BY PRODUCT REPORT  
HIT 'RETURN' TO CONTINUE OR 'END':**

Hit 'RETURN' to continue with the report run or 'END' to return to the selector.

**DO YOU WANT A RANG OF COMPANY #'S? (Y/N)**

If you enter 'Y' you will be prompted:

**ENTER STARTING COMPANY #:**

**ENTER ENDING COMPANY #:**

Enter the starting and ending company numbers.

### FUTURE ORDERS BY PRODUCT

PAGE 1                    \*\*\* FUTURE ORDERS BY PRODUCT \*\*\*                    27:27:27                    11/21/97

CO#	EXT PROD#	PROD DESCRIPTION	EXT CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	ORD QTY	OPEN QTY	VALUE	SLSM	
01	101	RED PLASTIC DESK	ACME	121915	ACME SUPPLY	11/07/97		001	3	3	615.00	001	
									---	---	-----		
***	TOTALS FOR PRODUCT NUMBER 101									3	3	615.00	
01	102	BLUE PLASTICK DK	ALCO	125478	ALCO SUPPLY	11/10/97		001	2	2	500.00	002	
									---	---	-----		
***	TOTALS FOR PRODUCT NUMBER 102									2	2	500.00	
									---	---	-----		
***	TOTALS FOR COMPANY# 01									5	5	1115.00	

**THE SYSTEMS HOUSE  
MASTER DISTRIBUTION DOCUMENTATION**

**I N D E X**

Bill Complete Shipments Not Billed .....	20
Daily Dropship Report .....	22
Daily Non-Stock Report .....	30
Daily Order Register Report .....	6
Future Orders by Customer .....	48
Future Orders by Product .....	50
In Picking Gt 2 Days Report .....	12
Invoice Preview Report .....	14
Items below Cost Report .....	16
Non-stock Price Hold Report .....	28
Open Consignments by Customer .....	38
Open Consignments by Product .....	42
Open Orders by Customer .....	36
Open Orders by Product .....	40
Order Entry Reports Overview .....	2
Bill Complete Shipments Not Billed .....	3
Daily Dropship Report .....	3
Daily Non-stock Report .....	4
Daily Order Register Report .....	2
Future Orders by Customer .....	5
Future Orders by Product .....	5
In Picking GT 2 Days Report .....	3
Invoice Preview Report .....	3
Items below Cost Report .....	3
Open Consignments by Customer .....	4
Open Consignments by Product .....	4
Open Orders by Customer .....	4
Open Orders by Product .....	4
Order Preview Report .....	3
Orders on Credit Hold Report .....	2
Picker, Packer Productivity Report .....	4
Price Hold Report (Stock and Non-Stock) .....	3
Price Override Report .....	3
Pro-forma/Quotes by Customer .....	4
Pro-forma/Quotes by Product .....	4
Releases on Credit Hold Report .....	2
Ship Complete Shipments Not Billed .....	4

**THE SYSTEMS HOUSE  
MASTER DISTRIBUTION DOCUMENTATION**

**I N D E X**

Order Preview Report .....	24
Orders on Credit Hold Report .....	8
Picker, Packer Productivity Report .....	32
Price Hold Report .....	26
Price Override Report .....	18
Pro-forma/Quotes by Customer .....	44
Pro-forma/Quotes by Product .....	46
Releases on Credit Hold Report .....	10
Ship Complete Shipments Not Billed .....	34