



# MDS Inquiries

**Inquiry Programs**

The inquiry module provides current status information on the portions of the system database 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.

**Notes:**

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documentation - [192.168.253.254-INQUIRIES011]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Account:26 BASE.12 Port:026 Menu:INQUIRIES011 Capture:On

Master Distributor System - Inquiries

Order Inquiries : Product / Inventory Inquiries:

1. Customer Order Summary  
 2. Detailed Order Inquiry  
 3. Customer Open Order/Detail  
 4. Item Open Order/Detail  
 5. Detail Release Inquiry  
 6. Shipped Orders

14. Stock Status Inquiry  
 15. Inventory Inquiry  
 16. Inventory Transaction - by Customer  
 17. Inventory Transaction - by Product  
 18. Lot Inventory Inquiry  
 19. Customer/Product Price Lookup  
 20. Inventory Availability

A/R and A/P Inquiries: PO Inquiries:

7. Summary A/R  
 8. Open A/R  
 9. A/R Check Detail  
 10. A/P Vendor Detailed Payables  
 11. A/P Check Detail  
 12. A/P Detailed Voucher  
 13. G/L Journal Entry

21. Detail Open PO  
 22. Open PO by Item  
 23. Vendor Open PO  
 24. Purchase Orders Due-In By Date  
 25. Detail In Transit Inquiry (Specific)  
 26. Detail In Transit Inquiry (ALL PO's)  
 27. In Transit By Item Inquiry  
 28. Miscellaneous Inquiries

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINQ	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

**Inquiry Programs**

There are 2 pages of inquiry programs listed in the Inquiries section, the following is what is covered on the 1st page:

**Order Inquiries**

- Customer Order Summary
- Detailed Order Inquiry
- Customer Open Order/Detail
- Item Open Order/Detail
- Detail Release Inquiry
- Shipped Orders

**A/R and A/P Inquiries**

- Summary A/R
- Open A/R
- A/R Check Detail
- A/P Vendor Detailed Payables
- A/P Check Detail
- A/P Detailed Voucher
- G/L Journal Entry

**Notes:**

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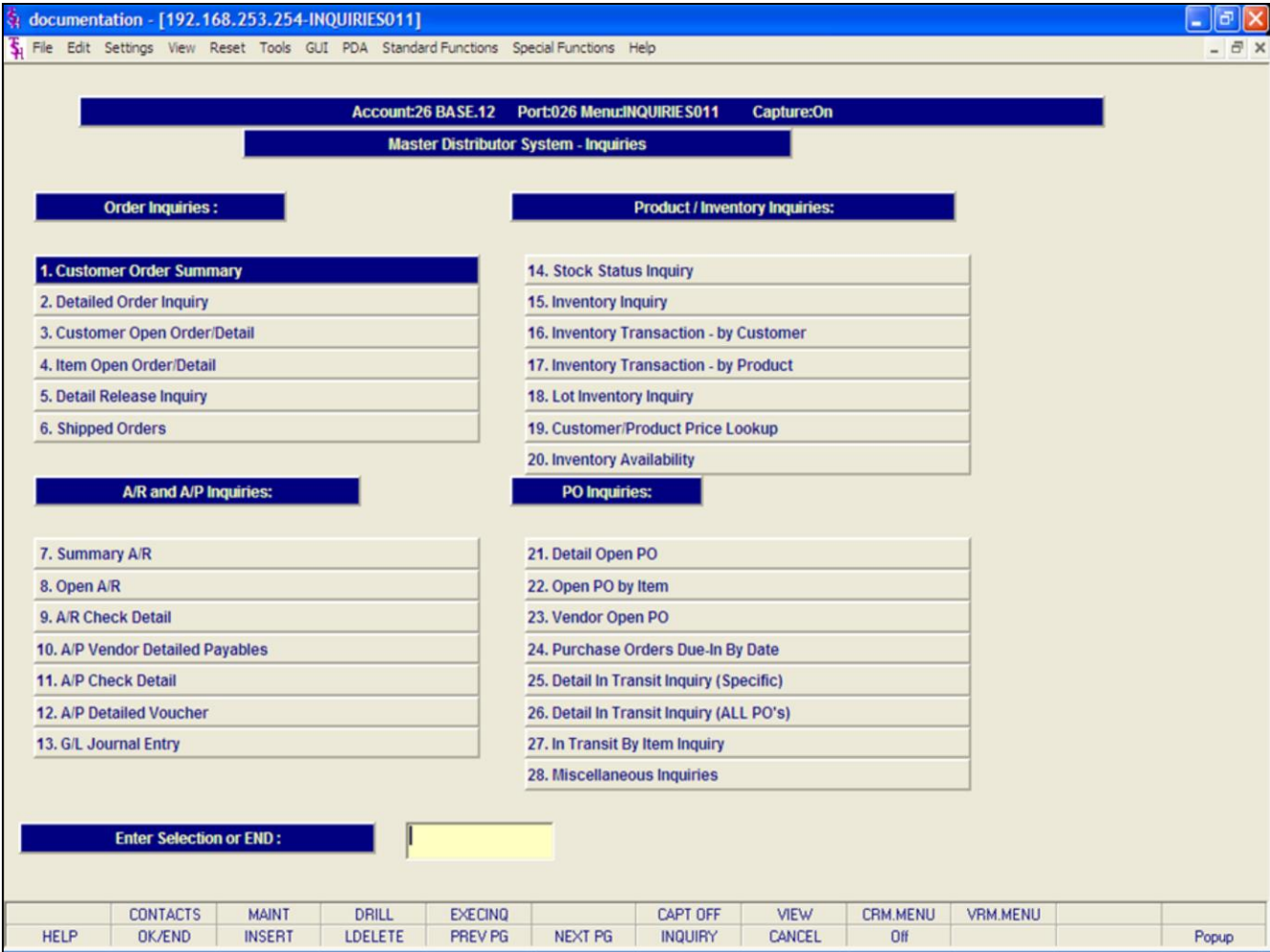
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**Inquiry Programs**

*Continued...*

**Product/Inventory Inquiries**

- Stock Status Inquiries
- Inventory Inquiry
- Inventory Transaction - by Customer
- Inventory Transaction - by Product
- Lot Inventory Inquiry
- Customer/Product Price Lookup
- Inventory Availability

**PO Inquiries**

- Detail Open PO
- Open PO by Item
- Vendor Open PO
- Purchase Orders Due-In By Date
- Detail In Transit Inquiry (Specific)
- Detail In Transit Inquiry (ALL PO's)
- In transit By Item Inquiry

**Miscellaneous Inquiries**

To access the 2nd page of Inquiries, type in the field number labeled '**Miscellaneous Inquiries**' and hit <ENTER> or click on the field labeled '**Miscellaneous Inquiries**'.

**Notes:**

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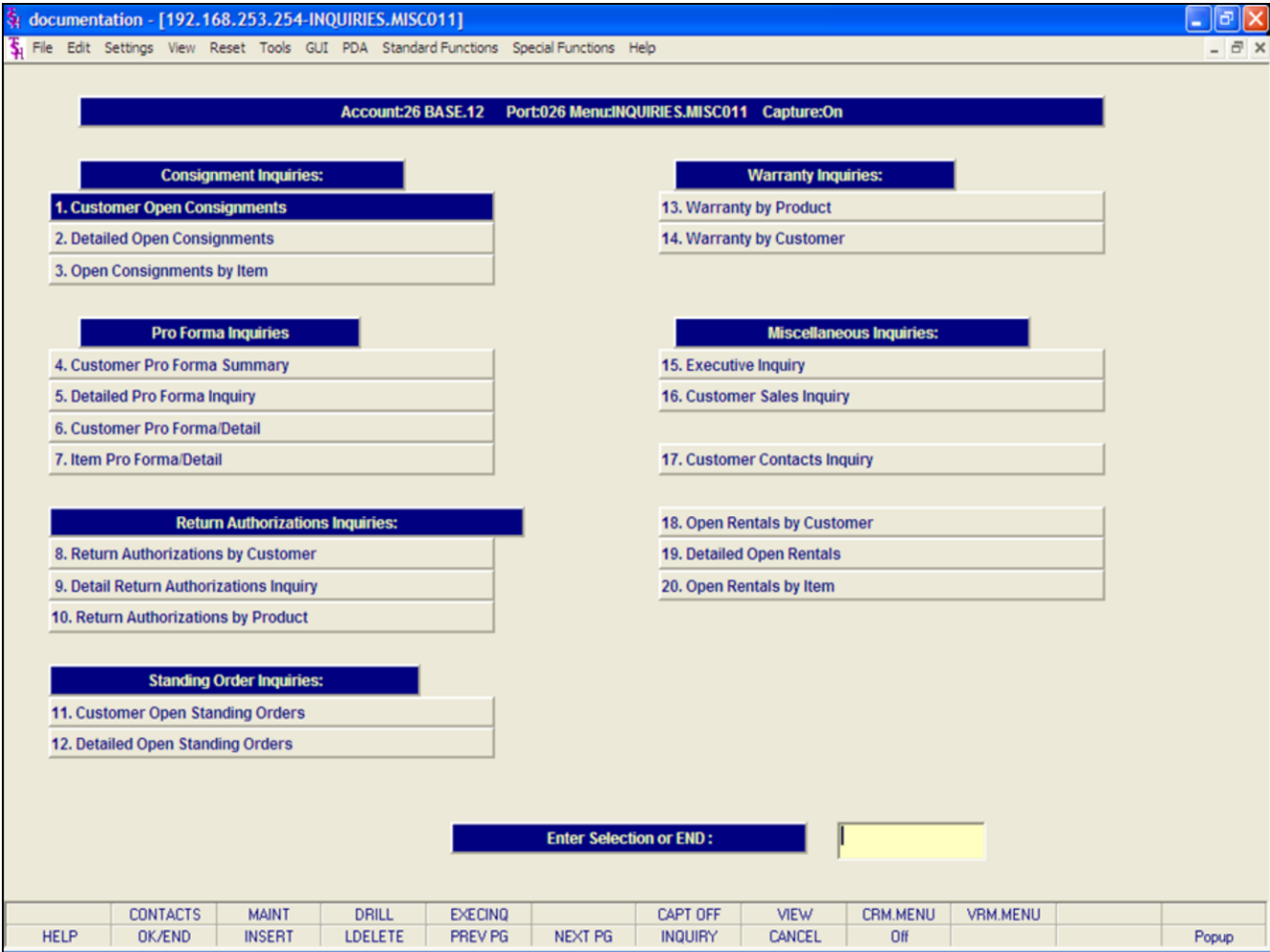
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**Inquiry Programs**

There are 2 pages of Inquiry programs listed in Inquiries sections, the following is what is covered on the 2nd page:

**Consignment Inquiries**

- Customer Open Consignments
- Detailed Open Consignments
- Open Consignments by Item

**Pro Forma Inquiries**

- Customer Pro Forma Summary
- Detailed Pro Forma Inquiry
- Customer Pro Forma/Detail
- Item Pro Forma/Detail

**Return Authorization Inquiries**

- Return Authorizations by Customer
- Detail Return Authorizations Inquiry
- Return Authorizations by Product

**Standing Order Inquiries**

- Customer Open Standing Orders
- Detailed Open Standing Orders

**Miscellaneous Inquiries**

- Executive Inquiry
- Customer Sales Inquiry
- Customer Contact Inquiry

**Notes:**

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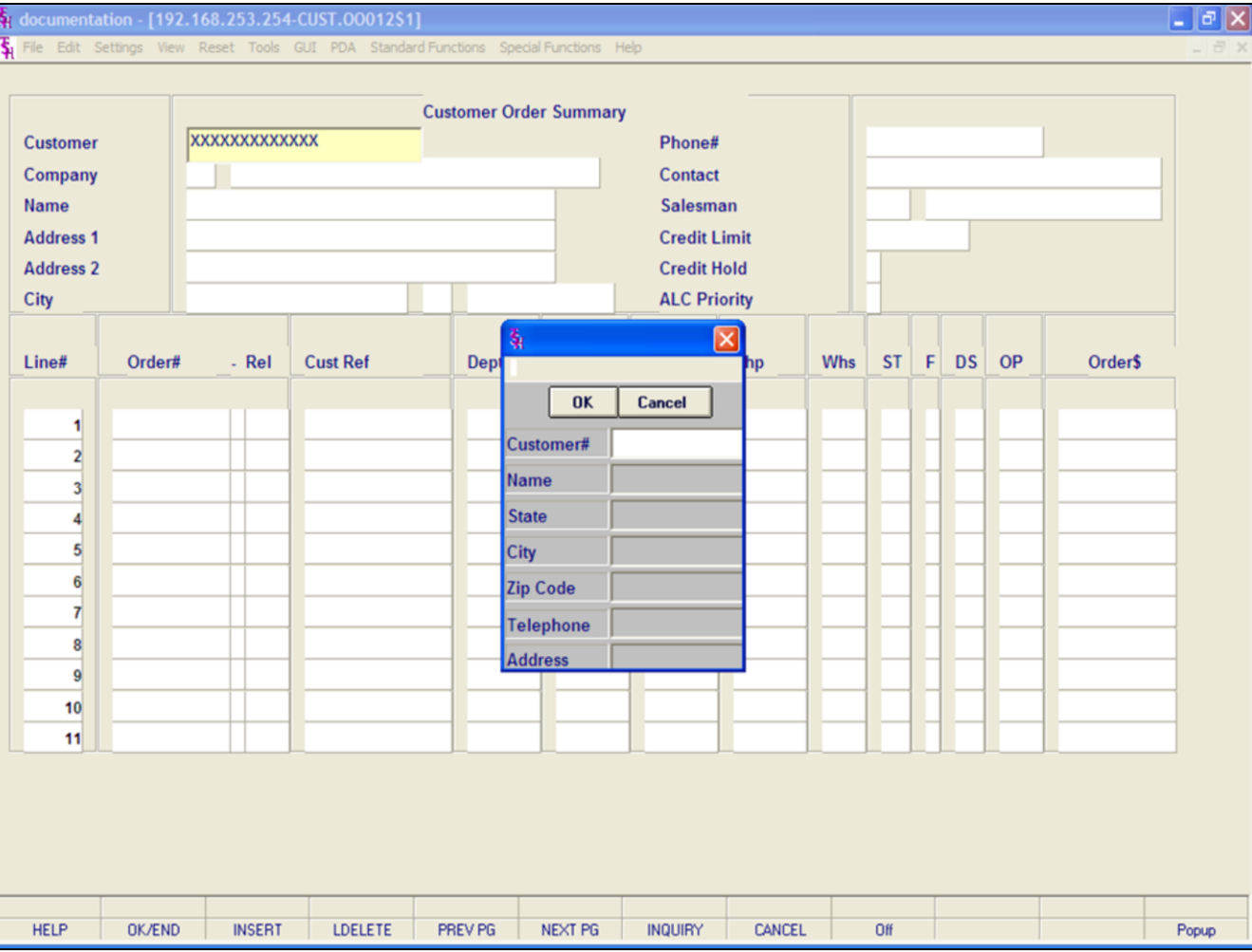
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**Customer Lookup**

The customer lookup routine is used in the Inquiries module. To access the lookup features enter one of the following at the customer number prompt:

1. Select the 'F7' function key, click on the 'INQUIRY' icon, or click on the drop down arrow next to the field to initiate the lookup routine. The operator will then be prompted to enter part of the customer number, name, state, city, zip code, telephone, and/or address.
2. Enter the customer's phone number.
3. Enter part of the customer number to also initiate the lookup routine.

MDS offers several flexible methods to identify and retrieve the appropriate customer record. Customers can be accessed by an alphanumeric acronym as well as by the assigned customer number. The rules for the acronyms used are flexible, and can be tailored to each individual customer's need. In fact, a customer could be accessed by more than one name. For example, The Systems House, Inc., could be found under:

- T+S+H (Initials)
- SYSTEMS (First Significant Name)
- HOUSE+S (Last Name, First Initial)
- SYST,07013 (Last Name, Zip Code)
- NJ (State)
- 2017778050 (Telephone Number)

**Notes:**

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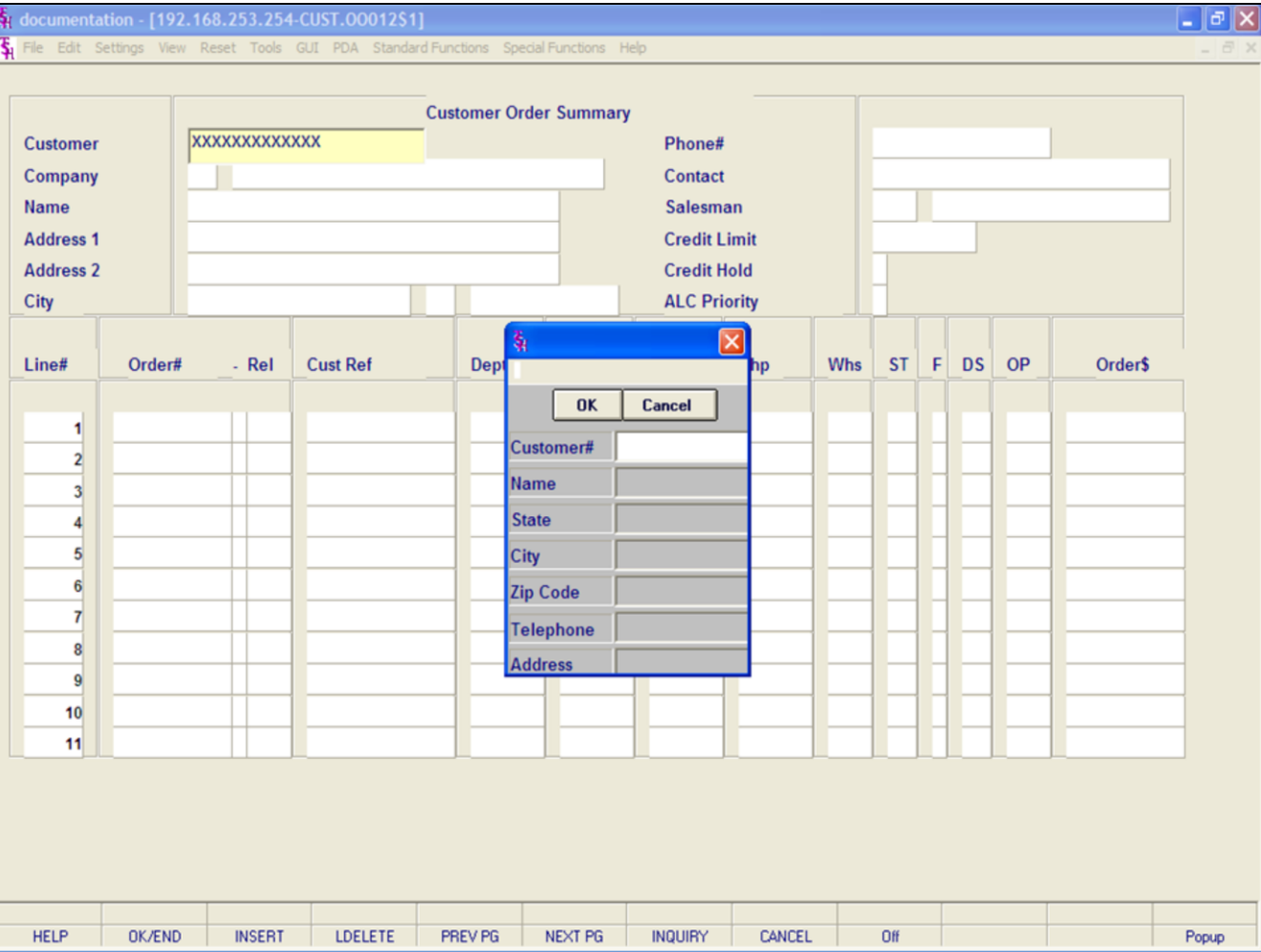


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Continued on next page.



**Customer Lookup continued**

This is accomplished by the system assigning an internal numeric customer number through file maintenance. When the external number is entered the customer name and address are displayed for verification. If this is the correct customer, the operator may accept it or continue and see the name and address of the next customer that shares this external number until there are no more customers with this external number.

**Notes:**

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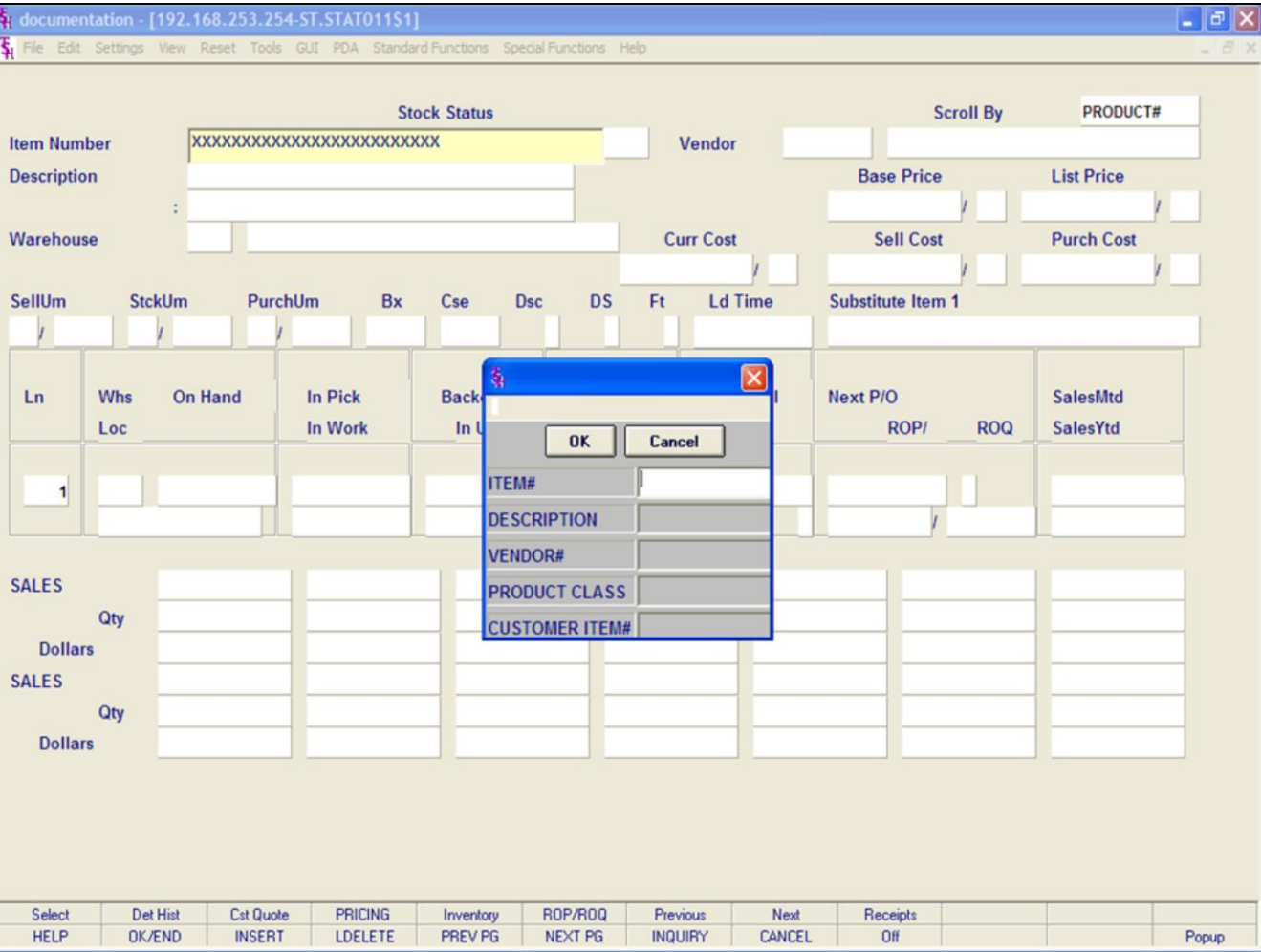
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**Notes:**

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**Product Lookup**

MDS offers several flexible methods to identify and retrieve the appropriate Product record.

The system provides the ability to refer to a product by any number of different references. This may be used to record:

1. The normal inventory product code.
2. The vendor's item number.

Either of the above product codes may be used to retrieve the product. In addition, a product lookup feature is provided, as described below.

**INQUIRY FUNCTION**

At the product number prompt, the operator can:

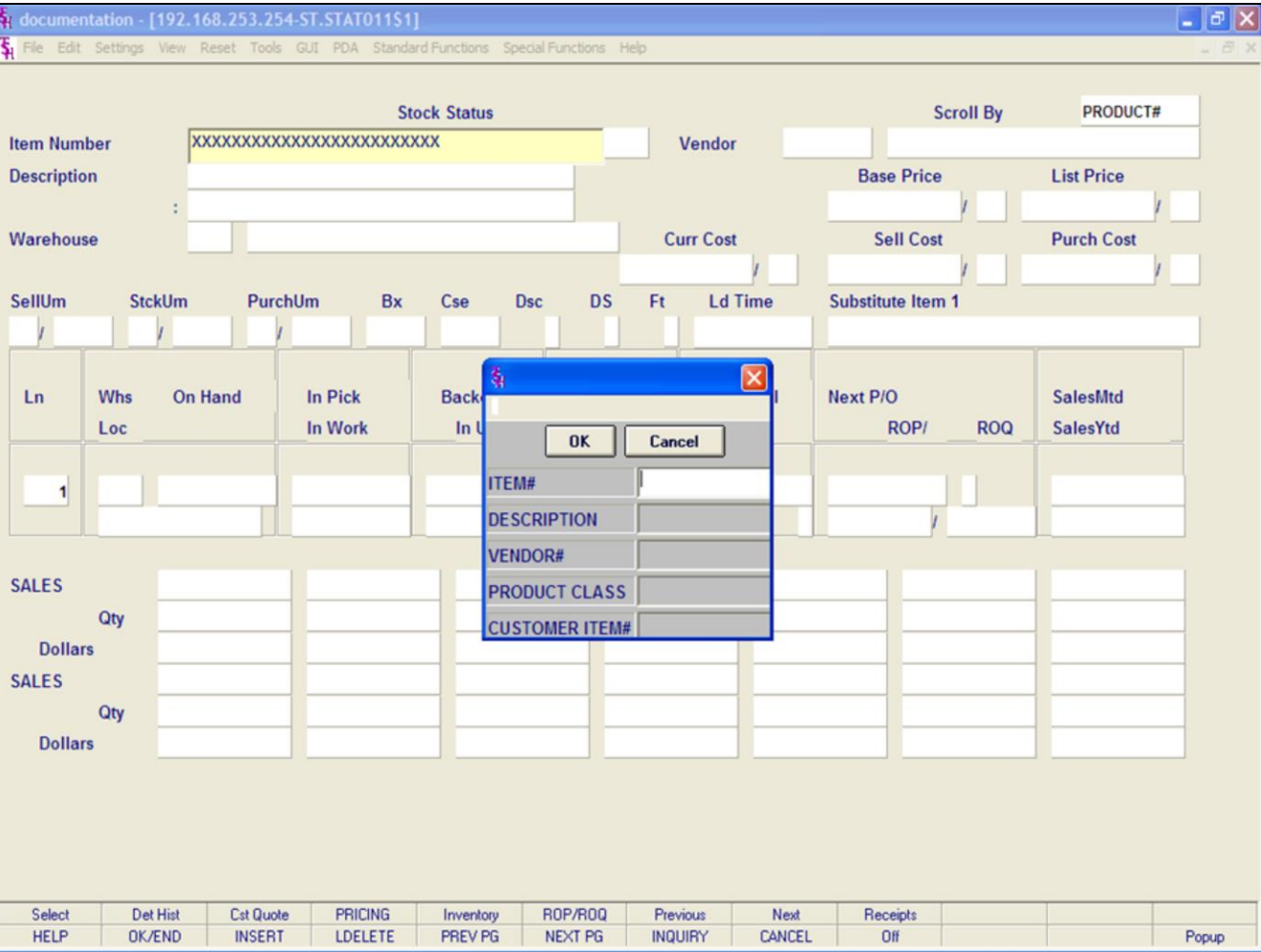
1. Click on the drop down arrow next to the field.
2. Click on the **'INQUIRY'** icon.
3. Hit the **'F7'** function key.

By initiating the Inquiry function, the product lookup screen is displayed, which allows access to products by:

1. The product's base code, which allows for the display of all size (for example) or colors of a product.
2. Enter any part of the product description.
3. By vendor number.
4. By product class.
5. By customer item number.

Thus, a specific product can be accessed by:

- 513029-42      Full Product Code
- 513029        This Will Display All Products Starting With 513029
- SWEA         Part of Description
- 004            Product Class
- 17000         Vendor Number
- 513-SWE      Customer Item Number



**Product Lookup continued**

**Partial Entry**

Enter part of the product number to initiate the lookup routine.

In addition to displaying the range of products available, the lookup inquiry screen provides pricing and inventory availability information, including the customer purchase history (if Parameter is set).

When the product is found, the operator can select the product by double clicking on the product or by highlighting the product followed by clicking on the 'OK' button.

**Product Number**

Enter a valid product number for manual input of product. Non-stock or special products not on file may be entered with an 'NS' prefix.

**Notes:**

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Documentation - [172.168.255.204-ST.SIA101151]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Stock Status Scroll By PRODUCT#

XXXXXXXXXXXXXXXXXXXXXXXXXXXX Vendor Base Price List Price

Inquiry List

MDS PRODUCT LOOKUP USING THE FOLLOWING CRITERIA

ITEM#: F

ITEM NUMBER	GP%	COST	SELL PRC	ONHAND	AVAIL	ON ORD
VEND# P/C UM DESCRIPTION DISCONTINUED VENDOR ITEM#						
513029-42	38.13	46.40	75.00	2587	2585	150
17000 003 EA OLYMPIC UNISEX SWEATER GISPA 9005 F1						
513029-44	38.13	46.40	75.00	93	81	200
17000 003 EA OLYMPIC UNISEX SWEATER GISPA 9005 F1						
513029-46	38.13	46.40	75.00	140	140	150
17000 003 EA OLYMPIC UNISEX SWEATER GISPA 9005 F1						
513029-48	38.13	46.40	75.00	130	130	150
17000 003 EA OLYMPIC UNISEX SWEATER GISPA 9005 F1						
513029-50	38.13	46.40	75.00	62	62	150
17000 003 EA OLYMPIC UNISEX SWEATER GISPA 9005 F1						
513029-52	38.13	46.40	75.00	85	85	150
17000 003 EA OLYMPIC unisex SWEATER GISPA 9005 F1						

Add OK Cancel

Select Det Hist Cst Quote PRICING Inventory ROP/ROQ Previous Next Receipts  
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popu

**Product Lookup continued**

Once the search results are displayed after using the lookup function, you may click on the **'ADD'** button to add a new product into the system.

*See the Product Master Documentation Guide for assistance.*

**Notes:**

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documentation - [192.168.253.254-INQUIRIES011]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Account:69 BASE.12 Port:069 Menu:INQUIRIES011 Capture:On

Master Distributor System - Inquiries

**Order Inquiries :**

- 1. Customer Order Summary
- 2. Detailed Order Inquiry
- 3. Customer Open Order/Detail
- 4. Item Open Order/Detail
- 5. Detail Release Inquiry
- 6. Shipped Orders

**Product / Inventory Inquiries:**

- 14. Stock Status Inquiry
- 15. Inventory Inquiry
- 16. Inventory Transaction - by Customer
- 17. Inventory Transaction - by Product
- 18. Lot Inventory Inquiry
- 19. Customer/Product Price Lookup**
- 20. Inventory Availability

**A/R and A/P Inquiries:**

- 7. Summary A/R
- 8. Open A/R
- 9. A/R Check Detail
- 10. A/P Vendor Detailed Payables
- 11. A/P Check Detail
- 12. A/P Detailed Voucher
- 13. G/L Journal Entry

**PO Inquiries:**

- 21. Detail Open PO
- 22. Open PO by Item
- 23. Vendor Open PO
- 24. Purchase Orders Due-In By Date
- 25. Detail In Transit Inquiry (Specific)
- 26. Detail In Transit Inquiry (ALL PO's)
- 27. In Transit By Item Inquiry
- 28. Miscellaneous Inquiries

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINQ	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

**Order Entry Inquiries**

The inquiries covered in the Order Entry section are: Customer Order Summary, Detailed Order Inquiry, Customer Open Order Detail, Item Open Order Detail, Detail Release Inquiry, and the Shipped Orders inquiry.

**Notes:**

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classic - [192.168.253.254-CUST.0001051]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

### Customer Order Summary

Customer	UNITED	Phone#	201-495-1200
Company	A	Contact	HARRY RTTT
Name	UNITED SUPPLY	Salesman	
Address 1	85 CLARK ST	Credit Limit	10000
Address 2		Credit Hold	N
City	GARFIELD NJ 07083	ALC Priority	

Line#	Order#	- Rel	Cust Ref	Dept	Ord	Req	Shp	Whs	ST	F	DS	OP	Order\$
1	01133575	001	1		07/07	07/07	07/07	001	OP	N			80
2	01133572		1		07/03	07/03		001	OP	N	DS		50
3	01133556	001			07/01	07/01	07/01	001	OP	N			27
4	01133555	001	1		07/01	07/01	07/01	001	IV	N			15
5	01133552		1		06/30	06/30		001	OP	N	DS		650
6	01133551		1		06/30	06/30		001	OP	N	DS		650
7	01133550		1		06/30	06/30		001	OP	N	DS	SY	65
8	01133516	001	1		06/27	06/27	07/01	001	IV	N	DS	SY	15
9	01133515	001	1		06/27	06/27	06/20	001	IV	N	DS		100
10	01133514		1		06/27	06/27		001	OP	N	DS	SY	1250
11	01133513				06/27	06/27		001	OP	N	DS		250

Enter Line# for Detail, Line#-R (NN-R) for Releases or END : XXXXXX

**Notes:**

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**Customer Order Summary Inquiry**

This inquiry provides a summary listing of all customer orders in the Order and Order History file.

**Customer** - Enter the specific customer number. You may also use the <F7> function key, click on the **'INQUIRY'** icon or click on the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

**Company** - Enter the 2 digit company number. You may also use the <F7> function key, click on the **'INQUIRY'** icon or click on the drop down arrow next to the field to choose from a list of valid companies or hit <ENTER> and the system will choose ALL companies on the system. The system will display the company number and name.

**Name** - The customer's name and address information is displayed from the Customer Master file.

**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, 'Y' or 'N'.

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

**Line#** - Line number.

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

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

**-Rel** - The last release number for the order is displayed.

**Cust Ref** - The customer's purchase order number, displayed from the Order record.

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

**Notes:**

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classic - [192.168.253.254-CUST.00010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

### Customer Order Summary

Customer	UNITED	Phone#	201-495-1200
Company	A	Contact	HARRY RTTT
Name	UNITED SUPPLY	Salesman	
Address 1	85 CLARK ST	Credit Limit	10000
Address 2		Credit Hold	N
City	GARFIELD NJ 07083	ALC Priority	

Line#	Order#	- Rel	Cust Ref	Dept	Ord	Req	Shp	Whs	ST	F	DS	OP	Order\$
1	01133575	001	1		07/07	07/07	07/07	001	OP	N			80
2	01133572		1		07/03	07/03		001	OP	N	DS		50
3	01133556	001			07/01	07/01	07/01	001	OP	N			27
4	01133555	001	1		07/01	07/01	07/01	001	IV	N			15
5	01133552		1		06/30	06/30		001	OP	N	DS		650
6	01133551		1		06/30	06/30		001	OP	N	DS		650
7	01133550		1		06/30	06/30		001	OP	N	DS	SY	65
8	01133516	001	1		06/27	06/27	07/01	001	IV	N	DS	SY	15
9	01133515	001	1		06/27	06/27	06/20	001	IV	N	DS		100
10	01133514		1		06/27	06/27		001	OP	N	DS	SY	1250
11	01133513				06/27	06/27		001	OP	N	DS		250

Enter Line# for Detail, Line#-R (NN-R) for Releases or END : XXXXXX

**Customer Order Summary Inquiry**

- 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. 'CH' = Credit Hold, 'C' = Complete, 'P' = Printed, 'OP' = Order Processing, 'IV' = Invoiced, 'BO' = Backorder, 'OH' = Order Hold, 'CN' = Cancelled.
- F** - Future order indicator.
- DS** - Drop shipment indicator. 'DS' = drop ship order, 'NS' = non-drop ship order.
- OP** - Operator code under which the order was entered.
- Order\$** - Order amount, including any taxes, freight, and misc. charges. The dollar amount is rounded to the nearest dollar.

**Notes:**

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classic - [192.168.253.254-CUST.00010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

### Customer Order Summary

Customer	UNITED	Phone#	201-495-1200
Company	A	Contact	HARRY RTTT
Name	UNITED SUPPLY	Salesman	
Address 1	85 CLARK ST	Credit Limit	10000
Address 2		Credit Hold	N
City	GARFIELD NJ 07083	ALC Priority	

Line#	Order#	- Rel	Cust Ref	Dept	Ord	Req	Shp	Whs	ST	F	DS	OP	Order\$
1	01133575	001	1		07/07	07/07	07/07	001	OP	N			80
2	01133572		1		07/03	07/03		001	OP	N	DS		50
3	01133556	001			07/01	07/01	07/01	001	OP	N			27
4	01133555	001	1		07/01	07/01	07/01	001	IV	N			15
5	01133552		1		06/30	06/30		001	OP	N	DS		650
6	01133551		1		06/30	06/30		001	OP	N	DS		650
7	01133550		1		06/30	06/30		001	OP	N	DS	SY	65
8	01133516	001	1		06/27	06/27	07/01	001	IV	N	DS	SY	15
9	01133515	001	1		06/27	06/27	06/20	001	IV	N	DS		100
10	01133514		1		06/27	06/27		001	OP	N	DS	SY	1250
11	01133513				06/27	06/27		001	OP	N	DS		250

Enter Line# for Detail, Line#-R (NN-R) for Releases or END : XXXXXX

**Customer Order Summary Inquiry**  
**ENTER LINE# FOR DETAIL, LINE# -R (NN-R) FOR RELEASES OR END:**

To access the Detail Order Inquiry (Line Items), at the prompt, enter in the line number for the specific order, and hit <ENTER>. To view the Release information regarding an order, type in the line number -R, and hit <ENTER>. This will display the Order number, line number, release number, shipping warehouse, shipping date, status, print date, type, invoice number, and invoice date.

To run the Customer Order Summary for another customer, or to return to the Inquiry menu, type 'END' and hit <ENTER>.

You can also:  
**Sort information by column** – click on any column in the inquiry, such as ST (status), and the inquiry will resort by it.

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move back and forth between the screens.

OR  
**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to move back and forth between the screens.

**Notes:**

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classic - [192.168.253.254-DET.00011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Order#		Ord Date		Detail Order		Inquiry(Line		Items)	
01131969		02/11/03		Due Date 02/11/03		Customer# IDEAL		Ship To	
				IDEAL DISTRIBUTION CO				SAME	
				10 CLIFTON BLVD.					
				CLIFTON NJ					
				07015					
PO# 1		Terms CREDIT CARD		Sls 001		JIM BRANCA			

Ln#	Item Number	Ordered	Shipped	Bkord	Inpick	Price	Value
1	105	2 / EA	2 / EA			45.000/ EA	900.00
	ULTRA BLUE PLASTIC DESK						
2		/	/			/	
3		/	/			/	
4		/	/			/	
						TOTAL	900.00

Enter END to exit, NEXT PG or PREV PG :      XXXXXX      PAGE 1 OF 2

**Detailed Order Inquiry**

**Line Items**

This inquiry provides the current status for a specific order.

**Order#** - Enter the 8 digit order number, or 'C' to use the customer's purchase order number to search the Order file. If 'C' is entered, you will then be prompted to enter the Customer PO#.

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

**Due Date** - The due date is displayed from the Order record.

**Customer#** - The customer's name and address, for billing, is displayed from the Order record.

**Ship To** - The ship to address is displayed from the Order record.

**ReIs** - Number of releases associated with the Order.

**Lns** - The number of lines in the Order.

**ST** - The status of the Order. OP = Order Processing, CH = Credit Hold, BO = Back Order, PH = Price Hold, IV = Invoiced.

**Fut** - Future order flag. 'Y' = future order, 'N' = not a future order.

**DS** - 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.

**OS** - The order source code, displayed from the Order file.

**PO#** - The customer's purchase order number, displayed from the order.

**Terms** - The terms for this order.

**Sls** - Salesman number and name.

**Notes:**

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classic - [192.168.253.254-DET.00011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Order#		Ord Date		Detail Order		Inquiry(Line		Items)	
01131969		02/11/03		02/11/03		Customer# IDEAL		Ship To	
				IDEAL DISTRIBUTION CO				SAME	
				10 CLIFTON BLVD.					
				CLIFTON NJ					
				07015					
PO# 1		Terms CREDIT CARD		Sls 001		JIM BRANCA			

Ln#	Item Number	Ordered	Shipped	Bkord	Inpick	Price	Value
1	105	2 / EA	2 / EA			45.000/ EA	900.00
	ULTRA BLUE PLASTIC DESK						
2		/	/				
3		/	/				
4		/	/				
TOTAL							900.00

Enter END to exit, NEXT PG or PREV PG :      XXXXXX      PAGE 1 OF 2

**Detailed Order Inquiry**

**Line Items**

- Ln#** - Line number.
- Item Number** - The item number is displayed from the Order record.
- Description** - The item description is displayed from the Order record.
- Ordered** - Line item ordered quantity.
- Shipped** - This is the invoiced/shipped quantity for this line item.
- In Pick** - Line item quantity inpick (picking document has been generated, but not yet shipped/verified).
- Price** - The item price is displayed from the Order record.
- Pricing U/M** - The pricing unit of measure for this line item.
- Value** - The line item value is displayed.
- Total** - The total of the order is displayed from the Order record.

**ENTER END TO EXIT, NEXT PG OR PREV PG:**  
 Click on the 'CANCEL' icon or hit the 'F8' function key to exit.  
**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.  
 OR  
**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Notes:**

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Next, we will go over the Function Keys located at the bottom of the screen.



classic - [192.168.253.254-DET.00011\$2]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Detail Open Orders (Header)

Order#	01131969	Ship To	
Bill To	IDEAL		
	IDEAL DISTRIBUTION CO		SAME
	10 CLIFTON BLVD.		
	CLIFTON NJ 07015		

Order Dt	02/11/03	Complete	Y	Drop Ship	ND
Due Dt	02/11/03	No. Rels	002	Cred Hold	
Sell Whse	001 NEW YORK	No. Lines	1	History	*
Ship Whse	001 NEW YORK	Future	N	Ord Src	01
Spec Ins		Oper	SY		
Ship Via	04 FEDERAL EXPRESS				
Salesman	001 JIM BRANCA	Backord\$			0.00
Terms	05 CREDIT CARD	Discount\$			0.00
Dept		Misc\$			0.00
Tax Jur	1 NEW JERSEY	Freight\$			12.50
Tax%	0.000	Tax\$			0.00
Cust P/O#	1	Total\$			912.50

Enter END to exit or PREV PG :      XXXXXX      PAGE 2 OF 2

**Detailed Order Inquiry**

**Function Keys**

**Header**

- The Header shows the operator additional order information.
- To access this screen, either click on the 'HEADER' icon or hit the Shift+ 'F1' function key.
- The following information will be displayed:
- Order#** - The order number is displayed.
  - Bill To** - The billing information.
  - Ship To** - The ship to information.
  - Order Dt** - The order date.
  - Sell Whse** - The selling warehouse.
  - Ship Whse** - The shipping warehouse.
  - Ship Via** - The shipping method.
  - Salesman** - The salesman's number and name.
  - Terms** - The payment terms for this order.
  - Dept** - Department.
  - Tax Jur** - The tax jurisdiction number and name.
  - Tax%** - The tax percent on the order.
  - Cust Po** - The customer's purchase order number.
  - Complete** - 'Y' = the order is complete, 'N' = order not yet complete.
  - No. Rels** - The number of releases for the order.
  - No. Lines** - The number of lines on the order.
  - Future** - Future order indicator.
  - Oper** - Operator's initials.
  - Drop Ship** - Drop Ship Indicator. 'DS' = drop ship order, 'ND' non-direct ship order.
  - Cred Hold** - Credit Hold indicator.
  - History** - \* - An asterisk indicates a history record for this order. This occurs when the order is complete and has been through the EOD.
  - Ord Src** - The Order Source code.

**Notes:**

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classic - [192.168.253.254-DET.00011\$2]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Detail Open Orders (Header)

Order#	01131969	Ship To	SAME
Bill To	IDEAL		
	IDEAL DISTRIBUTION CO		
	10 CLIFTON BLVD.		
	CLIFTON NJ 07015		

Order Dt	02/11/03	Complete	Y	Drop Ship	ND
Due Dt	02/11/03	No. Rels	002	Cred Hold	
Sell Whse	001 NEW YORK	No. Lines	1	History	*
Ship Whse	001 NEW YORK	Future	N	Ord Src	01
Spec Ins		Oper	SY		
Ship Via	04 FEDERAL EXPRESS				
Salesman	001 JIM BRANCA	Backord\$			0.00
Terms	05 CREDIT CARD	Discount\$			0.00
Dept		Misc\$			0.00
Tax Jur	1 NEW JERSEY	Freight\$			12.50
Tax%	0.000	Tax\$			0.00
Cust P/O#	1	Total\$			912.50

Enter END to exit or PREV PG :      XXXXXX      PAGE 2 OF 2

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PREV ORD	SPEC INST	AUDIT LST	
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

**Detailed Order Inquiry**

**Function Keys**

**Header**

- Backord\$** - The total backordered dollar amount.
- Discount\$** - The total discounted dollar amount.
- Misc\$** - The total miscellaneous dollar amount.
- Freight\$** - The total freight dollar amount.
- Tax\$** - The total tax dollar amount.
- Total\$** - The total dollar amount of the order.

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

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

We will continue to review the Function Keys located at the bottom of the screen.

**Notes:**

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classic - [192.168.253.254-DET.00011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Detail Order Inquiry(Line Items)

Order#	Ord Date	Due Date	Customer#	IDEAL	Ship To
01131969	02/11/03	02/11/03	IDEAL DISTRIBUTION CO		SAME

10 CUSTOM BLVD

ReIs	Lns	ST	Fut	DS
002	1	IV	N	ND 01

PO# 1

Ln#	Item Number	Description	Price	Value
1	105	ULTRA BLUE PLASTIC DESK	45.000/ EA	900.00
2			/	
3			/	
4			/	

JIM BRANCA

TOTAL 900.00

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

Buttons: HEADER, LINE ITEMS, **INV INQ**, NEXT ORD, PREV ORD, SPEC INST, AUDIT LST, HELP, OK/END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, CANCEL

**Detailed Order Inquiry**

**Function Keys**

**Invoice Inquiry**

To access this screen, click on the 'INV INQ' icon or hit the Shift+ 'F3' function key.

This will display a listing of all releases associated with the order.

**Rel#** - The release number.

**Invoice#** - The invoice number.

**ST** - The release status. OP = Order Processing, CH = Credit Hold, BO = Back Order, PH = Price Hold, IV = Invoiced.

**Date Ship** - The date the release was shipped.

Highlight the release number and click on the 'OK' button to see the detailed information regarding the release.

You will be forwarded to the Detail Release Inquiry.

**Notes:**

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classic - [192.168.253.254-DET.RELO11S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Release# 01-131969-001

Inv# 501760

Ord Dt 02/11/03 Inv Dt 02/11/03

ST IV OS OP Whs 01 SY 001

Sold To IDEAL IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015

Ship To SAME

Ln# 1 Cust Ref 1 Terms CREDIT CARD Salesman 001 JIM BRANCA

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Impick	Price	Value	Wht
1	105	ULTRA BLUE PLASTIC DESK	2 / EA	2 / EA			45.000/ EA	900.00	001
2			/	/			/		
3			/	/			/		

ShipDate 02/11/03 Shipper FEDERAL EX PI PA Wght 1.0 Ctn 1 Units 2 TxJur 1 Tax% 0.00 Frt 14.75 Tax 0.00 Total 914.75

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER LINE ITEMS NEXT REL PREV REL BOX FRT SPEC INST AUDIT LST  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Detailed Order Inquiry**

**Function Keys**

**Detail Release Inquiry**

This inquiry provides the detailed information on the current status of a particular shipment (release).

**Release#** - The chosen release number is displayed.

**Inv#** - Invoice number is displayed, only if the release has already been invoiced.

**Ord Dt** - Order date.

**Inv Dt** - Invoice date.

**ST** - Status. OP = Order Processing, CH = Credit Hold, BO = Back Order, PH = Price Hold, IV = Invoiced.

**OS** - Order source.

**OP** - Operator code.

**Wht** - The shipping warehouse.

**Sold To** - The customer's number, name, and address, for billing.

**Ship To** - The address to where this release is to be shipped.

**Ln#** - The number of lines on the release.

**Cust Ref** - Reference field.

**Terms** - The credit payment terms for this customer.

**Salesman** - Salesman number and name.

**Notes:**

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classic - [192.168.253.254-DET.RELO11S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Release# 01-131969-001  
 Inv# 501760  
 Ord Dt 02/11/03 Inv Dt 02/11/03  
 ST IV OS OP Whs 01 SY 001

Detail Invoices (Line Items)

Sold To IDEAL  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

Ship To SAME

Terms CREDIT CARD Salesman 001 JIM BRANCA

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	105	ULTRA BLUE PLASTIC DESK	2 / EA	2 / EA			45.000/ EA	900.00	001
2			/	/			/		
3			/	/			/		

ShipDate 02/11/03 Shipper FEDERAL EX PI PA Wght 1.0 Ctn 1 Units 2 TxJur 1 Tax% 0.00 Frt 14.75 Tax 0.00 Total 914.75

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER LINE ITEMS NEXT REL PREV REL BOX FRT SPEC INST AUDIT LST  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Detailed Order Inquiry**

**Function Keys**

**Detail Release Inquiry**

- Ln#** - Line number on release.
- Item Number** - The item number.
- Description** - The item description.
- Ordered**- The quantity to be picked for this release, and its' corresponding unit of measure.
- Shipped** - The shipped quantity for this release, and its' corresponding unit of measure.
- Bkord** - The backordered quantity for this release, and its' corresponding unit of measure.
- Inpick** - The item quantity in pick, and its' corresponding unit of measure. (picking document has been generated, but not yet shipped/verified).
- Price** - Price amount.
- Value** - The extended value for the line.
- Whs** - The shipping warehouse for the line item.

**Notes:**

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classic - [192.168.253.254-DET.RELO11S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Release# 01-131969-001  
 Inv# 501760  
 Ord Dt 02/11/03 Inv Dt 02/11/03  
 ST IV OS OP Whs 01 SY 001

Detail Invoices (Line Items)

Sold To IDEAL  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

Ship To  
 SAME

Terms CREDIT CARD Salesman 001 JIM BRANCA

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	105	ULTRA BLUE PLASTIC DESK	2 / EA	2 / EA			45.000/ EA	900.00	001
2			/	/			/		
3			/	/			/		

Frts 14.75  
 Tax 0.00  
 Total 914.75

ShipDate 02/11/03 Shipper FEDERAL EX PI PA Wght 1.0 Ctn 1 Units 2 TxJur 1 Tax% 0.000

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER LINE ITEMS NEXT REL PREV REL BOX FRT SPEC INST AUDIT LST  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Detailed Order Inquiry**

**Function Keys**

- Ship Date** - The ship date of the release.
- Shipper** - The shipping method for the release.
- PI** - Picker.
- PA** - Packer.
- Wght** - Weight.
- Ctn** - Amount of cartons.
- Units** - Number of units.
- TxJur** - Tax jurisdiction code .
- Tax%** - Tax percent.
- Frts** - Freight charge.
- Tax** - Tax amount.
- Total** - Total of order.

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

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Click on the 'OK/END' button, or hit the 'F2' function key to return to the Detail Order Inquiry.

**Notes:**

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classic - [192.168.253.254-DET.00011\$2]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**Detail Open Orders (Header)**

Order# 01131969

Bill To IDEAL  
IDEAL DISTRIBUTION CO  
10 CLIFTON BLVD.  
CLIFTON NJ 07015

Ship To SAME

Order Dt 02/11/03 Complete Y Drop Ship ND  
Due Dt 02/11/03 No. Rels 002 Cred Hold  
Sell Whse 001 NEW YORK No. Lines 1 History \*  
Ship Whse 001 NEW YORK Future N Ord Src 01  
Spec Ins Oper SY

Ship Via 04 FEDERAL EXPRESS

Salesman 001 JIM BRANCA Backord\$ 0.00  
Terms 05 CREDIT CARD Discount\$ 0.00  
Dept Misc\$ 0.00  
Tax Jur 1 NEW JERSEY Freight\$ 12.50  
Tax% 0.000 Tax\$ 0.00  
Cust P/O# 1 Total\$ 912.50

Enter END to exit or PREV PG : XXXXXX PAGE 2 OF 2

HEADER LINE ITEMS INV INQ **NEXT ORD** SPEC INST AUDIT LST  
HELP OK/END INSERT DELETE PREV PG NEXT PG INQUIRY CANCEL

**Detailed Order Inquiry**  
**Function Keys**  
**Next Order/Previous Order**

The NEXT ORDER function is available by clicking on the 'NEXT ORDER' icon or hitting the Shift+'F4' function key. This function will bring the operator to the next order number.

The PREVIOUS ORDER function is available by clicking on the 'PREVIOUS ORDER' icon or hitting the Shift+'F5' function key. This function will bring the operator to the previous order number.

**Notes:**

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classic - [192.168.253.254-SPEC.INST.BOX011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Order#		Ord Date	Detail Order		Inquiry(Line	Items)
01133589		07/16/03	Due Date	07/16/03	Customer#	UNITED
				UNITED SUPPLY	Ship To	
				85 CLARK ST	SAME	
ReIs	Lns	ST	Fut	DS	OS	
001	1	OP	N	ND	01	
				GARFIELD	NJ	
				07083		
PO#	32174	Terms	2/10 NET 30		Sls	001 JIM BRANCA

Ln#	Item Number	Ordered	Shipped	Bkord	Inpick	Price	Value
1	105	1	EA				
	ULTRA BLUE PLASTIC DESK		001				
2							
3							
4							

Special Instructions

DELIVER ONLY BETWEEN 9  
AND 4, MONDAY THROUGH FRI

X

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Detailed Order Inquiry**

**Function Keys**

**Special Instructions**

Any Special Instructions that were entered for an order can be viewed by clicking on the 'SPEC INST' icon or by hitting the Shift+'F6' function key.

Once displayed, hit <ENTER> to remove from the screen.

**Notes:**

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classic - [192.168.253.254-AUDIT.ORDER.LISTING01051]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Audit Listing for Specific Order

Order.No 01133461

Ln#	Audit Dt	Audit Time	Audit Oper	Audit Port	Audit.TNX
1.	06/20/03	02:13:20pm	SF	34	OE
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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

XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

## Detailed Order Inquiry

### Function Keys

#### Audit List

An audit trail, showing each step the order has been through is accessed by clicking on the 'AUDIT LST' icon or by hitting the Shift+'F8' function key.

**Order No.** - The order number is displayed.

**Ln #** - Line number.

**Audit Dt** - Date.

**Audit Time** - Time.

**Audit Oper** - Operator

**Audit Port** - Port.

**Audit TNX** - Transaction code.

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

To exit this screen, click on the 'CANCEL' icon or hit the 'F8' function key, two times, to return to the Detailed Order Inquiry.

### Notes:

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classic - [192.168.253.254-BO.CUST010S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**Customer Open Order/Detail**

Customer# UNITED UNITED SUPPLY  
 Company# 01 THE SYSTEMS HOUSE Salesman# 001 JIM BRANCA

Ln#	Order# OrdLine#	Item Number Description Vendor Number	Ordered Sell Um ShipFrom	Backord Ord Date Future	InPick Due Date DropShip	Shipped OpenVal.
1	01131645 002	ARWKC9 CARPET FRESH 9 OZ A4000	15/ EA EA 001	7/ EA 01/08/03 N	8/ EA 01/08/03 N	/ 0.86
2	01133161 002	105 ULTRA BLUE PLASTIC DESK BEIE	24/ EA DZ 002	24/ EA 05/27/03 N	/ 05/27/03 N	/ 780.00
3	01133513 001	102 BLUE PLASTIC DESK A1000	10/ EA EA 001	/ EA 06/27/03 N	/ 06/27/03 Y	/ /
4	01133514 001	102 BLUE PLASTIC DESK A1000	50/ EA EA 001	/ EA 06/27/03 N	/ 06/27/03 Y	/ /
<b>Totals</b>					31	780.86

Enter END to exit, NEXT PG or PREV PG:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Customer Open Order/Detail Inquiry**

This inquiry provides a current listing of all open order lines for a specific customer.

**Customer#** - Enter the specific customer number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

**Company#** - Enter the 2 digit company number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to choose from a list of valid companies or hit <ENTER> and the system will choose ALL companies on the system. The system will display the company number and name.

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

**Ln#** - Line number.

**Order#** - Order number.

**Ordline#** - The corresponding line number is displayed from the Order record.

**Item Number** - Each item number is displayed.

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

**Vendor Number** - The vendor number.

**Ordered** - The line item quantity ordered, and its corresponding unit of measure.

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

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

**Notes:**

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classic - [192.168.253.254-BO.CUST010S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**Customer Open Order/Detail**

Customer# UNITED UNITED SUPPLY  
 Company# 01 THE SYSTEMS HOUSE Salesman# 001 JIM BRANCA

Ln#	Order# OrdLine#	Item Number Description Vendor Number	Ordered Sell Um ShipFrom	Backord Ord Date Future	InPick Due Date DropShip	Shipped OpenVal.
1	01131645 002	ARWKCF9 CARPET FRESH 9 OZ A4000	15/ EA EA 001	7/ EA 01/08/03 N	8/ EA 01/08/03 N	/ 0.86
2	01133161 002	105 ULTRA BLUE PLASTIC DESK BEIE	24/ EA DZ 002	24/ EA 05/27/03 N	/ 05/27/03 N	/ 780.00
3	01133513 001	102 BLUE PLASTIC DESK A1000	10/ EA EA 001	/ EA 06/27/03 N	/ 06/27/03 Y	/ /
4	01133514 001	102 BLUE PLASTIC DESK A1000	50/ EA EA 001	/ EA 06/27/03 N	/ 06/27/03 Y	/ /
<b>Totals</b>					31	780.86

Enter END to exit, NEXT PG or PREV PG:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Customer Open Order/Detail Inquiry**

- Backord** - The line item backorder quantity.
- Ord Date** - The order date is displayed from the Order record.
- Future** - Future order indicator, 'Y' = future order, 'N' = not a future order.
- InPick** - Line item quantity in pick (picking document has been generated but not yet shipped/verified).
- Due Date** - The order due date is displayed.
- Drop Ship** - 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.
- Shipped** - Line item quantity shipped.
- OpenVal** - The item open value is displayed.
- Totals** - The total backorder quantity and open value is displayed.

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

- Click on the 'CANCEL' icon or hit the 'F8' function key to exit.
- NEXT PG** - The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.
- OR
- PREV PG** - The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Notes:**

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classic - [192.168.253.254-00.ITEM010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

### Open Orders By Item

Item Number		DESCRIPTION					Price	Um	Cost	Um	Retail	Um
102		BLUE PLASTIC DESK					25.000/	EA	10.000/	EA	25.000/	EA
Whs	Loc	BO	D	Sel	Stk	OnHand	On P/O	Intran	B/O	Avail	Future	
ALL	NONE	Y	N	EA	EA	2996	10389		3	2590	197	
Substitutes												
1.	103					5259	373	2	3	5021		
2.												
Ln#	Order#	OrdLn#	Ord Date	Price	Ordered	InPick	Backord	Invced				
Customer#	Customer Name	Due Date	PrcOvr	Fut	ShipFrm	SellFrm						
1	01133608	001	07/21/03	13.600	6	6						
	UMC		07/21/03		N	001	001					
2	01133584	001	07/10/03	20.000	1	1						
	UNITED		07/10/03		N	001	001					
<b>Totals</b>						<b>Value</b>	3,630.62	126	43			

Enter END to exit, NEXT PG, PREV PG or PRINT for Hard Copy: XXXXXX

PRINT
OK/END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
CANCEL

**Item Open Order/Detail Inquiry**

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

**Item Number** - Enter the specific item number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box. The system will display the item number and description.

**Whs** - Enter the 3-digit warehouse number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to choose from a list of valid warehouses. You can also hit <ENTER> to display information for all warehouses that are on the system.

**Price** - The price and the pricing unit of measure are displayed from the Product Master file.

**Cost** - The current cost and the costing unit of measure of displayed.

**Retail** - The retail cost and the unit of measure are displayed.

**Loc** - The warehouse location.

**BO** - Backorder indicator. 'Y' = backorders are allowed for this product, 'N' = they are not allowed.

**D** - Discontinued indicator. 'Y' = the product is discontinued, 'N' = it is not.

**Sel** - The selling unit of measure.

**Stk** - The stocking unit of measure.

**OnHand** - The on hand quantity.

**On P/O** - The quantity currently on purchase orders. This quantity is displayed in the stocking unit of measure.

**Notes:**

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classic - [192.168.253.254-00.ITEM010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

### Open Orders By Item

Item Number	DESCRIPTION						Price	Um	Cost	Um	Retail	Um
102	BLUE PLASTIC DESK						25.000/	EA	10.000/	EA	25.000/	EA
<b>Whs</b>	<b>Loc</b>	<b>BO</b>	<b>D</b>	<b>Sel</b>	<b>Stk</b>	<b>OnHand</b>	<b>On P/O</b>	<b>Intran</b>	<b>B/O</b>	<b>Avail</b>	<b>Future</b>	
ALL	NONE	Y	N	EA	EA	2996	10389		3	2590	197	
<b>Substitutes</b>												
1.	103					5259	373	2	3	5021		
2.												
<b>Ln#</b>	<b>Order#</b>	<b>OrdLn#</b>	<b>Ord Date</b>	<b>Price</b>	<b>Ordered</b>	<b>InPick</b>	<b>Backord</b>	<b>Invced</b>				
<b>Customer#</b>			<b>Due Date</b>	<b>PrcOvr</b>	<b>Fut</b>	<b>ShipFrm</b>	<b>SellFrm</b>					
<b>Customer Name</b>			07/21/03	13.600	6	6						
1	01133608	001	07/21/03		N	001	001					
UMC												
			07/10/03	20.000	1	1						
2	01133584	001	07/10/03		N	001	001					
UNITED												
<b>Totals</b>						<b>Value</b>	3,630.62	126	43			

Enter END to exit, NEXT PG, PREV PG or PRINT for Hard Copy: XXXXXX

PRINT
OK/END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
CANCEL

**Item Open Order/Detail Inquiry**

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

**B/O** - The backorder quantity. The quantity is displayed in the stocking unit of measure.

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

**Future** - Future order quantity.

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

**Ln#** - Line number.

**Customer #** - The customer number.

**Customer Name** - The customer name.

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

**Ord Ln#** - The order line number.

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

**Due Date** - The due date is displayed from the Order record.

**Notes:**

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classic - [192.168.253.254-00.ITEM010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Open Orders By Item

Item Number	DESCRIPTION						Price	Um	Cost	Um	Retail	Um
102	BLUE PLASTIC DESK						25.000/	EA	10.000/	EA	25.000/	EA
Whs	Loc	BO	D	Sel	Stk	OnHand	On P/O	Intran	B/O	Avail	Future	
ALL	NONE	Y	N	EA	EA	2996	10389		3	2590	197	
Substitutes												
1.	103					5259	373	2	3	5021		
2.												
Ln#	Order#	OrdLn#	Ord Date	Price	Ordered	InPick	Backord	Invced				
Customer#			Due Date	PrcOvr	Fut	ShipFrm	SellFrm					
Customer Name			07/21/03	13.600	6	6						
1	01133608	001	07/21/03		N	001	001					
UMC												
			07/10/03	20.000	1	1						
2	01133584	001	07/10/03		N	001	001					
UNITED												
Totals			Value	3,630.62	126	43						

Enter END to exit, NEXT PG, PREV PG or PRINT for Hard Copy: XXXXXX

PRINT    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL

**Notes:**

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**Item Open Order/Detail Inquiry**

- Price** - The item price.
- Prc Ovr** - An asterisk, '\*', in this field indicates that the price was overridden.
- Ordered** - Ordered quantity.
- Fut** - Future order indicator. 'Y' = future order, 'N' = not a future order.
- InPick** - Line item quantity (picking document has been generated, but not yet shipped/verified).
- Ship Frm** - The shipping warehouse is displayed from the Order record.
- Backord** - Backorder quantity.
- Sell Frm** - The selling warehouse is displayed from the Order record.
- Invcd** - Line item invoiced quantity.
- Totals Value** - The price total, order total, inpick total, backorder total, and the invoiced total are displayed.

**Enter END to exit, NEXT PG, PREV PG or PRINT for Hard Copy:**

- Click on the 'CANCEL' icon or hit the 'F8' function key to exit.
- NEXT PG** - The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.
- OR
- PREV PG** - The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Type 'PRINT' and hit <ENTER> or press Shift+'F1' to print a hard copy of this inquiry screen.

**Function Keys**

**PRINT** - The PRINT function is available by clicking on the 'PRINT' icon or hitting the Shift+'F1' function

key. This function will print a hard copy of the inquiry screen.  
Remember, if Report Capture is enabled, the report will be sent there.

**Notes:**

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classic - [192.168.253.254-DET.RELO11S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**Release#** 01-131969-001 **Detail Invoices (Line Items)**

**Inv#** 501760 **Sold To** IDEAL **Ship To** SAME

**Ord Dt** 02/11/03 **Inv Dt** 02/11/03 **IDEAL DISTRIBUTION CO**  
10 CLIFTON BLVD.

**ST** IV **OS** 01 **OP** SY **Whs** 001 **CLIFTON NJ 07015**

**Lns** 1 **Cust Ref** 1 **Terms** CREDIT CARD **Salesman** 001 JIM BRANCA

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	105	ULTRA BLUE PLASTIC DESK	2 / EA	2 / EA			45.000/ EA	900.00	001
2			/	/			/		
3			/	/			/		

**ShipDate** 02/11/03 **Shipper** FEDERAL EX **PI** **PA** **Wght** 1.0 **Ctn** 1 **Units** 2 **TxJur** 1 **Tax%** 0.000 **Fr** 14.75 **Tax** 0.00 **Total** 914.75

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER LINE ITEMS NEXT REL PREV REL BOX FRT SPEC INST AUDIT LST  
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Detail Release Inquiry**

This inquiry provides the detailed information on the current status of a particular shipment (release). This inquiry can also be accessed by the Detailed Order Inquiry.

**Line Items**

**Release#** - The 11-digit release number or the 8-digit invoice number may be inputted.

**Inv#** - Invoice number is displayed, only if the release has already been invoiced.

**Ord Dt** - Order date.

**Inv Dt** - Invoice date.

**ST** - Status. OP = Order Processing, CH = Credit Hold, BO = Back Order, PH = Price Hold, IV = Invoiced.

**OS** - Order source.

**OP** - Operator code.

**Whs** - The shipping warehouse.

**Sold To** - The customer's number, name, and address, for billing, is displayed.

**Ship To** - The address to where this release is to be shipped.

**Lns** - The number of lines on the release.

**Cust Ref** - Reference field.

**Terms** - The credit payment terms for this customer.

**Salesman** - Salesman number and name.

**Notes:**

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classic - [192.168.253.254-DET.RELO11S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**Release#** 01-131969-001  
**Inv#** 501760  
**Ord Dt** 02/11/03 **Inv Dt** 02/11/03  
**ST** IV **OS** 01 **OP** SY **Whs** 001

**Detail Invoices (Line Items)**

**Sold To** IDEAL  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

**Ship To** SAME

**Terms** CREDIT CARD  
**Salesman** 001 JIM BRANCA

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	105	ULTRA BLUE PLASTIC DESK	2 / EA	2 / EA			45.000/ EA	900.00	001
2			/	/			/		
3			/	/			/		

**ShipDate** 02/11/03 **Shipper** FEDERAL EX **PI** **PA** **Wght** 1.0 **Ctn** 1 **Units** 2 **TxJur** 1 **Tax%** 0.000 **Fr** 14.75 **Tax** 0.00 **Total** 914.75

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER LINE ITEMS NEXT REL PREV REL BOX FRT SPEC INST AUDIT LST  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Detail Release Inquiry**

**Line Items**

- Ln#** - Line number on release.
- Item Number** - The item number.
- Description** - The item description.
- Ordered** - The quantity to be picked for this release, and its' corresponding unit of measure.
- Shipped** - The shipped quantity for this release, and its' corresponding unit of measure.
- Bkord** - The backordered quantity for this release, and its' corresponding unit of measure.
- Inpick** - The item quantity in pick, and its' corresponding unit of measure. (picking document has been generated, but not yet shipped/verified).
- Price** - Price amount.
- Value** - The extended value for the line.
- Whs** - The shipping warehouse for the line item.

**Notes:**

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classic - [192.168.253.254-DET.RELO11S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**Release#** 01-131969-001  
**Inv#** 501760  
**Ord Dt** 02/11/03 **Inv Dt** 02/11/03  
**ST** IV **OS** 01 **OP** SY **Whs** 001

**Detail Invoices (Line Items)**

**Sold To** IDEAL  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

**Ship To** SAME

**Terms** CREDIT CARD **Salesman** 001 JIM BRANCA

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	105	ULTRA BLUE PLASTIC DESK	2 / EA	2 / EA			45.000/ EA	900.00	001
2			/	/			/		
3			/	/			/		

**ShipDate** 02/11/03 **Shipper** FEDERAL EX **PI** **PA** **Wght** 1.0 **Ctn** 1 **Units** 2 **TxJur** 1 **Tax%** 0.000 **Fr** 14.75 **Tax** 0.00 **Total** 914.75

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER LINE ITEMS NEXT REL PREV REL BOX FRT SPEC INST AUDIT LST  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Notes:**

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- Detail Release Inquiry**
- Shipdate** - The ship date of the release.
  - Shipper** - The shipping method for the release.
  - PI** - Picker.
  - PA** - Packer.
  - Wght** - Weight.
  - Ctn** - Amount of cartons.
  - Units** - Number of units.
  - TxJur** - Tax jurisdiction code.
  - Tax%** - Tax percent.
  - Fr** - Freight charge.
  - Tax** - Tax amount.
  - Total** - Total of order.
- ENTER END TO EXIT, NEXT PG OR PREV PG:**
- Click on the **'CANCEL'** icon or hit the 'F8' function key to exit.
- NEXT PG** – The NEXT PAGE function is available by clicking on the **'NEXT PG'** icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.
- OR
- PREV PG** – The PREVIOUS PAGE function is available by clicking on the **'PREV PG'** icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Next, we will go over the Function Keys located at the bottom of the screen.

classic - [192.168.253.254-DET.RELO11\$2]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Detail Invoice (Header)

Release#	01-131969-001	Inv#	10-501760
Bill To	IDEAL IDEAL DISTRIBUTION CO 10 CLIFTON BLVD.  CLIFTON NJ 07015	Ship To	SAME
Order Dt	02/11/03	Status	IV
Ship Dt	02/11/03	History	*
Invoice Dt	02/11/03	No. Lines	1
Sell Whse	001 NEW YORK	Ord Src	01
Ship Whse	001 NEW YORK	Oper	SY
Spec Ins		Merch\$	900.00
Ship Via	04 FEDERAL EXPRESS	Discount\$	0.00
Salesman	001 JIM BRANCA	Misc/Lab\$	0.00
Terms	05 CREDIT CARD	Freight\$	14.75
Tax Jur	1 NEW JERSEY	Tax\$	0.00
Tax%	0.000	Total\$	914.75
Cust P/O#	1		

Enter END to exit or PREV PG : XXXXXX PAGE 2 OF 2

**Detail Release Inquiry**

**Function Keys**

**Header**

The details displayed here are from the Release record.

- Release#** -The release number is displayed.
- Inv#** - Invoice number is displayed, if the release has been invoiced previously.
- Bill To** - The billing customer's name and address.
- Ship To** - The ship to name and address.
- Order Dt** - Order date.
- Ship Dt** - Ship date.
- Invoice Dt** - Invoice date.
- Sell Whse** - Selling warehouse.
- Ship Whse** - Shipping warehouse.
- Spec Ins** - Special instructions.
- Ship Via** - Shipping method.
- Salesman** - Salesman.
- Terms** - The credit terms for the customer.
- Tax Jur** - Tax jurisdiction.
- Tax%** - Tax percent.

- Cust P/O#** - The customer purchase order number.
- Status** - The status of the release. 'CH' = Credit Hold, 'C' = Complete, 'P' = Printed, 'OP' = Order Processing, 'IV' = Invoiced, 'BO' = Backorder, 'OH' = Order Hold, 'CN' = Cancelled.

- History** - An asterisk denotes a history record for this release.
- No. Lines** - The number of lines on the release.
- Ord Src** - The order source.
- Oper** - The operator reference code of the person that placed the order.

**Notes:**

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classic - [192.168.253.254-DET.RELO11\$2]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Detail Invoice (Header)

Release#	01-131969-001	Inv#	10-501760
Bill To	IDEAL IDEAL DISTRIBUTION CO 10 CLIFTON BLVD.  CLIFTON NJ 07015	Ship To	SAME

Order Dt	02/11/03	Status	IV	Picker	
Ship Dt	02/11/03	History		Packer	
Invoice Dt	02/11/03	No. Lines	1	Cartons	1
Sell Whse	001 NEW YORK	Ord Src	01	Weight	1.0
Ship Whse	001 NEW YORK	Oper	SY	Units	2
Spec Ins					
Ship Via	04 FEDERAL EXPRESS	Merch\$		900.00	
Salesman	001 JIM BRANCA	Discount\$		0.00	
Terms	05 CREDIT CARD	Misc/Lab\$		0.00	
Tax Jur	1 NEW JERSEY	Freight\$		14.75	
Tax%	0.000	Tax\$		0.00	
Cust P/O#	1	Total\$		914.75	

Enter END to exit or PREV PG : XXXXXX PAGE 2 OF 2

HEADER	LINE ITEMS	NEXT REL	PREV REL	BOX FRT	SPEC INST	AUDIT LST	
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL

**Detail Release Inquiry**

**Function Keys**

**Header**

- Picker** - Picker.
- Packer** - Packer.
- Cartons** - Amount of cartons.
- Weight** - Weight.
- Units** - Number of units.
- Merch\$** - Dollar amount of the release.
- Discount\$** - Discount dollar amount.
- Misc/Lab\$** - Miscellaneous dollar amount.
- Freight\$** - Freight dollar amount.
- Tax\$** - Tax dollar amount.
- Total\$** - Total dollar value of release.

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

Click on the **CANCEL** icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the **NEXT PG** icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the **PREV PG** icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Notes:**

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We will continue to review the Function Keys located at the bottom of the screen.

classic - [192.168.253.254-DET.RELO11S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Release# 01-131969-002  
 Inv# 501760  
 Ord Dt 02/11/03 Inv Dt 02/11/03  
 ST IV OS OP Whs 01 SY 001

Detail Invoices (Line Items)

Sold To IDEAL  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

Ship To SAME

Terms CREDIT CARD Salesman 001 JIM BRANCA

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	105	ULTRA BLUE PLASTIC DESK	2 / EA	2 / EA			45.000/ EA	900.00	001
2			/	/			/		
3			/	/			/		

ShipDate 02/11/03 Shipper FEDERAL EX PI PA Wght 1.0 Ctn 1 Units 2 TxJur 1 Tax% 0.00 Frt 14.75 Tax 0.00 Total 914.75

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

**Detail Release Inquiry**

**Function Keys**

**Next Release/Previous Release**

The NEXT RELEASE function is available by clicking on the 'NEXT RELEASE' icon or hitting the Shift+'F3' function key. This function will bring the operator to the next release number, for the order.

The PREVIOUS RELEASE function is available by clicking on the 'PREVIOUS RELEASE' icon or hitting the Shift+'F4' function key. This function will bring the operator to the previous release number, for the order.

**Notes:**

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classic - [192.168.253.254-DET.REL.BOX010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Release# 01-131969-001  
 Inv# 501760  
 Ord Dt 02/11/03 Inv Dt 02/11/03  
 ST IV 01 OS SY OP 001 Whs 001

Detail Invoices (Line Items)  
 Sold To IDEAL  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

Ship To  
 SAME

Lns 1 Cust Ref 1 Terms CREDIT CARD Salesman 001 JIM BRANCA

Ln#	Item Number	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	105							001
Box Freight Details								
		Box Weight	Box Charge	-----Tracking Number-----		Box Date		
2	1.	1.00	14.75	1Z0678860140696241		02/11/03		
	2.	0.00	0.00					
	3.	0.00	0.00					
	4.	0.00	0.00					

ShipDate 02/11/03

HIT <RETURN> TO CONTINUE: XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Detail Release Inquiry**

**Function Keys**

**Box Freight**

The BOX FREIGHT function is available by clicking on the 'BOX FRT' icon or by hitting the Shift+'F5' function key. This function will display the box freight details for the release.

**Box Weight** - The box weight.

**Box Charge** - The box charge.

**Tracking Number** - The freight system's tracking number (UPS, FedEx). If the operator has access to the internet, they can click on the tracking number, this will then forward them to the freight system's website to view the details of the package.

**Box Date** - Date the box was shipped.

**HIT <RETURN> TO CONTINUE:**

Hit <ENTER> to return to the Detail Invoice Inquiry.

**Notes:**

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classic - [192.168.253.254-SPEC.INST.BOX011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Release# 01-133624-001

Inv#

Ord Dt 07/24/03

Inv Dt

ST OS OP Whs

OP 01 SY 001

Lns 1

Cust Ref 34441

Terms 2/10 NET 30

Salesman 001 JIM BRANCA

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Whts
1	102	BLUE PLASTIC DESK	1 / EA						
2									
3									

ShipDate 07/24/03

Shipper OUR TRUCK

PI PA Wght Ctn Units

Special Instructions

DELIVER ONLY 9-4 M-F

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Detail Release Inquiry**  
**Function Keys**  
**Special Instructions**

The SPECIAL INSTRUCTIONS function is available by clicking on the 'SPEC INST' icon or hitting the Shift+'F6' function key. This function will display the special instructions for the release. **HIT <RETURN> TO CONTINUE:**

Hit <ENTER> to return to the Detail Invoice Inquiry.

**Notes:**

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classic - [192.168.253.254-AUDIT.LISTING010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Audit Listing for Specific Release

Release 01131969001

Ln#	Audit Dt	Audit Time	Audit Oper	Audit Port	Audit.TNX
1.	02/11/03	05:15:26pm	kpl	23	OE
2.	02/11/03	05:17:01pm	kpl	23	VE
3.	02/11/03	05:17:02pm	BASE.1	23	FRA
4.	02/11/03	05:17:38pm	0	23	IU
5.	02/11/03	05:25:26pm	0	23	IU
6.	02/11/03	05:27:38pm	0	23	IU
7.	02/13/03	09:35:44am	SF	47	IPR
8.					
9.					
10.					

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

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

### Detail Release Inquiry

#### Function Keys

#### Audit List

The AUDIT LISTING function is available by clicking on the 'AUDIT LST' icon or hitting the Shift+'F7' function key. This function will display the audit details for this release.

**Ln#** - Line number.

**Audit Dt** - Audit date.

**Audit Time** - Audit time.

**Audit Oper** - Audit operator.

**Audit Port** - Audit port.

**Audit TNX** - Audit transaction.

**ENTER LINE# TO CHANGE, DELETE TO DELETE, '0' TO ACCEPT:**

To exit this screen, click on the 'CANCEL' icon or hit the 'F8' function key, two times, to return to the Detail Release Inquiry.

#### Notes:

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documentation - [rs6000d-53 BASE.12-CUST.OPEN.ORD.SHP01151]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Shipped Orders**

Customer# UNITED UNITED SUPPLY  
 Company# 01 The Systems House Inc. Salesman# 001 Sy Fertig

Ln#	Release# OrdLine#	Item Number Description Vendor Number	Date Shp	Ordered Sell Um ShipFrom	Due Date DropShip	Shipped OpenVal.
1	01136829001 001	1050 TELFA Ouchless Dressing KENDALL	05/05/05	5/ EA EA 001	05/05/05 N	5/ EA 2250.00
2	01136829001 002	4000 OWENS Surgical Dressing KENDALL	05/05/05	4/ EA EA 001	05/05/05 N	4/ EA 1000.00
3	01136829001 003	4019 BLISTERFILM Dressing KENDALL	05/05/05	2/ EA EA 001	05/05/05 N	2/ EA 700.00
4				/		/

Enter END to exit, NEXT PG or PREV PG: XXXXXX

HELP	Rel Det OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
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**Shipped Orders Inquiry**

The Shipped Orders Inquiry will display all items that have already been verified, but not yet shipped, for the specified customer.

Example 1 - If an item is on price hold, and the release has already been verified, the items on the release will be displayed.

Example 2 -If a release that needs to go through the shipping update has not yet, the items on that release will be displayed.

**Customer** - Enter the specific customer number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

**Company** - Enter the 2 digit company number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to choose from a list of valid companies or hit <ENTER> and the system will choose ALL companies on the system. The system will display the company number and name.

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

**Line#** - Line number.

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

**Ordline#** - The corresponding line number is displayed from the Order record.

**Notes:**

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documentation - [rs6000d-53 BASE.12-CUST.OPEN.ORD.SHP01151]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Shipped Orders**

Customer# UNITED UNITED SUPPLY  
 Company# 01 The Systems House Inc. Salesman# 001 Sy Fertig

Ln#	Release# OrdLine#	Item Number Description Vendor Number	Date Shp	Ordered Sell Um ShipFrom	Due Date DropShip	Shipped OpenVal.
1	01136829001 001	1050 TELFA Ouchless Dressing KENDALL	05/05/05	5/ EA 001	05/05/05 N	5/ EA 2250.00
2	01136829001 002	4000 OWENS Surgical Dressing KENDALL	05/05/05	4/ EA 001	05/05/05 N	4/ EA 1000.00
3	01136829001 003	4019 BLISTERFILM Dressing KENDALL	05/05/05	2/ EA 001	05/05/05 N	2/ EA 700.00
4				/		/

Enter END to exit, NEXT PG or PREV PG: XXXXXX

HELP	Rel Det OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
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**Notes:**

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**Shipped Orders Inquiry**

- Item Number** - Each item number is displayed.
- Description** - The item description is displayed from the Order record.
- Vendor Number** - The vendor number.
- Date Shp** - The date the items shipped.
- Ordered** - The line item quantity ordered, and its' corresponding unit of measure.
- Sell UM** - The selling unit of measure.
- ShipFrom** - The shipping warehouse is displayed from the Order record.
- Due Date** - The order due date is displayed.
- Drop Ship** - 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.
- Shipped** - Line item quantity shipped.
- OpenVal** - The item open value is displayed.

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

Click on the **'CANCEL'** icon or hit the 'F8' function key to exit.

**NEXT PG** - The NEXT PAGE function is available by clicking on the **'NEXT PG'** icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.

OR

**PREV PG** - The PREVIOUS PAGE function is available by clicking on the **'PREV PG'** icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Next, we will review the Function Key located at the bottom of the screen.

documentation - [rs6000d.53 BASE.12-DET.REL011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Release#** 01-136829-001 **Detail Invoices (Line Items)**

**Inv#** **Sold To** UNITED **Ship To**

**Ord Dt** 05/05/05 **Inv Dt** **UNITED SUPPLY** **SAME**

**85 CLARK ST**

**ST OS OP Whs**

**V 01 SyF 001** **GARFIELD NJ 07083**

**Lns Cust Ref Terms Salesman**

**3 3414-222 2/10 NET 30 001 Sy Fertig**

Ln#	Item Number	Ordered	Shipped	Bkord	Impck	Price	Value	Whs
1	1050 TELFA Ouchless Dressing	5 / EA	5 / EA			450.00/ EA	2250.00	001
2	4000 OWENS Surgical Dressing	4 / EA	4 / EA			250.00/ EA	1000.00	001
3	4019 BLISTERFILM Dressing	2 / EA	2 / EA			350.00/ EA	700.00	001

**ShipDate** 05/05/05 **Shipper** UPS **PI** **PA** **Wght** **Ctn** **Units** 11 **TxJur** 1 **Tax%** 0.000 **Frnt** 0.00 **Tax** 0.00 **Total** 3,950.00

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	NEXT REL	PREV REL	BOX FRT	SPEC INST	AUDIT LST	DELIVERY			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Shipped Orders Inquiry**

**Function Keys**

**Release Detail**

The RELEASE DETAIL function is available by clicking on the 'Rel Det' icon or hitting the Shift+'F2' function key. This function will display the Detail Release Inquiry.

**Notes:**

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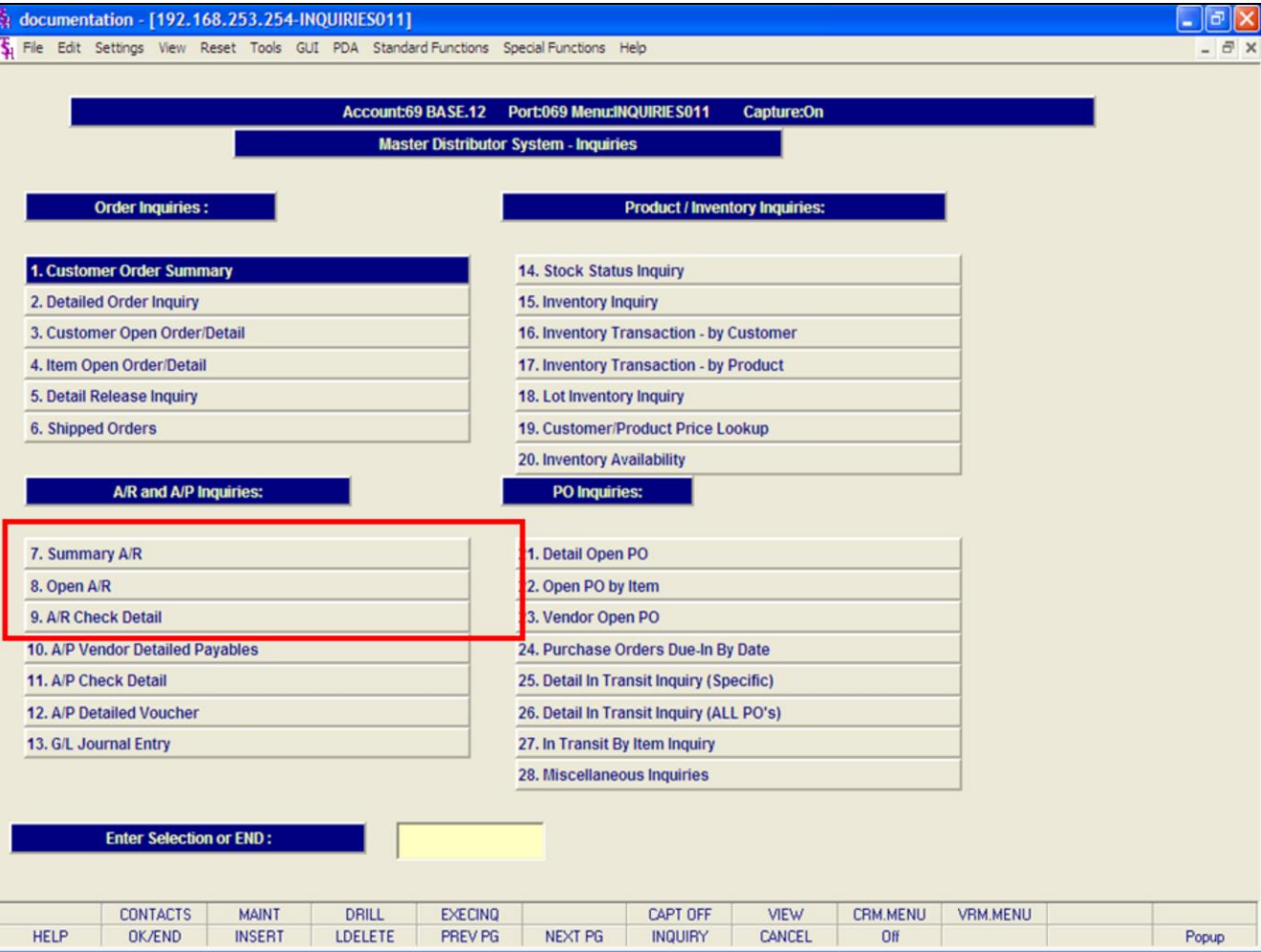
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**Accounts Receivable Inquiries**

The inquiries covered in the Accounts Receivable section are: Summary A/R, Open A/R, and A/R Check Detail.

**Notes:**

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classic - [192.168.253.254-SUMM.AR010S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

### Summary Accounts Receivables

Company# 01 THE SYSTEMS HOUSE	Salesman 001 JIM BRANCA
Customer# UNITED	Cust Class 01 DEALER
UNITED SUPPLY	Cust Type 01 RETAIL
85 CLARK ST	Cred Limit 10000
	Cred Hold N
GARFIELD NJ 07083	Contact HARRY RTTT
	Phone 201-495-1200

1.Customer Comments

Open Invoice\$ 4707.60	# Open Invoices 8	Last Invoice Date 05/30/03
Open Order\$ 16397.82	# Open Orders 20	Old Invoice Date 02/01/00
Total Open\$ 21105.42	Avg. Payment Days 238	Last order Date 06/03/03
	Last Pay Amount 3321.20	Last Payment Date 05/20/03

#### Accounts Receivable Aging

Aging Credits Against Oldest Items

Future	Current	31-60	61-90	91-120	121-150	151-Over
2977.15	110.00					1620.45

Month	to	Date	Order\$	Sales\$	GrossProfit\$	Payment\$
Year	to	Date	20628.31	4392.15	2279.75	5786.20
			20628.31	4392.15	2279.75	5786.20

Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS: XXXXXX

DETAIL AR
HELP
OK/END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
CANCEL

**Summary Accounts Receivable Inquiry**

The Summary Accounts Receivable Inquiry provides the accounts receivable department with the ability to quickly ascertain the credit status of a customer. This inquiry provides a summary of accounts receivable balance and aging for one specific customer.

**Company** - Enter the 2 digit company number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

**Customer#** - Enter the specific customer number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box. The system will display the customer number, name, and address information.

**Notes:**

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classic - [192.168.253.254-SUMM.AR010S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

### Summary Accounts Receivables

Company# 01 THE SYSTEMS HOUSE	Salesman 001 JIM BRANCA
Customer# UNITED	Cust Class 01 DEALER
UNITED SUPPLY	Cust Type 01 RETAIL
85 CLARK ST	Cred Limit 10000
	Cred Hold N
GARFIELD NJ 07083	Contact HARRY RTTT
	Phone 201-495-1200

1.Customer Comments

Open Invoice\$ 4707.60	# Open Invoices 8	Last Invoice Date 05/30/03
Open Order\$ 16397.82	# Open Orders 20	Old Invoice Date 02/01/00
Total Open\$ 21105.42	Avg. Payment Days 238	Last order Date 06/03/03
	Last Pay Amount 3321.20	Last Payment Date 05/20/03

#### Accounts Receivable Aging

Aging Credits Against Oldest Items

Future	Current	31-60	61-90	91-120	121-150	151-Over
2977.15	110.00					1620.45

Month	to	Date	Order\$	Sales\$	GrossProfit\$	Payment\$
Year	to	Date	20628.31	4392.15	2279.75	5786.20
			20628.31	4392.15	2279.75	5786.20

Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS: XXXXXX

DETAIL AR
HELP
OK/END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
CANCEL

**Summary Accounts Receivable Inquiry**

Customer Information:

**Customer Comments** - Typing 'CC' will bring you to this field. You are able to enter comment information.

**Salesman#** - The customer's salesman number and name are displayed from the Customer Detail file.

**Cust Class** - The customer class number and description is displayed from the Customer Master file.

**Cust Type** - The customer type number and description is displayed from the Customer Master file.

**Credit Limit** - The customer's credit limit from the Customer Master file.

**Cred Hold** - The credit hold flag is displayed, 'Y' = customer is on credit hold, 'N' the customer is not on credit hold. This is displayed from the Customer Master file.

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

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

The next page will discuss the invoice history for the specific customer.

**Notes:**

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classic - [192.168.253.254-SUMM.AR010S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

### Summary Accounts Receivables

Company# 01 THE SYSTEMS HOUSE	Salesman 001 JIM BRANCA
Customer# UNITED	Cust Class 01 DEALER
UNITED SUPPLY	Cust Type 01 RETAIL
85 CLARK ST	Cred Limit 10000
	Cred Hold N
GARFIELD NJ 07083	Contact HARRY RTTT
	Phone 201-495-1200

1.Customer Comments

Open Invoice\$ 4707.60	# Open Invoices 8	Last Invoice Date 05/30/03
Open Order\$ 16397.82	# Open Orders 20	Old Invoice Date 02/01/00
Total Open\$ 21105.42	Avg. Payment Days 238	Last order Date 06/03/03
	Last Pay Amount 3321.20	Last Payment Date 05/20/03

#### Accounts Receivable Aging

Aging Credits Against Oldest Items

Future	Current	31-60	61-90	91-120	121-150	151-Over
2977.15	110.00					1620.45

Month	to	Date	Order\$	Sales\$	GrossProfit\$	Payment\$
Year	to	Date	20628.31	4392.15	2279.75	5786.20
			20628.31	4392.15	2279.75	5786.20

Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS: XXXXXX

DETAIL AR
OK/END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
CANCEL

**Summary Accounts Receivable Inquiry**

**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.

**Last Order Date** - Date of the last order.

**Last Payment Date** - Date the last payment was received from the customer.

**Notes:**

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classic - [192.168.253.254-SUMM.AR010S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

### Summary Accounts Receivables

Company# 01 THE SYSTEMS HOUSE	Salesman 001 JIM BRANCA
Customer# UNITED	Cust Class 01 DEALER
UNITED SUPPLY	Cust Type 01 RETAIL
85 CLARK ST	Cred Limit 10000
	Cred Hold N
GARFIELD NJ 07083	Contact HARRY RTTT
	Phone 201-495-1200

1.Customer Comments

Open Invoice\$ 4707.60	# Open Invoices 8	Last Invoice Date 05/30/03
Open Order\$ 16397.82	# Open Orders 20	Old Invoice Date 02/01/00
Total Open\$ 21105.42	Avg. Payment Days 238	Last order Date 06/03/03
	Last Pay Amount 3321.20	Last Payment Date 05/20/03

#### Accounts Receivable Aging

Aging Credits Against Oldest Items

Future	Current	31-60	61-90	91-120	121-150	151-Over
2977.15	110.00					1620.45

Month	to	Date	Order\$	Sales\$	GrossProfit\$	Payment\$
Year	to	Date	20628.31	4392.15	2279.75	5786.20
			20628.31	4392.15	2279.75	5786.20

Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS: XXXXXXXX

DETAIL AR
HELP
OK/END
INSERT
LDELETE
PREV PG
NEXT PG
INQUIRY
CANCEL

### Summary Accounts Receivable Inquiry Aging

Credits can be aged against the oldest items to current, or aged independently. In this example, we are aging credits against the oldest items.

**Future** - Future accounts receivable.

**Current** - Current accounts receivable.

**Aged A/R** - 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\$ - MTD** - Total gross profit this month. **YTD** - Total gross profit for this year.

**Payment\$ - MTD** - Total payments received this month for the customer. **YTD** - Total payments received this year for the customer.

**Notes:**

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classic - [192.168.253.254-DET.AR011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**Customer Accounts Receivables**

Company# 01 THE SYSTEMS HOUSE Creation Date 05/14/80  
 Customer# UNITED UNITED SUPPLY Credit Meth 02 Cred Hold N  
 Salesman# 001 JIM BRANCA Credit Limit 10000  
 1.Customer Comments Terms 01 2/10 NET 30

High Cred\$ 590505 OpenOrder\$ =9 4707 A/R Balance Paid to Dt 8441.20 Old Inv 02/01/00 Phone 201-495-1200  
 Invoice Order Payment Sales\$ Return\$ Sales\$ LY  
 Last 501995 133252 3321.20 Mtd 4392.15 Date 05/30/03 06/03/03 05/20/03 Ytd 4392.15

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01000166	02/01/00		2560.00	5.00	001	6553	
2	INV	01000167	03/26/00		2365.00		001	6987	
3	ADJ	01003262	05/21/03	rrr	10.00	10.00	001	111	
4	ADJ	01003263	05/22/03		100.00	100.00	001	COMMENT	
5	INV	01120001	06/05/00		86.60	86.60	001	RO560	200009002
6	O/A	01128739	05/20/03	128739	-100.00	-100.00	001	INVOICE #	
7	INV	01200002	03/03/00		1728.75	1728.75	001	RO 560	200009001
8	S/C	01200008	03/31/00	200008	0.10	0.10		RVICE CHG	

Enter 'END' to exit, 'CC' for customer comments, or 'TT' to change type: [XXXXXX]

Select Stmt Prt Det AR Details Aging Print Messages CustSale  
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Summary Accounts Receivable Inquiry  
Function Keys**

**Detail AR**

The DETAIL AR function is available by clicking on the 'DETAIL AR' icon or hitting the Shift+'F1' function key. This function will display the Open Accounts Receivable Inquiry.

**Notes:**

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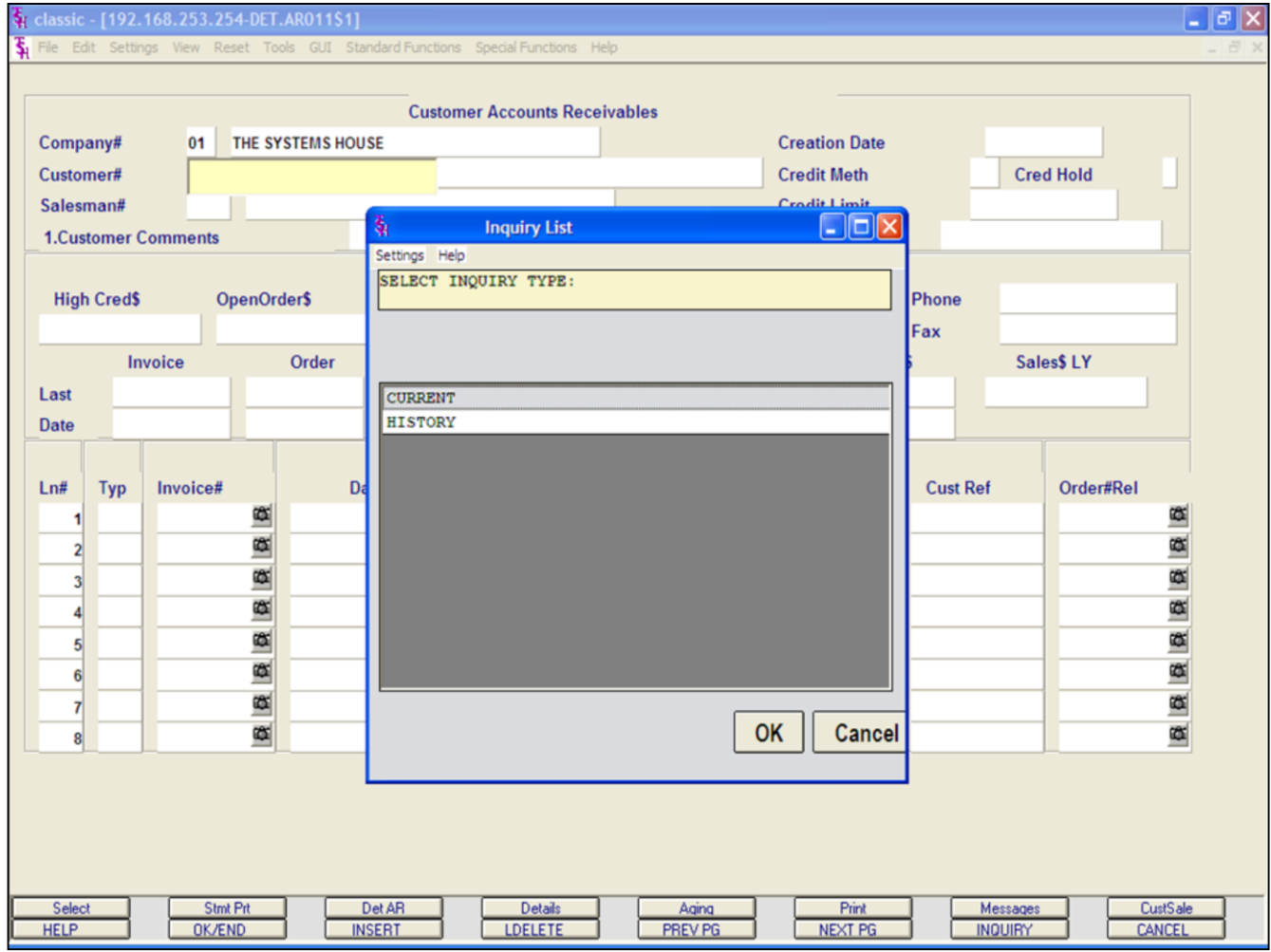
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**Open Accounts Receivables Inquiry**

The accounts receivable inquiry, by customer, is intended to provide detailed sales and accounts receivable information, for either a single company, or for all companies, on a consolidated basis.

**Company** - Enter the 2 digit company number. If 'A' for ALL is inputted, all open items for the customer will be displayed, and the sales information will be a summation of all companies. You may also use the 'F7' function key, click on the 'INQUIRY' key or click the drop down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

**Customer#** - Enter the specific customer number. You may also use the 'F7' function key, click the 'INQUIRY' key or click the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

The system will display the pop-up box: **'SELECT INQUIRY TYPE:'**  
 Current will display the current AR detail. History will display the history information. History is updated during accounts receivable end of month.

**For this example, choose CURRENT, then click 'OK'.**

**Notes:**

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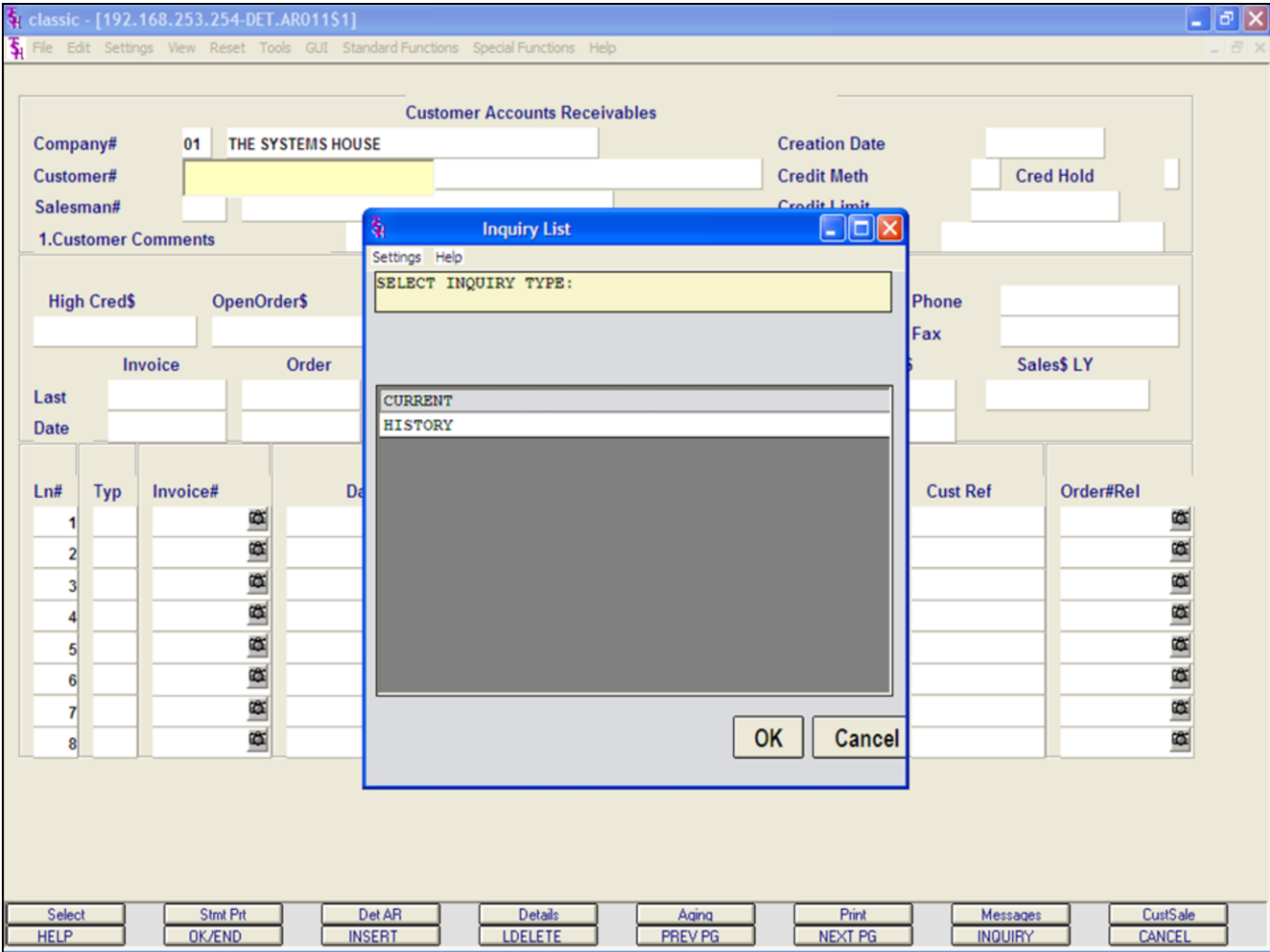
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**Open Accounts Receivables Inquiry**

**Salesman#** - The customer's salesman number and name are displayed.

**Customer Comments** - Typing 'CC' will bring you to this field. You are allowed to enter comment information.

**Creation Date** - The date the customer was created.

**Credit Meth** - The credit method code is displayed.

**Cred Hold** - The credit hold flag is displayed, 'Y' = customer is on credit hold, 'N' the customer is not on credit hold.

**Credit Limit** - The customer's credit limit.

**Terms** - The customer's payment terms.

**Notes:**

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classic - [192.168.253.254-DET.AR011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**Customer Accounts Receivables**

Company# A      Creation Date 05/14/80  
 Customer# UNITED      UNITED SUPPLY      Credit Meth 02      Cred Hold N  
 Salesman# 001      JIM BRANCA      Credit Limit 10000  
 1.Customer Comments      Terms 01      2/10 NET 30

High Cred\$ 590505      OpenOrder\$ 8571.66      A/R Balance 4675.45      Paid to Dt 8441.20      Old Inv 02/01/00      Phone 201-495-1200  
 Fax

Invoice      Order      Payment      Sales\$      Return\$      Sales\$ LY  
 Last 501976      133161      3321.20      Mtd 4360.00      2953.30  
 Date 05/27/03      05/27/03      05/20/03      Ytd 4360.00

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01000166	02/01/00		2560.00	5.00	001	6553	
2	INV	01000167	03/26/00		2365.00		001	6987	
3	ADJ	01003262	05/21/03	rrr	10.00	10.00	001	111	
4	ADJ	01003263	05/22/03		100.00	100.00	001	COMMENT	
5	INV	01120001	06/05/00		86.60	86.60	001	RO560	200009002
6	O/A	01128739	05/20/03	128739	-100.00	-100.00	001	INVOICE #	
7	INV	01200002	03/03/00		1728.75	1728.75	001	RO 560	200009001
8	S/C	01200008	03/31/00	200008	0.10	0.10		RVICE CHG	

Enter 'END' to exit, 'CC' for customer comments, or 'TT' to change type:      XXXXXX

Select      Stmt Prt      Det AR      Details      Aging      Print      Messages      CustSale  
 HELP      OK/END      INSERT      LDELETE      PREV PG      NEXT PG      INQUIRY      CANCEL

**Open Accounts Receivables Inquiry**

**High Cred\$** - The highest credit balance.

**Open Order\$** - Open order dollar amount.

**A/R Balance** - The current accounts receivable balance.

**Paid To DT** - Amount paid to date.

**Old Inv** - Date of the oldest invoice, with an open amount.

**Phone** - Customer's phone number.

**Fax** - Customer's fax number.

**Last Invoice #** - The last invoice number for the customer.

**Last Invoice Date** - Date of the last invoice.

**Last Order #** - The last order number for the customer.

**Last Order Date** - Date of the last order.

**Last Payment Amount** - The amount of the last payment.

**Last Payment Date** - Date of the last payment.

**Month To Date Sales\$** - Dollar amount of sales for the month to date.

**Year To Date Sales\$** - Dollar amount of sales for the year to date.

**Month To Date Return\$** - Dollar amount of returns for the month to date.

**Year To Date Return\$** - Dollar amount of returns for the year to date.

**Sales\$ LY** - Dollar amount of sales for last year.

**Notes:**

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classic - [192.168.253.254-DET.AR011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

### Customer Accounts Receivables

**Company#** 01 THE SYSTEMS HOUSE **Creation Date** 05/14/80  
**Customer#** UNITED UNITED SUPPLY **Credit Meth** 02 Cred Hold N  
**Salesman#** 001 JIM BRANCA **Credit Limit** 10000  
**1.Customer Comments** **Terms** 01 2/10 NET 30

**High Cred\$** 590505 **OpenOrder\$** 8571.66 **A/R Balance** 4675.45 **Paid to Dt** 8441.20 **Old Inv** 02/01/00 **Phone** 201-495-1200  
**Invoice** 501976 **Order** 133161 **Payment** 3321.20 **Mtd** 4360.00 **Return\$** **Sales\$ LY** 2953.30  
**Date** 05/27/03 **05/27/03** **05/20/03** **Ytd** 4360.00

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
9	O/A	01200010	05/06/99	200010	-100.00	-100.00	001		
10	INV	01200011	04/28/00		1906.20		001		200006001
11	INV	01501964	05/20/03		155.00		001	1	133102001
12	INV	01501965	05/20/03		350.00		001	3211	133103001
13	INV	01501966	05/20/03		900.00		001	63641	133104001
14	INV	01501967	05/20/03		10.00		001	1	133105001
15	INV	01501973	05/27/03		870.00	870.00	001	01	133156001
16	INV	01501975	05/27/03		1625.00	1625.00	001	01	133160001

Enter 'END' to exit, 'CC' for customer comments, or 'TT' to change type: XXXXXX

**Open Accounts Receivables Inquiry**

- Ln#** - Line number.
- Typ** - Transaction type. Transaction types:  
 INV = invoice, O/A = on account, ADJ = adjustment, S/C = service charge, D/M = debit memo, C/M = credit memo, and C/B = charge back.
- Invoice#** - Invoice number.
- Date** - Date of transaction.
- Ref#** - Reference number.
- Original\$** - The original transaction amount.
- Open\$** - The open dollar amount of the transaction.
- Whs** - Warehouse number.
- Cust Ref** - Customer reference number.
- Order#Rel** - The release number that coincides with the invoice number.

**Notes:**

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documentation - [rs6000d-53 BASE.12-DET.AR011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Customer Accounts Receivables

Company# 01 The Systems House Inc. Creation Date 05/14/80  
 Customer# UNITED UNITED SUPPLY Credit Meth 00 Cred Hold N  
 Salesman# 001 Sy Fertig 10000 2/10 NET 30

1.Customer Comments

High Cred\$ 590505 OpenOrder\$ 47946  
 Invoice 502573 Order 136829  
 Date 05/05/05 05/05/05

Ln#	Typ	Invoice#	D
1	INV	01000166	02/01/00
2	ADJ	01003281	11/07/03
3	INV	01120001	06/05/00
4	O/A	01128739	05/20/03
5	O/A	01128751	06/24/03
6	C/B	01132173	06/09/03
7	S/C	01134171	10/29/03
8	S/C	01134179	11/30/03

Inquiry List

Settings Help

- Bypass Print
- Print STM
- Fax STM
- EMail STM
- Fax & Print
- EMail & Print

Add      OK      Cancel

Phone 201-495-1200  
 Fax 973-777-1483  
 Sales\$ LY

Cust Ref 6553 Order#Rel  
 ADJ-NEW-1  
 RO560 200009002  
 INVOICE # 8524  
 REAPPLY  
 RVICE CHG  
 RVICE CHG

Enter 'END' to exit, 'CC' for customer comments, or '11' to change type:      XXXXXX

Select	Stmt Prit	Det AR	Details	Aging	Print	CRM	CustSale		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

**Open Accounts Receivables Inquiry Statement Print**

To print a customer's statement:  
**Using the Mouse** - Just left click with your mouse on the 'STMT PRT' icon. The print option pop-up box will be displayed, as shown in the example.

**Click on 'PRINT STM' then click on 'OK'.**

**Using the Keyboard** - Hold down the <SHIFT> key and hit the 'F1' function key. The print option pop-up box will be displayed, as shown in the example.

**Click on 'PRINT STM' then click on 'OK'.**

Remember, if Report Capture is enabled, then the statement will be sent there.

**Notes:**

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**Open Accounts Receivable Inquiry  
Statement Print**

Example of .pdf

# Statement

THE SYSTEMS HOUSE  
1033 ROUTE 46 EAST  
CLIFTON, NJ 07013

Tel: 973-777-8050  
Fax: 973-777-3063

UNITED SUPPLY  
85 CLARK ST  
  
GARFIELD NJ 07083

Customer Number: UNITED  
Salesman Name: JIM BRANCA  
Statement Date: 06/18/03

To ensure proper credit, please check  
(X) all invoices being paid and return.

Trx	Date	Transaction	Reference	Original Amount	Payment/Credits	X	Balance
O/A	05/20/03	01128739	NO INVOICE #	-100.00	0.00		-100.00
O/A	05/06/99	01200010	01200010	-100.00	0.00		-100.00
ADJ	05/21/03	01003262	111	10.00	0.00		10.00
ADJ	05/22/03	01003263	COMMENT	100.00	0.00		100.00
S/C	03/31/00	01200008	SERVICE CHG	0.10	0.00		0.10
INV	02/01/00	01000166	6553	2,560.00	-2,555.00		5.00
INV	06/05/00	01120001	RO560	86.60	0.00		86.60
INV	05/27/03	01501973	01	870.00	0.00		870.00
INV	05/27/03	01501975	01	1,625.00	0.00		1,625.00
INV	05/27/03	01501976	01	450.00	0.00		450.00
INV	05/30/03	01501994	01	10.72	0.00		10.72
INV	05/30/03	01501995	01	21.43	0.00		21.43
C/B	06/09/03	01132173	REAPPLY	1,728.75	0.00		1,728.75

Page: 1 <CREDITS AGED vs OLDEST ITEMS> Please Pay this Amount: 4,707.60

	FUTURE	CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
\$	2,977.15	1,730.45	0.00	0.00	0.00

Amount of Check      \*Transactions after statement date will appear on next month's statement.

**Notes:**

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documentation - [rs6000d-37 BASE.12-DET.AR011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Customer Accounts Receivables

Company# A [ ] Creation Date 05/14/80  
 Customer# UNITED UNITED SUPPLY Credit Meth 00 Cred Hold N  
 Salesman# 001 Sy Fertig 10000  
 2/10 NET 30

1.Customer Comments

High Cred\$ 590505 OpenOrder\$ 47946.  
 Invoice 502573 Order 136829  
 Last Date 05/05/05 05/05/05

Ln#	Typ	Invoice#	D
1	INV	01000166	02/01/00
2	ADJ	01003281	11/07/03
3	INV	01120001	06/05/00
4	O/A	01128739	05/20/03
5	O/A	01128751	06/24/03
6	C/B	01132173	06/09/03
7	S/C	01134171	10/29/03
8	S/C	01134179	11/30/03

Phone 201-495-1200  
 Fax 973-777-1483  
 Sales\$ LY

Cust Ref 6553 Order#Rel  
 ADJ-NEW-1  
 RO560 200009002  
 INVOICE # 8524  
 REAPPLY  
 RVICE CHG  
 RVICE CHG

**Inquiry List**

Settings Help

- Bypass Print
- Print STM
- Fax STM
- EMail STM
- Fax & Print
- EMail & Print

Add      OK      Cancel

Enter 'END' to exit, 'CC' for customer comments, or '11' to change type:      XXXXXX

Select	Stmt Prit	Det AR	Details	Aging	Print	CRM	CustSale			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Open Accounts Receivables Inquiry Statement Printing Options - Fax**

To fax a customer's statement:  
**Using the Mouse** - Left click on the icon 'STMT PRT'. The print option pop-up box will be displayed, as shown in the example.  
**Click on 'FAX STM' then click on 'OK'.**

**Using the Keyboard** - Hold down the <SHIFT> key and hit the 'F1' function key. The print option pop-up box will be displayed, as shown in the example.  
**Click on 'FAX STM' then click on 'OK'.**

Note: to Fax & Print a Statement, you would follow the above steps, but choose 'Fax & Print'.

**Notes:**

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documentation - [rs6000d.37 BASE.12-REPORT.MASTER.FAX012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Customer Accounts Receivables

Company# A Creation Date 05/14/80

C  
S  
1

FAX Information Entry

1.FAX Phone Number 9737771483

2.Coversheet (Y/N) Y

COVERSHEET INFORMATION

L 3.Company Name THE SYSTEMS HOUSE

D 4.Sender Name SY FERTIG

5.Sender Phone 973-777-8050

L 6.Sender Fax 973-777-3063

7.Subject STM.100014

8.Message

9.Deliver to HARRY RTTT

10.To Company UNITEDSUPPLY

Enter Line# to change or 0 to send FAX: XXXXXX

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

**Open Accounts Receivables Inquiry Statement Printing Options - Fax**

**Fax Phone Number** - This number comes from the customer master file, if present.

**Coversheet** - 'Y' or 'N' if a coversheet should be sent with this fax.

**Cover Sheer Information**

**Company Name** - Your company name.

**Sender Name** - The operator's name.

**Sender Phone** - The company's phone number, from the company file.

**Sender Fax** - The company's fax number, from the company file.

**Subject** - The statement is referenced.

**Message** - You can enter a message which will appear on the coversheet. If you leave this blank, the message will read: "See attached report pages(s)".

**Deliver To** - The A/R contact, from the customer master file.

**To Company** - The customer's name from the customer master file.

**Enter Line# to change or '0' to send FAX:**

Enter line number to change or '0' to send the fax.

**TYPE '0' AND HIT <ENTER>.**

**Notes:**

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documentation - [rs6000d-37 BASE.12-DET.AR011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Customer Accounts Receivables

Company# A [ ] Creation Date 05/14/80  
 Customer# UNITED UNITED SUPPLY Credit Meth 00 Cred Hold N  
 Salesman# 001 Sy Fertig 10000 2/10 NET 30  
 Phone 201-495-1200  
 Fax 973-777-1483  
 Sales\$ LY [ ]

1.Customer Comments

High Cred\$ 590505 OpenOrder\$ 47946.  
 Invoice 502573 Order 136829  
 Date 05/05/05 05/05/05

Ln#	Typ	Invoice#	D
1	INV	01000166	02/01/00
2	ADJ	01003281	11/07/03
3	INV	01120001	06/05/00
4	O/A	01128739	05/20/03
5	O/A	01128751	06/24/03
6	C/B	01132173	06/09/03
7	S/C	01134171	10/29/03
8	S/C	01134179	11/30/03

Inquiry List

Settings Help

- Bypass Print
- Print STM
- Fax STM
- EMail STM
- Fax & Print
- EMail & Print

Add      OK      Cancel

Cust Ref      Order#Rel

6553	
ADJ-NEW-1	
RO560	200009002
INVOICE #	
8524	
REAPPLY	
RVICE CHG	
RVICE CHG	

Enter 'END' to exit, 'CC' for customer comments, or 'II' to change type:      XXXXXX

Select	Stmt Prit	Det AR	Details	Aging	Print	CRM	CustSale			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Open Accounts Receivables Inquiry Statement Printing Options – EMail**

To e-mail a customer’s statement:

**Using the Mouse** - Left click on the icon 'STMT PRT'. The print option pop-up box will be displayed, as shown in the example.

**Click on 'E-MAIL STM' then click on 'OK'.**

**Using the Keyboard** - Hold down the <SHIFT> key and hit the 'F2' function key. Then left click on the icon 'PRINT'. The print option pop-up box will be displayed, as shown in the example.

**Click on 'E-MAIL STM' then click on 'OK'.**

Note: to Email & Print a Statement, you would follow the above steps, but choose 'Email & Print'.

**Notes:**

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documentation - [rs6000d-37 BASE.12-REPORT.MASTER.EMAIL012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Customer Accounts Receivables

Company# A Creation Date 05/14/80

C  
S  
1  
L  
D  
L

**Email Information Entry**

1.Email Address john.smith@united.com

2.Sender Address support@tshinc.com

3.Subject STM.100014

4.Message STM.100014

Enter Line# to change or END to send EMAIL: XXXXXX

5	O/A	01128751	06/24/03	128751	-1000.00	-1000.00	001	8524
6	C/B	01132173	06/09/03		1728.75	1728.75	001	REAPPLY
7	S/C	01134171	10/29/03	134171	65.78	65.78		RVICE CHG
8	S/C	01134179	11/30/03	134179	67.78	67.78		RVICE CHG

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popu

**Open Accounts Receivables Inquiry Printing Options - Email**

To EMail a customer's statement, continued:

**Email Address** - The customer's e-mail address from the customer master file.

**Sender Address** - The company's e-mail reply address.

**Subject** - The statement is referenced.

**Message** - The statement is referenced.

**Enter Line# to change or END to send EMAIL:**

Enter line number to change or type 'END' to send e-mail.

**TYPE '0' AND HIT <ENTER>.**

**Notes:**

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The screenshot displays a classic accounting software window titled 'classic - [192.168.253.254-DET.AR011\$1]'. The main window is 'Customer Accounts Receivables' for 'THE SYSTEMS HOUSE'. An 'Inquiry List' dialog box is open, showing a table of transactions:

TYPE	DATE	REF NO	AMOUNT	REF DATA
INV	03/26/00		2365.00	6987
PMT	05/20/03	010001	-2365.00	852

The background window shows a list of invoices with columns for Ln#, Typ, Invoice#, and Date. Invoice 01000167 is highlighted in yellow.

**Open Accounts Receivables Inquiry Detail AR**

To view the accounts receivable detail of 1 transaction:

**Using the Mouse** - Just left click with your mouse on the line number of the corresponding invoice.

Then left click on the icon 'DET AR'.

**Using the Keyboard** - Type the line number of the invoice then hit <ENTER>. Hold down the <SHIFT> key and hit the 'F3' function key, labeled 'DET AR'.

**Notes:**

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classic - [192.168.253.254-DET.AR011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**Customer Accounts Receivables**

Company# 01 THE SYSTEMS HOUSE      Creation Date 05/14/80  
 Customer# UNITED UNITED SUPPLY      Credit Meth 02 Cred Hold N  
 Salesman# 001 JIM BRANCA      Credit Limit 10000  
 1.Customer Comments      Terms 01 2/10 NET 30

High Cred\$ 590505    OpenOrder\$ 8571.66    A/R Balance 4675.45    Paid to Dt 8441.20    Old Inv 02/01/00    Phone 201-495-1200  
 Invoice    Order    Payment    Sales\$    Return\$    Sales\$ LY  
 Last 501976    133161    3321.20    Mtd 4360.00       2953.30  
 Date 05/27/03    05/27/03    05/20/03    Ytd 4360.00      

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01000166	02/01/00		2560.00	5.00	001	6553	
2	INV	01000167	03/26/00		2365.00		001	6987	
3	ADJ	01003262	05/21/03	rrr	10.00	10.00	001	111	
4	ADJ	01003263	05/22/03		100.00	100.00	001	COMMENT	
5	INV	01120001	06/05/00		86.60	86.60	001	RO560	200009002
6	O/A	01128739	05/20/03	128739	-100.00	-100.00	001	INVOICE #	
7	INV	01200002	03/03/00		1728.75	1728.75	001	RO 560	200009001
8	S/C	01200008	03/31/00	200008	0.10	0.10		RVICE CHG	

Select    Stmt Prt    Det AR    Details    Aging    Print    Messages    CustSale  
 HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL

**Open Accounts Receivables Inquiry Details**

To view the Detail Release Inquiry of an invoice:

**Using the Mouse** - Just left click with your mouse on the line number of the corresponding invoice.

Then left click on the icon '**DETAILS**'.

**Using the Keyboard** - Type the line number of the invoice then hit <ENTER>. Hold down the <SHIFT> key and hit the 'F4' function key, labeled '**DETAILS**'.

**Notes:**

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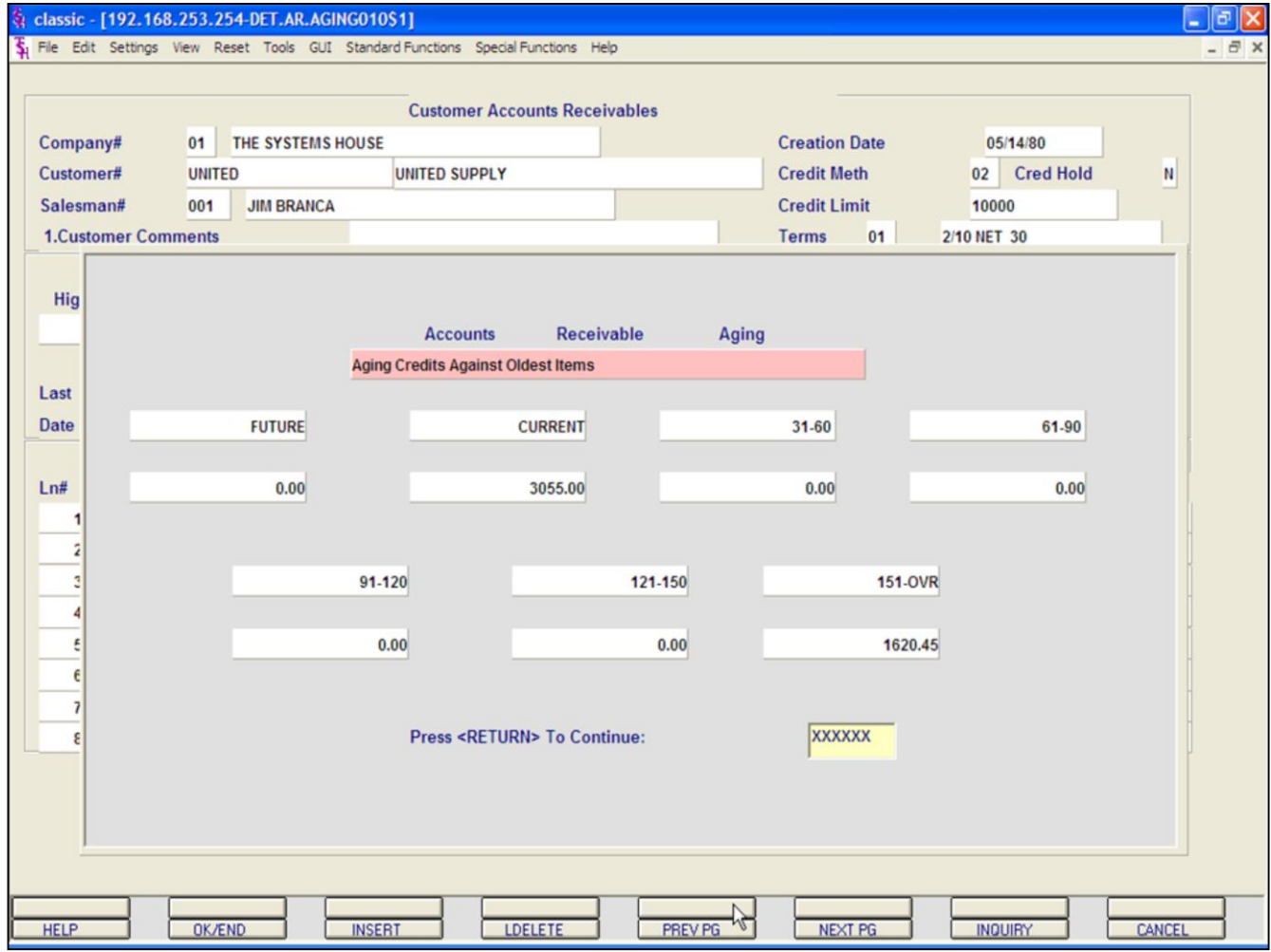
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**Open Accounts Receivables Inquiry Aging**

To view the Accounts Receivable Aging for the selected customer:

**Using the Mouse** - Just left click with your mouse on the icon 'AGING'.

**Using the Keyboard** - Hold down the <SHIFT> key and hit the 'F5' function key, labeled 'AGING'.

**Notes:**

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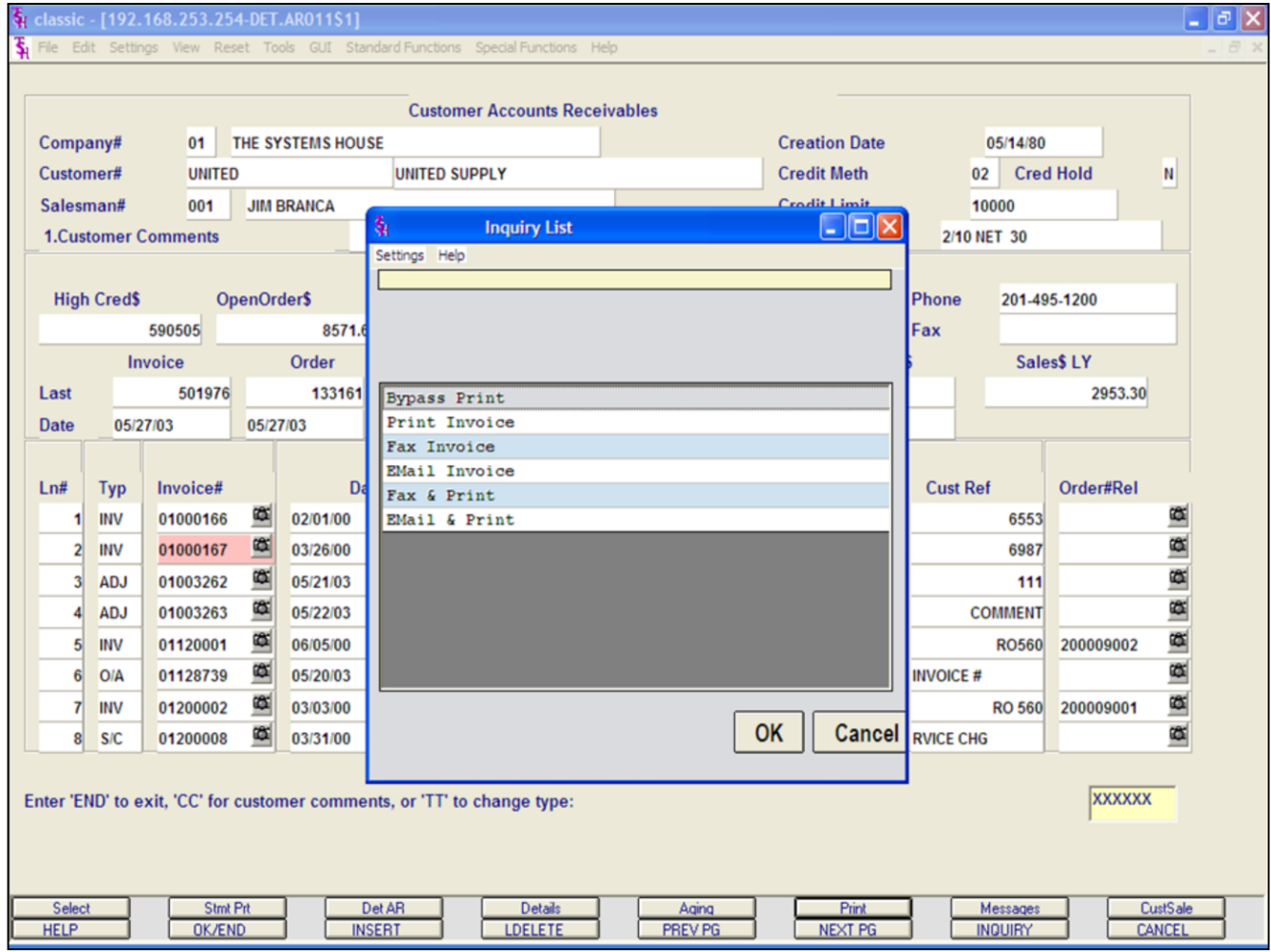
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**Open Accounts Receivables Inquiry Print**

To print a customer’s invoice:  
**Using the Mouse - First select the invoice to reprint:** Just left click with your mouse on the Invoice number. The invoice number field will turn pink. Then left click on the icon 'PRINT'. The print option pop-up box will be displayed, as shown in the example.  
**Click on 'PRINT INVOICE' then click on 'OK'.**

**Using the Keyboard - First select the invoice to reprint:** Type the line number of the invoice then hit <ENTER>. Hold down the <SHIFT> key and hit the 'F1' function key, labeled 'SELECT', then hit the 'F8' function key. Next, hold down the <SHIFT> key and hit the 'F6' function key. The print option pop-up box will be displayed, as shown in the example.

**Click on 'PRINT INVOICE' then click on 'OK'.**

Remember, if Report Capture is enabled, then the invoice will be sent there.

**Notes:**

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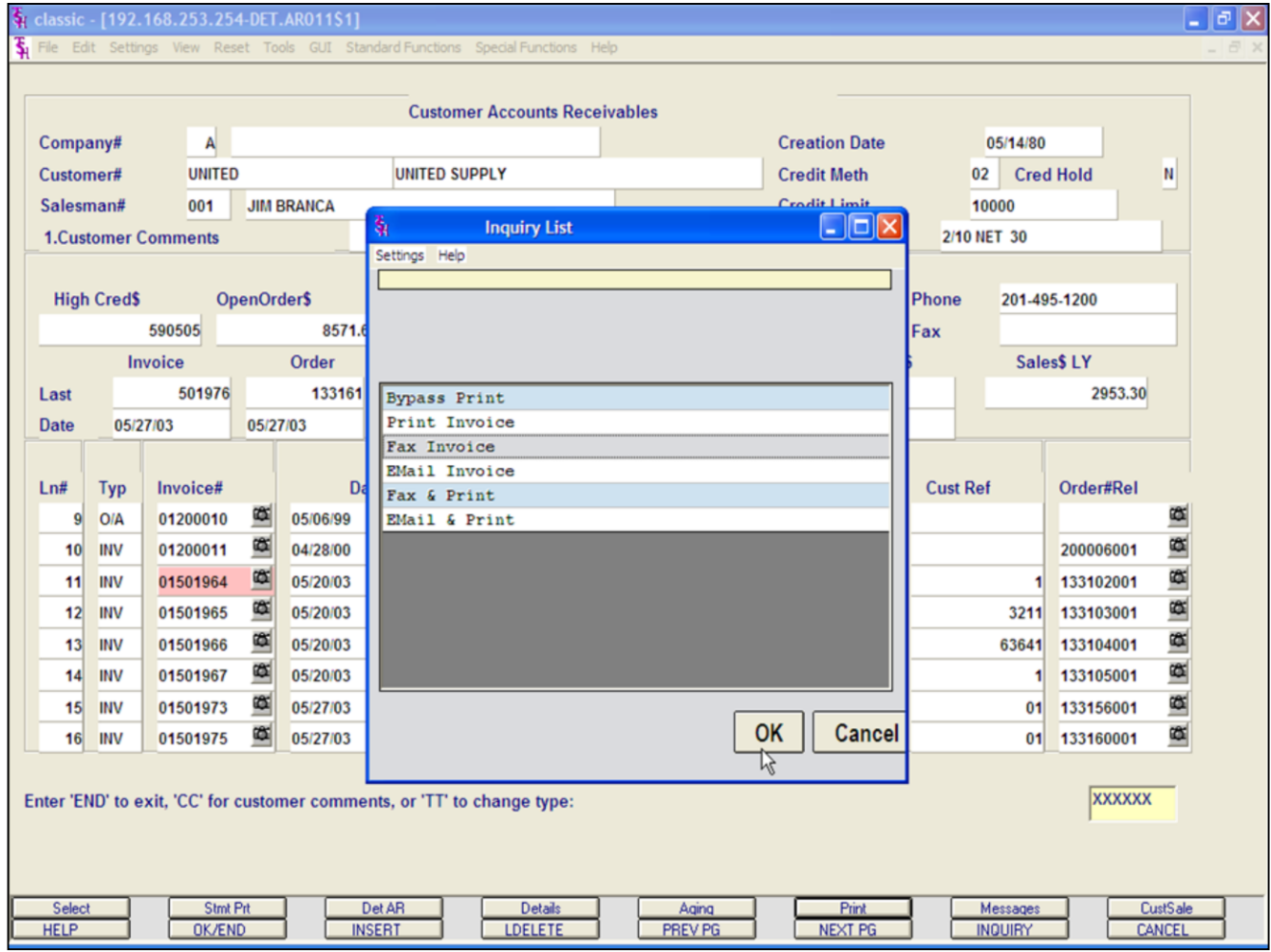
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**Open Accounts Receivables Inquiry Printing Options - Fax**

To fax a customer's invoice:  
**Using the Mouse - First select the invoice to fax:** Just left click with your mouse on the Invoice number. The invoice number field will turn pink. Then left click on the icon 'PRINT'. The print option pop-up box will be displayed, as shown in the example.  
**Click on 'FAX INVOICE' then click on 'OK'.**

**Using the Keyboard - First select the invoice to fax:** Type the line number of the invoice then hit <ENTER>. Hold down the <SHIFT> key and hit the 'F1' function key, labeled 'SELECT', then hit the 'F8' function key. Next, hold down the <SHIFT> key and hit the 'F6' function key. The print option pop-up box will be displayed, as shown in the example.  
**Click on 'FAX INVOICE' then click on 'OK'.**

Note: to Fax & Print an Invoice, you would follow the above steps, but choose 'Fax & Invoice'.

**Notes:**

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classic - [192.168.253.254-REPORT.MASTER.FAX012S1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Customer Accounts Receivables

Company# A Creation Date 05/14/80

C  
S  
1

FAX Information Entry

1.FAX Phone Number 9737771483

2.Coversheet (Y/N) Y

COVERSHEET INFORMATION

L 3.Company Name THE SYSTEMS HOUSE

D 4.Sender Name JOHN SMITH

5.Sender Phone 201-777-8050

L 6.Sender Fax 973-777-3063

7.Subject INV.01501964

8.Message

9.Deliver to HARRY ROSE

10.To Company UNITED SUPPLY

Enter Line# to change or 0 to send FAX:

1 re

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Open Accounts Receivables Inquiry Printing Options - Fax**

**Fax Phone Number** - This number comes from the customer master file, if present.

**Coversheet** - 'Y' or 'N' if a coversheet should be sent with this fax.

**Cover Sheet Information**

**Company Name** - Your company name.

**Sender Name** - The operator's name.

**Sender Phone** - The company's phone number, from the company file.

**Sender Fax** - The company's fax number, from the company file.

**Subject** - The invoice number is referenced.

**Message** - You can enter a message which will appear on the coversheet. If you leave this blank, the message will read: "See attached report pages(s)".

**Deliver To** - The A/R contact, from the customer master file.

**To Company** - The customer's name from the customer master file.

**Enter Line# To Change or '0' to send FAX:**

Enter line number to change or '0' to send the fax.

**TYPE '0' AND HIT <ENTER>.**

**Notes:**

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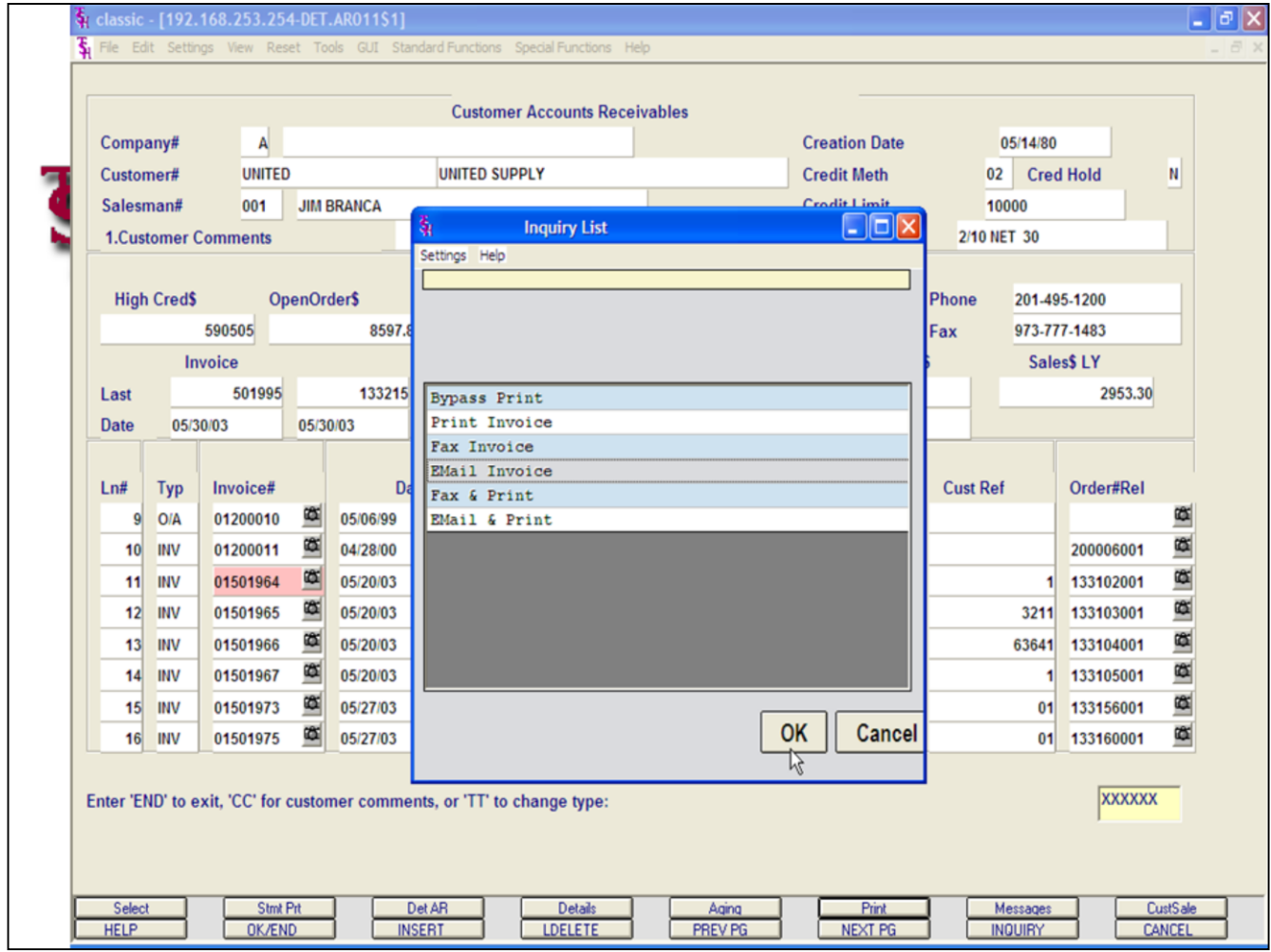
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**Open Accounts Receivables Inquiry Printing Options - EMail**

To e-mail a customer's invoice:  
**Using the Mouse - First select the invoice to e-mail:** Just left click with your mouse on the Invoice number. The invoice number field will turn pink. Then left click on the icon 'PRINT'. The print option pop-up box will be displayed, as shown in the example.  
**Click on 'E-MAIL INVOICE' then click on 'OK'.**

**Using the Keyboard - First select the invoice to fax:** Type the line number of the invoice then hit <RETURN>. Hold down the <SHIFT> key and hit the <F1> function key, labeled 'SELECT', then hit the 'F8' function key. Next, hold down the <SHIFT> key and hit the 'F6' function key. Then left click on the icon 'PRINT'. The print option pop-up box will be displayed, as shown in the example.  
**Click on 'E-MAIL INVOICE' then click on 'OK'.**

Note: to Email & Print an Invoice, you would follow the above steps, but choose 'Email & Print'.

**Notes:**

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classic - [192.168.253.254-REPORT.MASTER.EMAIL012\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Customer Accounts Receivables

Company# A Creation Date 05/14/80

E-Mail Information Entry

1.Email Address JOHN@ABC123.COM  
 2.Sender Address custserv@tshinc.com  
 3.Subject INV.01501964

Message  
 INV.01501964  
 THE SYSTEMS HOUSE  
 1033 ROUTE 46 EAST

Enter Line# to change or END to send EMAIL: XXXXXX

14	INV	01501967	05/20/03	10.00		001	1	133105001
15	INV	01501973	05/27/03	870.00	870.00	001	01	133156001
16	INV	01501975	05/27/03	1625.00	1625.00	001	01	133160001

2 record(s) selected to SELECT list #0.

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Open Accounts Receivables Inquiry Printing Options - EMail**

To e-mail a customer's invoice, continued:

**E-Mail Address** - The customer's e-mail address from the customer master file.

**Sender Address** - The company's invoice e-mail reply address.

**Subject** - The invoice number is referenced.

**Message** - The invoice and company information is referenced.

**Enter Line# to change or END to send EMAIL:**

Enter line number to change or type 'END' to send e-mail.

**Notes:**

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documentation - [rs6000d-13 BASE.12-CRM.CALL.DET012S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Customer	Relationship	Management	Call	(Detail)	# in list
Customer#	UNITED	Internal#	100014	Position in list	
Credit Hold	N	Credit Limit	10,000	A/R Balance	10,065.32
Name	UNITED SUPPLY		Phone#	201-495-1200	Fax# 973-777-1483
Address1	85 CLARK ST		E-Mail	HARRYR@UNITED.COM	
Address2			2.SIC Code		
Address3			3.Contact1		
City	GARFIELD	NJ 07083	4.Contact2		
1.Business			5.Follow Up	06/10/05	02:00

6. Oper	Date	Time	Notes/Text
Contact			
Topic	Inv#	Ret	
1.RJ	05/09/05	12:05	Spoke to Harry - they say the check is in the mail.
BALANCE		Y	
Act			
2.			
Act			

Enter Line Number to Change or '0' to Accept:

Contacts	Prev Rec	Next Rec	AR Inq	Add Note	Mds Inq	Cust Ord	Cred Card			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Open Accounts Receivables Inquiry Customer Relationship Management**

To enter the Customer Relationship Management Call Detail, click on the icon, 'CRM', or hold down the <Shift> key and hit the 'F7' function key.

The system will display the CRM Call Detail screen, where you can then add a note to the customer's account.

**Header Section**

**Customer** - The customer number and name are forwarded from the Accounts Receivable Inquiry. The customer's address, from the customer master file, is displayed.

**Credit Hold** - "Y" on credit hold or "N" not on credit hold.

**Credit Limit** - The customer's credit limit, from the customer master file, is displayed.

**A/R Balance** - The customer's accounts receivable balance.

**Phone** - The telephone number, from the customer master file, is displayed.

**Fax** - The fax number, from the customer master file, is displayed.

**Email** - The email address, from the customer master file, is displayed.

**Business** - Enter the customer's type of business.

**SIC Code** - Enter the customer's SIC code. You may click on the drop down arrow next to the field to choose a SIC code.

**Contact1** - Additional contacts are displayed. You may also enter an additional contact.

**Contact2** - Additional contacts are displayed. You may also enter an additional contact.

**Follow Up** - Enter a follow up date. You may click on the drop down arrow to select the date.

To add a note, click on the 'Add Note' icon, or Shift+'F5' with your keyboard.

You will be prompted to add the following:

**Notes:**

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classic - [192.168.253.254-MESSAGE.ENTRY010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

MDS Customer Message Board

Customer UMC UNIVERSITY MEDICAL CENTER  
 Contact ROBIN COOK 1 STATION PLAZA  
 Telephone 914-464-6424

RYE NY 11099

Init	Date	FollowUp	Topic	Invoice#	Comments	Retain
1,1	09/14/89	09/30/89			SPOKE - WILL SEND PAYMENT CALL BACK 06-30-03	Y
2.						
3.						
4.						

Enter Line # to Change, 'ADD' to add a comment, or 0 to Accept

XXXXXX

Cred Card HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Open Accounts Receivables Inquiry  
 Customer Relationship Management  
 Notes Section**

**Oper** - Operator's initials. You can hit <ENTER> here to input the operator code you are currently using.

**Date** - Date contact was made. Hit <ENTER> to display today's date.

**Time** - Time contact was made. Hit <ENTER> to display today's date.

**Contact** - Contact person.

**Notes/Text** - Enter notes. You may paste information in this text box from other word processing applications.

**Topic** - Enter a topic that can be later used in reports.

**Invoice#** - If comment is regarding a specific invoice, you can enter the invoice number in this field.

**Retain** - Enter 'Y' to retain the message. Enter 'N' to delete the message. If 'N' is entered the message will be deleted during the next message board purge. If using Verisign you may enter 'C'. This will display the Credit Card Pop Up Box.

**Act** - Select the appropriate action code. You may click on the drop down arrow next to the field to select the proper action code.

**Notes:**

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documentation - [rs6000d-5100 medcorp-CUST.SLS.INQ01051]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

CUSTOMER SALES INQUIRY

Company : 01 The Systems House Inc.

Customer : UNITED UNITED SUPPLY

	Sales-\$ This-Yr	Sales-\$ Last-Yr	Credits This-Yr	Credits Last-Yr	G/P-\$ This-Yr	G/P-\$ Last-Yr	G/P-% This-Yr	G/P-% Last-Yr
Jan	1397		-485		460		32.96	
Feb	2700				933		34.55	
Mar	1905		-33		724		38.00	
Apr	3300	270			1009	91	30.57	33.79
May	357	22139		-55	126	5853	35.19	26.44
Jun		3922		-55		1160		29.57
Jul		1783		-95		538		30.18
Aug		714		-1		211		29.51
Sep		2080		-36		565		27.18
Oct		1467		-43		416		28.36
Nov		3578		-297		1075		30.04
Dec		4417		-50		1190		26.93
Total	9659	58230	-517	-1500	3252	28958	33.67	49.73

Hit <RETURN> to Continue :

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

**Open A/R Inquiry**

**Function Keys**

**Customer Sales Inquiry**

To enter the Customer Sales Inquiry click on the icon 'CUST SALE' or hit the Shift+'F8' function key.

**COMPANY** -The customer number and name are carried over from the Accounts Receivable Inquiry.

**CUSTOMER** - The customer number and name are carried over from the Accounts Receivable Inquiry.

The following sales information is displayed, by each month:

- Sales\$ This Year
- Sales\$ Last Year
- Credits This Year
- Credits Last Year
- Gross Profit\$ This Year
- Gross Profit\$ Last Year
- Gross Profit% This Year
- Gross Profit% Last Year

At the bottom of the screen each column is totaled.

**HIT <ENTER> TO CONTINUE:**

Hit <ENTER> to continue. This will clear the company and customer fields to allow another entry.

**Notes:**

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documentation - [rs6000d-56 BASE.12-AR.CHECK.DETAIL.INQ011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

A/R    Check    Detail    Inquiry

Co#            01                    The Systems House Inc.

Cust#        UNITED                UNITED SUPPLY            Batch#            101025

Check#      13549                Check Date        04/27/05            Check Amt        33546.10

Ln#	Inv#	Inv Date	Typ	Orig Amt	Pay Amt	Disc Amt	Balance	Release#
1	01110781	02/09/05	INV	448.93	448.93			01013056001
2	01110835	02/09/05	INV	373.43	373.43			01013056002
3	01110790	02/09/05	INV	574.06	574.06			01013064001
4	01110837	02/09/05	INV	539.28	539.28			01013142001
5	01110844	02/09/05	INV	17.98	17.98			01013149001
6	01110847	02/09/05	INV	85.56	85.56			01013164001
7	01110859	02/10/05	INV	982.64	982.64			01013001001
8	01110910	02/10/05	INV	86.85	86.85			01013064002
9	01110514	02/02/05	INV	12.83	12.83			01012638001
10	01110878	02/10/05	INV	185.83	185.83			01013156001
11	01110879	02/10/05	INV	128.45	128.45			01013166001
Balance Total							42.92	

Enter Line# for Detail or 'END':            XXXXXX

Det Rel	Cust A/R	Det A/R	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
HELP	OK/END	INSERT							

**A/R Check Detail Inquiry**

The A/R Check Detail inquiry displays detailed check information for a customer's specific check.

**Operating Instructions**

**Co#** - Enter the 2 digit company number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click the drop down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

**Cust#** - Enter the specific customer number. You may also use the 'F7' function key, click the 'INQUIRY' icon or click the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

**Check#** - Enter the customer's check number. You may also use the 'F7' function key, click the 'INQUIRY' icon or click the drop down arrow next to the field to display the lookup box.

If using the Document Management System, you can click on the camera to scan an image of the check. Also, if using the Document Management System, you can view an already stored image on the system by right clicking with you mouse on the Check# field.

**Check Date** - Enter the check date and hit <ENTER>. You may also click on the drop down arrow box to display the MDS calendar and select a date.

The check information will now be displayed.

**Notes:**

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documentation - [rs6000d-56 BASE.12-AR.CHECK.DETAIL.INQ011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

A/R Check Detail Inquiry

Co# 01 The Systems House Inc.  
 Cust# UNITED UNITED SUPPLY Batch# 101025  
 Check# 13549 Check Date 04/27/05 Check Amt 33546.10

Ln#	Inv#	Inv Date	Typ	Orig Amt	Pay Amt	Disc Amt	Balance	Release#
1	01110781	02/09/05	INV	448.93	448.93			01013056001
2	01110835	02/09/05	INV	373.43	373.43			01013056002
3	01110790	02/09/05	INV	574.06	574.06			01013064001
4	01110837	02/09/05	INV	539.28	539.28			01013142001
5	01110844	02/09/05	INV	17.98	17.98			01013149001
6	01110847	02/09/05	INV	85.56	85.56			01013164001
7	01110859	02/10/05	INV	982.64	982.64			01013001001
8	01110910	02/10/05	INV	86.85	86.85			01013064002
9	01110514	02/02/05	INV	12.83	12.83			01012638001
10	01110878	02/10/05	INV	185.83	185.83			01013156001
11	01110879	02/10/05	INV	128.45	128.45			01013166001
Balance Total							42.92	

Enter Line# for Detail or 'END':

Det Rel	Cust A/R	Det A/R	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
HELP	OK/END	INSERT							

**Notes:**

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- A/R Check Detail Inquiry**
- Batch#** - The batch number the check was part of when deposited is displayed.
- Check Amt** - The check amount.
- Ln#** - Line number.
- Inv#** - Invoice number.
- Inv Date** - Invoice date.
- Typ** - Transaction type (I.e., C/M = Credit Memo, INV = Invoice, ADJ = Adjustment, O/A = On Account, C/B = Chargeback, etc.)
- Orig Amt** - Original transaction amount.
- Pay Amt** - Amount paid.
- Disc Amt** - Discount amount.
- Balance** - Balance, not yet paid.
- Release#** - Corresponding release number (if applicable).
- Balance Total** - Total balance amount.

**Enter Line# for Detail or 'END':**  
 Enter a line number and hit <ENTER> to drill down to the Detail Release Inquiry. To exit the inquiry, type 'END' and hit <ENTER>.

**Drill Down Capabilities**  
 In this inquiry, there are 3 highlighted fields that the user can click on to drill down further into the system to research specific information. The 3 fields are:  
**Cust#** - By clicking on the customer number, the user will drill down into the Customer Accounts Receivable Inquiry. This is discussed on the following slides.  
**Inv#** - By clicking on the invoice number, the user will drill down into the Detail Release Inquiry. This is discussed on the following slides.  
**Orig Amt** - By clicking on the invoice number, the system will display the Accounts Receivable Detail Inquiry. This is discussed on the following slides.



documentation - [rs6000d-56 BASE.12-AR.CHECK.DETAIL.INQ011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Release#** 01-013056-001 **Detail Invoices (Line Items)**

**Inv#** 110781 **Sold To** UNITED **Ship To** SAME

**Ord Dt** 02/08/05 **Inv Dt** 02/09/05 **85 CLARK ST**

**ST** IV **OS** **OP** BW **Whs** 001 **GARFIELD NJ 07083**

**Lns** 2 **Cust Ref** 76538 **Terms** NET 30 **Salesman** 009 BRIAN WHITLOCK

Ln#	Item Number	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	BUR-007704 PATIENT CABLE 10 LEAD	2 / EA	1 / EA	1		349.00/ EA	349.00	001
2	RX-50924-0373-50 ACCUCHEK CMFT CRV STRIP	1 / BX	1 / BX			75.50/ BX	75.50	001
3		/	/			/		

**ShipDate** 02/09/05 **Shipper** OUR TRUCK **PI** **PA** **Wght** **Ctn** **Units** 2 **TxJur** 58 **Tax%** 7.000 **Frnt** 0.00 **Tax** 24.43 **Total** 448.93

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	NEXT REL	PREV REL	BOX FRT	SPEC INST	AUDIT LST	DELIVERY			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**A/R Check Detail Inquiry**

**Function Keys**

**Detail Release Inquiry**

To view the Detail Invoice Inquiry, click on the invoice number, highlight the invoice number then click on the 'Det Rel' icon, or simply type the line number that the invoice is on and hit <ENTER>.

**Notes:**

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documentation - [rs6000d-56 BASE.12-AR.CHECK.DETAIL.INQ011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

A/R Check Detail Inquiry

Co# 01  
 Cust# UNITED  
 Check# 13549

101025  
 33546.10

Ln#	Inv#	Inv Date	Balance	Release#
1	01110781	02/09/05		01013056001
2	01110835	02/09/05		01013056002
3	01110790	02/09/05		01013064001
4	01110837	02/09/05		01013142001
5	01110844	02/09/05		01013149001
6	01110847	02/09/05		01013164001
7	01110859	02/10/05		01013001001
8	01110910	02/10/05		01013064002
9	01110514	02/02/05		01012638001
10	01110878	02/10/05		01013156001
11	01110879	02/10/05	42.92	01013166001

Enter Line# for Detail or 'END': XXXXXX

Det Rel HELP Cust A/R OK/END Det A/R INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Inquiry List**

Settings Help

SELECT INQUIRY TYPE:

CURRENT

HISTORY

Add OK Cancel

**A/R Check Detail Inquiry**

**Function Keys**

**Customer A/R Inquiry**

To view the Customer Accounts Receivable inquiry, click on the customer number, click on the orig. amt. field, or click on the 'Cust A/R' icon.

The system will display the pop-up box:

**'SELECT INQUIRY TYPE:'**

Current will display the current AR detail. History will display the history information. History is updated during accounts receivable end of month.

**For this example, choose CURRENT, then click 'OK'.**

**Notes:**

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documentation - [rs6000d-56 BASE.12-DET.AR01151]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Customer Accounts Receivables**

Company# 01 The Systems House Inc. Creation Date 05/14/80  
 Customer# UNITED UNITED SUPPLY Credit Meth 00 Cred Hold N  
 Salesman# 001 Sy Fertig Credit Limit 10000  
 1.Customer Comments Terms 01 2/10 NET 30

High Cred\$ 312959 OpenOrder\$ 37223.08 A/R Balance 158293.82 Paid to Dt 747978.60 Old Inv 02/03/05 Phone 941-955-1108  
 Fax 941-952-0132

Invoice Order Payment Sales\$ Return\$ Sales\$ LY  
 Last 115749 011901 33213.25 Mtd Ytd 9899.00  
 Date 05/09/05 01/20/05 04/13/05 Ytd 13.98

Ln#	Typ	Invoice#	Date	Ref#	Original\$	Open\$	Whs	Cust Ref	Order#Rel
1	INV	01110541	02/03/05		1121.54	141.04	001	75634	012648001
2	INV	01110542	02/03/05		390.00	330.10	001	75938	012656001
3	INV	01110543	02/03/05		939.39	816.34	001	78046	012536001
4	INV	01110548	02/03/05		15.95	15.95	001	1-26-05	012159002
5	INV	01110559	02/03/05		167.06	167.06	001	2-2-05	012654001
6	INV	01110568	02/03/05		443.33	443.33	001	76228	012696001
7	INV	01110569	02/03/05		549.50	549.50	001	78950	012587003
8	INV	01110575	02/03/05		46.55	46.55	001	75029	012400001

Enter 'END' to exit, 'CC' for customer comments, or 'TT' to change type: XXXXXX

Select	Stmt Prit	Det AR	Details	Aging	Print	CRM	CustSale			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**A/R Check Detail Inquiry**

**Function Keys**

**Customer A/R Inquiry**

The customer's accounts receivable information is displayed.

**Notes:**

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documentation - [rs6000d-56 BASE.12-AR.CHECK.DETAIL.INQ011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

A/R Check Detail Inquiry

Co# 01  
 Cust# UNITED  
 Check# 13549

101025  
 33546.10

Ln#	Inv#	Inv Date	Balance	Release#
1	01110781	02/09/05		01013056001
2	01110835	02/09/05		01013056002
3	01110790	02/09/05		01013064001
4	01110837	02/09/05		01013142001
5	01110844	02/09/05		01013149001
6	01110847	02/09/05		01013164001
7	01110859	02/10/05		01013001001
8	01110910	02/10/05		01013064002
9	01110514	02/02/05		01012638001
10	01110878	02/10/05		01013156001
11	01110879	02/10/05		01013166001

42.92

Enter Line# for Detail or 'END': XXXXXX

AR DETAIL INQUIRY

TYPE	DATE	REF NO	AMOUNT	REF .DATA
INV	02/09/05		448.93	76538
PMT	04/27/05	110781	-448.93	13549

Add OK Cancel

Det Rel	Cust A/R	Det A/R	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
HELP	OK/END	INSERT							

**A/R Check Detail Inquiry**

**Function Keys**

**Detail A/R**

To view the A/R Detail inquiry, highlight the invoice number then click on the 'Det A/R' icon.

This screen shows all transactions for the selected invoice.

Click 'OK' to return to the AR Check Detail Inquiry.

**Notes:**

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documentation - [rs6000d 3188 demo.12-SSS.VEND.INQ01151]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

\*\*\*\*\* VENDOR OPEN PAYABLES INQUIRY \*\*\*\*\*

VENDOR# ABCO ABCO DEALERS INC A/P BALANCE 84182.28  
 COMPANY# 01 TSH MEDICAL SUPPLY  
 PURCHASES M-T-D 59739.28 PAYMENTS M-T-D 60795.29  
 Y-T-D 497400.11 Y-T-D 477358.28  
 LAST-YR 340261.77 LAST-YR 276121.32  
 OPEN L/C\$ 0.00

LN#	VOUCH#	INV-DATE	GROSS-AMT	DISC-AMT	AMT-PAID	LAST-DT	CHECK#	AMT-DUE
		DUE-DATE	INVOICE#	CURR	FGN-AMT	MISC-DESCRIPTION		ST
1.	01003907	01/29/03	55.17		55.17	03/13/03	003	
		03/12/03	890968					P
2.	01003963	01/30/03	98.73		98.73	03/13/03	003	
		03/13/03	891232			129888		P
3.	01004297	03/17/05	98.73					98.73
		04/28/05	895891			129888		P
4.	01004295	03/17/05	162.88					162.88
		04/28/05	895893			130720		P
5.	01003823	01/16/03	233.68		233.68	02/27/03	003	
		02/27/03	888746			130458		P

Enter Line# for Detail information or 'END': XXXXXX

PurchHist	Pay Hist	Vouch Inq	Check Inq	VRM Det					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**A/P Vendor Detailed Payables Inquiry**

The Vendor Open Payables Inquiry displays all accounts payable records, with detail.

**Vendor#** - Enter the specific vendor number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on the down arrow next to the field to display the lookup box. The system will display the vendor number and name.

The system will display the pop-up box:

**'SELECT INQUIRY TYPE:'**

Current will display the current accounts payable information. History will display the history information. History is updated during accounts payable end of month.

**For this example, choose CURRENT, then click 'OK'.**

**Company#** - For this field you have multiple options:

1. Enter the 2 digit company number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on the down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.
2. Type 'A' to see information for all companies.
3. Type 'I' to input an invoice number, which will only return information with that specific invoice number.
4. Type 'C' to input a check number, which will only return information with that specific check number.
5. Type 'B' to input a beginning invoice date, which will only return information that starts with the inputted invoice date.

**Notes:**

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documentation - [rs6000d.3188 demo.12-SSS.VEND.INQ01151]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

\*\*\*\*\* VENDOR OPEN PAYABLES INQUIRY \*\*\*\*\*

VENDOR#	ABCO	ABCO DEALERS INC	A/P BALANCE	84182.28
COMPANY#	01	TSH MEDICAL SUPPLY		
PURCHASES M-T-D		59739.28	PAYMENTS M-T-D	60795.29
Y-T-D		497400.11	Y-T-D	477358.28
LAST-YR		340261.77	LAST-YR	276121.32
			OPEN L/C\$	0.00

LN#	VOUCH#	INV-DATE	GROSS-AMT	DISC-AMT	AMT-PAID	LAST-DT	CHECK#	AMT-DUE
		DUE-DATE	INVOICE#	CURR	FGN-AMT	MISC-DESCRIPTION		ST
1.	01003907	01/29/03	55.17		55.17	03/13/03	003	
		03/12/03	890968					P
2.	01003963	01/30/03	98.73		98.73	03/13/03	003	
		03/13/03	891232			129888		P
3.	01004297	03/17/05	98.73					98.73
		04/28/05	895891			129888		P
4.	01004295	03/17/05	162.88					162.88
		04/28/05	895893			130720		P
5.	01003823	01/16/03	233.68		233.68	02/27/03	003	
		02/27/03	888746			130458		P

Enter Line# for Detail information or 'END':

XXXXXX

PurchHist	Pay Hist	Vouch Inq	Check Inq	VRM Det					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

- A/P Vendor Detailed Payables Inquiry**
- Purchases M-T-D** – The month to date vendor purchases.
- Purchases YTD** – The year to date vendor purchases.
- Purchases Last-YR** – The vendor purchases for last year.
- A/P Balance** – The accounts payable balance.
- Payments M-T-D** – The month to date payments.
- Payments Y-T-D** – The year to date payments.
- Payments Last-YR** – Last years payment amount.
- Open L/C\$** - The open letter of credit dollar amount.
- Ln#** - Line number.
- Vouch#** - Voucher number.
- Inv Date** - Invoice date of voucher.
- Due Date** – Due date of voucher.
- Gross Amt** – The gross amount of the voucher.
- Invoice#** - Invoice number.
- Disc-Amt** – Discount amount.
- Curr** – Currency type. The default currency, when blank, is US.
- Amt-Paid** – Amount paid on voucher.
- Fgn-Amt** – Foreign currency amount, if using.

**Notes:**

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documentation - [rs6000d 3188 demo.12-SSS.VEND.INQ01151]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

\*\*\*\*\* VENDOR OPEN PAYABLES INQUIRY \*\*\*\*\*

VENDOR#	ABCO	ABCO DEALERS INC	A/P BALANCE	84182.28
COMPANY#	01	TSH MEDICAL SUPPLY		
PURCHASES M-T-D		59739.28	PAYMENTS M-T-D	60795.29
Y-T-D		497400.11	Y-T-D	477358.28
LAST-YR		340261.77	LAST-YR	276121.32
			OPEN L/C\$	0.00

LN#	VOUCH#	INV-DATE	GROSS-AMT	DISC-AMT	AMT-PAID	LAST-DT	CHECK#	AMT-DUE
		DUE-DATE	INVOICE#	CURR	FGN-AMT	MISC-DESCRIPTION		ST
1.	01003907	01/29/03	55.17		55.17	03/13/03	003	
		03/12/03	890968					P
2.	01003963	01/30/03	98.73		98.73	03/13/03	003	
		03/13/03	891232			129888		P
3.	01004297	03/17/05	98.73					98.73
		04/28/05	895891			129888		P
4.	01004295	03/17/05	162.88					162.88
		04/28/05	895893			130720		P
5.	01003823	01/16/03	233.68		233.68	02/27/03	003	
		02/27/03	888746			130458		P

Enter Line# for Detail information or 'END':

PurchHist	Pay Hist	Vouch Inq	Check Inq	VRM Det					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**A/P Vendor Detailed Payables Inquiry**

**Last-Dt** – The last date a check was issued on this voucher.

**Misc-Description** – Any miscellaneous description that was entered during voucher entry is displayed.

**Check#** - The check number that this voucher is on.

**Amt-Due** – Amount open on voucher that has not been paid.

**ST** – Status of voucher. P = Pay, N = Do not pay.

**Enter Line# for Detail Information or 'END':**

Enter a line number to be forwarded to the A/P Detailed Voucher Inquiry.

**Drill Down Capabilities**

In this inquiry, there is a highlighted field that the user can click on to drill down further into the system to research specific information.

**Vouch#** - By clicking on a specific voucher number, the user will drill down to the A/P Detailed Voucher Inquiry. This is discussed on the following slides.

**Notes:**

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documentation - [rs6000d.3188 demo.12-SSS.VEND.PURCH.INQ011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

VENDOR PURCHASE INQUIRY

CO# 01 TSH MEDICAL SUPPLY

VENDOR# ABCO ABCO DEALERS INC

	PURCH-\$ NEXT-YR	PURCH-\$ THIS-YR	PURCH-\$ LAST-YR	PURCH-\$ 2 YRS AGO
JAN:		70373.07		
FEB:		58113.47		
MAR:		60378.87		
APR:		59739.28		
MAY:		70030.06	23324.93	
JUN:		54771.39	18626.60	
JUL:		65273.98	37738.38	
AUG:		58719.99	49377.58	
SEP:			40634.48	
OCT:			68360.96	
NOV:			49988.38	
DEC:			52210.46	
TOTAL		497400.11	340261.77	

Enter <RETURN> to Continue

XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				Popup
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**A/P Vendor Detailed Payables Inquiry**  
**Function Keys**

**Purchasing History Inquiry**

To view the Vendor Purchase Inquiry, click on the **'PurchHist'** icon, or hit the Shift+'F1' function key. This inquiry will display the cumulative monthly purchase dollars for **next year, this year, last year** and **two years ago** for the specified vendor.

**Enter <RETURN> to Continue**

Hit <ENTER> to clear the screen, and view information for another vendor. If not, then hit the **'CANCEL'** icon to return to the A/P Vendor Detailed Payables Inquiry.

**Notes:**

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documentation - [rs6000d.3188 demo.12-SSS.VEND.PAY.INQ011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

VENDOR PAYMENT INQUIRY

CO# 01 TSH MEDICAL SUPPLY

VENDOR# ABCO ABCO DEALERS INC

	PAY-\$ NEXT-YR	PAY-\$ THIS-YR	PAY-\$ LAST-YR	PAY-\$ 2 YRS AGO
JAN:		53864.78		
FEB:		47112.21		
MAR:		70958.28		
APR:		60795.29		
MAY:		56695.25		
JUN:		63003.74	21548.11	
JUL:		69232.40	20294.69	
AUG:		55696.33	27728.25	
SEP:			48065.78	
OCT:			43243.88	
NOV:			48271.73	
DEC:			66968.88	
TOTAL		477358.28	276121.32	

Enter <RETURN> to Continue

XXXXXXXX

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

**A/P Vendor Detailed Payables Inquiry  
Function Keys**

**Vendor Payment Inquiry**

To view the Vendor Payment Inquiry, click on the **'PayHist'** icon, or hit the Shift+'F2' function key. This inquiry will display the cumulative monthly payment dollars for **next year, this year, last year** and **two years ago** for the specified vendor.

**Enter <RETURN> to Continue**

Hit <ENTER> to clear the screen, and view information for another vendor. If not, then hit the **"CANCEL"** icon to return to the A/P Vendor Detailed Payables Inquiry.

**Notes:**

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documentation - [rs6000d.3188 demo.12-AP.DET.VOU.INQ011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

A/P Detailed Voucher Inquiry

Vouch#	Invoice#	Inv.Date	Gross.Amt	Vendor#	Vendor-Name
01003907	890968	01/29/03	55.17	ABCO	ABCO DEALERS INC

1. Bank

Check#	Check.Dt	Gross.Amt	Disc.Amt	Pmt.Amt	Balance
001 003917	03/13/03	55.17		55.17	
Voucher Totals		55.17		55.17	

2. G/L#

G/L Description	Po#	Rcvr#	Job#	Dist.Amt
01-1400 INVENTORIES	130612	005170		40.75
01-5210 FREIGHT-IN				14.42
Distribution Totals				55.17

Enter 'END' to END this Inquiry:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Popup
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**A/P Vendor Detailed Payables Inquiry Function Keys**

**A/P Detailed Voucher Payment Inquiry**

To view the A/P Detailed Voucher Payment Inquiry, click on the 'VouchInq' icon, or hit the Shift+'F3' function key, you may also click on the voucher number to drill down to the inquiry. This inquiry will display the detailed voucher information for the chosen voucher.

**Enter 'END' to END this Inquiry:**

Hit the 'CANCEL' icon or hit the 'F8' function key. You can research another voucher from this screen, or hit the 'CANCEL' icon again to return to the A/P Vendor Detailed Payables Inquiry.

**Notes:**

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documentation - [rs6000d 3188 demo.12-AP.CHECK.DETAIL.INQ01151]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

A/P Check Detail Inquiry

Co# 01 TSH MEDICAL SUPPLY  
 Bank# 001 VALLY NATIONAL BANK  
 Check# 003917 Check Date 08/15/02 Check Amt 6703.23  
 Vendor# ABCO ABCO DEALERS INC  
 HandCheck  
 Period 0208 Cleared Yes Void Period Check Amt Pd Void Date

Ln#	Vouch#	Invoice#	Inv.Date	Gross.Amt	Disc.Amt	Pay.Amt
1	01003904	098460	01/30/03	450.00		450.00
2	01003907	890968	01/29/03	55.17		55.17
3	01003946	890973	01/29/03	69.90		69.90
4	01003947	890969	01/29/03	157.68		157.68
5	01003948	890971	01/29/03	1170.00		1170.00
6	01003949	890970	01/29/03	128.35		128.35
7	01003950	890972	01/29/03	4573.40		4573.40
8	01003963	891232	01/30/03	98.73		98.73
9						
10						
Check Totals				6703.23		6703.23

Enter 'END' to END this Inquiry: XXXXXX

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

**A/P Vendor Detailed Payables Inquiry  
Function Keys**

**A/P Check Detail Inquiry**

To view the A/P Check Detail Inquiry, click on the 'Check Inq' icon, or hit the Shift+'F4' function key. This inquiry will display the detailed information for a specific check.

**Enter 'END' to END this Inquiry:**

Hit the 'CANCEL' icon or hit the 'F8' function key. You can research another check from this screen, or hit the 'CANCEL' icon again to return to the A/P Vendor Detailed Payables Inquiry.

**Notes:**

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documentation - [rs6000d-demo.12-VRM.CALL.DET01251]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Vendor	Relationship	Management	Call	(Detail)	# in list
Vendor#	BANYAN				9
Vend Cust#		Terms	NET 28 DAYS	A/P Balance	0.00
Name	BANYAN INTERNATIONAL CORP		1.Contact	MIKE	
Address1	PO BOX 1779		2.Phone#	800-224-5544	Ext 545
Address2			3.PO Contact	STEVE	
City	ABILENE TX	TX 79604	4.PO Phone#	800-224-5544	Ext 658
Country	U.S.A.		5.E-Mail	MIKE@BANYAN.COM	
			6.Fax#	800-224-6302	
			7.Follow Up	04/08/05	

8.Comments

9.Ln	OperRef	Date	Time	Notes/Text
1.	SY	03/31/05	10:51	Spoke to Mike regarding changing of pay
	MIKE			
				N
2.				

Topic	PO/Inv#	Ret

Prev Rec	Next Rec	Add Note	MDS Inq	Vend PO	AP Inq	Maint			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**A/P Vendor Detailed Payables Inquiry Function Keys**

**Vendor Relationship Management Call Detail**

When a vendor is selected, the selected Vendor record is displayed. This is the process where individual calls, or notes, are recorded.

**Note:** When entering the VRM Detail screen, if a record for this vendor already exists, then you will be forwarded to the bottom of the screen. If it does not exist, you will start at the first field, Contact.

- Contact** – The contact name.
- Phone#** - The phone number.
- PO Contact** – The purchase order contact name.
- PO Phone#** - The purchase order phone number.
- E-Mail** – Email address.
- Fax#** - Fax number.
- Follow Up** – The follow up status date. The follow up date can be updated by clicking on the drop down arrow next to the field, then by clicking on the correct date.
- Comments** – Any comments can be added.

**Notes:**

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documentation - [rs6000d-demo.12-VRM.CALL.DET012\$ 1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Vendor	Relationship	Management	Call	(Detail)	# in list
Vendor#	BANYAN				9
Vend Cust#		Terms	NET 28 DAYS	A/P Balance	0.00
Name	BANYAN INTERNATIONAL CORP		1.Contact	MIKE	
Address1	PO BOX 1779		2.Phone#	800-224-5544	Ext 545
Address2			3.PO Contact	STEVE	
City	ABILENE TX	TX 79604	4.PO Phone#	800-224-5544	Ext 658
Country	U.S.A.		5.E-Mail	MIKE@BANYAN.COM	
			6.Fax#	800-224-6302	
			7.Follow Up	04/08/05	12:00

8.Comments

OperRef	Date	Time	Notes/Text
9.Ln	Contact		
1.	SY	03/31/05 10:51	Spoke to Mike regarding changing of payment terms.
	MIKE		
		N	
2.			

Enter Line Number to Change or '0' to Accept:

↓

HELP	Prev Rec	Next Rec	Add Note	MDS Inq	Vend PO	AP Inq	Maint				Popup
	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				

**A/P Vendor Detailed Payables Inquiry**  
**Function Keys**  
**Vendor Relationship Management Call Detail**  
 To add a new note, you can simply click on the button labeled "Add Note". See arrow on page.

**Notes:**

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documentation - [rs6000d-3628 demo.12-VRM.CALL.DET012\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Vendor	Relationship	Management	Call	(Detail)	# in list
Vendor#	BANYAN				9
Vend Cust#		Terms	NET 28 DAYS	A/P Balance	0.00
Name	BANYAN INTERNATIONAL CORP		1.Contact	MIKE	
Address1	PO BOX 1779		2.Phone#	800-224-5544	Ext 545
Address2			3.PO Contact	STEVE	
City	ABILENE TX	TX 79604	4.PO Phone#	800-224-5544	Ext 658
Country	U.S.A.		5.E-Mail	MIKE@BANYAN.COM	
			6.Fax#	800-224-6302	
			7.Follow Up	04/08/05	12:00

8.Comments

9.Ln	OperRef	Date	Time	Notes/Text
1.	XXX			
2.	SY	03/31/05	10:51	Spoke to Mike regarding changing of payment terms.

Topic	PO/Inv#	Ret
MIKE		N

HELP	Prev Rec OK/END	Next Rec INSERT	Add Note LDELETE	MDS Inq PREV PG	Vend PO NEXT PG	AP Inq INQUIRY	Maint CANCEL			Popup
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### A/P Vendor Detailed Payables Inquiry

#### Function Keys

#### Vendor Relationship Management Call Detail

**OperRef** – Enter the operator initials, if different than your own. You can hit <ENTER> to select your own operator initials.

**Date** – Enter date of note or hit <ENTER> to use the system date.

**Time** – Enter the time, in military format, or hit <ENTER> to use the system time.

**Contact** – Enter the contact name.

**Notes/Text** – Enter the actual note. You may use word processing features to cut/copy/paste information into this field, if you wish.

**Topic** - Enter a value that can be used to categorize this set of comments. This value can then be used at a later time to view all comments related to a specific topic.

**PO/Inv#** - Enter a Valid Purchase Order or Invoice Number – if applicable.

**Ret** – Enter retain code, "Y" or "N".

When completed, the system will forward the operator to the bottom of the screen, with the prompt:

#### Enter Line Number to Change or '0' to Accept:

Enter '0' to save the changes. To return to the A/P Vendor Detailed Payables Inquiry, click on the 'CANCEL' icon or hit the 'F8' function key.

#### Notes:

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documentation - [rs6000d 3188 demo.12-AP.CHECK.DETAIL.INQ01151]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

A/P Check Detail Inquiry

Co# 01 TSH MEDICAL SUPPLY  
 Bank# 001 VALLY NATIONAL BANK  
 Check# 003917 Check Date 08/15/02 Check Amt 6703.23  
 Vendor# ABCO ABCO DEALERS INC  
 HandCheck  Remarks  
 Period 0208 Cleared Yes Void Period Check Amt Pd Void Date

Ln#	Vouch#	Invoice#	Inv.Date	Gross.Amt	Disc.Amt	Pay.Amt
1	01003904	098460	01/30/03	450.00		450.00
2	01003907	890968	01/29/03	55.17		55.17
3	01003946	890973	01/29/03	69.90		69.90
4	01003947	890969	01/29/03	157.68		157.68
5	01003948	890971	01/29/03	1170.00		1170.00
6	01003949	890970	01/29/03	128.35		128.35
7	01003950	890972	01/29/03	4573.40		4573.40
8	01003963	891232	01/30/03	98.73		98.73
9						
10						
Check Totals				6703.23		6703.23

Enter 'END' to END this Inquiry:

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

**Notes:**

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**A/P Check Detail Inquiry**

The Accounts Payable Check Detail Inquiry will display the detailed information for a specific check.

**Co#** - Enter the 2 digit company number. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click the drop down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

**Bank#** -Enter the 3 digit company number. You may also use the 'F7' function key, click on the **'INQUIRY'** icon, or click the drop down arrow next to the field to choose from a list of banks. The system will display the bank number and name.

**Check#** - Enter the customer's check number. You may also use the 'F7' function key, click the **'INQUIRY'** icon or click the drop down arrow next to the field to display the lookup box.

If using the Document Management System, you can click on the camera to scan an image of the check. Also, if using the Document Management System, you can view an already stored image on the system by right clicking with your mouse on the Check# field.

**Check Date** – The check date.

**Check Amt** – The check amount.

**Vendor#** - The vendor number.

**HandCheck** – If this is a handcheck, a 'Y' will be present.

**Remarks** - Miscellaneous text.

**Check Amt Pd** – Check amount paid.

**Period** – Fiscal period check was paid.

**Cleared** – Date check cleared.

**Void Period** – If voided, the fiscal period the check was voided in.

**Void Date** – If voided, the date the check was voided.

documentation - [rs6000d-3188 demo.12-AP.CHECK.DETAIL.INQ01151]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

A/P    Check    Detail    Inquiry

Co#    01    TSH MEDICAL SUPPLY

Bank#    001    VALLY NATIONAL BANK

Check#    003917    Check Date    08/15/02    Check Amt    6703.23

Vendor#    ABCO    ABCO DEALERS INC

HandCheck       Remarks       Check Amt Pd      

Period    0208    Cleared    Yes    Void Period       Void Date      

Ln#	Vouch#	Invoice#	Inv.Date	Gross.Amt	Disc.Amt	Pay.Amt
1	01003904	098460	01/30/03	450.00		450.00
2	01003907	890968	01/29/03	55.17		55.17
3	01003946	890973	01/29/03	69.90		69.90
4	01003947	890969	01/29/03	157.68		157.68
5	01003948	890971	01/29/03	1170.00		1170.00
6	01003949	890970	01/29/03	128.35		128.35
7	01003950	890972	01/29/03	4573.40		4573.40
8	01003963	891232	01/30/03	98.73		98.73
9						
10						
Check Totals				6703.23		6703.23

Enter 'END' to END this Inquiry:   

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup
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**A/P Check Detail Inquiry**

- Ln#** - Line number.
- Vouch#** - Voucher number.
- Invoice#** - Invoice number.
- Inv Date** – Invoice date.
- Gross Amt** – Gross amount of voucher.
- Disc Amt** – Discount amount taken.
- Pay Amt** – Amount paid.
- Check Totals** – The grand totals of: Gross Amount, Discount Amount, and Pay Amount.

**Enter 'END' to END this Inquiry:**

Hit the 'CANCEL' icon or hit the 'F8' function key. You can research another check from this screen, or hit the 'CANCEL' icon again to return to the Inquiry menu.

**Notes:**

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documentation - [rs6000d.3188 demo.12-AP.DET.VOU.INQ011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

A/P Detailed Voucher Inquiry

Vouch#	Invoice#	Inv.Date	Gross.Amt	Vendor#	Vendor-Name
01003907	890968	01/29/03	55.17	ABCO	ABCO DEALERS INC

1. Bank	Check#	Check.Dt	Gross.Amt	Disc.Amt	Pmt.Amt	Balance
1.	001 003917	03/13/03	55.17		55.17	
2.						
3.						
<b>Voucher Totals</b>			55.17		55.17	

2. G/L#	G/L Description	Po#	Rcvr#	Job#	Dist.Amt
1.	01-1400 INVENTORIES	130612	005170		40.75
2.	01-5210 FREIGHT-IN				14.42
3.					
<b>Distribution Totals</b>					55.17

Enter 'END' to END this Inquiry:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Popup
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**A/P Detailed Voucher Inquiry**

This inquiry will display the detailed voucher information for the chosen voucher.

**Vouch#** - Enter the Voucher number. You may also use the 'F7' function key, click on the 'INQUIRY' icon, or click on the drop down arrow next to the field to display the lookup box.

**Invoice#** - The Invoice number. If using the Document Management System, you can click on the camera to scan an image of the invoice. Also, if using the Document Management System, you can view an already stored image on the system by right clicking with you mouse on the Invoice# field.

**Inv Date** – The date of the invoice.

**Gross Amt** – The gross amount of the voucher.

**Vendor#** - The vendor number.

**Vendor Name** – The vendor name.

**Notes:**

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documentation - [rs6000d.3188 demo.12-AP.DET.VOU.INQ011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

A/P Detailed Voucher Inquiry

Vouch#	Invoice#	Inv.Date	Gross.Amt	Vendor#	Vendor-Name
01003907	890968	01/29/03	55.17	ABCO	ABCO DEALERS INC

1. Bank	Check#	Check.Dt	Gross.Amt	Disc.Amt	Pmt.Amt	Balance
1.	001 003917	03/13/03	55.17		55.17	
2.						
3.						
<b>Voucher Totals</b>			55.17		55.17	

2. G/L#	G/L Description	Po#	Rcvr#	Job#	Dist.Amt
1.	01-1400 INVENTORIES	130612	005170		40.75
2.	01-5210 FREIGHT-IN				14.42
3.					
<b>Distribution Totals</b>					55.17

Enter 'END' to END this Inquiry: XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Popup
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**Notes:**

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**A/P Detailed Voucher Payment Inquiry**

This inquiry is now broken into 2 sections, the payment information and the disbursement information.

**Payment Information**

**Bank** – The bank number is displayed.

**Check#** -The check number is displayed.

If using the Document Management System, you can click on the camera to scan an image of the invoice. Also, if using the Document Management System, you can view an already stored image on the system by right clicking with you mouse on the Invoice# field.

**Check Dt** – The check date.

**Gross Amt** – The gross amount paid on the check.

**Disc Amt** – The discount amount taken on the check.

**Pmt Amt** – Amount paid.

**Balance** – The balance open on the voucher.

**Disbursement Information**

**G/L#** - The general ledger number.

**G/L Description** – The general ledger description.

**PO#** - If tied to a purchase order, the purchase order will be displayed.

**Rcvr#** - If tied to a purchase order, the receiver number will be displayed.

**Job#** - If using job numbers, the job number will be displayed.

**Dist Amt** – Distributed amount.

**Distribution Totals** – Total distribution amount for all lines.

**Enter 'END' to END this Inquiry:**

Hit the 'CANCEL' icon or hit the 'F8' function key. You can research another voucher from this screen, or hit the 'CANCEL' icon again to return to the Inquiry menu.

documentation - [199.5.163.1-20 BASE.12-GL..JE.INQ011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

G/L J/E Inquiry

Co# 01 The Systems House Inc. Found 4

J/E# 000842

Refer#

Period 0405

Date 06/25/04

Src SJ

Desc SLS JOUR 06/25/04 WH 001

Ln#	G/L#	G/L Description	FPer	Job#	Amount
1	01-1000	ASSETS	0405		295408.66
2	01-1200-00	ACCOUNTS RECEIVABLE	0405		949512.00
3	01-4010-00	EQUIPMENT- COST OF SALES	0405		-949512.00
4	01-4010-00	EQUIPMENT- COST OF SALES	0405		-295408.66
5					
6					
7					
8					
9					
Totals					0.00

Enter 'END' to END this Inquiry:

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

**G/L Journal Entry Inquiry**

The General Ledger Journal Entry Inquiry will show the detailed information for a specific journal entry number.

**Co#** - Enter the 2 digit company number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click the drop down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

**J/E#** - Enter the journal entry number. You may also click on the drop down arrow next to the field to select a journal entry from the list.

**Refer#** - Any reference number will be displayed.

**Period** - The fiscal period the journal entry was entered on.

**Date** - The date the journal entry was entered.

- Src** - Source code. Source codes:
- CD - Cash Disbursements
  - CR - Cash Receipts
  - JE - Journal Entry
  - PJ - Voucher Register
  - PR - Payroll
  - RJ - Recurring Journal
  - SJ - Sales Journal
  - VR - Voucher Register

**Desc** - Description.

**Notes:**

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documentation - [199.5.163.1-20 BASE.12-GL..INQ011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

G/L J/E Inquiry

Co# 01 The Systems House Inc. Found 4

J/E# 000842

Refer#

Period 0405

Date 06/25/04

Src SJ

Desc SLS JOUR 06/25/04 WH 001

Ln#	G/L#	G/L Description	FPer	Job#	Amount
1	01-1000	ASSETS	0405		295408.66
2	01-1200-00	ACCOUNTS RECEIVABLE	0405		949512.00
3	01-4010-00	EQUIPMENT- COST OF SALES	0405		-949512.00
4	01-4010-00	EQUIPMENT- COST OF SALES	0405		-295408.66
5					
6					
7					
8					
9					
Totals					0.00

Enter 'END' to END this Inquiry:

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

**G/L Journal Entry Inquiry**

- Ln#** - Line number.
- G/L#** - General ledger number.
- G/L Description** – General ledger number description.
- FPer** – Fiscal period.
- Job#** - The job number assigned, if using.
- Amount** – amount of disbursement.
- Total** – displays the total of all disbursement lines.

**Enter 'END' to END this Inquiry:**  
 Hit the 'CANCEL' icon or hit the 'F8' function key. You can research another journal entry from this screen, or hit the 'CANCEL' icon again to return to the Inquiry menu.

**Notes:**

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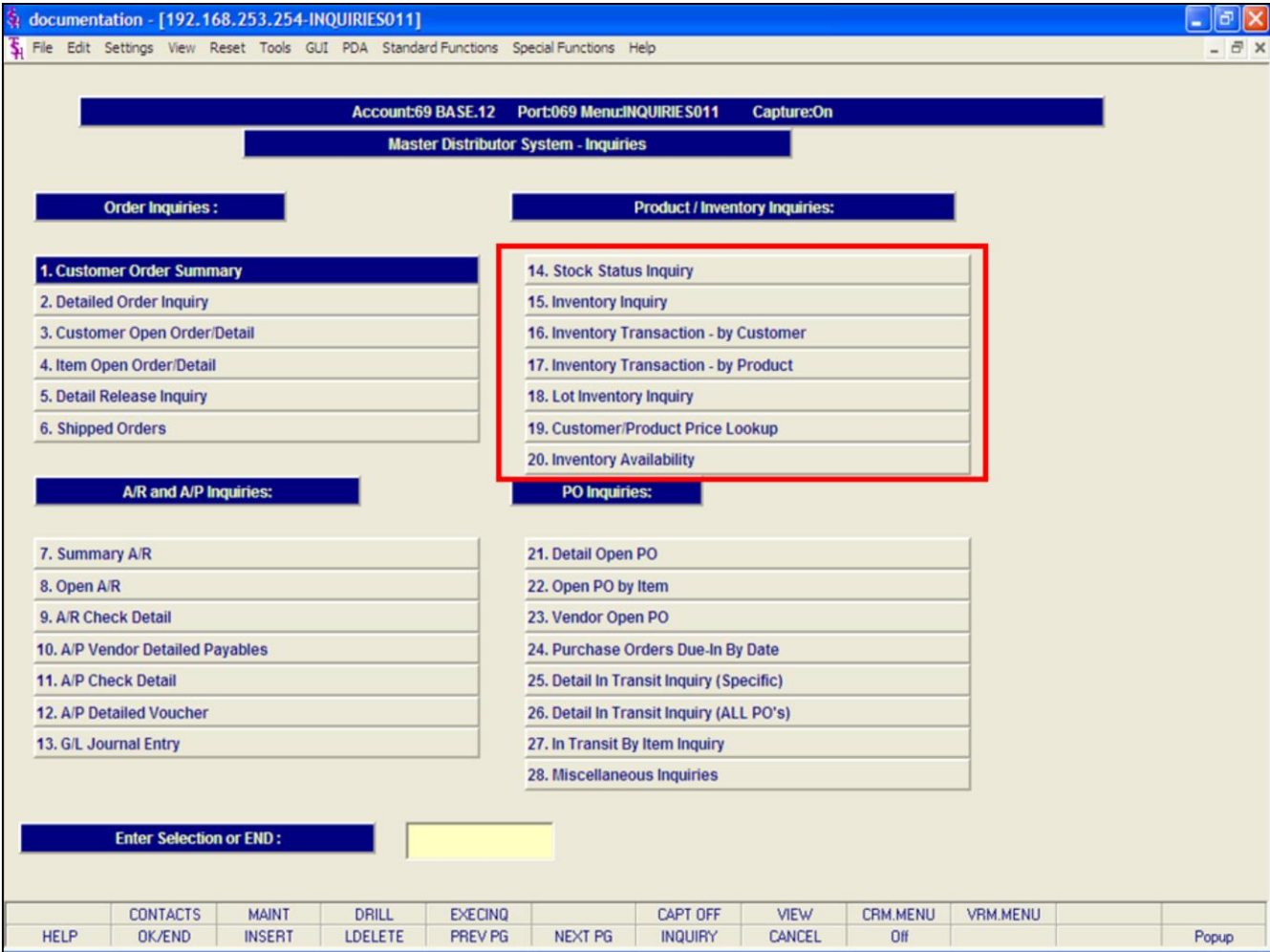
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**Product/Inventory Inquiries**

The inquiries covered in the Product/Inventory section are the: Stock Status Inquiry, Inventory Inquiry, Inventory Transaction - by Customer, Inventory Transaction - by Product, Lot Inventory Inquiry, Customer/Product Price Lookup, and the Inventory Availability inquiry.

**Notes:**

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documentation - [rs6000d-48 BASE.12-ST.STAT011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Stock Status** Scroll By  PRODUCT#

Item Number: ASP-2250  Vendor: CIDA DEALERS INC.

Description: CIDEX GAL 14 DAY 4/CS Base Price: / EA List Price: 21.84/ EA

Warehouse: 001 CLIFTON Curr Cost: 7.00/ EA Sell Cost: 10.92/ EA Purch Cost: 7.00/ EA

SellUm: EA / 1 StckUm: EA / 1 PurchUm: CS / 4 Bx: 1 Cse: 4 Dsc: N DS: N Ft: Ld Time: 0.2 Substitute Item 1:

Ln	Whs Loc	On Hand	In Pick In Work	Backord In Use	OnOrder In Trans	Avail Lot Item	Next P/O ROP/ ROQ	SalesMtd SalesYtd
1	001	96				96		36
	B-006-01					N	20/ 80	200

SALES		JAN05	FEB05	MAR05	APR05	MAY05	JUN04	YTD05
Qty		28	34	54	48	36	14	200
Dollars		472	572	911	816	608	224	3378
SALES		JUL04	AUG04	SEP04	OCT04	NOV04	DEC04	LYTD04
Qty		60	78	38	81	58	26	367
Dollars		1015	1319	641	1366	974	430	6160

Enter END to exit,P for Prev Yr, C for Curr Yr,Click Scroll to Change:

Select	Det Hist	Cst Quote	PRICING	Inventory	ROP/ROQ	Previous	Next	Receipts		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Stock Status Inquiry**

The Stock Status Inquiry provides in-depth stock and sales information for a specific product.

**Item Number** - Enter the specific item number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box. The system will display the item number and description.

**Warehouse** - Enter the 3 digit warehouse number or hit <ENTER> to choose 'ALL' warehouses. You may also use the 'F7' function keys, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box.

I have broken the Stock Status Inquiry screen into three sections:

The top section of the screen shows product setup information, pricing and costing.

**Vendor#** - The main vendor number and name for this product is displayed.

**Base Price** - Base price.

**List Price** - List price for product master file.

**Curr Cost** - Current cost.

**Sell Cost** - Selling cost.

**Purch Cost** - Purchasing cost.

**Notes:**

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documentation - [rs6000d-48 BASE.12-ST.STAT011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Stock Status**

Item Number: ASP-2250    Vendor: CIDA DEALERS INC.

Description: CIDEX GAL 14 DAY 4/CS    Base Price: / EA    List Price: 21.84/ EA

Warehouse: 001 CLIFTON    Curr Cost: 7.00/ EA    Sell Cost: 10.92/ EA    Purch Cost: 7.00/ EA

SellUm: EA / 1    StckUm: EA / 1    PurchUm: CS / 4    Bx: 1    Cse: 4    Dsc: N    DS: N    Ft:    Ld Time: 0.2    Substitute Item 1:

Ln	Whs Loc	On Hand	In Pick In Work	Backord In Use	OnOrder In Trans	Avail Lot Item	Next P/O ROP/ ROQ	SalesMtd SalesYtd
1	001	96				96		36
	B-006-01					N	20/ 80	200

SALES	JAN05	FEB05	MAR05	APR05	MAY05	JUN04	YTD05
Qty	28	34	54	48	36	14	200
Dollars	472	572	911	816	608	224	3378
SALES	JUL04	AUG04	SEP04	OCT04	NOV04	DEC04	LYTD04
Qty	60	78	38	81	58	26	367
Dollars	1015	1319	641	1366	974	430	6160

Enter END to exit,P for Prev Yr, C for Curr Yr,Click Scroll to Change:    XXXXXX

Select	Det Hist	Cst Quote	PRICING	Inventory	ROP/ROQ	Previous	Next	Receipts		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Stock Status Inquiry**

- SellUM** – The selling unit of measure and its' quantity.
- StckUm** – The stocking unit of measure and its' quantity.
- PurchUm** – The purchasing unit of measure and its' quantity.
- Bx** – Box quantity.
- Cse** – Case quantity.
- Dsc** – 'N' = item is not discontinued, 'Y' = item is discontinued.
- DS** – 'N' = item is not eligible to be drop shipped, 'Y' = item can be drop shipped.
- Ft** – Future order item indicator.
- Ld Time** – Lead time.
- Substitute Item 1** – The first substitute item number for this item, displayed from the Product Master file.

**Notes:**

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documentation - [rs6000d-48 BASE.12-ST.STAT011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Stock Status** Scroll By  PRODUCT#

Item Number: ASP-2250 Vendor: CIDA DEALERS INC. CID: CIDA DEALERS INC.

Description: CIDEX GAL 14 DAY 4/CS Base Price: / EA List Price: 21.84/ EA

Warehouse: 001 CLIFTON Curr Cost: 7.00/ EA Sell Cost: 10.92/ EA Purch Cost: 7.00/ EA

SellUm: EA / 1 StckUm: EA / 1 PurchUm: CS / 4 Bx: 1 Cse: 4 Dsc: N DS: N Ft: Ld Time: 0.2 Substitute Item 1:

Ln	Whs Loc	On Hand	In Pick In Work	Backord In Use	OnOrder In Trans	Avail Lot Item	Next P/O ROP/ ROQ	SalesMtd SalesYtd
1	001 B-006-01	96				96 N	20/ 80	36 200

SALES	JAN05	FEB05	MAR05	APR05	MAY05	JUN04	YTD05
Qty	28	34	54	48	36	14	200
Dollars	472	572	911	816	608	224	3378
SALES	JUL04	AUG04	SEP04	OCT04	NOV04	DEC04	LYTD04
Qty	60	78	38	81	58	26	367
Dollars	1015	1319	641	1366	974	430	6160

Enter END to exit,P for Prev Yr, C for Curr Yr,Click Scroll to Change:

Select	Det Hist	Cst Quote	PRICING	Inventory	ROP/ROQ	Previous	Next	Receipts		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Stock Status Inquiry**

The middle portion of this inquiry displays stock status information. The product's primary location. And the Sales Month to Date and Sales Year to Date.

- Ln** – Line number.
- Whs** – Warehouse number.
- Loc** – Primary location item is in.
- On Hand** – On hand quantity. The on hand quantity is the in pick quantity – backorder quantity + the available quantity.
- In Pick** – The in pick quantity currently on orders that have not been verified.
- In Work** – In work quantity, used with the Raw Materials module.
- Back Ord** – Backorder quantity.
- In Use** – In use quantity, used with the Raw Materials module.
- OnOrder** – The total quantity ordered on Purchase Orders that have not been received.
- In Trans** – In transit quantity.
- Avail** – Available quantity. The available quantity is the on-hand quantity – the in pick quantity.
- Lot Item** – Lot item indicator. 'Y' = lot item, 'N' not a lot item.
- Next P/O** – When the oldest purchase order, for this item, that has not been received is due on.
- ROP** – Reorder point. The point at which the Inventory Management program should trigger this item to be ordered from a vendor.
- ROQ** – Reorder quantity. The quantity that should be ordered, from a vendor, when the reorder point is triggered.
- SalesMtd** – The sales quantity month to date.
- SalesYtd** – The sales quantity year to date.

**Notes:**

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documentation - [rs6000d-48 BASE.12-ST.STAT011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Stock Status** Scroll By

Item Number: ASP-2250 Vendor: CIDA DEALERS INC.

Description: CIDEX GAL 14 DAY 4/CS

Warehouse: 001 CLIFTON

Base Price: / EA List Price: 21.84/ EA

Curr Cost: 7.00/ EA Sell Cost: 10.92/ EA Purch Cost: 7.00/ EA

SellUm: EA / 1 StckUm: EA / 1 PurchUm: CS / 4 Bx: 1 Cse: 4 Dsc: N DS: N Ft: 0.2 Ld Time: Substtute Item 1

Ln	Whs Loc	On Hand	In Pick In Work	Backord In Use	OnOrder In Trans	Avail Lot Item	Next P/O ROP/ ROQ	SalesMtd SalesYtd
1	001	96				96	20/ 80	36
	B-006-01					N		200

SALES	JAN05	FEB05	MAR05	APR05	MAY05	JUN04	YTD05
Qty	28	34	54	48	36	14	200
Dollars	472	572	911	816	608	224	3378
SALES	JUL04	AUG04	SEP04	OCT04	NOV04	DEC04	LYTD04
Qty	60	78	38	81	58	26	367
Dollars	1015	1319	641	1366	974	430	6160

Enter END to exit,P for Prev Yr, C for Curr Yr,Click Scroll to Change:

Select	Det Hist	Cst Quote	PRICING	Inventory	ROP/ROQ	Previous	Next	Receipts		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Stock Status Inquiry**

The bottom portion of the inquiry displays Sales History information for Quantity and Dollars, sorted by each fiscal period. The Year to Date and Last Year to Date totals are also displayed.

**Notes:**

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documentation - [rs6000d-48 BASE.12-ST.STAT011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Stock Status**

Item Number: ASP-2250 Vendor: CIDA DEALERS INC. **Scroll By: PRODUCT#**

Description: CIDEX GAL 14 DAY 4/CS Base Price: / EA List Price: 21.84/ EA

Warehouse: 001 CLIFTON Curr Cost: 7.00/ EA Sell Cost: 10.92/ EA Purch Cost: 7.00/ EA

SellUm: EA / 1 StckUm: EA / 1 PurchUm: CS / 4 Bx: 1 Cse: 4 Dsc: N DS: N Ft: 0.2 Ld Time: Substitute Item 1

Ln	Whs Loc	On Hand	In Pick In Work	Backord In Use	OnOrder In Trans	Avail Lot Item	Next P/O ROP/ ROQ	SalesMtd SalesYtd
1	001	96				96		36
	B-006-01					N	20/ 80	200

SALES	JAN05	FEB05	MAR05	APR05	MAY05	JUN04	YTD05
Qty	28	34	54	48	36	14	200
Dollars	472	572	911	816	608	224	3378
SALES	JUL04	AUG04	SEP04	OCT04	NOV04	DEC04	LYTD04
Qty	60	78	38	81	58	26	367
Dollars	1015	1319	641	1366	974	430	6160

Enter END to exit,P for Prev Yr, C for Curr Yr,Click Scroll to Change: XXXXXX

Select	Det Hist	Cst Quote	PRICING	Inventory	ROP/ROQ	Previous	Next	Receipts		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Stock Status Inquiry Scrolling**

This feature gives you the ability to scroll through the inquiry by product number, or by vendor number.

By default, the MDS will scroll by product number. To see the next product number, just click on the 'Next' icon, or hit the Shift+'F8' function key.

To see the previous product number, just click on the 'Previous' icon, or hit the Shift+'F7' function key.

The next slide shows the next product on the system.

**Notes:**

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documentation - [rs6000d-48 BASE.12-ST.STAT011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Stock Status**

Item Number: ASP-2683 Vendor: CIDA DEALERS INC. **Scroll By** PRODUCT#

Description: CIDEX PLUS QUART 28 DAY Base Price: / EA List Price: 9.00/ EA

: REPLACES 2786

Warehouse: 001 CLIFTON Curr Cost: 4.50/ EA Sell Cost: 4.50/ EA Purch Cost: 4.50/ EA

SellUm: EA / 1 StckUm: EA / 1 PurchUm: CS / 4 Bx: 1 Cse: 4 Dsc: N DS: N Ft: 0.2 Ld Time: Substtute Item 1

Ln	Whs Loc	On Hand	In Pick In Work	Backord In Use	OnOrder In Trans	Avail Lot Item	Next P/O ROP/ ROQ	SalesMtd SalesYtd
1	001	21				21		12
	D-015-01					N	2/ 8	51

SALES	JAN05	FEB05	MAR05	APR05	MAY05	JUN04	YTD05
Qty	3	12	15	9	12	0	51
Dollars	20	82	94	61	73		331
SALES	JUL04	AUG04	SEP04	OCT04	NOV04	DEC04	LYTD04
Qty	0	0	9	4	4	0	17
Dollars			57	24	26		107

Enter END to exit,P for Prev Yr, C for Curr Yr,Click Scroll to Change: XXXXXX

Select	Det Hist	Cst Quote	PRICING	Inventory	ROP/ROQ	Previous	Next	Receipts		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Stock Status Inquiry Scrolling**

To change the scrolling option to now scroll by Vendor number, click on the field 'Scroll By'. This will change the option to VENDOR#.

To see the next product number, just click on the 'Next' icon, or hit the Shift+'F8' function key.

To see the previous product number, just click on the 'Previous' icon, or hit the Shift+'F7' function key.

The next slide shows the next product on the system, for that vendor.

**Notes:**

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documentation - [rs6000d-48 BASE.12-ST.STAT011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Stock Status** Scroll By

Item Number:  Vendor:  CID:

Description:  Base Price:  / EA List Price:  / EA

Warehouse:  Curr Cost:  / EA Sell Cost:  / EA Purch Cost:  / EA

SellUm:  StckUm:  PurchUm:  Bx:  Cse:  Dsc:  DS:  Ft:  Ld Time:  Substitute Item 1:

Ln	Whs Loc	On Hand	In Pick In Work	Backord In Use	OnOrder In Trans	Avail Lot Item	Next P/O ROP/ ROQ	SalesMtd SalesYtd
1	001	85				85		2
	D-017-01					N	8/ 24	131

SALES	JAN05	FEB05	MAR05	APR05	MAY05	JUN04	YTD05
Qty	67	12	39	11	2	9	131
Dollars	1531	270	877	230	52	171	2961
SALES	JUL04	AUG04	SEP04	OCT04	NOV04	DEC04	LYTD04
Qty	12	7	6	19	4	14	76
Dollars	247	160	138	406	91	335	1670

Enter END to exit,P for Prev Yr, C for Curr Yr,Click Scroll to Change:

Select	Det Hist	Cst Quote	PRICING	Inventory	ROP/ROQ	Previous	Next	Receipts		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Stock Status Inquiry Scrolling**

This slide shows the product number changing based on the Vendor number.

**Notes:**

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documentation - [rs6000d-48 BASE.12-ST.STAT011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Stock Status** Scroll By

Item Number: ASP-2785 Vendor: CIDA DEALERS INC. CID: CIDA DEALERS INC.

Description: CIDEX PLUS GALLON 28 DAY Base Price: / EA List Price: 31.00/ EA

Warehouse: 001 CLIFTON Curr Cost: 15.50/ EA Sell Cost: 15.50/ EA Purch Cost: 15.50/ EA

SellUm: EA / 1 StckUm: EA / 1 PurchUm: CS / 4 Bx: 1 Cse: 4 Dsc: N DS: N Ft: Ld Time: 0.2 Substitute Item 1

Ln	Whs	On Hand	In Pick	Backord	OnOrder	Avail	Next P/O	SalesMtd																																														
	Loc		In Work	In Use	In Trans	Lot Item	ROP/ ROQ	SalesYtd																																														
1	001	85				85		2																																														
<table border="1"> <thead> <tr> <th>Location</th> <th>Type</th> <th>OnHand</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>C-005-02</td> <td>P</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>C-005-03</td> <td>P</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>C-005-04</td> <td>P</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>D-017-01</td> <td>P</td> <td>85</td> <td></td> <td></td> <td></td> <td></td> <td>8/ 24</td> <td>131</td> </tr> </tbody> </table>									Location	Type	OnHand							C-005-02	P								C-005-03	P								C-005-04	P								D-017-01	P	85					8/ 24	131	
Location	Type	OnHand																																																				
C-005-02	P																																																					
C-005-03	P																																																					
C-005-04	P																																																					
D-017-01	P	85					8/ 24	131																																														
<table border="1"> <thead> <tr> <th>SALES</th> <th>Qty</th> <th>MAR05</th> <th>APR05</th> <th>MAY05</th> <th>JUN04</th> <th>YTD05</th> </tr> </thead> <tbody> <tr> <td></td> <td>67</td> <td>12</td> <td>39</td> <td>11</td> <td>9</td> <td>131</td> </tr> <tr> <td colspan="6"></td> <td>171</td> <td>2961</td> </tr> <tr> <td colspan="6"></td> <td>DEC04</td> <td>LYTD04</td> </tr> <tr> <td colspan="6"></td> <td>14</td> <td>76</td> </tr> <tr> <td>Dollars</td> <td>247</td> <td>160</td> <td>138</td> <td>406</td> <td>91</td> <td>335</td> <td>1670</td> </tr> </tbody> </table>									SALES	Qty	MAR05	APR05	MAY05	JUN04	YTD05		67	12	39	11	9	131							171	2961							DEC04	LYTD04							14	76	Dollars	247	160	138	406	91	335	1670
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Dollars	247	160	138	406	91	335	1670																																															

Contextual Help: Press F7 to see Locations \* if Locator system in use for this Warehouse

Select: Det Hist, Cst Quote, PRICING, Inventory, ROP/ROQ, Previous, Next, Receipts, HELP, OK/END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, CANCEL, Off, Popup

**Stock Status Inquiry**  
**Viewing location information**

To view the location information for a product, go to the line number. To get there, either click on the line number, or type the line number and hit <ENTER>.

Next, use the 'F7' function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the locations.

- Location Inquiry box information:
- Location** – The location number in warehouse.
  - Type** – The type of location. P = Primary, B = Backup.
  - On Hand** – The on hand quantity for that location.

**Notes:**

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documentation - [rs6000d-4076 medcorp-ST.STAT.DETAIL010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Stock Status Scroll By VENDOR#

Item Number: ASP-2785 Vendor: CIDA DEALERS INC.

Description: CIDEX PLUS GALLON 28 DAY

Warehouse: 001 CLIFTON

Base Price: / EA List Price: 31.00/ EA

Curr Cost: 15.50/ EA Sell Cost: 15.50/ EA Purch Cost: 15.50/ EA

SellUm: EA / 1 StckUm: EA / 1 PurchUm: CS / 4 Bx: 1 Cse: 4 Dsc: N DS: N Ft: Ld Time: 0.2 Substitute Item 1

Ln	Whs Loc	On Hand	In Pick In Work	Backord In Use	OnOrder In Trans	Avail Lot Item	Next P/O ROP/ ROQ	SalesMtd SalesYtd
1								131

Detail History

	Customer#	Release#	Date	Quantity	Price	Um
1.	100530	01019075001	05/02/05	2	25.95	EA
2.	100677	01018765001	04/27/05	8	20.28	EA
3.	100345	01018665001	04/26/05	1	18.00	EA
4.	100774	01017574001	04/11/05	1	21.99	EA

Hit <RETURN> to Continue: XXXXXX

SALES YTD05 131 2961  
SALES YTD04 76 1670

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

**Stock Status Inquiry**

**Function Keys**

**Detail History**

To view the Detail History, click on the 'Det Hist' icon, or hit the Shift+'F2' function key. This inquiry will display the order history information for the product.

**Customer#** - The customer number.

**Release#** - The 11-digit release number.

**Date** - The date of the release.

**Quantity** - The quantity invoiced.

**Price** - Price.

**UM** - Unit of measure.

**Hit <RETURN> to Continue:**

Hit <ENTER> to return to the Stock Status Inquiry.

**NEXT PG** - The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

**PREV PG** - The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Notes:**

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documentation - [rs6000d-4076 medcorp-ST.STAT.CST.QUOTE010\$ 1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Stock Status Scroll By

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Ln#  Cost Quotes

Vendor  Name  Vendor Item#

Curr Cost  Min.PO.Qty

PO Cost  PO UM

Currency  Last Rcpt Date

Lead Time  Comments

Last Date

Last Amt

Valid Until

	Quantity Received By Month											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TY	68		64	24	20							
LY			4		8	12	4	24		24		20

HIT <RETURN> TO CONTINUE , PREVIOUS PAGE , NEXT PAGE OR  
SHIFT-F7 FOR AVAILABLE VENDORS:

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

**Stock Status Inquiry**

**Function Keys**

**Cost Quote**

To view the Cost Quote information, click on the 'Cst Quote' icon, or hit the Shift+'F3' function key. This inquiry will display the cost quote information for the product.

**Vendor** – The primary vendor number and name are displayed.

**Vendor Item#** - Vendor item number.

**Curr Cost** – Current cost.

**PO Cost** – Purchasing cost.

**Currency** – The currency code.

**Lead Time** - The lead time needed when ordering this product. Entered in using a fraction of a month.

**Last Date** – The last date a quote was received.

**Last Amt** – The amount of the last quote.

**Valid Until** – The date the quote is valid until.

**Min.PO.Qty** – The minimum purchase order quantity.

**PO UM** – The purchasing unit of measure.

**Last Rcpt Date** – The date the last purchase order was received for this item.

**Comments** – Comments.

**Notes:**

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documentation - [rs6000d-4076 medcorp-ST.STAT.CST.QUOTE010\$ 1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Stock Status Scroll By VENDOR#

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Ln#  Cost Quotes

Vendor  Name  Vendor Item#

Curr Cost  Min.PO.Qty

PO Cost  PO UM

Currency  Last Rcpt Date

Lead Time  Comments

Last Date

Last Amt

Valid Until

	Quantity Received By Month											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TY	68		64	24	20							
LY			4		8	12	4	24		24		20

HIT <RETURN> TO CONTINUE , PREVIOUS PAGE , NEXT PAGE OR  
SHIFT-F7 FOR AVAILABLE VENDORS:

---

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

**Stock Status Inquiry**

**Function Keys**

**Cost Quote**

**Quantity Received By Month**

The section displays the quantity received for this item, for this year and last year, by fiscal period.

**Hit <Return> to Continue, Previous Page, Next Page or Shift-F7 for Available Vendors:**

Hit <ENTER> to return to the Stock Status Inquiry.  
Hit the Shift+'F7' function keys, or click on the 'INQUIRY' icon to select the next vendor.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through each vendor for the product.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through each vendor for the product.

**Notes:**

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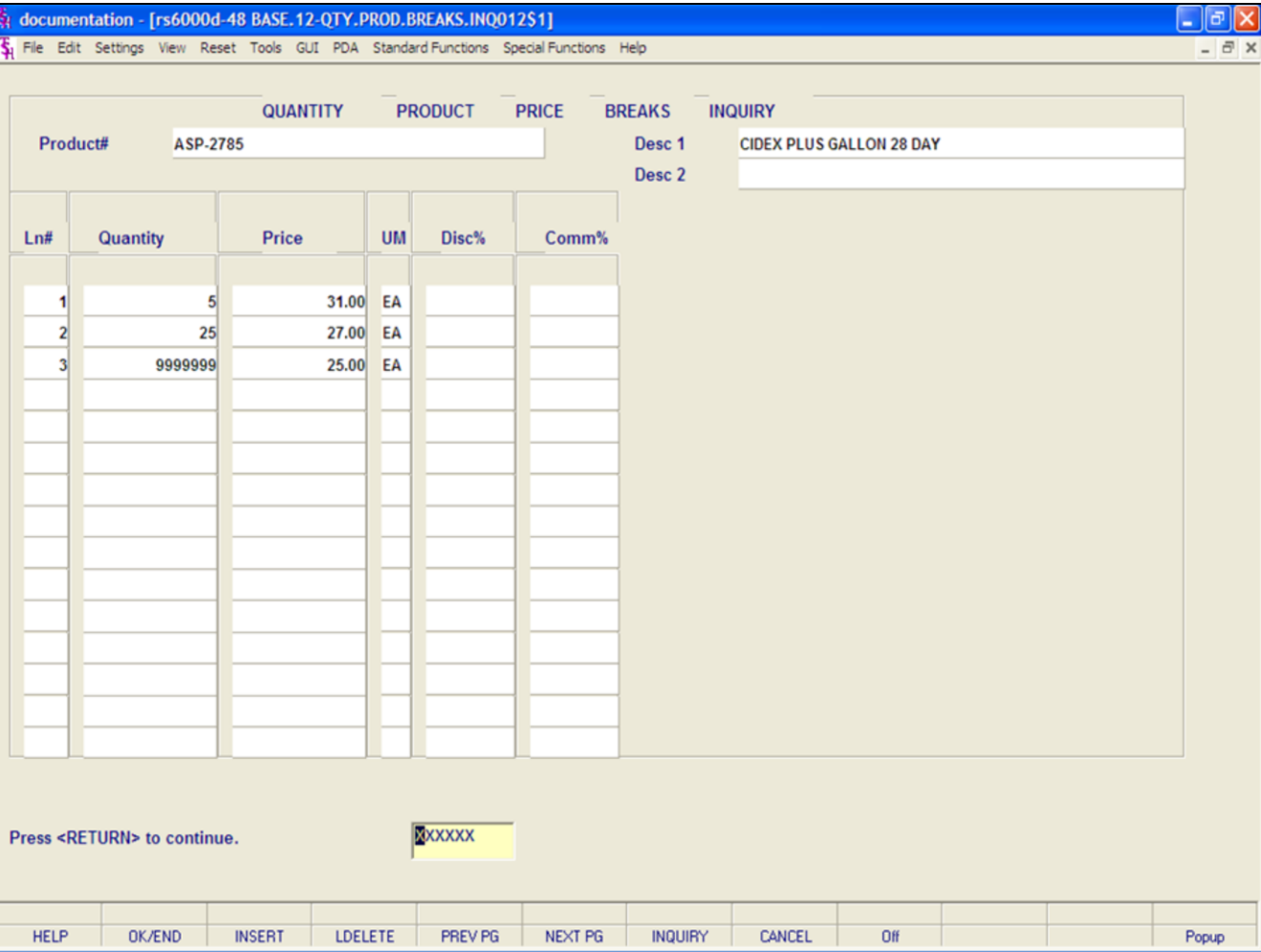


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**Stock Status Inquiry**

**Function Keys**

**Pricing Inquiry**

To view the Pricing Inquiry, click on the 'PRICING' icon, or hit the Shift+'F4' function key. This inquiry will display the price break information for the product.

**Product#** - The product number is carried over from the Stock Status Inquiry.

**Desc 1 and Desc 2** – The product descriptions are displayed.

**Ln#** - Line number.

**Quantity** – The price break quantity.

**Price** – The quantity break price, with its' unit of measure.

**Disc%** - The percent off for this discount.

**Comm%** - The commission percent for this product.

**Press <RETURN> to continue:**

Hit <ENTER> to return to the Stock Status Inquiry.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to page forward through quantity breaks for the product.  
OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to page backwards through the quantity break for the product.

**Notes:**

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documentation - [rs6000d-48 BASE.12-INV.INQ01251]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

		Inventory							
Item Number	Whse	SI	Sk	On Hand	On P/O	InPick	On B/O	Avail	Future
BD-305535	001								
ALLERGY 1/2CC SYR 27GX1/2		BX	BX	0	200		45	-45	0
Substitutes									

Ln#	Order#	Ord Date	OpenQty	Due Date	Customer#	Customer PO#	Price
1	01019386	05/03/05	40	05/03/05	100695	05/03/05	2.30
2	01018386	04/21/05	5	04/21/05	100333		2.25
3							
4							
TOTAL			45	Select: Orders			

Ln#	P/O#	PO Date	Vendor#	Open Qty	Intr Qty	Due Date	MfgBo	Cost	Hld	St
1	01004044	04/21/05	CID	160		04/21/05	N	1.73		ND
2	01004219	05/10/05	CID	40		05/10/05	N	1.73		ND
3										
4										
TOTAL				200	0	Select: POs				

Enter END to exit, Click Select:Orders or Select:POs to Change Select: XX

STK STAT	AVAIL INQ	DET ORDER	DET PO	Rec Hist						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Stock Status Inquiry**

**Function Keys**

**Inventory Inquiry**

To view the Inventory Inquiry, click on the 'Inventory' icon, or hit the Shift+'F5' function key. This inquiry shows all customer orders and purchase orders for a given product, along with stock status.

**Enter END to exit, Click SelectOrders or SelectPO's to Change Select:**

Click on the 'CANCEL' icon 2 times, or hit the 'F8' function key 2 times, to return to the Stock Status Inquiry.

**Notes:**

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documentation - [rs6000d-48 BASE.12-ST.STAT011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Stock Status** Scroll By

Item Number:   Vendor:  CID:

Description:  Base Price:  / BX List Price:  / BX

:  Warehouse:   Curr Cost:  / BX Sell Cost:  / BX Purch Cost:  / BX

SellUm:  StckUm:  PurchUm:  Bx:  Cse:  Dsc:  DS:  Ft:  Ld Time:  Substitute Item 1:

Ln	Whs	On Hand	In Pick	Backord	OnOrder	Avail	Next P/O	SalesMtd
	Loc		In Work	In Use	In Trans	Lot Item	ROP/	ROQ
1	001			45	200	-45	04/21/05	P
	D-006-01					N	17/	80

SALES	JAN05	FEB05	MAR05	APR05	MAY05	JUN04	YTD05
Qty	40	40	40	80	0	0	200
Dollars	87	89	90	182			448
SALES	JUL04	AUG04	SEP04	OCT04	NOV04	DEC04	LYTD04
Qty	0	40	0	40	0	40	120
Dollars		86		86		87	259

Enter END to exit,P for Prev Yr, C for Curr Yr,Click Scroll to Change:

Select	Det Hist	Cst Quote	PRICING	Inventory	ROP/ROQ	Previous	Next	Receipts		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Stock Status Inquiry**

**Function Keys**

**ROP/ROQ**

To make changes to an item's Reorder Points and Reorder Quantities, click on the **'ROP/ROQ'** icon, or hit the Shift+'F6' function key.

**Notes:**

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documentation - [rs6000d-48 BASE.12-ST.STAT.RECPT010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Stock Status Scroll By PRODUCT#

Item Number: BD-305535 Vendor: CIDA DEALERS INC.

Description: ALLERGY 1/2CC SYR 27GX1/2  
: 25/TRAY=BOX 40BX/CS

Warehouse: 001 CLIFTON

Base Price: / BX List Price: 3.46/ BX

Curr Cost: 1.73/ BX Sell Cost: 1.73/ BX Purch Cost: 1.73/ BX

SellUm: BX / 1 StckUm: BX / 1 PurchUm: CS / 40 Bx: 1 Cse: 40 Dsc: N DS: N Ft: Ld Time: 0.2 Substitute Item 1:

Ln	Whs Loc	On Hand	In Pick In Work	Backord In Use	OnOrder In Trans	Avail Lot Item	Next P/O ROP/ ROQ	SalesMtd SalesYtd
1								200

Receipts History

Vendor	P/O#	Date	Quantity	Cost
1 CID	01003368	02/14/05	120	1.73
2 CID	01002868	12/13/04	120	1.73
3 CID	01001981	08/30/04	40	1.73
4 CAL	01001982	08/26/04	40	1.73

Hit <RETURN> to Continue: XXXXXX

SALES Q Dollars 448

SALES Q Dollars 120

YTD05 200

LYTD04 259

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

**Stock Status Inquiry**

**Function Keys**

**Receipts History**

To view the Receipts History, click on the 'Receipts' icon, or hit the Shift+'F9' function key. This inquiry will display the purchase order receipts information for the product.

**Vendor** - The vendor number.

**P/O#** - The purchase order number.

**Date** - The date the item was received on the purchase order.

**Quantity** - The quantity received.

**Cost** - Cost.

**Hit <RETURN> to Continue:**

Hit <ENTER> to return to the Stock Status Inquiry.

**NEXT PG** - The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

**PREV PG** - The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Notes:**

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documentation - [rs6000d-48 BASE.12-INV.INQ01251]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Inventory										
Item Number	Whse	001	SI	Sk	On Hand	On P/O	InPick	On B/O	Avail	Future
BD-305535										
ALLERGY 1/2CC SYR 27GX1/2			BX	BX	0	200		45	-45	0
Substitutes										

Ln#	Order#	Ord Date	OpenQty	Due Date	Customer#	Customer PO#	Price
1	01019386	05/03/05	40	05/03/05	100695	05/03/05	2.30
2	01018386	04/21/05	5	04/21/05	100333		2.25
3							
4							
TOTAL			45				

Select: Orders

Ln#	P/O#	PO Date	Vendor#	Open Qty	Intr Qty	Due Date	MfgBo	Cost	Hld	St
1	01004044	04/21/05	CID	160		04/21/05	N	1.73		ND
2	01004219	05/10/05	CID	40		05/10/05	N	1.73		ND
3										
4										
TOTAL				200		0				

Select: POs

Enter END to exit, Click Select:Orders or Select:POs to Change Select: XXX

STK STAT	AVAIL INQ	DET ORDER	DET PO	Rec Hist						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Inventory Inquiry**

This inquiry shows all customer orders and purchase orders for a given product, along with stock status.

**Item Number** – Enter the specific item number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box. The system will display the item number and description.

**Warehouse** – Enter the 3 digit warehouse number or hit <ENTER> to choose 'ALL' warehouses. You may also use the 'F7' function keys, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box.

- SI-** Selling Unit of measure.
- SK-** Stocking Unit of measure.
- On hand-** Inventory in warehouse.
- On P/O-** Inventory on purchase orders.
- InPick-** Inventory assigned to customer orders.
- On B/O-** Orders with Backorders for this product.
- Avail-** Available Inventory. ONHAND – INPICK = AVAIL.
- Future-** Inventory on "Future" orders. The number of days for an order to be considered a future order is a parameter file setting.

**Notes:**

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documentation - [rs6000d-48 BASE.12-INV.INQ012S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Inventory										
Item Number	Whse	001	SI	Sk	On Hand	On P/O	InPick	On B/O	Avail	Future
BD-305535										
ALLERGY 1/2CC SYR 27GX1/2			BX	BX	0	200		45	-45	0
Substitutes										

Ln#	Order#	Ord Date	OpenQty	Due Date	Customer#	Customer PO#	Price
1	01019386	05/03/05	40	05/03/05	100695	05/03/05	2.30
2	01018386	04/21/05	5	04/21/05	100333		2.25
3							
4							
TOTAL			45				

Select: Orders

Ln#	P/O#	PO Date	Vendor#	Open Qty	Intr Qty	Due Date	MfgBo	Cost	Hld	St
1	01004044	04/21/05	CID	160		04/21/05	N	1.73		ND
2	01004219	05/10/05	CID	40		05/10/05	N	1.73		ND
3										
4										
TOTAL				200	0					

Select: POs

Enter END to exit, Click Select:Orders or Select:POs to Change Select: XXX

STK STAT	AVAIL INQ	DET ORDER	DET PO	Rec Hist						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Inventory Inquiry – Customer Orders**

The inquiry is now split into 2 sections, Customer Orders and Purchase Orders. To select the section you wish to use, click on field labels 'Select Orders' or 'Select POS'. The field is circled in the example.

**Customer Orders Section**

- Ln#** - Line number.
- Order#** - The customer order number.
- Ord Date** - The order date.
- OpenQty** - The open quantity.
- Due Date** - The date the order is due.
- Customer#** - The customer number.
- Customer PO#** - The customer's purchase order number, if entered when the order was placed.
- Price** - The price the item was charged at.
- Total** - A grand total of all open quantity is displayed.

**NEXT PG** - The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to page forward through the customer open orders that this item is currently open on.

OR

**PREV PG** - The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to page backwards through the customer open orders that this item is currently open on.

**Drill Down Capabilities**

In this inquiry, there is a highlighted field that the user can click on to drill down further into the system to research specific information.

**Order#** - By clicking on a specific order number, the user will drill down to the Detailed Order Inquiry. This is discussed earlier in the guide.

**Function Keys**

The Detailed Order Inquiry is also accessible by clicking on the 'DET ORDER' icon, or hit the Shift+'F3' function key. This inquiry will display the detailed information for the specified order.

**Notes:**

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documentation - [rs6000d-48 BASE.12-INV.INQ012S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Inventory										
Item Number	Whse	001	SI	Sk	On Hand	On P/O	InPick	On B/O	Avail	Future
BD-305535										
ALLERGY 1/2CC SYR 27GX1/2			BX	BX	0	200		45	-45	0
Substitutes										

Ln#	Order#	Ord Date	OpenQty	Due Date	Customer#	Customer PO#	Price
1	01019386	05/03/05	40	05/03/05	100695	05/03/05	2.30
2	01018386	04/21/05	5	04/21/05	100333		2.25
3							
4							
TOTAL			45				

Select: Orders

Ln#	P/O#	PO Date	Vendor#	Open Qty	Intr Qty	Due Date	MfgBo	Cost	Hld	St
1	01004044	04/21/05	CID	160		04/21/05	N	1.73		ND
2	01004219	05/10/05	CID	40		05/10/05	N	1.73		ND
3										
4										
TOTAL				200	0					

Select: POs

Enter END to exit, Click Select:Orders or Select:POs to Change Select: XXX

STK STAT	AVAIL INQ	DET ORDER	DET PO	Rec Hist						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Inventory Inquiry – Purchase Orders**

The second section of the inquiry shows all the open purchase orders the item is still on. To select the Purchase Order function, click on the label 'Select PO's'. The field is circled in the example.

**Purchase Orders Section**

- Ln#** - Line number.
- P/O** – The purchase order number.
- PO Date** – The purchase order date.
- Vendor#** - The vendor number.
- Open Qty** – The open quantity on the purchase order.
- Intr Qty** – The intransit quantity.
- Due Date** – The date the purchase order is due in by.
- MfgBo** –'Y' = the item is on a manufacturer's back order, otherwise, it is 'N'.
- Cost** – The cost of the item.
- Hld** – Hold. If the purchase order is on hold, it will be equal to 'Y', otherwise, it is 'N'.
- St** – Type of purchase order. 'ND' = non-direct, 'DS' = direct ship.
- Total** – A grand total of all open quantity is displayed.

**Notes:**

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documentation - [rs6000d-48 BASE.12-INV.INQ012S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Inventory										
Item Number	Whse	001	SI	Sk	On Hand	On P/O	InPick	On B/O	Avail	Future
BD-305535										
ALLERGY 1/2CC SYR 27GX1/2			BX	BX	0	200		45	-45	0
Substitutes										

Ln#	Order#	Ord Date	OpenQty	Due Date	Customer#	Customer PO#	Price
1	01019386	05/03/05	40	05/03/05	100695	05/03/05	2.30
2	01018386	04/21/05	5	04/21/05	100333		2.25
3							
4							
TOTAL			45				

Select: Orders

Ln#	P/O#	PO Date	Vendor#	Open Qty	Intr Qty	Due Date	MfgBo	Cost	Hld	St
1	01004044	04/21/05	CID	160		04/21/05	N	1.73		ND
2	01004219	05/10/05	CID	40		05/10/05	N	1.73		ND
3										
4										
TOTAL				200		0				

Select: POs

Enter END to exit, Click Select:Orders or Select:POs to Change Select: XX

STK STAT	AVAIL INQ	DET ORDER	DET PO	Rec Hist						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Inventory Inquiry – Purchase Orders**

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to page forward through the open purchase orders that this item is currently open on.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to page backwards through the open purchase orders that this item is currently open on.

**Drill Down Capabilities**

In this inquiry, there is a highlighted field that the user can click on to drill down further into the system to research specific information.

**P/O#** - By clicking on a specific purchase order number, the user will drill down to the Detailed Purchase Order Inquiry. This is discussed later in the guide.

**Function Keys**

The Detail Purchase Order Inquiry is also accessible by clicking on the 'DET PO' icon, or hit the Shift+'F4' function key. This inquiry will display the detailed information for the specified purchase order.

**Notes:**

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documentation - [rs6000d-48 BASE.12-ST.STAT011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Stock Status Scroll By PRODUCT#

Item Number ASP-2250  Vendor CID CIDA DEALERS INC.

Description CIDEX GAL 14 DAY 4/CS Base Price / EA List Price 21.84/ EA

Warehouse 001 CLIFTON Curr Cost 7.00/ EA Sell Cost 10.92/ EA Purch Cost 7.00/ EA

SellUm EA / 1 StckUm EA / 1 PurchUm CS / 4 Bx 1 Cse 4 Dsc N DS N Ft Ld Time 0.2 Substitute Item 1

Ln	Whs Loc	On Hand	In Pick In Work	Backord In Use	OnOrder In Trans	Avail Lot Item	Next P/O ROP/ ROQ	SalesMtd SalesYtd
1	001	96				96		36
	B-006-01					N	20/ 80	200

SALES	JAN05	FEB05	MAR05	APR05	MAY05	JUN04	YTD05
Qty	28	34	54	48	36	14	200
Dollars	472	572	911	816	608	224	3378
SALES	JUL04	AUG04	SEP04	OCT04	NOV04	DEC04	LYTD04
Qty	60	78	38	81	58	26	367
Dollars	1015	1319	641	1366	974	430	6160

Enter END to exit,P for Prev Yr, C for Curr Yr,Click Scroll to Change: XXXXXX

Select	Det Hist	Cst Quote	PRICING	Inventory	ROP/ROQ	Previous	Next	Receipts		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Inventory Inquiry**

**Function Keys**

**Stock Status Inquiry**

To view the Stock Status Inquiry, click on the 'STK STAT' icon, or hit the Shift+'F1' function key. The Stock Status Inquiry provides in-depth stock and sales information for a specific product.

**Enter END to exit, P for Prev Yr, C for Curr Yr, Click Scroll to Change:**

Click on the 'CANCEL' icon 2 times, or hit the 'F8' function 2 times, to return to the Inventory Inquiry.

**Notes:**

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documentation - [rs6000d-48 BASE.12-SSS.AVAIL..INQ012S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Inventory      Availability

1.Prod #      ASP-2250      2.Whse #      001  
 CIDEX GAL 14 DAY 4/C/S      CLIFTON

3.Date      05/12/05      Unit Meas      EA

Avail Dates	On Hand	Vend On Ord	Cust. Orders	Balance
May 1-15	96			96
15-30				96
Jun 1-15				96
15-30				96
Jul 1-15				96
15-30				96
Aug 1-15				96
15-30				96
Sep 1-15				96
15-30				96
Oct 1-15				96
15-30				96

Enter Line Number to Change, 0 to exit.      XXXXXX

INV INQ										
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Inventory Inquiry**  
**Function Keys**

To view the Availability Inquiry, click on the 'AVAIL INQ' icon, or hit the Shift+'F2' function key. The Availability Inquiry provides the projected quantity on hand of a product for the next six months. The inquiry takes the current on hand, adds in quantity on PO plus quantity on work order then subtracts open customer orders. Drop Ship PO's are not included.

**Enter Line Number to Change, 0 to exit:**

Click on the 'CANCEL' icon 2 times, or hit the 'F8' function key two times, to return to the Inventory Inquiry.

**Notes:**

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documentation - [rs6000d-4076 medcorp-INV.INQ.RECPT01251]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Item Number		Whse	001	SI	Sk	Inventory		InPick	On B/O	Avail	Future
On Hand		On P/O									
ASP-2250											
CIDEX GAL 14 DAY 4/CS		EA	EA		96				0	96	0
Substitutes											

Ln#	Order#	Ord Date	OpenQty	Due Date	Customer#	Customer PO#	Price
1							
2							
3							
4							

**Receipts History**

Vendor	P/O#	Date	Quantity	Cost
1 CID	01004080	05/02/05	20	7.00
2 CID	01004044	04/27/05	40	10.92
3 CID	01003858	04/06/05	40	10.92
4 MCR		04/04/05	-80	10.92

Hit <RETURN> to Continue: XXXXXX

Ln#	P/C	Hld	St
1			
2			
3			
4			

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

**Inventory Inquiry**

**Function Keys**

**Receipts History**

To view the Receipts History, click on the 'Receipts' icon, or hit the Shift+'F5' function key. This inquiry will display the purchase order receipts information for the product.

**Vendor** - The vendor number.

**P/O#** - The purchase order number.

**Date** - The date the item was received on the purchase order.

**Quantity** - The quantity received.

**Cost** - Cost.

**Hit <RETURN> to Continue:**

Hit <ENTER> to return to the Stock Status Inquiry.

**NEXT PG** - The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

**PREV PG** - The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Notes:**

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documentation - [rs6000d-20 BASE.12-INV.HIST.CUST.INQ010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Inventory Transaction History by Customer**

Customer# UNITED UNITED SUPPLY  
 Salesman# 001 Sy Fertig  
 Product # ('A' for ALL) A

Ln#	Item Number Description	Date	Tnx	Release# DropShip	Quantity		Price	Um Cost
					Sell	Stock		
1	GRA-234 GOWN EXAM BLUE NONWOVEN	05/12/05	INV	01020071001		-1	31.99	CS
					CS	CS		24.91
2	BLF-USP331 URGENT QR 30CT SMALL FILL	05/12/05	INV	01020071001		-1	49.95	BX
					BX	BX		32.50
3	BD-309603 SYRINGE 5CC ONLY LUER-LOK	05/12/05	INV	01020071001		-1	19.95	BX
					BX	BX		13.62
4	BD-309628 SYRINGE 1CC LL ONLY	05/12/05	INV	01020071001		-1	49.95	BX
					BX	BX		32.35
5	ETH-J492G SUTURE VICRYL 6-0 P-3	05/12/05	INV	01020071001		-1	115.00	BX
					BX	BX		89.69
6	ETH-J493G SUTURE 5-0 VICRYL P-3	05/12/05	INV	01020071001		-1	105.00	BX
					BX	BX		79.79

Enter END to exit, PREV PG or NEXT PG:      XXXXXX

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

**Notes:**

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**Inventory Transaction – by Customer Inquiry**

The Inventory Transaction – by Customer Inquiry shows all transactions processed for the customer.

**Customer#** - Enter the specific customer number. You may also use the 'F7' function key, click the 'INQUIRY' icon or click the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

**Salesman#** - The salesman number and name are displayed.

**Product# (A for ALL)** - Enter the product number or enter 'A' to display ALL products. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click the drop down arrow next to the field to display the lookup box. The system will display the product number if a specific product was entered, or 'A' if all warehouses were chosen.

**Ln#** - Line number.

**Item Number** – The item number is displayed.

**Description** – The description is displayed.

**Date** – The date the transaction was processed.

**Tnx** – Transaction code. INV = Invoice, I/V = Invoice Void, C/M = Credit Memo, C/V = Credit Memo Void.

**Release#** - The release number.

**Drop Ship** – The drop ship flag, ND = Non-drop Shipment, DS = Drop Shipment.

**Quantity** – The transaction quantity.

**Sell** – The selling unit of measure.

**Stock** – The stocking unit of measure.

**Price** – The item price and it's unit of measure are displayed.

**Cost** – The item's cost.

**Enter END to exit, PREV PG or NEXT PG:**

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the '**PREV PG**' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Notes:**

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documentation - [rs6000d.3188 demo.12-INV.HIST.PROD.INQ10S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Inventory Transaction History by Product**

Product#   EOM OH

Warehouse or ALL

Ln#	Customer/Vendor Number Customer/Vendor Name	Date DropShip	Tnx	Release/Ref P/O Number	Quantity		Price	Um Cost
					Sell	Stock		
1	ABCO ABCO DEALERS INC	04/02/05 ND	REC	002177		10 1		/ 1 3.450
2	N/A	03/26/05	ADJ		1	150		/ 1 3.450
3	N/A	03/26/05	ADJ		1	5		/ 1 3.450
4	SJU ST. JOHN'S UNIVERSITY	03/24/05	INV	01145384001	1	-10	5.850/	1 3.450
5	MERCYC SA MERCY CARE 2ND AVENUE	03/24/05	INV	01145340001	1	-3	6.500/	1 3.450
6	MERCYCJA MERCY CARE JOHNSON AVENUE	03/24/05	INV	01145354001	1	-10	6.500/	1 3.450
7	SJU ST. JOHN'S UNIVERSITY	03/23/05	INV	01145277001	1	-4	5.000/	1 3.450

Enter 'END' to EXIT, 'NEXT PG' or 'PREV PG' XXXXXX

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

**Notes:**

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**Inventory Transaction – by Customer Inquiry**

The Inventory Transaction – by Customer Inquiry shows all transactions processed for the customer.

**Product#** - Enter the specific product number. You may also use the 'F7' function key, click the **'INQUIRY'** icon or click the drop down arrow next to the field to display the lookup box. The system will display the product number and name.

**Warehouse or for ALL** - Enter the warehouse number or enter 'A' to display information for ALL warehouses. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click the drop down arrow next to the field to display the lookup box. The system will display the warehouse number and name, or 'A' if ALL was chosen.

**Ln#** - Line number.

**Customer/Vendor Number** – The customer or vendor number is displayed.

**Customer/Vendor Name** – The customer's name or vendor's name is displayed.

**Date** – The date the transaction was processed.

**Drop Ship** – The drop ship flag, ND = Non-drop Shipment, DS = Drop Shipment.

**Tnx** – Transaction code. INV = Invoice, I/V = Invoice Void, C/M = Credit Memo, C/V = Credit Memo Void, ADJ = Adjustment, P/I = Physical Inventory Update, POR = Purchase Order Receipt, PRA = Purchase Order Receipt Adjustment, REC = Receipt, TRN = Transfer, VIT = Vendor InTransit.

**Release/Ref** - The release number or reference number.

documentation - [rs6000d-3188 demo.12-INV.HIST.PROD.INQ010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Inventory Transaction History by Product**

Product#   EOM OH

Warehouse or ALL

Ln#	Customer/Vendor Number Customer/Vendor Name	Date DropShip	Tnx	Release/Ref P/O Number	Quantity		Price	Um Cost
					Sell	Stock		
1	ABCO ABCO DEALERS INC	04/02/05	REC	002177		10		1 3.450
2	N/A	03/26/05	ADJ			150		1 3.450
3	N/A	03/26/05	ADJ			5		1 3.450
4	SJU ST. JOHN'S UNIVERSITY	03/24/05	INV	01145384001		-10	5.850/	1 3.450
5	MERCYC SA MERCY CARE 2ND AVENUE	03/24/05	INV	01145340001		-3	6.500/	1 3.450
6	MERCYC JA MERCY CARE JOHNSON AVENUE	03/24/05	INV	01145354001		-10	6.500/	1 3.450
7	SJU ST. JOHN'S UNIVERSITY	03/23/05	INV	01145277001		-4	5.000/	1 3.450

Enter 'END' to EXIT, 'NEXT PG' or 'PREV PG' XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Popup
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**Inventory Transaction – by Customer Inquiry**

- P/O Number** – The purchase order number, if applicable.
- Quantity** – The transaction quantity.
- Sell** – The selling unit of measure.
- Stock** – The stocking unit of measure.
- Price** – The item price and it's unit of measure are displayed.
- Cost** – The item's cost.

**Enter END to exit, PREV PG or NEXT PG:**  
Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Notes:**

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documentation - [rs60000-3188 demo.12-LOT.INQ01051]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Lot Inventory Availability**

Warehouse: 001 NEW YORK, NY      Item Number: ACU-PROBE      Description: Ultrasound Probe

RICE1: 2 3 4      Earliest Delivery

Qty 1: 2 3 4

Avail	On Hand	In Pick	On B/O	In Use	Adj Qty	Trn Qty	In Work	On P/O
5	5							

N#	Whse	Lot# / Length	Location	On Hand	In Pick	Available	Lot Cost
1	001	232-555	NONE	1		1	1800.000
2	001	232-556	NONE	1		1	1800.000
3	001	ACU-1	NONE	1		1	1800.000
4	001	CUU-2	NONE	1		1	1800.000
5	001	CUU-4	NONE	1		1	1800.000
6							
7							
8							
9							
10							

Enter END to exit, PREV PG or NEXT PG :      XXXXXX

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Popu

**Lot Inventory Inquiry**

The Lot Inventory Inquiry shows detailed information for the specific item that was entered.

**Warehouse** - Enter the warehouse number. You may also use the 'F7' function key, click on the 'INQUIRY' icon or click the drop down arrow next to the field to display the lookup box. The system will display the warehouse number and name.

**Item Number** - Enter the specific item number. You may also use the 'F7' function key, click the 'INQUIRY' icon or click the drop down arrow next to the field to display the lookup box.

The system will prompt:  
**Enter the proposed price or hit <RETURN> to continue:**

You may enter a price to search for, or hit <ENTER> to show all lots.

The system will prompt:  
**Enter quantity needed, hit <RETURN> for all, or 'END':**

You may enter a needed quantity, or hit <ENTER> to show all lots.

**Notes:**

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Documentation - [rs60000-3188 demo.12-LOT.INQ01051]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Lot Inventory Availability**

<b>Warehouse</b>		<b>Item Number</b>		<b>Description</b>				
001	NEW YORK, NY	ACU-PROBE		Ultrasound Probe				
<b>PRICE1</b>		2	3	4	<b>Earliest Delivery</b>			
<b>Qty 1</b>		2	3	4				
<b>Avail</b>	<b>On Hand</b>	<b>In Pick</b>	<b>On B/O</b>	<b>In Use</b>	<b>Adj Qty</b>	<b>Trn Qty</b>	<b>In Work</b>	<b>On P/O</b>
5	5							

N#	Whse	Lot# / Length	Location	On Hand	In Pick	Available	Lot Cost
1	001	232-555	NONE	1		1	1800.000
2	001	232-556	NONE	1		1	1800.000
3	001	ACU-1	NONE	1		1	1800.000
4	001	CUU-2	NONE	1		1	1800.000
5	001	CUU-4	NONE	1		1	1800.000
6							
7							
8							
9							
10							

Enter END to exit, PREV PG or NEXT PG : XXXXXX

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Popur

**Lot Inventory Inquiry**

The item number, description, stock status, and lot information is displayed.

**PRICE Qty** – The price break quantity and price information, if setup, is displayed.

**Earliest Delivery** – The date when the next purchase order is due in by.

**Avail** – Available quantity. The available quantity is the on-hand quantity – the in pick quantity.

**On Hand** – On hand quantity. The on hand quantity is the in pick quantity – backorder quantity + the available quantity.

**In Pick** – The in pick quantity currently on orders that have not been verified.

**On B/O** – Backorder quantity.

**In Use** – In use quantity, used with the Raw Materials module.

**Adj Qty** – Adjustment quantity.

**Trn Qty** – Transfer quantity.

**In Work** – In work quantity, used with the Raw Materials module.

**On P/O** – The total quantity ordered on Purchase Orders that have not been received.

**Notes:**

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documentation - [rs60000-3188 demo.12-LOT.INQ01051]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Lot Inventory Availability**

<b>Warehouse</b>		<b>Item Number</b>		<b>Description</b>	
001	NEW YORK, NY	ACU-PROBE		Ultrasound Probe	
<b>RICE1</b>		2	3	4	<b>Earliest Delivery</b>
<b>Qty 1</b>		2	3	4	

<b>Avail</b>	<b>On Hand</b>	<b>In Pick</b>	<b>On B/O</b>	<b>In Use</b>	<b>Adj Qty</b>	<b>Trn Qty</b>	<b>In Work</b>	<b>On P/O</b>
5	5							

N#	Whse	Lot# / Length	Location	On Hand	In Pick	Available	Lot Cost
1	001	232-555	NONE	1		1	1800.000
2	001	232-556	NONE	1		1	1800.000
3	001	ACU-1	NONE	1		1	1800.000
4	001	CUU-2	NONE	1		1	1800.000
5	001	CUU-4	NONE	1		1	1800.000
6							
7							
8							
9							
10							

Enter END to exit, PREV PG or NEXT PG : XXXXXX

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL    Popur

**Lot Inventory Inquiry**  
**Lot Information**

- Ln** – Line number.
- Whs** – Warehouse number.
- Lot#/Length** – The lot number or length.
- Location** – The location the lot is in.
- On Hand** – On hand quantity. The on hand quantity is the in pick quantity – backorder quantity + the available quantity, for the lot.
- In Pick** – The in pick quantity currently on orders that have not been verified.
- Available** – Available quantity. The available quantity is the on-hand quantity – the in pick quantity, for the lot.
- Lot Cost** – The lot cost.

**Enter END to exit, PREV PG or NEXT PG:**

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Notes:**

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documentation - [rs6000d.3188 demo.12-CUST.ITEM.PRICE.INQS1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

<b>Customer</b>	Customer/Item		Price	Inquiry	
Customer	UMC		Phone	212-777-1111	
Name	UNIVERSITY MEDICAL CENTER		Slsn	001 SY FERTIG	
Address 1	ACCOUNTS PAYABLE/TRAVEL		Cred. Limit	50000	
Address 2	400 BROADWAY AVE		Cred. Hold	N	
City	NEW YORK CITY	NY	10016-1460		

<b>Item Number</b>	Description	GLOVE NS LTX XLG PEDRFRE	Vend#	ABCO
GLVE650136	100/BOX		Name	ABCO DEALERS INC
Discont.	Retail Price	Last Cost	Special Price	Contr. Price
N	10.250	3.450	5.175*	
Sell Um	StockUm	PurchUm	BoxQty	CaseQty
BX/ 1	BX/ 1	CS/ 10	1	10
			Sub 1	484304
			Sub 2	550134

Ln#	Whs	Location	QtyOnHnd	QtyAvail	QtyComit	QtyOnOrd	Due Date	QtyInPck
1	001	1600A	10	-10	20			10
2	002	A-005	30	30		3000	03/26/05	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :      XXXXXX      PAGE 1 OF 3

HEADER	QTY BRKS	NOTES						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Popup

**Customer/Product Price Lookup Inquiry**

The Customer/Product Price Lookup Inquiry displays pricing information specific to the customer and product entered. The stock status of the item is also displayed.

**Customer#** - Enter the specific customer number. You may also use the 'F7' function key, click the **'INQUIRY'** icon or click the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

**Address 1** - Address line 1 is displayed.

**Address 2** - Address line 2 is displayed.

**City** - The city is displayed.

**Phone** - The customer's phone number.

**Slsn** - The customer's salesman.

**Cred. Limit** - The customer's credit limit.

**Cred. Hold** - Credit hold flag. If on credit hold it is set to 'Y' if not, it is set to 'N'.

**Notes:**

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documentation - [rs6000d.3188 demo.12-CUST.ITEM.PRICE.INQS1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

<b>Customer/Item</b>		<b>Price</b>		<b>Inquiry</b>	
Customer	UMC	Phone	212-777-1111		
Name	UNIVERSITY MEDICAL CENTER	Sism	001	SY FERTIG	
Address 1	ACCOUNTS PAYABLE/TRAVEL	Cred. Limit	50000		
Address 2	400 BROADWAY AVE	Cred. Hold	N		
City	NEW YORK CITY NY 10016-1460				

<b>Item Number</b>	<b>Description</b>	GLOVE NS LTX XLG PEDRFRE		<b>Vend#</b>	ABCO
	GLVE650136	100/BOX		<b>Name</b>	ABCO DEALERS INC
<b>Discont.</b>	<b>Retail Price</b>	<b>Last Cost</b>	<b>Special Price</b>	<b>Contr. Price</b>	<b>Contr. Cost</b>
N	10.250	3.450	5.175*		
<b>Sell Um</b>	<b>StockUm</b>	<b>PurchUm</b>	<b>BoxQty</b>	<b>CaseQty</b>	<b>Sub 1</b>
BX/ 1	BX/ 1	CS/ 10	1	10	484304
					<b>Sub 2</b>
					550134

Ln#	Whs	Location	QtyOnHnd	QtyAvail	QtyComit	QtyOnOrd	Due Date	QtyInPck
1	001	1600A	10	-10	20			10
2	002	A-005	30	30		3000	03/26/05	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :      XXXXXX      PAGE 1 OF 3

HEADER	QTY BRKS	NOTES							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Customer/Product Price Lookup Inquiry**

**Item Number** - Enter the specific item number. You may also use the 'F7' function key, click the 'INQUIRY' icon or click the drop down arrow next to the field to display the lookup box. The item number and description is displayed.

**Vend#** - The primary vendor number.

**Name** - The primary vendor's name.

**Discont.** - Discontinued flag. Discontinued = 'Y' or 'N'.

**Retail Price** - The retail price.

**Last Cost** - The last cost paid.

**Special Price** - If there is a valid special price (PRICE.1 record) for this customer, the price is displayed. An asterisk next to the field denotes the customer receiving the special price.

**Contr. Price** - The contract price.

**Contr. Cost** - The contract cost.

**Sell UM** - The selling unit of measure and its' quantity.

**Stock Um** - The stocking unit of measure and its' quantity.

**Purch Um** - The purchasing unit of measure and its' quantity.

**Box Qty** - Box quantity.

**CaseQty** - Case quantity.

**Substitute Item 1** - The first substitute item number for this item, displayed from the Product Master file.

**Substitute Item 2** - The second substitute item number for this item, displayed from the Product Master file.

**Notes:**

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documentation - [rs6000d 3188 demo.12-CUST.ITEM.PRICE.INQS1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

<b>Customer</b>	Customer/Item		Price	Inquiry	
Customer	UMC		Phone	212-777-1111	
Name	UNIVERSITY MEDICAL CENTER		Sism	001 SY FERTIG	
Address 1	ACCOUNTS PAYABLE/TRAVEL		Cred. Limit	50000	
Address 2	400 BROADWAY AVE		Cred. Hold	N	
City	NEW YORK CITY	NY	10016-1460		

<b>Item Number</b>	Description	GLOVE NS LTX XLG PEDRFRE		Vend#	ABCO
	GLVE650136	100/BOX		Name	ABCO DEALERS INC
Discont.	Retail Price	Last Cost	Special Price	Contr. Price	Contr. Cost
N	10.250	3.450	5.175*		
Sell Um	StockUm	PurchUm	BoxQty	CaseQty	Sub 1
BX/ 1	BX/ 1	CS/ 10	1	10	484304
					Sub 2 550134

Ln#	Whs	Location	QtyOnHnd	QtyAvail	QtyComit	QtyOnOrd	Due Date	QtyInPck
1	001	1600A	10	-10	20			10
2	002	A-005	30	30		3000	03/26/05	

ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :      XXXXXX      PAGE 1 OF 3

HEADER	QTY BRKS	NOTES							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Customer/Product Price Lookup Inquiry**

- Ln#** – Line number.
- Whs** – Warehouse number(s).
- Location** – The item's location(s) are displayed.
- QtyOnHnd** – On hand quantity. The on hand quantity is the in pick quantity – backorder quantity + the available quantity.
- QtyAvail** – Available quantity. The available quantity is the on-hand quantity – the in pick quantity.
- QtyOnOrder** – The total quantity ordered on Purchase Orders that have not been received.
- Due Date** – When the oldest purchase order, for this item, that has not been received is due on.
- QtyInPck** – The in pick quantity currently on orders that have not been verified..

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

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**Notes:**

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documentation - [rs6000d-3188 demo.12-CUST.ITEM.PRICE.INQS2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Customer/Item Price Inquiry

Product# GLVE650136 Desc 1 GLOVE NS LTX XLG PEDRFRE  
 Desc 2 100/BOX

Ln#	Quantity	Price	UM	Disc%	Comm%
1	5	10.250	BX		
2	25	9.750	BX		
3	50	9.500	BX		
4	75	9.250	BX		
5	99999	9.000	BX		

Enter PREV PG or END to Exit :

PAGE 2 OF 3

HEADER	QTY BRKS	NOTES							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Customer/Product Price Lookup Inquiry**

**Function Keys**

**Quantity Breaks**

To view the Quantity Breaks screen, click on the 'QTY BREAKS' icon, or hit the Shift+'F2' function key. This function will display the quantity break information for the item.

- Product#** - The product number.
- Desc 1 and Desc 2** - The product descriptions are displayed.
- Ln#** - Line number.
- Quantity** - The price break quantity.
- Price** - The quantity break price, with its' unit of measure.
- Disc%** - The percent off for this discount.
- Comm%** - The commission percent for this product

**Enter PREV PG or End to EXIT:**

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

To return to the header screen, click on the 'HEADER' icon, or hit the Shift+'F1' function key. This function will display the Customer/Product Price Lookup Inquiry Header screen.

**Notes:**

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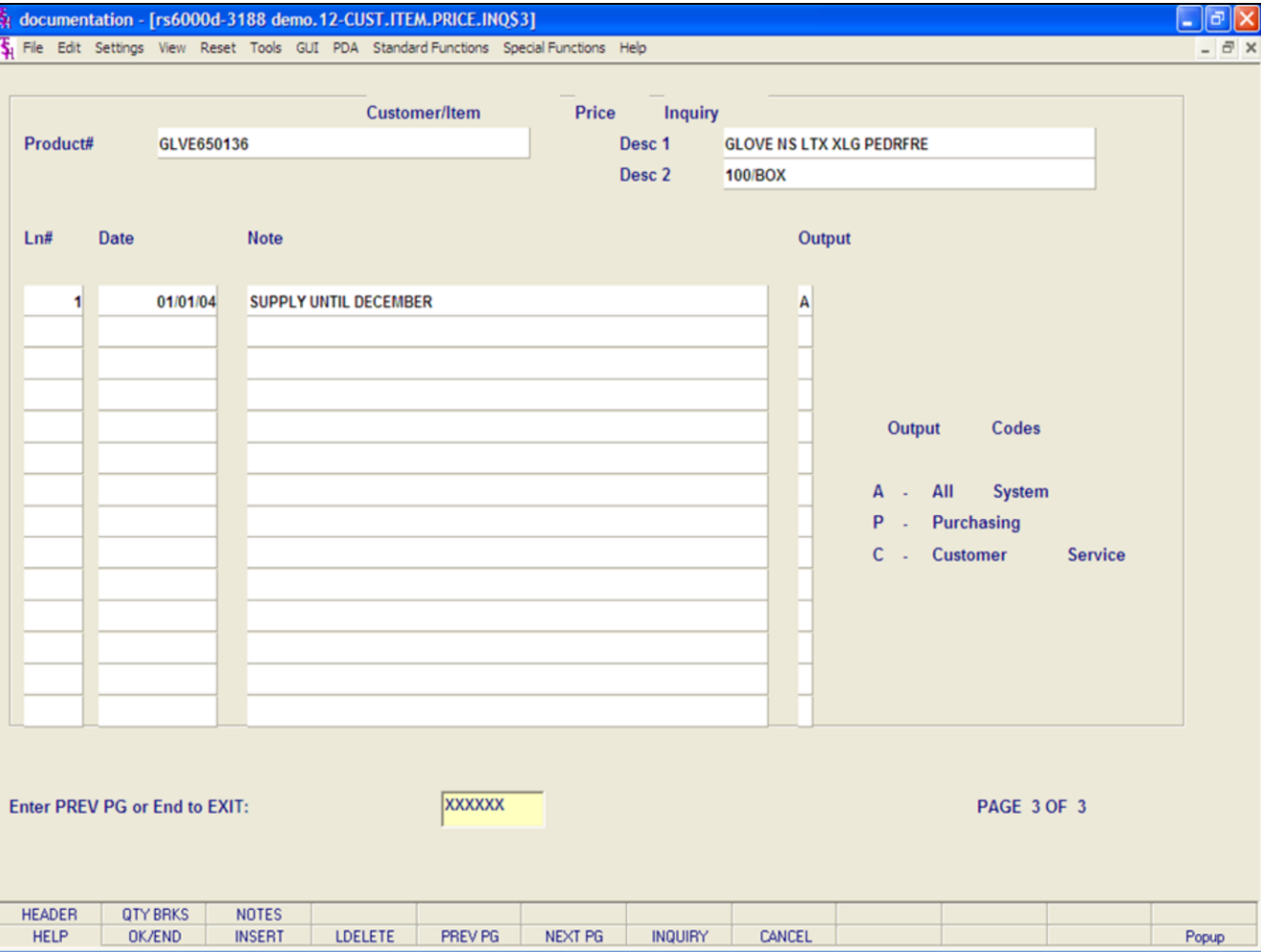
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**Notes:**

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**Customer/Product Price Lookup Inquiry**

**Function Keys**

**Notes**

To view the Notes screen, click on the 'NOTES' icon, or hit the Shift+'F3' function key. This function will display the product notes.

**Product#** - The product number.

**Desc 1 and Desc 2** – The product descriptions are displayed.

**Ln#** - Line number.

**Date** – The date the note was entered.

**Note** – The type message.

**Output** – The code specified determines where the note is displayed. A – the note is visible throughout MDS, P – the note is only visible in Purchasing, and C – the note is only visible in Customer Service.

**Enter PREV PG or End to EXIT:**

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

To return to the header screen, click on the 'HEADER' icon, or hit the Shift+'F1' function key. This function will display the Customer/Product Price

Lookup Inquiry Header screen.

**Notes:**

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documentation - [rs6000d-48 BASE.12-SSS.AVAIL..INQ012S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Inventory      Availability**

1.Prod #      ASP-2250      2.Whse #      001  
 CIDEX GAL 14 DAY 4/C S      CLIFTON

3.Date      05/12/05      Unit Meas      EA

Avail Dates	On Hand	Vend On Ord	Cust. Orders	Balance
May 1-15	96			96
15-30				96
Jun 1-15				96
15-30				96
Jul 1-15				96
15-30				96
Aug 1-15				96
15-30				96
Sep 1-15				96
15-30				96
Oct 1-15				96
15-30				96

Enter Line Number to Change, 0 to exit.      XXXXXX

INV INQ	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
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**Inventory Availability Inquiry**

The Availability Inquiry provides the projected quantity on hand of a product for the next six months. The inquiry takes the current on hand, adds in quantity on PO plus quantity on work order then subtracts open customer orders. Drop Ship PO's are not included.

**Product#** - Enter the specific product number. You may also use the 'F7' function key, click the **'INQUIRY'** icon or click the drop down arrow next to the field to display the lookup box. The system will display the product number and name.

**Warehouse** - Enter the warehouse number. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click the drop down arrow next to the field to display the lookup box. The system will display the warehouse number and name.

**Date** - Enter the date for the time period you wish to view. Data will be displayed for the six months after the date entered.

**Unit Meas** - The item's unit of measure.

**Avail Date** - The data available is displayed. The dates are broken down into 15 day sections, for 6 months.

**On Hand** - On hand quantity.

**Vend On Ord** - The quantity on an open purchase order.

**Cust. Orders** - The quantity allocated to customer orders.

**Balance** - The remaining balance.

**Enter Line Number to Change, 0 to exit:**

Click on the **'CANCEL'** icon or hit the 'F8' function key to exit.

**Notes:**

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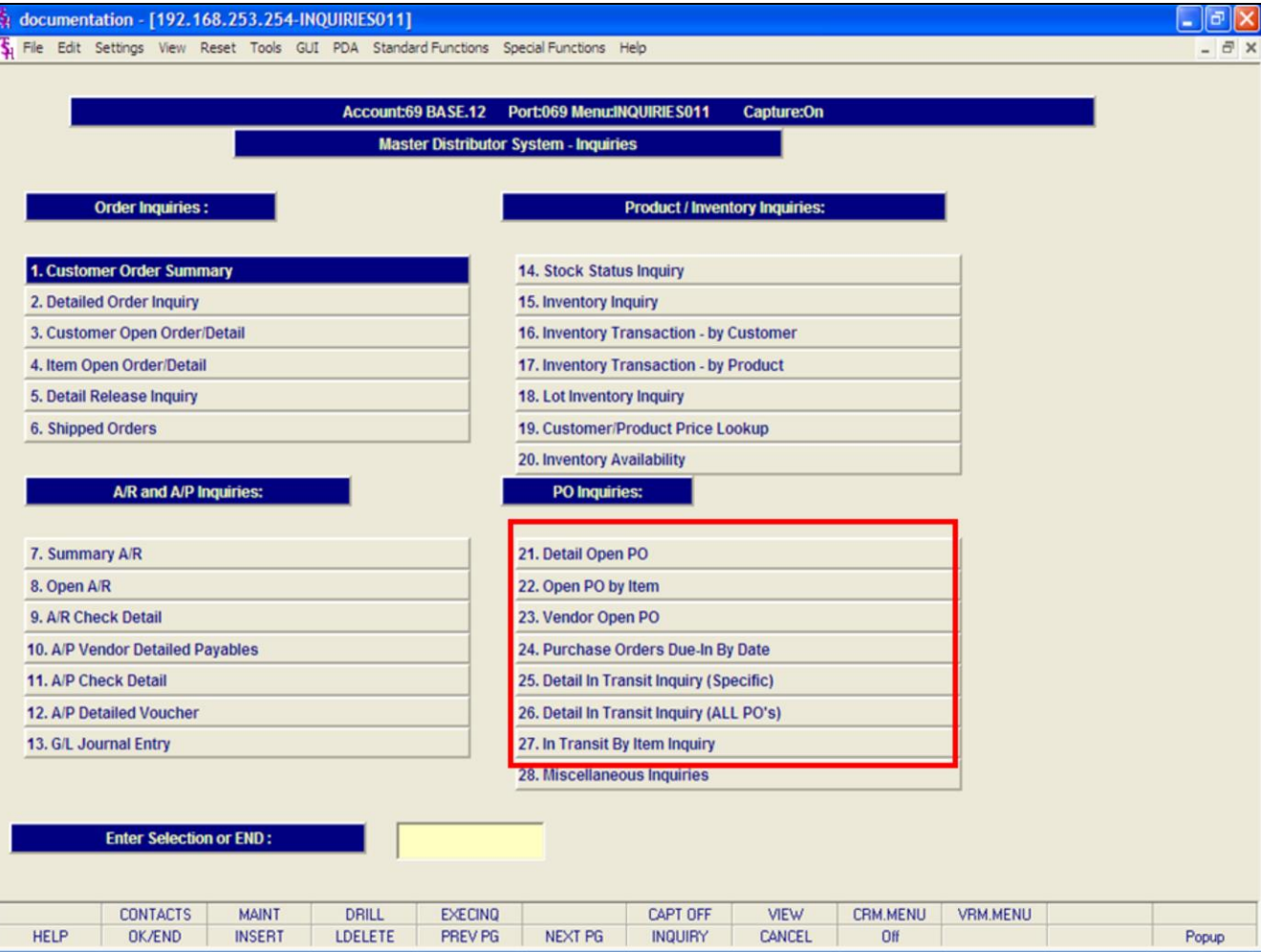
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**PO Inquiries**

The inquiries covered in the Purchase Order section are the: Detail Open PO, Open PO by Item, Vendor Open PO, Purchase Orders Due-In By Date, Detail In Transit Inquiry (Specific), Detail In Transit Inquiry (All PO's), and the In Transit By Item Inquiry.

**Notes:**

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MDS for Windows Version 7.8.5 - [199.5.163.1-DET.PO011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

### Detail Purchase Orders

P/O# COMPLETE HILLS BALL ASSOCIATION Ship TSH MEDICAL SUPPLY  
 01131100 1033 ROUTE 46  
 Vendor# HILLS IA Whse  
 HILLS 52235 001 CLIFTON, NJ 07013

Ord Date 08/12/03 Due Date 08/15/03 PromDate ShipDate DropShip ND Total Order\$ 328.34 Total Open\$ 0.00 Curr US

Agent Req# Ship Inst

Ln#	Product Number Description	UM	Ordered	Open	Received	InTrans Due Date	Cost
1.	1076538 BAND AID SNOOPY 3/4X3"	BX	36		36	08/15/03	3.333
2.	305145 NEEDLE 23G1 HYPO 100/BOX	BX	50		50	08/15/03	3.550
3.	01209 TRIPLE ANITBIOTIC OINTME	BX	5		5	08/15/03	6.170
4.							

Enter END to exit, PREV PG or NEXT PG :      XXXXXX

**Detail Open PO Inquiry**

This inquiry displays detailed information for any PO in the MDS system. To display the PO, you must enter the PO number and hit the <enter> key.

This screen displays 4 lines of product. To scroll through multi-page POs use the **NEXT PG (F6)** and **PREV PG (F5)** buttons.

**Field definitions are as follows:**

- PO#** – You must enter the PO number in this field to display the inquiry.
- Vendor#** – Vendor number for this PO.
- ShipTo** – Ship To address.
- Whse** – Warehouse associated with this PO
- Ord Date** – Order Date, or the date PO was entered.
- Due Date** – Date the product is expected to be received.
- PromDate** – Promise Date (from the vendor)
- ShipDate** – Date the product is scheduled to be shipped.
- DropShip** – Indicates whether the PO is a drop-ship.
- Total Order\$** – Total value of the PO.
- Total Open\$** – Total value of the PO that is not yet received into inventory.
- Curr** – Type of currency being used for this PO.
- Agent** – Agent number for this PO.
- Req#** – Requisition number for this PO
- Ship Inst** – Shipping instructions.
- Product Number** – Product number for the item.
- Description** – Description of the product from the product master file.
- UM** – Purchasing Unit of Measure
- Ordered** – Total quantity ordered.
- Open** – Quantity of product not yet received.
- Received** – Quantity of product received into inventory.
- InTrans** – Quantity of product currently in transit.
- Due Date** – Date the product is expected to be received.
- Cost** – The per unit cost from the Cost file.

For all inquiries, it is important to check the Shift-function buttons. Each inquiry uses these keys to access different relevant information.

- This inquiry includes the following links:
- Click on the **INTRANSIT** button to open the **Intransit By Item** inquiry for this product
- Click the **PRINT** button to print a copy of the PO
- Click the **RCVR#INQ** button to display a list of receivers for this PO.

**Notes:**

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File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help									
Open Purchase Orders By Item									
Item Number		Description				Um			
03-50		ULTRASOUND GEL 5-LT 4/CS				EA			
On Hand	Backord	In Pick	In Use	Avail	On P/O	In Trans	In Work	Future	
7				7	12				
Ln#	P/O#	Vendor	Ord Date	Ordered	Received	Intransit	Open	DS	
	Ln#	Customer	Due Date	Unit Cost			Hold		
1	01131089	PARKERL	11/21/03	12			12	ND	
	001		11/27/03	11.155					
2									
3									
4									
Total Value			133.86	12			12		
Enter END to exit, NEXT PG or PREV PG : <span style="border: 1px solid black; padding: 2px;">XXXXXX</span>									
IN TRANS	HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	

**Open PO by Item Inquiry**

To display a list of POs for a specific product, use the **Open PO by Item inquiry**.

**Item Number:** Enter the product number of the item and then hit the **<enter>** key. You can also use the **INQUIRY** function to get a list of products to choose from.

As with the previous inquiry, MDS only displays 4 lines per page. To scroll through multi-page POs use the **NEXT PG** and **PREV PG** buttons.

**Field definitions are as follows:**

- Description** – Description of the product from the product master file.
- UM** – The Purchasing Unit of Measure
- On Hand** – Actual quantity currently in inventory
- Backord** – Quantity currently back-ordered to customers.
- In Pick** – Quantity currently in the pick process
- In Use** – Component parts for work order production.
- Avail** – Quantity available for customers to order at this time. ONHAND-BACKORD-IN PICK=AVAIL
- On P/O** – Quantity on every open PO.
- In Trans** – Quantity currently in transit but not yet received into inventory.
- In Work** – Quantity currently in production.
- Future** – Quantity on “Future” orders.
- Ln#**- Line number for this Inquiry
- PO#/ Ln#** – PO number(s) associated with this product, along with the line number on the PO on which this product appears.
- Vendor** – Vendor for the ordered product.
- Customer** – Displays the customer for which the PO was created. (Used for Drop Ship orders only)
- Ord Date** – Order Date, or the date the PO was entered.
- Due Date** – Date the product is expected to be received.
- Ordered** – Total quantity ordered.
- Unit Cost** – The per unit cost from the Cost file.
- Received** – Quantity of product received into inventory.
- Intransit** – Quantity of product currently in transit.
- Open** – Quantity of product not yet received.
- Hold** – Indicates whether the PO has been put on hold.
- DS** – Indicates whether the PO is a drop-ship. (DS/ND)
- Total Value** – Displays total open \$ amount for this product. (Open amount x Unit Cost). There are also totals for Ordered Qty, Received Qty In transit Qty and Open qty.

**Notes:**

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**Function Keys:**  
 Click on **IN TRANS** button (SHIFT-F1) to open the **Intransit By Item** inquiry for this product. (circled)

MDS for Windows Version 7.8.5 - [199.5.163.1-VEND.P0011\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**Vendor Open Purchase Orders**

Vendor# **HILLS** Vendor Name **HILLS BALL ASSOCIATION** Ytd P/O\$ **4371.62**

Ln#	P/O#	Ord Date Due Date	Ship Dat Prom Dat	Total Order\$ Open Lines	Total Open\$ DS/ND	Customer# Curr	Hold
1	01131101	08/12/03 08/18/03		3364.88 2	3364.88 ND	TSH MEDICAL SUPPLY US	
2							
3							
4							
5							
6							
<b>Vendor Totals</b>				<b>3364.88</b>	<b>3364.88</b>		

Enter END to exit, NEXT PG,PREV PG, or Line Number for Detailed Open P/O: XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**Vendor Open PO Inquiry**

This inquiry displays a list of open POs for one specific vendor. You must enter the vendor number and then hit the <enter> key. You can use the INQUIRY function to help select a vendor.

This screen will display up to 6 POs. If there are more POs than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll.

**Field definitions are as follows:**

- Vendor#** – Enter the vendor number in this field to display the inquiry.
- Vendor Name** – Name of the vendor associated with the vendor number.
- YTD PO\$** – The year-to-date amount of POs entered for this vendor.
- Ln#**- Line number for this Inquiry
- P/O#** – PO number associated with this vendor.
- Ord Date** – Order date or the date the PO was entered.
- Due Date** – Date the product is expected to be received.
- Ship Date** – The date the product is scheduled to be shipped.
- Prom Date** – Promise date from the vendor.
- Total Order\$** – Total value of the PO.
- Open Lines** – Number of product lines not yet received into inventory.
- Total Open\$** – The total value of the PO that is not yet received into inventory.
- DS/ND** – Indicates whether the PO is a drop-ship. DS=Drop Ship, ND=Non-Drop
- Customer#** – Displays the customer code for which the PO was created. If the PO is not a drop ship the customer is the Company name.
- Curr** – Type of currency being used for this PO.
- Hold** – Indicates whether the PO has been put on hold.
- Vendor Totals** – Displays the total value of POs written for this vendor (by screen) and the total value of open POs not yet received into inventory from this vendor.

**Notes:**

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**Prompt:**

**Enter END to exit, NEXT PG, PREV PG or Line number for Detailed Open P/O:**

Typing END or Clicking OK/END will take you out of this inquiry.  
 Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed.  
 Entering a line number at the prompt will take you to the **Detail Open PO Inquiry** for that PO.

MDS for Windows Version 7.8.5 - [199.5.163.1-DATE.PO010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Open Purchase Orders Due-In By Date Inquiry

**Due Date**  
08/15/03

Ln#	P/O# DS/ND	Ord Date Due Date	Curr Lns	Total Order\$ Total Open\$	Vendor Number Vendor Name	Customer#
1	01000003 ND	03/02/00 03/21/00	US 2	11831.00 500.75	A4000 AIRWICK MFG CO	NEW YORK
2	01000008 ND	03/02/00 05/01/00	0	780.00	A4000 AIRWICK MFG CO	NEW YORK
3	01000010 ND	01/15/00 03/01/00	0	4120.00	A3000 BRAND X MFG INC	NEW YORK
4	01000011 ND	02/15/00 03/16/00	7	97746.00 9774.60	11250 DOLOMITE BOOT C	NEW YORK
5	01000012 ND	03/02/00 05/01/00	8	55680.00 5568.00	17000 OLYMPIC SKIWEAR	NEW YORK
6	01000013 ND	03/07/00 04/21/00	US 1	2772.00 92.40	A4000 AIRWICK MFG CO	NEW YORK
<b>Totals</b>				<b>172929.00</b>	<b>15935.75</b>	

Enter END to exit, NEXT PG,PREV PG, or Line Number for Detailed Open P/O: XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**POs Due-In By Date Inquiry**

This inquiry displays a list of POs due to be received by a specific date. You must enter a due date in MM/DD/YY format and then hit the <enter> key.

**Field definitions are as follows:**

- Due Date** – Date entered by user to determine which POs to show.
- Ln#**- Line number for this inquiry
- PO#** – Purchase order number for POs with this due date.
- DS/ND** – Indicates whether the PO is a drop-ship.
- Ord Date** – Order Date, or the date the PO was entered.
- Due Date** – Date the product is expected to be received.
- Curr** – Type of currency being used for this PO.
- Lns** – Number of open lines on the PO.
- Total Order\$** – The total dollar value of items ordered on this PO.
- Total Open\$** – The total dollar value of items on the PO that are not yet received into inventory.
- Vendor Number** – The vendor’s number.
- Vendor Name** – The name of the vendor associated with the vendor number.
- Customer#** – Displays the customer for which the PO was created. For non-drop ship PO this will be company or warehouse the PO is going to.
- Totals** – Displays Total Order Dollars and Total Open Dollars for displayed POs.

**Prompt:**

**Enter END to exit, NEXT PG, PREV PG or Line number for Detailed Open P/O:**

Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 6 POs. If there are more POs than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

Entering a line number at the prompt will take you to the **Detail Open PO Inquiry** for that PO.

**Notes:**

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MDS for Windows Version 7.8.5 - [199.5.163.1-DET.INTRAN010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**Detailed In Transit Inquiry**

P/O# 01131103 Vendor# HILLS HILLS BALL ASSOCIATION Whse 001  
 Intrans# 1452

Invoice 3652 Vessel \_\_\_\_\_  
 B/L# 1234 Container \_\_\_\_\_ Size \_\_\_\_\_  
 On Board Date 08/16/03 Expected Arrival Date 08/25/03

LN#	Product	Description	Intran Qty	UM	Due Date
001	1076538	BAND AID SNOOPY 3/4X3"	3	BX	08/25/03

Enter END to exit, NEXTPG, or PREVPG:      XXXXXX      PAGE 1 OF 2

HELP    OK/END    INSERT    LDELETE    PREVPG    NEXT PG    INQUIRY    CANCEL

**Detail In Transit Inquiry (Specific) Inquiry**

This inquiry displays a list of products that are In Transit and on a specific PO. You must enter both the PO number and the In Transit number and then hit the <enter> key.

**Prompt:**

**Enter END to Exit, NEXT PG or PREV PG:**

Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 11 products. If there are more products than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

**Field definitions are as follows:**

**PO#** – Enter the PO number in this field to display the inquiry.

**Intrans#** – Enter the In Transit number in this field to display the inquiry.

**Vendor** – Vendor’s number and name.

**Whse** – Warehouse number for this PO

**Invoice** – Invoice number supplied by vendor.

**B/L#** – Bill of Lading number

**On Board Date** – Date product should be on-route

**Vessel** – Vessel number

**Container** – Container description

**Size** – Container size

**Expected Arrival Date** – Date product should arrive or intran transit Date.

**LN#**- Line number for this Inquiry

**Product** – Product Number in transit. PO may have additional products listed but not in transit.

**Description** – Description of Product in transit

**Intran Qty** – Quantity of product in transit. (This may not be the same as all product ordered on the PO).

**UM** – Unit of Measure for quantity field.

**Due Date** – Date product is due to be received.

**Notes:**

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MDS for Windows Version 7.8.5 - [199.5.163.1-DETAIL.INTRAN010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Detailed Intransit Inquiry (All POs)

Intrans# 5885 Vendor# HILLS Hills Ball Association Whse 001

Invoice 789654 Vessel 753951  
 B/L# 456987 Container 12 Size 45  
 On Board Date 08/25/03 Expected Arrival Date 08/30/03

P/O#	LN#	Product / Description	Orig PO Qty	Intran Qty	UM	Due Date
01131104	001	102 BLUE PLASTIC DESK	5	5	EA	08/30/03
01131104	002	101 RED PLASTIC DESK	10	10	EA	08/30/03
01131105	001	1076538 BAND AID SNOOPY 3/4X3"	144	144	BX	08/30/03
01131105	002	105 ULTRA BLUE PLASTIC DESK	5	5	EA	08/30/03

Enter END to exit, NEXTPG, or PREVPG: XXXXXX PAGE 1 OF 2

HELP OK/END INSERT LDELETE PREVPG NEXT PG INQUIRY CANCEL

**Detail In Transit Inquiry (ALL PO's) Inquiry**

This inquiry displays a list of products that are on a specific In Transit number regardless of PO number. You must enter the In Transit number and then hit the <enter> key.

**Prompt:**  
**Enter END to Exit, NEXT PG or PREV PG:**  
 Typing END or Clicking OK/END will take you out of this inquiry.  
 Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 6 POs. If there are more POs than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

- Field definitions are as follows:**
- Intrans#** – Enter the In Transit number in this field to display the inquiry.
  - Vendor** – Vendor's number and name.
  - Whse** – Warehouse number for this in transit.
  - Invoice** – Invoice number supplied by vendor.
  - B/L#** – Bill of Lading number
  - On Board Date** – Date product should be on-route
  - Vessel** – Vessel number
  - Container** – Container description
  - Size** – Container size
  - Expected Arrival Date** – Date product should arrive or In-transit Date.
  - PO#** – PO numbers associated with this in transit.
  - LN#** – Line number of the product on the PO.
  - Product/Description** – Product number with product description below
  - Orig PO Qty** – Quantity of product on the PO.
  - Intran Qty** – Quantity of product in transit.
  - UM** – Unit of Measure for quantity field.
  - Due Date** – Date product is due to be received.

**Notes:**

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MDS for Windows Version 7.8.5 - [199.5.163.1-ITEM.INTRAN010\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

**In Transit by Item Inquiry**

Product No.

LN#	P/O#	Ln#	In Trans	B/L#	On Board	Due Date	Intran Qty	U/M	Whse
1	01131104	001	5885	456987	08/25/03	08/30/03	5	EA	001
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

**Total Quantity**

Enter Line#, END to exit, NEXT PG or PREV PG:

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

**In Transit by Item Inquiry**

This inquiry displays a list of POs by product that are currently In Transit. You must enter the **Product Number** and hit the <enter> key.

**Field definitions are as follows:**

- Product Number#** – Enter the Product number in this field to display the inquiry.
- LN#**- Line number on this inquiry
- PO#** – PO number(s) for this product.
- Ln#** – Line number on the original PO that lists the product.
- In Trans** – In Transit number.
- B/L#** – Bill of Lading number.
- On Board** – Date product should be on-route.
- Due Date** – Date product is due to be received.
- Intran Qty** – Quantity of product in transit. PO may represent more product.
- U/M** – Unit of Measure for quantity field.
- Whse** – Warehouse number for this in transit.
- Total Quantity** – Displays total in transit quantity for this product across all listed In Transits.

**Prompt:**

**Enter END to Exit, NEXT PG or PREV PG:** Typing END or Clicking OK/END will take you out of this inquiry. Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 12 POs. If there are more POs than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

**Notes:**

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documentation - [192.168.253.254-INQUIRIES.MISC011]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Account:69 BASE.12 Port:069 Menu:INQUIRIES.MISC011 Capture:On

**Consignment Inquiries:**

- 1. Customer Open Consignments
- 2. Detailed Open Consignments
- 3. Open Consignments by Item

**Warranty Inquiries:**

- 13. Warranty by Product
- 14. Warranty by Customer

**Pro Forma Inquiries**

- 4. Customer Pro Forma Summary
- 5. Detailed Pro Forma Inquiry
- 6. Customer Pro Forma/Detail
- 7. Item Pro Forma/Detail

**Miscellaneous Inquiries:**

- 15. Executive Inquiry
- 16. Customer Sales Inquiry
- 17. Customer Contacts Inquiry
- 18. Open Rentals by Customer
- 19. Detailed Open Rentals
- 20. Open Rentals by Item

**Return Authorizations Inquiries:**

- 8. Return Authorizations by Customer
- 9. Detail Return Authorizations Inquiry
- 10. Return Authorizations by Product

**Standing Order Inquiries:**

- 11. Customer Open Standing Orders
- 12. Detailed Open Standing Orders

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINQ	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

### Consignment Inquiries

The inquiries covered in the Consignment Inquiries section are the: Customer Open Consignments, Detailed Open Consignments, and the Open Consignments by Item inquiries.

### Notes:

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documentation - [192.168.253.254-CUST.OC010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Customer Open Consignments

Company	01 THE SYSTEMS HOUSE	Phone#	201-444-4545
Customer	IDEAL	Contact	RICHARD GALVIN
	IDEAL DISTRIBUTION CO	Salesman	000 HOUSE ORDERS
	10 CLIFTON BLVD.	Credit Limit	10000
	CLIFTON NJ 07015	Credit Hold	N ALC Priority

Ln#	Consign#	Rel	Cust Ref Department	Ord Date	Req Date	Shp Date	Whs Opr	St Fut	D/S	Consign\$
1	01000014	001	321-41821	11/25/03	11/25/03		001			920.00
2							SSS	N	ND	0.00
3										0.00
4										0.00
Number of Orders										1
										920.00

Enter END to exit, NEXT PG or PREV PG : XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup
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**Customer Open Consignments Inquiry**

The Customer Open Consignments inquiry provides a summary listing, by customer, of all open consignments.

**Company** - The company number entered and the company name are displayed.

**Customer** - The customer number entered and the customer name are displayed.

**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 Master 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** - Back order allocation priority code.

**Notes:**

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documentation - [192.168.253.254-CUST.OC010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Customer Open Consignments

Company	01 THE SYSTEMS HOUSE	Phone#	201-444-4545
Customer	IDEAL	Contact	RICHARD GALVIN
	IDEAL DISTRIBUTION CO	Salesman	000 HOUSE ORDERS
	10 CLIFTON BLVD.	Credit Limit	10000
	CLIFTON NJ 07015	Credit Hold	N Alc Priority

Ln#	Consign#	Rel	Cust Ref Department	Ord Date	Req Date	Shp Date	Whs Opr	St Fut	D/S	Consign\$
1	01000014	001	321-41821	11/25/03	11/25/03		001 SSS	 N	 ND	920.00
2										0.00
3										0.00
4										0.00
Number of Orders										1
										920.00

Enter END to exit, NEXT PG or PREV PG : XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup
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**Customer Open Consignments Inquiry**

- Ln#** - Sequential line number.
- Consign#** - Consignment number.
- Rel** - Release number.
- Cust Ref** - Customer reference number (I.e., purchase order numbers).
- Department** - Customer's department number.
- Ord Date** - Ordered date.
- Req Date** - Required date.
- Shp Date** - Shipped date.
- Whs** - Warehouse number.
- Opr** - Operator code.
- St** - The consignment order status is displayed.
- Fut** - Future order indicator.
- D/S** - Direct shipment indicator.
- Consign\$** - Consignment dollar amount.
- Number of Orders** - The total number of open consignment orders for this customer.
- Consign\$ Totals** - Total dollar value of all listed consignments.

**Notes:**

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documentation - [192.168.253.254-DET.OC010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Detail Open Consignment (Line Items)**

Consignment# 01-000014 Release# 01134322001 Order Date 11/25/03  
 Customer# IDEAL IDEAL DISTRIBUTION CO Due Date 11/25/03

Ln#	Item Number Description Vendor Number	Consigned DropShip	InPick ShipFrom SellUm	Open Disc%	Billed Price Value	F H T
1	WCH JENNINGS WHEELCHAIR	2 / EA ND	/ EA 001 EA	/ EA	1 / EA 460.00 / EA 920.00	N
2						
3						
4						

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	SPEC INST							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Detailed Open Consignments Inquiry Line Items**

This inquiry provides current status for a given consignment.

**Consignment#** - The consignment number entered is displayed.

**Customer** - Enter the specific customer number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

**Release#** - Release number.

**Order Date** - Order date of consignment.

**Due Date** - Due date of consignment.

**Ln#** - Sequential line number.

**Item Number** - External product number.

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

**Vendor Number** - Vendor number is displayed.

**Consigned** - Consignment quantity.

**Drop Ship** - 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.

**In Pick** - Quantity in picking.

**Ship From** - The shipping warehouse is displayed.

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

**Open** - Backordered quantity.

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

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

**Notes:**

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documentation - [192.168.253.254-DET.OC10S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Detail Open Consignment (Line Items)**

Consignment# 01-000014 Release# 01134322001 Order Date 11/25/03  
 Customer# IDEAL IDEAL DISTRIBUTION CO Due Date 11/25/03

Ln#	Item Number Description Vendor Number	Consigned DropShip	InPick ShipFrom SellUm	Open Disc%	Billed Price Value	F H T
1	WCH JENNINGS WHEELCHAIR	2 / EA ND	/ EA 001	/ EA	1 / EA 460.00 / EA 920.00	N
2						
3						
4						

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	SPEC INST							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Detailed Open Consignments Inquiry  
Line Items**

- Billed** - Shipped quantity.
- 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.

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

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Next, we will go over the Function Keys located at the bottom of the screen.

**Notes:**

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documentation - [192.168.253.254-DET.OC010S2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Detail Open Consignments (Header)**

Consignment# 01-000014

Sold To IDEAL IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015

Ship To IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015

Order Dt 11/25/03 Complete N Drop Ship ND

Due Dt 11/25/03 No. Rels 001 Cred Hold

Sell Whse 001 NEW YORK No. Lines 1 Ord Src 01

Ship Whse 001 NEW YORK Future N

Spec Ins Oper SSS

Ship Via 04 FEDERAL EXPRESS

Salesman 001 Sy Fertig Open\$ 0.00

Terms 01 2/10 NET 30 Discount\$ 0.00

Release# 01134322001 Misc\$ 0.00

Tax Jur 1 NEW JERSEY Freight\$ 0.00

Tax% 6.000 Tax\$ 0.00

Cust P/O# 321-41821 Total\$ 920.00

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 2 OF 2

HEADER	LINE ITEMS	SPEC INST							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Detailed Open Consignments Inquiry**

**Function Keys**

**Header**

The Header shows the operator additional order information.

To access this screen, either click on the 'HEADER' icon or hit the Shift+ 'F1' function key.

The following information will be displayed:

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

**Sold To** - The billing information.

**Ship To** - The ship to information.

**Order Dt** - The order date.

**Due Dt** - The due date.

**Sell Whse** - The selling warehouse.

**Ship Whse** - The shipping warehouse.

**Spec Ins** - Special instructions.

**Ship Via** - The shipping method.

**Salesman** - The salesman's number and name.

**Terms** - The payment terms for this order.

**Release#** - The release number.

**Tax Jur** - The tax jurisdiction number and name.

**Tax%** - The tax percent on the order.

**Cust Po** - The customer's purchase order number.

**Complete** - 'Y' = the order is complete, 'N' = order not yet complete.

**No. Rels** - The number of releases for the order.

**No. Lines** - The number of lines on the order.

**Future** - Future order indicator.

**Oper** - Operator's initials.

**Drop Ship** - Drop Ship Indicator. 'DS' = drop ship order, 'ND' non-direct ship order.

**Cred Hold** - Credit Hold indicator.

**Ord Src** - The Order Source code.

**Notes:**

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documentation - [192.168.253.254-DET.OC010S2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Detail Open Consignments (Header)**

Consignment# 01-000014

Sold To IDEAL IDEAL DISTRIBUTION CO  
10 CLIFTON BLVD.  
CLIFTON NJ 07015

Ship To IDEAL DISTRIBUTION CO  
10 CLIFTON BLVD.  
CLIFTON NJ 07015

Order Dt	11/25/03	Complete	N	Drop Ship	ND
Due Dt	11/25/03	No. Rels	001	Cred Hold	
Sell Whse	001 NEW YORK	No. Lines	1	Ord Src	01
Ship Whse	001 NEW YORK	Future	N		
Spec Ins		Oper	SSS		
Ship Via	04 FEDERAL EXPRESS				
Salesman	001 Sy Fertig	Open\$		0.00	
Terms	01 2/10 NET 30	Discount\$		0.00	
Release#	01134322001	Misc\$		0.00	
Tax Jur	1 NEW JERSEY	Freight\$		0.00	
Tax%	6.000	Tax\$		0.00	
Cust P/O#	321-41821	Total\$		920.00	

Enter END to exit, NEXT PG or PREV PG :      XXXXXX      PAGE 2 OF 2

HEADER	LINE ITMS	SPEC INST							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Detailed Open Consignments Inquiry  
Function Keys**

**Header**

The Header shows the operator additional order information.

To access this screen, either click on the 'HEADER' icon or hit the Shift+ 'F1' function key.

The following information will be displayed:

- Backord\$** - The total backordered dollar amount.
- Discount\$** - The total discounted dollar amount.
- Misc\$** - The total miscellaneous dollar amount.
- Freight\$** - The total freight dollar amount.
- Tax\$** - The total tax dollar amount.
- Total\$** - The total dollar amount of the order.

**ENTER END TO EXIT OR PREV PG:**

Enter 'END' and hit <ENTER> to exit. Hit the 'F5' function key to return to the previous page.

Next, we will continue to go over the Function Keys located at the bottom of the screen.

**Notes:**

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documentation - [192.168.253.254-SPEC.INST.BOX011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Detail Open Consignment (Line Items)**

Consignment# 01-000014 Release# 01134322001 Order Date 11/25/03  
 Customer# IDEAL IDEAL DISTRIBUTION CO Due Date 11/25/03

Ln#	Item Number Description Vendor Number	Consigned DropShip	InPick ShipFrom SellUm	Open Disc%	Billed Price Value	F H T
1	WCH JENNINGS WHEELCHAIR	2 / EA ND	/ EA 001 EA	/ EA	1 / EA 460.00 / EA 920.00	N
2						
3						
4						

**Special Instructions**

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

**Detailed Open Consignments Inquiry**

**Function Keys**

**Special Instructions**

If any special instructions were entered for this consignment order, they will be displayed here.

Once displayed, hit <ENTER> for the box to close.

**Notes:**

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documentation - [192.168.253.254-OC.ITEM010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Open Consignments by Item

Item Number	Description	Price	Um	Cost	Um	Retail	Um
WCH	JENNINGS WHEELCHAIR		/ EA	240.00/	EA	460.00/	EA

Whs	Loc	BO	D	Sel	Stk	OnHand	On P/O	Intran	B/O	Avail	Future
001	12	Y	N	EA	EA	49				42	5

Substitutes

1.											
2.											

Ln#	Consignment#	ConLn#	Ord Date	Price	OnCons	InPick	Open	Billed
Customer Name	Due Date	PrcOvr	D/S	Fut	ShipFrom			
1	01000014	001	11/25/03	460.00		2		1
IDEAL DISTRIBUTION CO			11/25/03		ND	N	001	
2								
3								
4								
<b>Totals</b>			<b>Value</b>	460.00		2		1

Enter END to exit, NEXT PG or PREV PG:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup
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**Notes:**

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**Open Consignments by Item Inquiry**

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

**Item Number** - Enter the specific item number. You may also use the <F7> function key, click on the **'INQUIRY'** icon or click on the drop down arrow next to the field to display the lookup box. The system will display the item number and description.

**Price UM** - Price and pricing unit of measure.

**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.

**Stk** - The stocking unit of measure.

**On Hand** - 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.

**Ln #** - Sequential line number.

**Consignment#** - Consignment number.

**ConLn#** - Consignment line number.

**Customer Name** - Customer name for the order.

**Ord Date** - Date of order.

**Due Date** - Order due date.

documentation - [192.168.253.254-OC.ITEM010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Open Consignments by Item

Item Number	Description	Price	Um	Cost	Um	Retail	Um
WCH	JENNINGS WHEELCHAIR		/ EA	240.00/	EA	460.00/	EA

Whs	Loc	BO	D	Sel	Stk	OnHand	On P/O	Intran	B/O	Avail	Future
001	12	Y	N	EA	EA	49				42	5

Substitutes

1.											
2.											

Ln#	Consignment#	ConLn#	Ord Date	Price	OnCons	InPick	Open	Billed
Customer Name	Due Date	PrcOvr	D/S	Fut	ShipFrom			
1	01000014	001	11/25/03	460.00		2		1
IDEAL DISTRIBUTION CO			11/25/03		ND	N	001	
2								
3								
4								
<b>Totals</b>			<b>Value</b>	460.00		2		1

Enter END to exit, NEXT PG or PREV PG: XXXXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup
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**Open Consignments by Item Inquiry**

- Price** - Item price on the order.
- PrcOvr** – Price override flag.
- OnCons** - Consignment quantity.
- D/S** - Drop ship indicator.
- Fut** - Future order indicator.
- In Pick** - In pick quantity.
- Ship From** - The shipping warehouse is displayed.
- Open** - Quantity open on consignment.
- Billed** - Quantity billed on this consignment.
- Value** - Total value of price, quantity, in pick, open, and billed consignments.

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

- Click on the **'CANCEL'** icon or hit the 'F8' function key to exit.
- NEXT PG** – The NEXT PAGE function is available by clicking on the **'NEXT PG'** icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.
- OR
- PREV PG** – The PREVIOUS PAGE function is available by clicking on the **'PREV PG'** icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Notes:**

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documentation - [192.168.253.254-INQUIRIES.MISC011]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Account:69 BASE.12 Port:069 Menu:INQUIRIES.MISC011 Capture:On

**Consignment Inquiries:**

1. Customer Open Consignments
2. Detailed Open Consignments
3. Open Consignments by Item

**Warranty Inquiries:**

13. Warranty by Product
14. Warranty by Customer

**Pro Forma Inquiries**

4. Customer Pro Forma Summary
5. Detailed Pro Forma Inquiry
6. Customer Pro Forma/Detail
7. Item Pro Forma/Detail

**Miscellaneous Inquiries:**

15. Executive Inquiry
16. Customer Sales Inquiry
17. Customer Contacts Inquiry
18. Open Rentals by Customer
19. Detailed Open Rentals
20. Open Rentals by Item

**Return Authorizations Inquiries:**

8. Return Authorizations by Customer
9. Detail Return Authorizations Inquiry
10. Return Authorizations by Product

**Standing Order Inquiries:**

11. Customer Open Standing Orders
12. Detailed Open Standing Orders

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINQ	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

### Pro Forma Inquiries

The inquiries covered in the Pro Forma Inquiries section are the: Customer Pro Forma Summary, Detailed Pro Forma Inquiry, Customer Pro Forma Detail, and the Item Pro Forma Detail inquiries.

### Notes:

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documentation - [192.168.253.254-CUST.PF010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Customer Pro Formas**

Customer: UMC Phone#: 914-464-6424  
 Company: 01 THE SYSTEMS HOUSE Contact: ROBIN COOK  
 Name: UNIVERSITY MEDICAL CENTER Salesman: 001 Sy Fertig  
 Address 1: 1 STATION PLAZA Credit Limit: 0  
 Address 2: Credit Hold: N  
 City: EDMONTON AB AB222CD ALC Priority: 1

1.Line	Quote#	Cust Ref	OrdDt	Whs	ST	F	DS	OP	Order\$
1	01100425	PRO FORMA	08/13	001	OP	N		SF	86
2	01100392	1	01/28	001	OP	N		SF	16
3	01100391	1	12/03	001	OP	N		SF	2408
4	01200030	PO 2495	02/23	001	OP			FW	649
5	01200010	GH 765	02/14	001	OP			SF	2017
6	01200007		02/12	001	OP			SF	5662
7									
8									
9									
10									
11									

Enter END to exit, NEXT PG,PREV PG,or Line Number for Detailed Pro Formas: XXXXXXXX

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

**Notes:**

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**Customer Pro Forma Summary Inquiry**

This inquiry will provide a list of all pro forma's that have been entered for a particular customer.

**Customer** - Enter the specific customer number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

**Company** - Enter the 2 digit company number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

**Name** - The full name of the customer is displayed.

**Address1** - Customer street address is displayed.

**Address2** - Any additional address information is displayed.

**City** - The city, state, and zip code is displayed.

**Phone #** - The customer's phone number is displayed.

**Contact** - The name of the contact at the customer site is displayed.

**Salesman** - The salesman assigned to this customer account is displayed.

**Credit Limit** - The customers credit limit if any, is 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' is displayed.

**ALC Priority** - The allocation priority code displayed from the Customer Master file.

**Line** - The line numbers for each quote is displayed.

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

**Cust Ref** - Any customer reference number.

**Ord Dt** - The date of the pro forma.

documentation - [192.168.253.254-CUST.PF010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Customer		Pro		Forms	
Customer	UMC	Phone#	914-464-6424		
Company	01 THE SYSTEMS HOUSE	Contact	ROBIN COOK		
Name	UNIVERSITY MEDICAL CENTER	Salesman	001	Sy Fertig	
Address 1	1 STATION PLAZA	Credit Limit	0		
Address 2		Credit Hold	N		
City	EDMONTON AB AB222CD	ALC Priority	1		

1.Line	Quote#	Cust Ref	OrdDt	Whs	ST	F	DS	OP	Order\$
1	01100425	PRO FORMA	08/13	001	OP	N		SF	86
2	01100392	1	01/28	001	OP	N		SF	16
3	01100391	1	12/03	001	OP	N		SF	2408
4	01200030	PO 2495	02/23	001	OP			FW	649
5	01200010	GH 765	02/14	001	OP			SF	2017
6	01200007		02/12	001	OP			SF	5662
7									
8									
9									
10									
11									

Enter END to exit, NEXT PG,PREV PG,or Line Number for Detailed Pro Forms: XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Popup
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**Customer Pro Forma Summary Inquiry**

- Whs** - The warehouse number.
- St** - The status of the pro forma.
- F** - Future order indicator.
- DS** - Drop ship indicator.
- OP** - The operator code.
- Order\$** - The total dollar value of the pro forma.

**Enter END to exit, NEXT PG, PREV PG, or Line Number for Detailed Pro Forms:**

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Or, enter the line number of the pro forma to display the Detail Pro Forma Inquiry.

**Notes:**

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documentation - [192.168.253.254-DET.PF010\$1]									
File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help									
ProForma#		Detail Pro Formas (Line Items)		Order Date					
01-20001				02/14/86					
Customer#		UNIVERSITY MEDICAL CENTER		Due Date					
UMC				02/14/86					
Ln#	Item Number	Ordered	Inpick	Backord	Invoiced	F			
	Description	Dropship	ShipFrom	Disc%	Price	H			
	Vendor Number		SellUm	Department	Value	T			
1	ARWKSU-E	50 /	50 /	/	50 /				
	STICK UP DEOD EVERGREEN	ND	001	15.00	15.35/				
			DZ	365	652.38	Y			
2	ARWKSU-HD	40 /	40 /	/	/				
	HVY DUTY STICK UP	ND	001		14.50/				
			DZ		580.00	Y			
3	ARWKSU-S	50 /	50 /	/	/				
	STICK UP DEOD SPRING	ND	001	15.00	15.35/				
			DZ		652.38	Y			
4		/	/	/	/				

Enter END to exit, NEXT PG or PREV PG :      XXXXXX      PAGE 1 OF 2

HEADER	LINE ITEMS		NEXT ORD	PREV ORD	SPEC INST				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Detailed Pro Forma Summary Inquiry Line Items**

The purpose of this inquiry is to provide the operator the details of the particular pro forma selected.

**Pro Forma #** - The pro forma number entered is displayed.

**Customer #** - Customer number is displayed.

**Order Date** - Order date.

**Due Date** - Due date.

**Ln #** - The line item number.

**Item Number** - Product number.

**Ordered** - The quantity ordered and the unit of measure.

**In Pick** - The quantity in pick and the unit of measure.

**Backord** - The quantity of items on backorder and their unit of measure.

**Notes:**

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documentation - [192.168.253.254-DET.PF010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Detail Pro Formas (Line Items)

ProForma# 01-20001 Order Date 02/14/86  
 Customer# UMC UNIVERSITY MEDICAL CENTER Due Date 02/14/86

Ln#	Item Number Description Vendor Number	Ordered Dropship	Inpick ShipFrom SellUm	Backord Disc% Department	Invoiced Price Value	F H T
1	ARWKSU-E STICK UP DEOD EVERGREEN	50 / ND	50 / 001	/ / 15.00	50 / 15.35/	
			DZ	365	652.38	Y
2	ARWKSU-HD HVY DUTY STICK UP	40 / ND	40 / 001	/ / /	/ / 14.50/	
			DZ		580.00	Y
3	ARWKSU-S STICK UP DEOD SPRING	50 / ND	50 / 001	/ / 15.00	/ / 15.35/	
			DZ		652.38	Y
4		/ /	/ /	/ /	/ /	

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	NEXT ORD	PREV ORD	SPEC INST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Detailed Pro Forma Summary Inquiry Line Items**

- Invoiced** - The quantity invoiced.
- Description** - Description of the product.
- Dropship** - Dropship indicator will display here. If the order is a dropship a 'DS' will display, if not a 'ND'.
- Ship From** - The warehouse from which this order would be shipped.
- Disc%** - If this product is flagged in the Product Master file as discountable, the amount of the discount will be displayed.
- Price** - The price of this product is display.

- ENTER END TO EXIT, NEXT PG OR PREV PG:**
- Click on the **'CANCEL'** icon or hit the 'F8' function key to exit.
  - NEXT PG** – The NEXT PAGE function is available by clicking on the **'NEXT PG'** icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.
  - OR
  - PREV PG** – The PREVIOUS PAGE function is available by clicking on the **'PREV PG'** icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Next, we will go over the Function Keys located at the bottom of the screen.

**Notes:**

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documentation - [192.168.253.254-DET.PF010\$2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Detail Pro      Forms      (Header)

Order#      01-200010

Bill To      UMC      Ship To      [ ]

UNIVERSITY MEDICAL CENTER      ACME SUPPLY CORP

1 STATION PLAZA      1 STATION PLAZA

[ ]      [ ]

EDMONTON      AB      AB222CD      RYE      NY      11099

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Order Dt	02/14/86	Complete	N	Drop Ship	ND
Due Dt	02/14/86	No. Rels	001	Cred Hold	[ ]
Sell Whse	001      NEW YORK	No. Lines	3	History	[ ]
Ship Whse	001      NEW YORK	Future	[ ]	Ord Src	2
Spec Ins	PM DELIVERIES ONLY	Oper	SSS		
Ship Via	01      UPS				
Salesman	002      EUGENE FORREST	Backord\$		652.38	
Terms	01      2/10 NET 30	Discount\$		0.00	
Dept	365	Misc\$		0.00	
Tax Jur	12      WESTCHESTER COUNTY N	Freight\$		0.00	
Tax%	7.000	Tax\$		131.93	
Cust P/O#	GH 765	Total\$		2,016.69	

Enter END to exit or PREV PG :      [XXXXXX]      PAGE 2 OF 2

HEADER	LINE ITEMS		NEXT ORD	PREV ORD	SPEC INST				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Notes:**

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**Detailed Pro Forma Summary Inquiry**

**Function Keys**

**Header Screen**

The Header shows the operator additional order information.

To access this screen, either click on the 'HEADER' icon or hit the Shift+ 'F1' function key.

The following information will be displayed:

- Order#** - The order number is displayed.
- Bill To** - The billing information.
- Ship To** - The ship to information.
- Order Dt** - The order date.
- Sell Whse** - The selling warehouse.
- Ship Whse** - The shipping warehouse.
- Ship Via** - The shipping method.
- Salesman** - The salesman's number and name.
- Terms** - The payment terms for this order.
- Dept** - Department.
- Tax Jur** - The tax jurisdiction number and name.
- Tax%** - The tax percent on the order.
- Cust Po** - The customer's purchase order number.
- Complete** - 'Y' = the order is complete, 'N' = order not yet complete.
- No. Rels** - The number of releases for the order.
- No. Lines** - The number of lines on the order.
- Future** - Future order indicator.
- Oper** - Operator's initials.
- Drop Ship** - Drop Ship Indicator. 'DS' = drop ship order, 'ND' non-direct ship order.
- Cred Hold** - Credit Hold indicator.
- History** - \* - An asterisk indicates a history record for this order. This occurs when the order is complete and has been through the EOD.
- Ord Src** - The Order Source code.

documentation - [192.168.253.254-DET.PF010\$2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Detail Pro    Forms    (Header)

Order#	01-200010	Ship To	
Bill To	UMC		
	UNIVERSITY MEDICAL CENTER		ACME SUPPLY CORP
	1 STATION PLAZA		1 STATION PLAZA
EDMONTON	AB	AB222CD	RYE    NY    11099

Order Dt	02/14/86	Complete	N	Drop Ship	ND
Due Dt	02/14/86	No. Rels	001	Cred Hold	
Sell Whse	001    NEW YORK	No. Lines	3	History	
Ship Whse	001    NEW YORK	Future		Ord Src	2
Spec Ins	PM DELIVERIES ONLY	Oper	SSS		
Ship Via	01    UPS				
Salesman	002    EUGENE FORREST	Backord\$		652.38	
Terms	01    2/10 NET 30	Discount\$		0.00	
Dept	365	Misc\$		0.00	
Tax Jur	12    WESTCHESTER COUNTY N	Freight\$		0.00	
Tax%	7.000	Tax\$		131.93	
Cust P/O#	GH 765	Total\$		2,016.69	

Enter END to exit or PREV PG :    XXXXXX    PAGE 2 OF 2

HEADER	LINE ITEMS		NEXT ORD	PREV ORD	SPEC INST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

**Detailed Pro Forma Summary Inquiry**

**Function Keys**

**Header Screen**

**Backord\$** - The total backordered dollar amount.

**Discount\$** - The total discounted dollar amount.

**Misc\$** - The total miscellaneous dollar amount.

**Freight\$** - The total freight dollar amount.

**Tax\$** - The total tax dollar amount.

**Total\$** - The total dollar amount of the order.

**ENTER END TO EXIT OR PREV PG:**

Click on the **'CANCEL'** icon or hit the 'F8' function key to exit.

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the **'PREV PG'** icon or by hitting the 'F5' function key.

Next, we will go over the Function Keys located at the bottom of the screen.

**Notes:**

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documentation - [192.168.253.254-DET.PF010\$2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Detail Pro    Forms    (Header)

Order#	01-200010	Ship To	
Bill To	UMC		
	UNIVERSITY MEDICAL CENTER		ACME SUPPLY CORP
	1 STATION PLAZA		1 STATION PLAZA
	EDMONTON	AB	AB222CD
			RYE
			NY
			11099

Order Dt	02/14/86	Complete	N	Drop Ship	ND
Due Dt	02/14/86	No. Rels	001	Cred Hold	
Sell Whse	001 NEW YORK	No. Lines	3	History	
Ship Whse	001 NEW YORK	Future		Ord Src	2
Spec Ins	PM DELIVERIES ONLY	Oper	SSS		
Ship Via	01 UPS				
Salesman	002 EUGENE FORREST	Backord\$		652.38	
Terms	01 2/10 NET 30	Discount\$		0.00	
Dept	365	Misc\$		0.00	
Tax Jur	12 WESTCHESTER COUNTY N	Freight\$		0.00	
Tax%	7.000	Tax\$		131.93	
Cust P/O#	GH 765	Total\$		2,016.69	

Enter END to exit or PREV PG :    XXXXXX    PAGE 2 OF 2

HEADER	LINE ITEMS		NEXT ORD	PREV ORD	SPEC INST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

**Detail Pro Form Inquiry**  
**Function Keys**  
**Next Order/Previous Order**

The NEXT ORDER function is available by clicking on the 'NEXT ORDER' icon or hitting the Shift+'F4' function key. This function will bring the operator to the next order number, for the pro forma order.

The PREVIOUS ORDER function is available by clicking on the 'PREVIOUS ORDER' icon or hitting the Shift+'F5' function key. This function will bring the operator to the previous order number, for the pro forma order.

**Notes:**

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documentation - [192.168.253.254-SPEC.INST.BOX011\$1]																			
File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help																			
Detail Pro Forms (Header)																			
Order#	01-200010			Ship To															
Bill To	UMC			ACME SUPPLY CORP															
	UNIVERSITY MEDICAL CENTER			1 STATION PLAZA															
	EDMONTON			AB	AB222CD			RYE	NY	11099									
Order Dt	02/14/86			Complete	N			Drop Ship	ND										
Due Dt	02/14/86			No. Rels	001			Cred Hold											
Sell Whse	001	NEW YORK		No. Lines	3			History											
Ship Whse	001	NEW YORK		Fut															
Spec Ins	PM DELIVERIES ONLY			Opt															
Ship Via	01	UPS		Special Instructions PM DELIVERIES ONLY															
Salesman	002	EUGENE FORREST																	
Terms	01	2/10 NET 30																	
Dept	365																		
Tax Jur	12	WESTCHESTER COUNTY N																	
Tax%		7.000																	
Cust P/O#	GH 765																		
												Bac							
												Dis							
												Mis							
				Fre															
				Tax															
				Tot															
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL					Popup							

**Detailed Pro Forma Inquiry  
Function Keys  
Special Instructions**

If any special instructions were entered for this pro forma, they will be displayed here.

Once displayed, hit <ENTER> for the box to close.

**Notes:**

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documentation - [192.168.253.254-PF.CUST010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Pro Forms By Customer

Customer# UMC UNIVERSITY MEDICAL CENTE

Company# 01 THE SYSTEMS HOUSE Salesman# 001 Sy Fertig

Ln#	ProForma OrdLine#	Item Number Description Vendor Number	Ordered Sell Um ShipFrom	Backord Ord Date Future	InPick Due Date DropShip	Shipped OpenValue
1	01100391 001	105 ULTRA BLUE PLASTIC DESK BEIE	5/ EA EA 001	/ EA 12/03/02 EA	5/ EA 12/03/02 EA	/
2	01100392 001	AQUA-01/01 20G STER. OVERWRAPPED PARKER	1/ EA EA 001	/ EA 01/28/03 EA	1/ EA 01/28/03 EA	/
3	01100425 001	101 RED PLASTIC DESK D1000	3/ EA EA 001	/ EA 08/13/03 EA	3/ EA 08/13/03 EA	/
4	01100425 002	GLVE650136 TEST PRODUCT A1000	3/ EA EA 001	/ EA 08/13/03 EA	3/ EA 08/13/03 EA	/
				Totals		

Enter END to exit, NEXT PG or PREV PG: XXXXXX

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

**Notes:**

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**Customer Pro Forma/Detail Inquiry**

This inquiry provides a listing of all pro forma lines for a specific customer.

**Customer** - Enter the specific customer number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

**Company** - Enter the 2 digit company number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to choose from a list of valid companies or hit <ENTER> and the system will display ALL companies on the system. The system will display the company number and name.

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

In detail area:

**Ln #** - The line number for each pro forma is displayed.

**Pro Forma #** - The first pro forma number is displayed.

**Item Number** - The first line item number is displayed.

**Ordered** - The quantity ordered and its' unit of measure is displayed.

**Backord** - The backordered quantity is displayed.

**InPick** - The quantity of items that are in pick is displayed.

**Shipped** - The total quantity that have been shipped is displayed.

**OrdLine #** - The line number of this item on the actual pro forma is displayed.

**Description** - A description of the product is displayed.

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

documentation - [192.168.253.254-PF.CUST010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Pro Formas By Customer

Customer# UMC UNIVERSITY MEDICAL CENTE

Company# 01 THE SYSTEMS HOUSE Salesman# 001 Sy Fertig

Ln#	ProForma OrdLine#	Item Number Description Vendor Number	Ordered Sell Um ShipFrom	Backord Ord Date Future	InPick Due Date DropShip	Shipped OpenValue
1	01100391 001	105 ULTRA BLUE PLASTIC DESK BEIE	5/ EA EA 001	/ EA 12/03/02 N	5/ EA 12/03/02 N	/
2	01100392 001	AQUA-01/01 20G STER. OVERWRAPPED PARKER	1/ EA EA 001	/ EA 01/28/03 N	1/ EA 01/28/03 N	/
3	01100425 001	101 RED PLASTIC DESK D1000	3/ EA EA 001	/ EA 08/13/03 N	3/ EA 08/13/03 N	/
4	01100425 002	GLVE650136 TEST PRODUCT A1000	3/ EA EA 001	/ EA 08/13/03 N	3/ EA 08/13/03 N	/
Totals						

Enter END to exit, NEXT PG or PREV PG: XXXXXX

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

**Customer Pro Forma/Detail Inquiry**

- Ord Date** - The date of the order.
- Due Date** - The date that the order is due.
- Open Value** - The total value of open items (items not yet shipped) on this order.
- Vendor Number** - The vendor number is displayed.
- Ship From** - The warehouse from which this quote will be shipped once it is converted to an actual order.
- Future** - Future order indicator. A 'Y' will display of this quote has been flagged as a future order. An 'N' or a blank 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. An 'N' will indicate a non drop ship order.

**ENTER END TO EXIT, NEXT PG OR PREV PG:**  
 Enter 'END' and hit <ENTER> to exit. Hit the 'F6' function key or click on the icon 'NEXT PG' to advance to the next page. Hit the 'F5' function key or click on the icon 'PREV PG' to return to the previous page.

**Notes:**

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documentation - [192.168.253.254-PF.ITEM010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Pro    Formas    By    Item

Item Number	DESCRIPTION						Price	Um	Cost	Um	Retail	Um
NFSU-E	NO FRILLS STICK UP E						13.74/	DZ	7.30/	DZ	13.60/	DZ
<b>Whs</b>	<b>Loc</b>	<b>BO</b>	<b>D</b>	<b>Sel</b>	<b>Stk</b>	<b>OnHand</b>	<b>On P/O</b>	<b>Intran</b>	<b>B/O</b>	<b>Avail</b>	<b>Future</b>	
001	A-100	Y	N	DZ	DZ	101	1728		15	14		
<b>Substitutes</b>												
1.	NFSU-L					30				20		
2.	NFSU-S					1022				932		
<b>Ln#</b>	<b>ProForma#</b>	<b>OrdLn#</b>	<b>Ord Date</b>	<b>Price</b>	<b>Ordered</b>	<b>InPick</b>						
			<b>Due Date</b>	<b>PrcOvr</b>	<b>Fut</b>	<b>ShipFrom</b>						
1	01200029	002	02/23/86	13.60	2	2						
AJAX INDUSTRIAL SUPPLY			02/23/86		N	001						
2												
3												
4												
<b>Totals</b>			<b>Value</b>	21.22	2	2						

Enter END to exit, NEXT PG, PREV PG or PRINT for Hard Copy: XXXXXXXX

PRINT	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				Popup
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**Notes:**

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**Item Pro Forma/Detail Inquiry**

This inquiry will provide the operator with a listing and a hard copy, if chosen, of all existing pro forma's for the selected item number.

**Item Number** - Enter the specific item number. You may also use the <F7> function key, click on the **'INQUIRY'** icon or click on the drop down arrow next to the field to display the lookup box. The system will display the item number and description.

**Description** - The description of the item from the Product Master file is displayed.

**Price UM** -The price and the unit of measure is displayed.

**Cost UM** - The cost of the item and the unit of measure is displayed.

**Retail UM** - The retail cost and the unit of measure is displayed.

**Whs Loc** - The warehouse location from the prod.mast file is displayed.

**BO** - If this product has been flagged to accept backorders a 'Y' is displayed.

**D** - If this product is flagged as discontinued a 'Y' is displayed.

**Sel** - The selling unit of measure.

**Stk** - The stocking unit of measure.

**OnHand** - The item quantity that is on hand.

**On P/O** - The item quantity that are on order to the vendor.

**Intran** - The item quantity that have been posted as intranet during purchase order receipts.

**B/O** - The item quantity that are on back order.

**Avail** - The item quantity that are available for order.

**Future** - The item quantity that are on future orders will display.

documentation - [192.168.253.254-PF.ITEM010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Pro Formas By Item											
Item Number	DESCRIPTION					Price	Um	Cost	Um	Retail	Um
NFSU-E	NO FRILLS STICK UP E					13.74/	DZ	7.30/	DZ	13.60/	DZ
Whs	Loc	BO	D	Sel	Stk	OnHand	On P/O	Intran	B/O	Avail	Future
001	A-100	Y	N	DZ	DZ	101	1728		15	14	
Substitutes											
1.	NFSU-L					30				20	
2.	NFSU-S					1022				932	
Ln#	ProForma#	OrdLn#	Ord Date	Price	Ordered	InPick					
Customer Name			Due Date	PrcOvr	Fut	ShipFrom					
1	01200029	002	02/23/86	13.60	2	2					
AJAX INDUSTRIAL SUPPLY			02/23/86		N	001					
2											
3											
4											
Totals			Value	21.22	2	2					

Enter END to exit, NEXT PG, PREV PG or PRINT for Hard Copy: XXXXXXXX

PRINT	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup
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**Notes:**

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- Item Pro Forma/Detail Inquiry**
- Substitutes** - If this product has been flagged to accept substitutes in the Product Master file, then those substitutes will display.
  - Ln #** - Line number.
  - ProForma #** - The pro forma number.
  - OrdLn#** - The line number that this item appears on in the pro forma.
  - Ord Date** - Order date.
  - Price** - The price for this item is displayed.
  - InPick** - The item quantity that has been ordered on the pro forma.
  - Customer Name** - The full name of the customer for which this pro form is for.
  - Due Date** - The date that the order is due.
  - PrcOvr** - If the item was subject to a price override during the entry of the pro forma a 'Y' will display.
  - Fut** - If the pro forma has been flagged as a future order a 'Y' will display.
  - ShipFrom** - The warehouse number from which the pro forma will be shipped after its converted to an actual order.

**ENTER END TO EXIT, NEXT PG OR PREV PG:**  
 Click on the 'CANCEL' icon or hit the 'F8' function key to exit.  
**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.  
 OR  
**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Function Keys**  
 Hit the Shift+'F1' function key or click on the icon



'PRINT' to print a hard copy of this inquiry.

**Notes:**

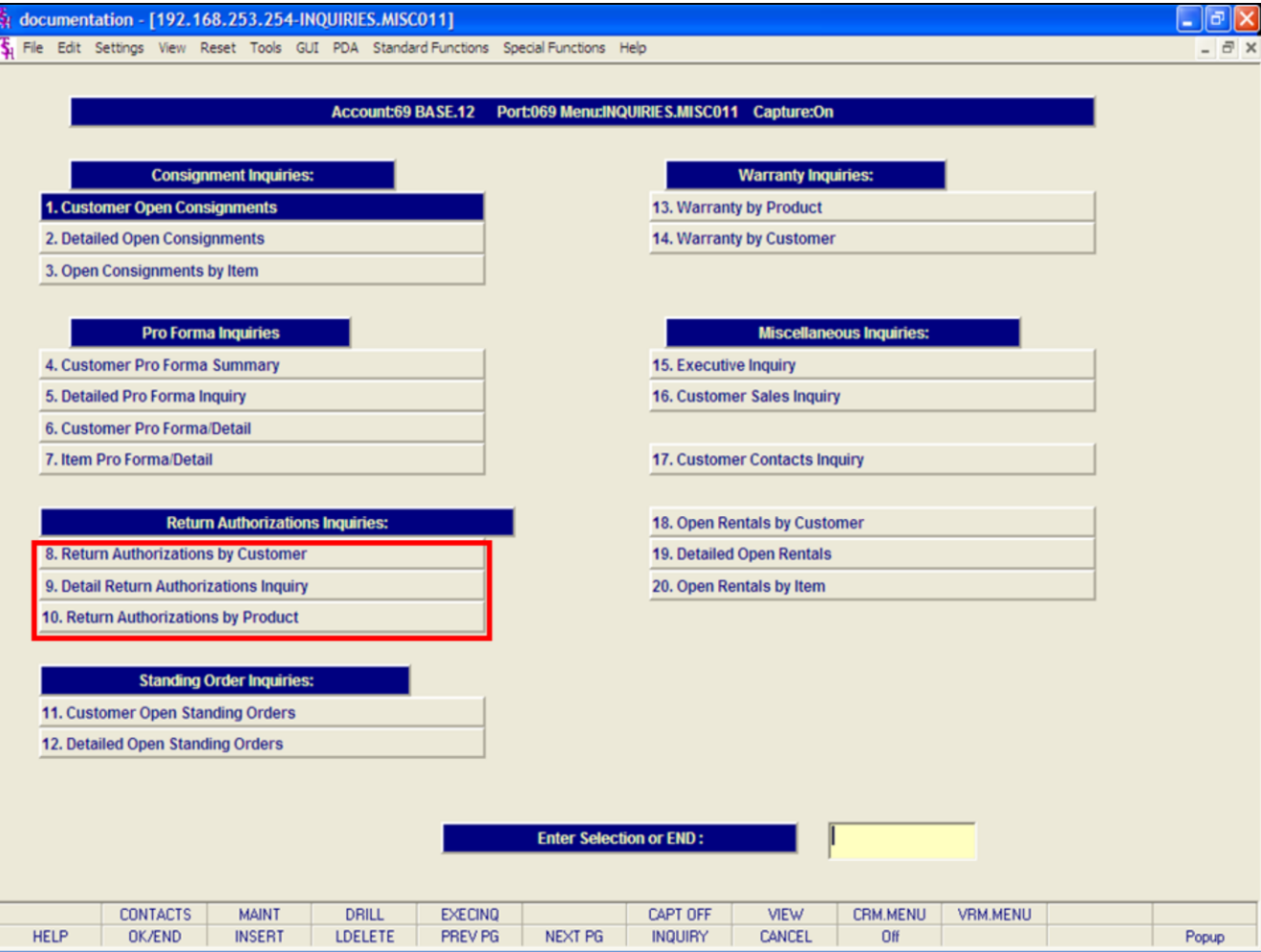
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**Return Authorizations Inquiries**

The inquiries covered in the Return Authorizations Inquiries section are the: Return Authorizations by Customer, Detail Return Authorization Inquiry, and the Return Authorization by Product inquiries.

**Notes:**

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documentation - [192.168.253.254-CUST.RA01051]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Return Authorization Inquiry by Customer

Customer	IDEAL	Phone#	201-444-4545
Company	01 THE SYSTEMS HOUSE	Contact	RICHARD GALVIN
Name	IDEAL DISTRIBUTION CO	Salesman	000 HOUSE ORDERS
Address 1	10 CLIFTON BLVD.		
Address 2			
City	CLIFTON NJ		07015

Line#	Return#	Hist	Cust Ref	Rtn Date	Recv Dat	Rsn	Whs	Status	Open Amt
1	01132938			05/09/03	05/09/03	001	001	APPROVED	12,190.00
2	01132927			05/08/03	05/08/03	005	001	HOLD	4,770.00
3	01132919			05/06/03	05/06/03	001	001	APPROVED	1,000.00
4	01132914			05/06/03	05/06/03	001	001	APPROVED	212.00
5	01132186			02/27/03	02/27/03	001	001	PART REC	214.00
6	01132217	*		02/28/03	02/28/03	001	001	RECEIVED	10.85
7	01127087	*		09/15/00	09/15/00	001	001	RECEIVED	6.25
8	01127037	*		09/07/00	09/27/00	004	002	RECEIVED	2,450.00
9	01127036	*		09/07/00	09/07/00	003	002	RECEIVED	37.50
10	01127024	*		09/01/00	09/27/00	001	001	RECEIVED	10.00
11	01127019	*		08/31/00	09/27/00	001	001	RECEIVED	1,721.25

Enter Line# for Detail, Line#-R (NN-R) for Credits or END : XXXXXX

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

**Notes:**

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**Return Authorizations by Customer Inquiry**

This inquiry will provide a listing of all the customer's return authorizations.

**Customer** - Enter the specific customer number. You may also use the <F7> function key, click on the **'INQUIRY'** icon or click on the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

**Company** - Enter the 2 digit company number. You may also use the <F7> function key, click on the **'INQUIRY'** icon or click on the drop down arrow next to the field to choose from a list of valid companies or hit <ENTER> and the system will choose ALL companies on the system. The system will display the company number and name.

**Name** - The customer's name and address information is displayed from the Customer Master File.

**Phone #** - The customer's phone number is displayed.

**Contact** - The contact name.

**Salesman** - The salesman for this customer.

**Line #** - Line number.

**Return #** - The return authorization number.

**Hist** - An asterisk indicates a history record for the return authorization.

**Cust Ref** - Customer reference, an information only field.

**Rtn Date** - Date the return authorization was entered.

**Recv Date** - Date the return is to be received. The date the return authorization was entered will display until it is received.

**Rsn** - The reason code for the return.

**Whs** - The warehouse that the merchandise was originally purchases from.

documentation - [192.168.253.254-CUST.RA010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Return Authorization Inquiry by Customer**

Customer: IDEAL Phone#: 201-444-4545  
 Company: 01 THE SYSTEMS HOUSE Contact: RICHARD GALVIN  
 Name: IDEAL DISTRIBUTION CO Salesman: 000 HOUSE ORDERS  
 Address 1: 10 CLIFTON BLVD.  
 Address 2:  
 City: CLIFTON NJ 07015

Line#	Return#	Hist	Cust Ref	Rtn Date	Recv Dat	Rsn	Whs	Status	Open Amt
1	01132938			05/09/03	05/09/03	001	001	APPROVED	12,190.00
2	01132927			05/08/03	05/08/03	005	001	HOLD	4,770.00
3	01132919			05/06/03	05/06/03	001	001	APPROVED	1,000.00
4	01132914			05/06/03	05/06/03	001	001	APPROVED	212.00
5	01132186			02/27/03	02/27/03	001	001	PART REC	214.00
6	01132217	*		02/28/03	02/28/03	001	001	RECEIVED	10.85
7	01127087	*		09/15/00	09/15/00	001	001	RECEIVED	6.25
8	01127037	*		09/07/00	09/27/00	004	002	RECEIVED	2,450.00
9	01127036	*		09/07/00	09/07/00	003	002	RECEIVED	37.50
10	01127024	*		09/01/00	09/27/00	001	001	RECEIVED	10.00
11	01127019	*		08/31/00	09/27/00	001	001	RECEIVED	1,721.25

Enter Line# for Detail, Line#-R (NN-R) for Credits or END : XXXXXX

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

**Return Authorizations by Customer Inquiry**

**Status** - The status of the return authorization.

- PART REC - Partially received.
- RECEIVED - Received.
- APPROVED - The return authorization has been approved.
- HOLD - The return authorization has yet to be approved.

**Open Amt** - Open amount, not received yet.

**ENTER LINE# FOR DETAIL, LINE# -R (NN-R) FOR RELEASES OR END:**

To access the Detail Return Authorization Inquiry (Line Items), at the prompt, enter in the line number for the specific return, and hit <ENTER>. To view the credit information regarding a return, type in the line number -R, and hit return. This will display the Return Authorization number, line number, release number, receiving warehouse, receiving date, status, print date, credit number, and credit date.

To run the Return Authorization Inquiry by Customer for another customer, or to return to the Inquiry menu, type 'END' and hit <ENTER>.

You can also:

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. OR

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key.

**Notes:**

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documentation - [192.168.253.254-DET.RA011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Detail Return Authorization Inquiry (Line Items)

Return#	RA Date	Exp Date	Customer#	IDEAL	Ship To
01132938	05/09/03		IDEAL DISTRIBUTION CO		IDEAL DISTRIBUTION CO
			10 CLIFTON BLVD.		10 CLIFTON BLVD.
Receipts	Status	Whse			
	APPROVED	001			
PO#			CLIFTON	NJ	CLIFTON NJ
Sls	001	Sy Fertig	07015		07015

Ln#	Item Number	Rtn/ Non-Rtn	OrigQty	OpenQty	Recv Qty	NonRtn Qty	Cancel Cost	Price /UM	Value	Rsn
1	101	R	5 / EA	5			115.00	200.00/ EA	1000.00	001
	RED PLASTIC DESK									
2	103	R	10 / EA	10			108.75	350.00/ EA	3500.00	001
	BROWN PLASTIC DESK									
3	104	R	20 / EA	20			219.75	350.00/ EA	7000.00	001
	ULTRA RED PLASTIC DESK									

Enter END to exit, NEXT PG or PREV PG :   PAGE 1 OF 2

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PREV ORD	AUDIT LST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

**Detail Return Authorizations Inquiry**  
**Line Items**

This inquiry allows the operator to view all the products entered on a specified return authorization, and the current status.

**Return #** - The return authorization number entered is displayed.

**RA Date** - The date the return authorization was entered.

**Exp Date** - The return authorization expiration date.

**Customer #** - The customer's number, name, and address is displayed.

**Ship To** - Ship to address.

**Receipts** - The number of receipts for this return authorization.

**Status** - The status of the return authorization, (I.e. Hold, Approved, Part Rec, Complete).

**Whse** - Warehouse to be credited.

**PO #** - Purchase order number.

**Sls** - The salesman number and name is displayed.

**Ln #** - Line number.

**Item Number** - Item number and description are displayed.

**Rtn/Non-Rtn** - If 'R', then the line item is being returned, if set to 'N', then the line item is a non-return.

**Notes:**

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documentation - [192.168.253.254-DET.RA011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Detail Return Authorization Inquiry (Line Items)

Return#	RA Date	Exp Date	Customer#	IDEAL	Ship To
01132938	05/09/03		IDEAL DISTRIBUTION CO		IDEAL DISTRIBUTION CO
			10 CLIFTON BLVD.		10 CLIFTON BLVD.
Receipts	Status	Whse			
	APPROVED	001			
PO#			CLIFTON	NJ	CLIFTON NJ
Sls	001	Sy Fertig	07015		07015

Ln#	Item Number	Rtn/	OrigQty	OpenQty	Recv	NonRtn	Cancel	Price	/UM	Rsn
	Description	Non-Rtn			Qty	Qty	Cost	Value		
1	101	R	5 / EA	5			115.00	200.00 / EA	EA	001
	RED PLASTIC DESK							1000.00		
2	103	R	10 / EA	10			108.75	350.00 / EA	EA	001
	BROWN PLASTIC DESK							3500.00		
3	104	R	20 / EA	20			219.75	350.00 / EA	EA	001
	ULTRA RED PLASTIC DESK							7000.00		

Enter END to exit, NEXT PG or PREV PG :   PAGE 1 OF 2

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PREV ORD	AUDIT LST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

**Detail Return Authorizations Inquiry Line Items**

- Orig Qty** - Original quantity.
- Open Qty** - Open quantity, not yet received.
- Recv Qty** - The received quantity.
- NonRtn Qty** - The non-return quantity.
- Cancel** - The cancelled quantity.
- Cost** - Cost.
- Price/UM** - The item price and unit of measure.
- Value** - The total value of the line.
- Rsn** - The reason code for the return authorization.

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

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Next, we will go over the Function Keys located at the bottom of the screen.

**Notes:**

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documentation - [192.168.253.254-DET.RA011\$2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Detail Open Return (Header)

Return#	01132938		Ship To		
Bill To	IDEAL				
	IDEAL DISTRIBUTION CO			IDEAL DISTRIBUTION CO	
	10 CLIFTON BLVD.			10 CLIFTON BLVD.	
	CLIFTON	NJ 07015		CLIFTON	NJ 07015

Return Dt	05/09/03	Complete	N	History	
Expire Dt		No. Rels		Oper	SSS
Rtn Whse	001 NEW YORK	No. Lines	3		
Rtn/NonRtn	R				
Reason	001 MDSE ALLOW	Open\$			0.00
Salesman	001 Sy Fertig	Discount\$			0.00
Terms	05 CREDIT CARD	Restock\$			0.00
Contact		Freight\$			0.00
Tax Jur	1 NEW JERSEY	Tax\$			690.00
Tax%	6.000				
Restock%	0.00				
Cust P/O#		Total\$			12,190.00

Enter END to exit or PREV PG : XXXXXX PAGE 2 OF 2

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PREV ORD	AUDIT LST				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Detail Return Authorizations Inquiry  
Function Keys**

**Header**

The Header shows the operator additional return authorization information.

To access this screen, either click on the 'HEADER' icon or hit the Shift+ 'F1' function key.

The following information will be displayed:

- Return#** - The order number is displayed.
- Bill To** - The billing information.
- Ship To** - The ship to information.
- Return Dt** - The order date.
- Rtn Whse** - The returning warehouse.
- Rtn/NonRtn** - 'R' if the items are being returned, 'N' if not.
- Reason** - The reason code and description for the return.
- Salesman** - The salesman's number and name.
- Terms** - The payment terms for this order.
- Contact** - The contact name.
- Tax Jur** - The tax jurisdiction number and name.
- Tax%** - The tax percent on the return.
- Cust PO** - The customer's purchase order number.

**Complete** - 'Y' = the order is complete, 'N' = order not yet complete.

**No. Rels** - The number of releases for the return.

**No. Lines** - The number of lines on the return.

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

**Oper** - Operator's initials.

**Notes:**

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documentation - [192.168.253.254-DET.RA011\$2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Detail Open Return (Header)

Return#	01132938	Ship To	
Bill To	IDEAL		
	IDEAL DISTRIBUTION CO		IDEAL DISTRIBUTION CO
	10 CLIFTON BLVD.		10 CLIFTON BLVD.
	CLIFTON NJ 07015		CLIFTON NJ 07015

Return Dt	05/09/03	Complete	N	History	
Expire Dt		No. Rels		Oper	SSS
Rtn Whse	001 NEW YORK	No. Lines	3		
Rtn/NonRtn	R				
Reason	001 MDSE ALLOW	Open\$			0.00
Salesman	001 Sy Fertig	Discount\$			0.00
Terms	05 CREDIT CARD	Restock\$			0.00
Contact		Freight\$			0.00
Tax Jur	1 NEW JERSEY	Tax\$			690.00
Tax%	6.000				
Restock%	0.00				
Cust P/O#		Total\$			12,190.00

Enter END to exit or PREV PG : XXXXXX PAGE 2 OF 2

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PREV ORD	AUDIT LST				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

**Detail Return Authorizations Inquiry  
Function Keys**

- Header**
- Open\$** - The total amount still open on the return.
  - Discount\$** - The total discounted dollar amount.
  - Restock\$** - The total restocking dollar amount.
  - Freight\$** - The total freight dollar amount.
  - Tax\$** - The total tax dollar amount.
  - Total\$** - The total dollar amount of the order.

**ENTER END TO EXIT OR PREV PG:**

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Next, we will go over the Function Keys located at the bottom of the screen.

**Notes:**

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documentation - [192.168.253.254-DET.RA011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Detail Return Authorization Inquiry (Line Items)**

Return# 01132938 RA Date 05/09/03 Exp Date [ ] Customer# IDEAL IDEAL IDEAL Ship To IDEAL IDEAL IDEAL

Receipts 1 Status RECEIVED Wh 001

PO# [ ] SIs 001 Sy Fertig

Ln#	Item Number	Rtn/Non-F	Description	Price	/UM	Rsn	Value
1	101		RED PLASTIC DESK	115.00	EA	001	200.00
2	103		BROWN PLASTIC DESK	108.75	EA	001	350.00
3	104		ULTRA RED PLASTIC DESK	219.75	EA	001	350.00

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER LINE ITEMS INV INQ NEXT ORD PREV ORD AUDIT LST HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

**Detail Return Authorizations Inquiry**

**Function Keys**

**Invoice Inquiry**

To access this screen, either click on the 'INV INQ' icon or hit the Shift+ 'F3' function key.

This will display a listing of all releases associated with the order.

**Rel#** - The release number.

**Invoice#** - The invoice number.

**ST** - The release status.

**Date Ship** - The date the release was shipped.

Highlight the release and click on the 'OK' button to see the detailed information regarding the release.

You will be forwarded to the Detail Release Inquiry.

**Notes:**

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documentation - [192.168.253.254-DET.REL011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Release#**  
01-132938-001

**Inv#**  
130795

**Ord Dt** 05/09/03 **Inv Dt** 01/12/04

**ST** IV **OS** RA **OP** SSS **Whs** 001

**Sold To**  
IDEAL  
IDEAL DISTRIBUTION CO  
10 CLIFTON BLVD.  
CLIFTON NJ 07015

**Ship To**  
IDEAL DISTRIBUTION CO  
10 CLIFTON BLVD.  
CLIFTON NJ 07015

**Terms** CREDIT CARD **Salesman** 001 Sy Fertig

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	101	RED PLASTIC DESK	5 / EA	5 / EA			-200.00/ EA	-1000.00	001
2	103	BROWN PLASTIC DESK	10 / EA	10 / EA			-350.00/ EA	-3500.00	001
3	104	ULTRA RED PLASTIC DESK	20 / EA	20 / EA			-350.00/ EA	-7000.00	001

**ShipDate** 01/12/04 **Shipper** FEDERAL EX **PI** **PA** **Wght** 5.5 **Ctn** **Units** 35 **TxJur** 1 **Tax%** 6.000 **Fr** 0.00 **Tax** -690.00 **Total** -12,190.00

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	NEXT REL	PREV REL	BOX FRT	SPEC INST	AUDIT LST				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Detail Return Authorizations Inquiry**

**Function Keys**

**Detail Release Inquiry**

This inquiry provides the detailed information on the current status of a particular shipment (release).

**Release#** - The chosen release number is displayed.

**Inv#** - Invoice number is displayed, only if the release has already been invoiced.

**Ord Dt** - Order date.

**Inv Dt** - Invoice date.

**ST** - Status.

**OS** - Order source.

**OP** - Operator code.

**Whs** - The shipping warehouse.

**Sold To** - The customer's number, name, and address.

**Ship To** - The address to where this release is to be shipped.

**Lns** - The number of lines on the release.

**Cust Ref** - Reference field.

**Terms** - The credit payment terms for this customer.

**Salesman** - Salesman number and name.

**Notes:**

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documentation - [192.168.253.254-DET.REL011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Release# 01-132938-001  
 Inv# 130795  
 Ord Dt 05/09/03 Inv Dt 01/12/04  
 ST IV OS RA OP SSS WHS 001

Detail Invoices (Line Items)

Sold To IDEAL  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

Ship To IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

Terms CREDIT CARD Salesman 001 Sy Fertig

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	WHS
1	101	RED PLASTIC DESK	5 / EA	5 / EA			-200.00/ EA	-1000.00	001
2	103	BROWN PLASTIC DESK	10 / EA	10 / EA			-350.00/ EA	-3500.00	001
3	104	ULTRA RED PLASTIC DESK	20 / EA	20 / EA			-350.00/ EA	-7000.00	001

ShipDate 01/12/04 Shipper FEDERAL EX PI PA Wght 5.5 Ctn Units 35 TxJur 1 Tax% 6.000 Frt 0.00 Tax -690.00 Total -12,190.00

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	NEXT REL	PREV REL	BOX FRT	SPEC INST	AUDIT LST			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

**Detail Return Authorizations Inquiry**

**Function Keys**

**Detail Release Inquiry**

- Ln#** - Line number on release.
- Item Number** - The item number.
- Description** - The item description.
- Ordered**- The quantity to be picked for this release, and its' corresponding unit of measure.
- Shipped** - The shipped quantity for this release, and its' corresponding unit of measure.
- Bkord** - The backordered quantity for this release, and its' corresponding unit of measure.
- Inpick** - The item quantity in pick, and its' corresponding unit of measure. (picking document has been generated, but not yet shipped/verified).
- Price** - Price amount.
- Value** - The value amount for the line.
- WHS** - The shipping warehouse for the line item.

**Notes:**

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documentation - [192.168.253.254-DET.REL011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Release#** 01-132938-001  
**Inv#** 130795  
**Ord Dt** 05/09/03 **Inv Dt** 01/12/04  
**ST** IV **OS** RA **OP** SSS **Whs** 001

**Detail Invoices (Line Items)**

**Sold To** IDEAL  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

**Ship To**  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

**Terms** CREDIT CARD **Salesman** 001 Sy Fertig

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	101	RED PLASTIC DESK	5 / EA	5 / EA			-200.00/ EA	-1000.00	001
2	103	BROWN PLASTIC DESK	10 / EA	10 / EA			-350.00/ EA	-3500.00	001
3	104	ULTRA RED PLASTIC DESK	20 / EA	20 / EA			-350.00/ EA	-7000.00	001

**ShipDate** 01/12/04 **Shipper** FEDERAL EX **PI** **PA** **Wght** 5.5 **Ctn** **Units** 35 **TxJur** 1 **Tax%** 6.000 **Fr** 0.00 **Tax** -690.00 **Total** -12,190.00

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	NEXT REL	PREV REL	BOX FRT	SPEC INST	AUDIT LST			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

**Detail Return Authorizations Inquiry**

**Function Keys**

**Detail Release Inquiry**

**Ship Date** - The ship date of the release.

**Shipper** - The shipping method for the release.

**PI** - Picker.

**PA** - Packer.

**Wght** - Weight.

**Ctn** - Amount of cartons.

**Units** - Number of units.

**TxJur** - Tax jurisdiction code .

**Tax%** - Tax percent.

**Fr** - Freight charge.

**Tax** - Tax amount.

**Total** - Total of order.

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

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Click on the 'OK/END' button, or hit the 'F2' function key to return to the Detail Order Inquiry.

**Notes:**

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documentation - [192.168.253.254-DET.REL011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Release#** 01-132938-001  
**Inv#** 130795  
**Ord Dt** 05/09/03 **Inv Dt** 01/12/04

**Detail Invoices (Line Items)**

**Sold To** IDEAL  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

**Ship To**  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

**ST** IV **OS** RA **OP** SSS **Whs** 001

**Lns** 3 **Cust Ref** **Terms** CREDIT CARD **Salesman** 001 Sy Fertig

Ln#	Item Number	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	101 RED PLASTIC DESK	5 / EA	5 / EA			-200.00/ EA	-1000.00	001
2	103 BROWN PLASTIC DESK	10 / EA	10 / EA			-350.00/ EA	-3500.00	001
3	104 ULTRA RED PLASTIC DESK	20 / EA	20 / EA			-350.00/ EA	-7000.00	001

**ShipDate** 01/12/04 **Shipper** FEDERAL EX **PI** **PA** **Wght** 5.5 **Ctn** **Units** 35 **TxJur** 1 **Tax%** 6.000 **Fr** 0.00 **Tax** -690.00 **Total** -12,190.00

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	NEXT REL	PREV REL	BOX FRT	SPEC INST	AUDIT LST			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

**Detail Return Authorizations Inquiry**  
**Function Keys**  
**Next Order/Previous Order**

The NEXT ORDER function is available by clicking on the 'NEXT ORDER' icon or by hitting the Shift+'F4' function key. This function will bring the operator to the next order number.

The PREVIOUS ORDER function is available by clicking on the 'PREVIOUS ORDER' icon or by hitting the Shift+'F5' function key. This function will bring the operator to the previous order number.

**Notes:**

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classic - [192.168.253.254-AUDIT.ORDER.LISTING01051]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Audit Listing for Specific Order

Order.No 01133461

Ln#	Audit Dt	Audit Time	Audit Oper	Audit Port	Audit.TNX
1.	06/20/03	02:13:20pm	SF	34	OE
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

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

XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

### Detail Return Authorizations Inquiry

#### Function Keys

#### Audit List

An audit trail, showing each step the order has been through is accessed by either clicking on the 'AUDIT LST' icon or by hitting the Shift+'F8' function key.

**Order No.** - The order number is displayed.

**Ln #** - Line number.

**Audit Dt** - Date.

**Audit Time** - Time.

**Audit Oper** - Operator

**Audit Port** - Port.

**Audit TNX** - Transaction code.

**ENTER LINE# TO CHANGE, DELETE TO DELETE, '0' TO ACCEPT:**

To exit this screen, click on the 'CANCEL' icon or hit the 'F8' function key to return to the Detailed Order Inquiry.

#### Notes:

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documentation - [192.168.253.254-PROD.RA010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Return Authorizations by Product

Item Number	Description	Price	Um	Cost	Um
101	RED PLASTIC DESK	240.00/	EA	120.00/	EA

Whse 001 NEW YORK Loc A-100 Sell UM EA Stock UM EA

Ln#	Return#	Hist	RtnLn#	Rtn Date	Orig Qty	Open Qty	Recv Qty	Non-Recv	Cncl Qty	
Customer#	Rcv Date	Rcv/Non	Reason	Rtn Whse	Status	Price				
Customer Name										
1	01133009		001	05/15/03	10		10			
AJAX		R			003	001	CANCEL	170.25		
AJAX INDUSTRIAL SUPPLY										
2	01132938		001	05/09/03	5		5			
IDEAL		R			001	001	CANCEL	200.00		
IDEAL DISTRIBUTION CO										
3	01132937		001	05/09/03	10	10				
AJAX		N			003	001	HOLD	170.25		
AJAX INDUSTRIAL SUPPLY										
4	01132927		001	05/08/03	5	5				
IDEAL		R			005	001	HOLD	200.00		
IDEAL DISTRIBUTION CO										

Enter Line# for detail,NEXT PG, PREV PG or END to exit: XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
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**Return Authorizations by Product Inquiry**

This inquiry will provide a listing of all return authorizations entered on the system for a specific product.

**Item Number** - Enter the specific item number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to display the lookup box. The system will display the item number and description.

**Whs** - Enter the 3-digit warehouse number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to choose from a list of valid warehouses. You can also hit <ENTER> to display information for all warehouses that are on the system.

**Price UM** - The unit price and pricing unit of measure.

**Cost UM** - The unit cost and costing unit of measure.

**Loc** - Location.

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

**Stock UM** - The stocking unit of measure.

**Ln #** - Line number.

**Return #** - Return authorization number.

**Hist** - History.

**Rtn Ln #** - Line number on the return.

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

**Notes:**

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documentation - [192.168.253.254-PROD.RA010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Return Authorizations by Product

Item Number	Description	Price	Um	Cost	Um
101	RED PLASTIC DESK	240.00/	EA	120.00/	EA

Whse 001 NEW YORK Loc A-100 Sell UM EA Stock UM EA

Ln#	Return#	Hist	RtnLn#	Rtn Date	Orig Qty	Open Qty	Recv Qty	Non-Recv	Cncl Qty
Customer#				Rcv Date	Rcv/Non	Reason	Rtn Whse	Status	Price
1	01133009		001	05/15/03	10		10		
AJAX					R	003	001	CANCEL	170.25
AJAX INDUSTRIAL SUPPLY									
2	01132938		001	05/09/03	5		5		
IDEAL					R	001	001	CANCEL	200.00
IDEAL DISTRIBUTION CO									
3	01132937		001	05/09/03	10	10			
AJAX					N	003	001	HOLD	170.25
AJAX INDUSTRIAL SUPPLY									
4	01132927		001	05/08/03	5	5			
IDEAL					R	005	001	HOLD	200.00
IDEAL DISTRIBUTION CO									

Enter Line# for detail,NEXT PG, PREV PG or END to exit:

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
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**Return Authorizations by Product Inquiry**

- Rtn Date** - The date the return was entered.
- Rcv Date** - The date the item is to be received or already has been received.
- Orig Qty** - Original quantity.
- Open Qty** - Open quantity.
- Recv Qty** - Received quantity.
- Non-Recv** - Non-received quantity.
- Cncl Qty** - Cancelled quantity.
- Rcv/Non** - The received/non-received flag. 'R' for received, 'N' for non-received.
- Reason** - Reason code.
- Rtn Whse** - Returning warehouse.
- Status** - Status (i.e., approved, hold, part rec, received, cancelled).
- Price** - The price of the item.

**Enter Line# for detail, NEXT PG, PREV PG or END to exit:**

To access the Detail Return Authorization Inquiry (Line Items), at the prompt enter in the line number for the specific return, and hit <ENTER>.

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

**Notes:**

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documentation - [192.168.253.254-INQUIRIES.MISC011]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Account:69 BASE.12 Port:069 Menu:INQUIRIES.MISC011 Capture:On

**Consignment Inquiries:**

- 1. Customer Open Consignments
- 2. Detailed Open Consignments
- 3. Open Consignments by Item

**Warranty Inquiries:**

- 13. Warranty by Product
- 14. Warranty by Customer

**Pro Forma Inquiries**

- 4. Customer Pro Forma Summary
- 5. Detailed Pro Forma Inquiry
- 6. Customer Pro Forma/Detail
- 7. Item Pro Forma/Detail

**Miscellaneous Inquiries:**

- 15. Executive Inquiry
- 16. Customer Sales Inquiry
- 17. Customer Contacts Inquiry
- 18. Open Rentals by Customer
- 19. Detailed Open Rentals
- 20. Open Rentals by Item

**Return Authorizations Inquiries:**

- 8. Return Authorizations by Customer
- 9. Detail Return Authorizations Inquiry
- 10. Return Authorizations by Product

**Standing Order Inquiries:**

- 11. Customer Open Standing Orders
- 12. Detailed Open Standing Orders

Enter Selection or END :

CONTACTS	MAINT	DRILL	EXECINQ	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

### Standing Order Inquiries

The inquiries covered in the Standing Order Inquiries section are the: Customer Open Standing Orders, and the Detailed Open Standing Orders inquiries.

#### Notes:

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Documentation - [19Z.168.Z93.Z94-S10.CUST.0001051]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

**Customer Open Orders Inquiry**

Customer: IDEAL Phone#: 201-444-4545  
 Company: A Contact: RICHARD GALVIN  
 Name: IDEAL DISTRIBUTION CO Salesman:  
 Address 1: 10 CLIFTON BLVD. Credit Limit: 10000  
 Address 2: Credit Hold: N  
 City: CLIFTON NJ 07015 ALC Priority:

Order#	Rel	Cust Ref	Dept	Ord	Req	Shp	Whs	ST	F	DS	OP	Order\$
1				04/30			001	OP	N	ND	SF	490
2				04/30			001	OP	N	ND	SF	23
3												
4												
5												
6												
7												
8												
9												
10												
11												

Enter END to exit, NEXT PG,PREV PG,or Line Number for Detailed Open Orders: XXXXXX

HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popu

**Customer Open Standing Orders Inquiry**

This inquiry provides a summary of all customer standing orders.

**Customer#** - Enter the specific customer number. You may also use the <F7> function key, click on the **'INQUIRY'** icon or click on the drop down arrow next to the field to display the lookup box. The system will display the customer number and name.

**Company#** - Enter the 2 digit company number. You may also use the <F7> function key, click on the **'INQUIRY'** icon or click on the drop down arrow next to the field to choose from a list of valid companies or hit <ENTER> and the system will choose ALL companies on the system. The system will display the company number and name.

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

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

**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 status is displayed from the Customer Master file.

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

**Notes:**

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documentation - [192.168.253.254-STO.CUST.00010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Customer Open Orders Inquiry

Customer: IDEAL Phone#: 201-444-4545  
 Company: A Contact: RICHARD GALVIN  
 Name: IDEAL DISTRIBUTION CO Salesman:  
 Address 1: 10 CLIFTON BLVD. Credit Limit: 10000  
 Address 2: Credit Hold: N  
 City: CLIFTON NJ 07015 ALC Priority:

Order#	- Rel	Cust Ref	Dept	Ord	Req	Shp	Whs	ST	F	DS	OP	Order\$
1		01132736		04/30			001	OP	N	ND	SF	490
2		01132737		04/30			001	OP	N	ND	SF	23
3												
4												
5												
6												
7												
8												
9												
10												
11												

Enter END to exit, NEXT PG,PREV PG,or Line Number for Detailed Open Orders: XXXXXX

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

**Notes:**

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**Customer Open Standing Orders Inquiry**

- Order #** - Standing order number.
- Cust Ref** - Customer reference number.
- Dept** - The department number is displayed.
- Ord** - Order date.
- Req** - Required date.
- Shp** - Ship date.
- Whs** - Warehouse number.
- ST** - Standing order status.
- F** - Future order indicator.
- DS** - Drop ship indicator.
- OP** - Operator that entered the standing order.
- Order \$** - Standing order dollar value.

**Enter Line# for detail, NEXT PG, PREV PG or END to exit:**

To access the Detail Open Standing Orders Inquiry (Line Items), at the prompt enter in the line number for the specific standing order, and hit <ENTER>. Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

documentation - [192.168.253.254-STO.DET.00010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Detail Standing Open Orders (Line Items)

Order# 01-13273 Order Date 04/30/03  
 Customer# IDEAL IDEAL DISTRIBUTION CO Due Date 04/30/03

Ln#	Item Number Description Vendor Number	Ordered Dropship	Inpick ShipFrom SellUm	Backord Disc% Department	Invoiced Price Value	F H T
1	106 ULTRA BROWN PLASTIC DESK	1 / EA ND	/ EA 001 EA	/ EA	/ EA 450.00 / EA 450.00	N Y
2						
3						
4						

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PREV ORD	SPEC INST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Detailed Open Standing Orders Inquiry Inquiry**

This inquiry provides the current standing order status for a specific standing order.

**Order#** - Enter the specific eight digit order number or enter 'C' to use the customer's purchase order number to search the Standing Order file. If looking up a standing order using the customer's purchase order number: enter the customer's purchase order number and hit <ENTER>. The customer name and ship-to information from the orders with that purchase order number will be displayed, highlight the correct standing order and hit <ENTER> to select that order.

**Customer#** - The customer number 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 the 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.

**Notes:**

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documentation - [192.168.253.254-STO.DET.00010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Detail Standing Open Orders (Line Items)

Order# 01-13273 Order Date 04/30/03  
 Customer# IDEAL IDEAL DISTRIBUTION CO Due Date 04/30/03

Ln#	Item Number Description Vendor Number	Ordered Dropship	Inpick ShipFrom SellUm	Backord Disc% Department	Invoiced Price Value	F H T
1	106 ULTRA BROWN PLASTIC DESK	1 / EA ND	/ EA 001 EA	/ EA	/ EA 450.00/ EA 450.00	N  Y
2						
3						
4						

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PREV ORD	SPEC INST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Detailed Open Standing Orders Inquiry**

- Invoiced** - Invoiced quantity.
- Price** - Unit price of the standing order item.
- Value** - Line value.
- F** - Future indicator. If the line on the order is flagged as future, a 'Y' will be displayed in this field.
- H** - Price hold indicator.
- T** - If the product is taxable, a 'Y' will be displayed.

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

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward through the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Next, we will go over the Function Keys located at the bottom of the screen.

**Notes:**

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documentation - [192.168.253.254-STO.DET.00010\$2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Detail Open Orders (Header)

Order#	01-132736	Ship To	IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015
Bill To	IDEAL IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015		IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015

Order Dt	04/30/03	Complete	N	Drop Ship	ND
Due Dt	04/30/03	No. Rels		Cred Hold	
Sell Whse	001 NEW YORK	No. Lines	1	History	
Ship Whse	001 NEW YORK	Future	N	Ord Src	
Spec Ins		Oper	SSS		
Ship Via	04 FEDERAL EXPRESS				
Salesman	001 Sy Fertig	Backord\$			0.00
Terms	05 CREDIT CARD	Discount\$			0.00
Dept		Misc\$			0.00
Tax Jur	1 NEW JERSEY	Freight\$			12.50
Tax%	6.000	Tax\$			27.00
Cust P/O#		Total\$			489.50

Enter END to exit or PREV PG : XXXXXX PAGE 2 OF 2

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PREV ORD	SPEC INST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Detailed Open Standing Orders Inquiry  
Function Keys**

**Header**

The Header shows the operator additional order information.

To access this screen, either click on the 'HEADER' icon or hit the Shift+ 'F1' function key.

The following information will be displayed:

- Order#** - The order number is displayed.
- Bill To** - The billing information.
- Ship To** - The ship to information.
- Order Dt** - The order date.
- Sell Whse** - The selling warehouse.
- Ship Whse** - The shipping warehouse.
- Ship Via** - The shipping method.
- Salesman** - The salesman's number and name.
- Terms** - The payment terms for this order.
- Dept** - Department.
- Tax Jur** - The tax jurisdiction number and name.
- Tax%** - The tax percent on the order.
- Cust Po** - The customer's purchase order number.

- Complete** - 'Y' = the order is complete, 'N' = order not yet complete.
- No. Rels** - The number of releases for the order.
- No. Lines** - The number of lines on the order.
- Future** - Future order indicator.
- Oper** - Operator's initials.

**Drop Ship** - Drop Ship Indicator. 'DS' = drop ship order, 'ND' non-direct ship order.

**Cred Hold** - Credit Hold indicator.

**History** - \* - An asterisk indicates a history record for this order. This occurs when the order is complete and has been through the EOD.

**Notes:**

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**Ord Src** - The Order Source code.

**Notes:**

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documentation - [192.168.253.254-STO.DET.00010\$2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

### Detail Open Orders (Header)

Order#	01-132736	Ship To	
Bill To	IDEAL		
	IDEAL DISTRIBUTION CO		IDEAL DISTRIBUTION CO
	10 CLIFTON BLVD.		10 CLIFTON BLVD.
	CLIFTON NJ 07015		CLIFTON NJ 07015

Order Dt	04/30/03	Complete	N	Drop Ship	ND
Due Dt	04/30/03	No. Rels		Cred Hold	
Sell Whse	001 NEW YORK	No. Lines	1	History	
Ship Whse	001 NEW YORK	Future	N	Ord Src	
Spec Ins		Oper	SSS		
Ship Via	04 FEDERAL EXPRESS				
Salesman	001 Sy Fertig	Backord\$			0.00
Terms	05 CREDIT CARD	Discount\$			0.00
Dept		Misc\$			0.00
Tax Jur	1 NEW JERSEY	Freight\$			12.50
Tax%	6.000	Tax\$			27.00
Cust P/O#		Total\$			489.50

Enter END to exit or PREV PG : XXXXXX PAGE 2 OF 2

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PREV ORD	SPEC INST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Detailed Open Standing Orders Inquiry  
Function Keys**

- Header**
- Backord\$** - The total backordered dollar amount.
  - Discount\$** - The total discounted dollar amount.
  - Misc\$** - The total miscellaneous dollar amount.
  - Freight\$** - The total freight dollar amount.
  - Tax\$** - The total tax dollar amount.
  - Total\$** - The total dollar amount of the order.

**ENTER END TO EXIT OR PREV PG:**  
Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Next, we will go over the Function Keys located at the bottom of the screen.

**Notes:**

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documentation - [192.168.253.254-STO.DET.00010S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Detail Standing Open Orders (Line Items)

Order# 01-13464 Order Date 01/12/04  
 Customer# IDEAL IDEAL DISTRIBUTION CO Due Date 01/12/04

Ln#	Item Number Description Vendor Number	Ordered Dropship	Inpick ShipFrom SellUm	Backord Disc% Department	Invoiced Price Value	F H T
1	102 BLUE PLASTIC DESK	1 / EA ND	/ EA 001	/ EA	/ EA 550.00/ EA 550.00	N Y
2						
3						
4						

Enter END to exit, NEXT PG or PREV PG :      XXXXXX      PAGE 1 OF 2

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PREV ORD	SPEC INST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Detailed Open Standing Orders Inquiry**

**Function Keys**

**Invoice Inquiry**

To access this screen, either click on the 'INV INQ' icon or hit the Shift+ 'F3' function key.

From here, enter the three digit release number for the associated standing order. The hit <ENTER>.

You will be forwarded to the Detail Release Inquiry.

**Notes:**

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documentation - [192.168.253.254-DET.REL011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Release# 01-132111-001

Inv# 501795

Ord Dt 02/21/03 Inv Dt 02/21/03

ST IV 01 OS SSS OP 001 Whs 001

**Detail Invoices (Line Items)**

Sold To IDEAL  
IDEAL DISTRIBUTION CO  
10 CLIFTON BLVD.  
CLIFTON NJ 07015

Ship To SAME

Lns 1 Cust Ref 1 Terms CREDIT CARD Salesman 001 Sy Fertig

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	102	BLUE PLASTIC DESK	1 / EA	1 / EA			200.00 / EA	200.00	001
2									
3									

ShipDate 02/21/03 Shipper FEDERAL EX PI PA Wght 7.0 Ctn 1 Units 1 TxJur 1 Tax% 0.00 Frt 20.75 Tax 0.00 Total 220.75

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	NEXT REL	PREV REL	BOX FRT	SPEC INST	AUDIT LST				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Detailed Open Standing Orders Inquiry**

**Function Keys**

**Detail Release Inquiry**  
This inquiry provides the detailed information on the current status of a particular shipment (release).

**Release#** - The chosen release number is displayed.  
**Inv#** - Invoice number is displayed, only if the release has already been invoiced.

**Ord Dt** - Order date.

**Inv Dt** - Invoice date.

**ST** - Status.

**OS** - Order source.

**OP** - Operator code.

**Whs** - The shipping warehouse.

**Sold To** - The customer's number, name, and address.

**Ship To** - The address to where this release is to be shipped.

**Lns** - The number of lines on the release.

**Cust Ref** - Reference field.

**Terms** - The credit payment terms for this customer.

**Salesman** - Salesman number and name.

**Notes:**

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documentation - [192.168.253.254-DET.REL011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Release# 01-132111-001  
 Inv# 501795  
 Ord Dt 02/21/03 Inv Dt 02/21/03  
 ST IV 01 OS SSS OP 001 Whs 001

Detail Invoices (Line Items)

Sold To IDEAL  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

Ship To SAME

Ln# 1 Cust Ref 1 Terms CREDIT CARD Salesman 001 Sy Fertig

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Wht
1	102	BLUE PLASTIC DESK	1 / EA	1 / EA			200.00 / EA	200.00	001
2									
3									

ShipDate 02/21/03 Shipper FEDERAL EX PI PA Wght 7.0 Ctn 1 Units 1 TxJur 1 Tax% 0.000 Frt 20.75 Tax 0.00 Total 220.75

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	NEXT REL	PREV REL	BOX FRT	SPEC INST	AUDIT LST				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Detailed Open Standing Orders Inquiry**

**Function Keys**

- Ln#** - Line number on release.
- Item Number** - The item number.
- Description** - The item description.
- Ordered**- The quantity to be picked for this release, and its' corresponding unit of measure.
- Shipped** - The shipped quantity for this release, and its' corresponding unit of measure.
- Bkord** - The backordered quantity for this release, and its' corresponding unit of measure.
- Inpick** - The item quantity in pick, and its' corresponding unit of measure. (picking document has been generated, but not yet shipped/verified).
- Price** - Price amount.
- Value** - The value amount for the line.
- Wht** - The shipping warehouse for the line item.

**Notes:**

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documentation - [192.168.253.254-DET.REL011\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Release# 01-132111-001  
 Inv# 501795  
 Ord Dt 02/21/03 Inv Dt 02/21/03  
 ST IV OS 01 OP SSS Whs 001

Detail Invoices (Line Items)

Sold To IDEAL  
 IDEAL DISTRIBUTION CO  
 10 CLIFTON BLVD.  
 CLIFTON NJ 07015

Ship To SAME

Terms CREDIT CARD Salesman 001 Sy Fertig

Ln#	Item Number	Description	Ordered	Shipped	Bkord	Inpick	Price	Value	Whs
1	102	BLUE PLASTIC DESK	1 / EA	1 / EA			200.00 / EA	200.00	001
2			/	/			/		
3			/	/			/		

ShipDate 02/21/03 Shipper FEDERAL EX PI PA Wght 7.0 Ctn 1 Units 1 TxJur 1 Tax% 0.000 Frt 20.75 Tax 0.00 Total 220.75

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	NEXT REL	PREV REL	BOX FRT	SPEC INST	AUDIT LST			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

**Notes:**

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**Detailed Open Standing Orders Inquiry**  
**Function Keys**  
**Detail Release Inquiry**

- Ship Date** - The ship date of the release.
- Shipper** - The shipping method for the release.
- PI** - Picker.
- PA** - Packer.
- Wght** - Weight.
- Ctn** - Amount of cartons.
- Units** - Number of units.
- TxJur** - Tax jurisdiction code .
- Tax%** - Tax percent.
- Frnt** - Freight charge.
- Tax** - Tax amount.
- Total** - Total of order.

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

Click on the 'CANCEL' icon or hit the 'F8' function key to exit.

**NEXT PG** – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

**PREV PG** – The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to move backwards through the list.

Click on the 'OK/END' button, or hit the 'F2' function key to return to the Detailed Open Standing

Orders Inquiry.

**Notes:**

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documentation - [192.168.253.254-STO.DET.00010\$1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Detail Standing Open Orders (Line Items)

Order# 01-13464 Order Date 01/12/04  
 Customer# IDEAL IDEAL DISTRIBUTION CO Due Date 01/12/04

Ln#	Item Number Description Vendor Number	Ordered Dropship	Inpick ShipFrom SellUm	Backord Disc% Department	Invoiced Price Value	F H T
1	102 BLUE PLASTIC DESK	1 / EA ND	/ EA 001 EA	/ EA	/ EA 550.00/ EA 550.00	N  Y
2						
3						
4						

Enter END to exit, NEXT PG or PREV PG : XXXXXX PAGE 1 OF 2

HEADER	LINE ITEMS	INV INQ	NEXT ORD	PREV ORD	SPEC INST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Detailed Open Standing Orders Inquiry**  
**Function Keys**  
**Next Order/Previous Order**

The NEXT ORDER function is available by clicking on the 'NEXT ORDER' icon or by hitting the Shift+'F4' function key. This function will bring the operator to the next order number.

The PREVIOUS ORDER function is available by clicking on the 'PREVIOUS ORDER' icon or by hitting the Shift+'F5' function key. This function will bring the operator to the previous order number.

**Notes:**

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documentation - [192.168.253.254-SPEC.INST.BOX011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Detail Standing Open Orders (Line Items)

Order# 01-13464 Order Date 01/12/04  
 Customer# IDEAL IDEAL DISTRIBUTION CO Due Date 01/12/04

Ln#	Item Number Description Vendor Number	Ordered Dropship	Inpick ShipFrom SellUm	Backord Disc% Department	Invoiced Price Value	F H T
1	102 BLUE PLASTIC DESK	1 / EA ND	/ EA 001 EA	/ EA	/ EA 550.00/ EA 550.00	N  Y
2						
3						
4						

**Special Instructions**

DELIVERIES ON MONDAY ONLY

X

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

**Detailed Open Standing Orders Inquiry  
Function Keys**

**Special Instructions**  
 Any Special Instructions that were entered for an order can be viewed by either clicking on the 'SPEC INST' icon or by hitting the Shift+'F6' function key.

Once displayed, hit <ENTER> to remove from the screen.

**Notes:**

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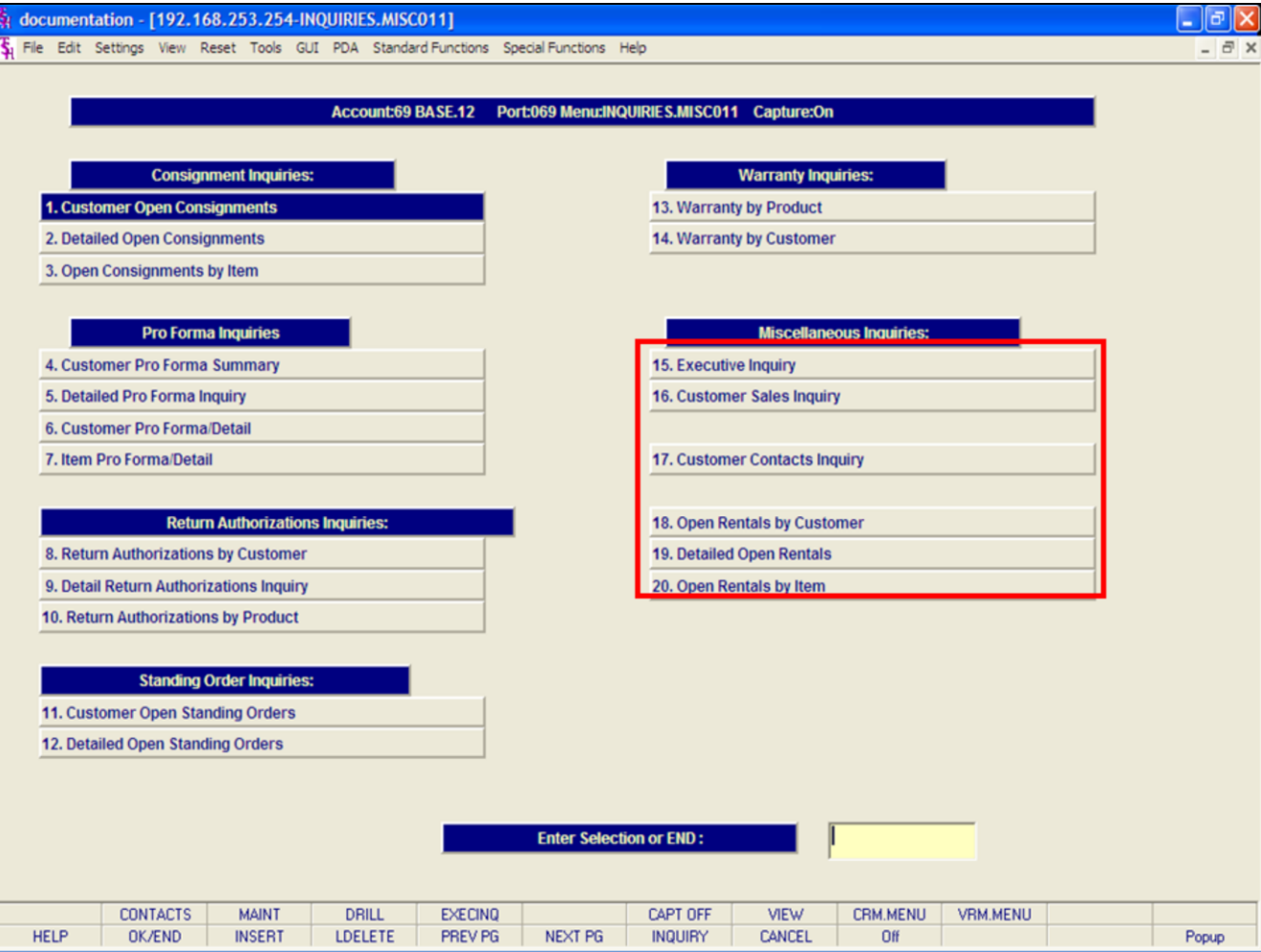
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**Miscellaneous Inquiries**

The inquiries covered in the Miscellaneous Inquiries section are the: Executive Inquiry, Customer Sales Inquiry, Customer Contacts Inquiry, Open Rentals by Customer, Detailed Open Rentals, and Open Rentals by Item inquiries.

**Notes:**

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documentation - [192.168.253.254-EXEC.INQ011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

CO#  EXECUTIVE INQUIRY SALES SCREEN

As of Date

Customer	Orders	Sales	Day	M-T-D	Y-T-D
In Pick	<input type="text"/>	Sales	<input type="text"/>	<input type="text"/>	<input type="text"/>
Backord	<input type="text"/>	Credits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Future	<input type="text"/>	Net Sls	<input type="text"/>	<input type="text"/>	<input type="text"/>
Direct	<input type="text"/>	Cost of Sls	<input type="text"/>	<input type="text"/>	<input type="text"/>
On Hold	<input type="text"/>		=====	=====	=====
Total	<input type="text"/>	Gross Prof	<input type="text"/>	<input type="text"/>	<input type="text"/>
		GP Pct	<input type="text"/>	<input type="text"/>	<input type="text"/>

Accounts	Receivable		Day	M-T-D	Y-T-D
<input type="text"/>	<input type="text"/>	Invoiced	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Cash Recd	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Write Offs	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Adjustments	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>		=====	=====	=====
<input type="text"/>	<input type="text"/>	A/R Change	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	Avg Dly Sales		<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	Days in A/R		<input type="text"/>	<input type="text"/>

Sales    Purch    Acctg    Op Stats    PREV PG    NEXT PG    INQUIRY    CANCEL    Popup

**Executive Inquiry**

This inquiry, by company, consists of three screens. The first screen displays information regarding sales. The second screen displays information regarding inventory. Lastly, the third screen displays information regarding general ledger.

**Notes:**

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documentation - [rs6000d-4024 demo.12-EXEC.INQ011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

CO# 01 TSH MEDICAL SUPPLY EXECUTIVE INQUIRY SALES SCREEN  
As of Date 03/07/05

Customer	Orders	Sales	Day	M-T-D	Y-T-D
In Pick	1,222	Sales	5,466	250,827	1,240,588
Backord	48,582	Credits	-53	-5,345	-20,252
Future		Net Sls	5,413	245,482	1,861,279
Direct	3,512	Cost of Sls	3,293	154,984	1,184,280
On Hold	1,025				
<b>Total</b>	<b>54,340</b>	Gross Prof	2,120	90,498	677,000
		GP Pct	39.17	36.87	36.37

Accounts	Receivable	Day	M-T-D	Y-T-D	
Current	220,178	Invoiced	5,413	245,482	1,220,336
31-60	22,258	Cash Recd		221,378	1,755,271
61-90	6,001	Write Offs	6	6	2,000
91-120	91	Adjustments			-1,156
121-150	6,718				
151-Ovr	6,778	A/R Change	5,408	24,098	-538,092
Future	152				
<b>Total</b>	<b>262,176</b>	Avg Dly Sales			11,235
		Days in A/R			23

Enter END to exit: XXXXXX

PAGE 1 OF 3

Sales	Purch	Acctg	Op Stats	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
HELP	OK/END	INSERT	LDELETE						

**Executive Inquiry**

**Sales**

**Company** - Enter the 2 digit company number. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the drop down arrow next to the field to choose from a list of valid companies. The system will display the company number and name.

**Customer Order section:**

- In Pick** - Dollar value in pick.
- Backord** - Back order value.
- Future** - Future order value.
- Direct** - Direct shipment value.
- On Hold** - On hold value.
- Total** - The total of the inpick, back order, future, direct shipments, and on hold value.

**Sales section, in three columns, DAY, MTD, and YTD:**

- Sales** - Dollar value of sales.
- Credits** - Credit value.
- Net Sls** - Net sales value.
- Cost of Sls** - Cost of sales value.
- Gross Prof** - Gross profit value.
- GP Pct** - Gross profit percentage.

**Notes:**

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documentation - [rs6000d-4024 demo.12-EXEC.INQ011S1]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

CO# 01 TSH MEDICAL SUPPLY EXECUTIVE INQUIRY - SALES SCREEN  
As of Date 03/07/05

Customer	Orders	Sales	Day	M-T-D	Y-T-D
In Pick	1,222	Sales	5,466	250,827	1,240,588
Backord	48,582	Credits	-53	-5,345	-20,252
Future		Net Sls	5,413	245,482	1,861,279
Direct	3,512	Cost of Sls	3,293	154,984	1,184,280
On Hold	1,025				
<b>Total</b>	<b>54,340</b>	<b>Gross Prof</b>	<b>2,120</b>	<b>90,498</b>	<b>677,000</b>
		<b>GP Pct</b>	<b>39.17</b>	<b>36.87</b>	<b>36.37</b>

Accounts	Receivable	Day	M-T-D	Y-T-D	
Current	220,178	Invoiced	5,413	245,482	1,220,336
31-60	22,258	Cash Recd		221,378	1,755,271
61-90	6,001	Write Offs	6	6	2,000
91-120	91	Adjustments			-1,156
121-150	6,718				
151-Ovr	6,778	A/R Change	5,408	24,098	-538,092
Future	152				
<b>Total</b>	<b>262,176</b>	<b>Avg Dly Sales</b>			<b>11,235</b>
		<b>Days in A/R</b>			<b>23</b>

Enter END to exit: XXXXXX

PAGE 1 OF 3

Sales	Purch	Acctg	Op Stats	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
HELP	OK/END	INSERT	LDELETE						

**Executive Inquiry**

**Sales**

**Accounts Receivable Aging section:**

- Current** - Current accounts receivable value.
- 31 - 60** - A/R 31-60 days old.
- 61 - 90** - A/R 61-90 days old.
- 91 - 120** - A/R 91-120 days old.
- 121 - 150** - A/R 121-150 days old.
- 151 - OVR** - A/R 151 and greater days old.
- Future** - A/R future order.
- Total** - The total A/R balance.

**Accounts Receivable section, in three columns, DAY, MTD, and YTD:**

- Invoiced** - Invoiced amount.
- Cash Recd** - Cash received amount.
- Write Offs** - Write off value.
- Adjustments** - Adjustment value.
- A/R Change** - The total invoiced, cash received, write off, and adjustment value.
- Avg Dly Sales** - The average daily sales value.
- Days in A/R** - The days in A/R.

**Function Keys**

- PURCH** - The PURCHASING function is available by clicking on the 'PURCH' icon or by hitting the Shift+'F2' function key. This function displays inventory related information for the selected company.
- ACCTG** - The ACCOUNTING function is available by clicking on the 'ACCTG' icon or by hitting the Shift+'F3' function key. This function displays general ledger related information for the selected company.

**Notes:**

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**Drill Down Capabilities** – In MDS, any highlighted field can be clicked on to access additional drill down inquiries.

**Notes:**

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documentation - [rs6000d-4024 demo.12-EXEC.INQ011S2]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

CO# 01 TSH MEDICAL SUPPLY EXECUTIVE INQUIRY INVENTORY SCREEN

As of Date 03/07/05 Inventory Days in 22 Days 180 Days

	Value	Inventory	Turns	Dead	Inv
Current	112,401	10	25.20		4,502
Begin - Mo	105,004	10	26.44		4,449
Prior Mo	98,143	9	27.88		4,311
Prior Mo-2	92,530	9	29.23		5,798
Prior Mo-3	91,492	9	29.10		6,832
Begin - Yr					

	Day	M-T-D	Y-T-D
POs Written	5,154	68,738	592,382
A/P Invoices	19,696	117,374	897,166
Checks Written		12,841	411,497

Purchase	Orders	Accounts	Payable
Past Due	53,217	Past Due	144,815
Future		Future	
Total	53,217	Total	144,815

Enter END to exit: XXXXXX

PAGE 2 OF 3

Sales	Purch	Acctg	Op Stats	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
HELP	OK/END	INSERT	LDELETE						

**Executive Inquiry Purchasing**

To view the Purchasing screen, click on the 'Purch' icon, or hit the Shift+'F2' function key. This function will display the purchasing information for the company.

**Inventory Value** - Displayed in current, begin-month, prior month, prior month 2, prior month 3, begin yr.

**Days In Inventory** - Displayed in current, begin-month, prior month, prior month 2, prior month 3, begin yr.

**Turns** - Displayed in current, begin-month, prior month, prior month 2, prior month 3, begin yr.

**Dead Inventory** - Displayed in current, begin-month, prior month, prior month 2, prior month 3, begin yr.

**PO's Written** - Displayed in day, month to date, and year to date.

**A/P Invoices** - Displayed in day, month to date, and year to date.

**Checks Written** - Displayed in day, month to date, and year to date.

**Purchase Orders** - Displayed by the last four months, future, and the total.

**Accounts Payable** - Displayed by the last four months, future, and the total.

**Function Keys**

**SALES** - The SALES function is available by clicking on the 'SALES' icon or by hitting the Shift+'F1' function key. This function will display sales related information for the selected company.

**ACCTG** - The ACCOUNTING function is available by clicking on the 'ACCTG' icon or by hitting the Shift+'F3' function key. This function displays general ledger related information for the selected company.

**Drill Down Capabilities** - In MDS, any highlighted field can be clicked on to access additional drill down inquiries.

**Notes:**

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documentation - [rs6000d-HMS-EXEC.INQ011\$3]

File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

CO# 01 HEARTLAND MEDICAL SUPPLY EXECUTIVE INQUIRY GENERAL LEDGER SCREEN

As of Fiscal Period Ending 0503

	Opening	Balance	Current	Period	Ending	Balance
Assets		818,585		-9,104		809,481
Liabilities		-644,573		28,979		-615,594
Capital		-104,076				-104,076
Profit				19,875		89,811
Revenue		795,059		84,389		879,448
Expenses		-725,123		-64,514		-789,637
Profit				19,875		89,811

Enter END to exit: XXXXXX PAGE 3 OF 3

Sales	Purch	Acctg	Op Stats							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Accounting**

To view the Accounting screen, click on the 'Acctg' icon, or hit the Shift+'F3' function key. This function will display the accounting information for the company.

The Accounting section is divided into three columns: Opening Balance, Current Period, and Ending Balance.

**Assets**

**Liabilities**

**Capital**

**Profit**

**Revenue**

**Expenses**

**Profit**

**Function Keys**

**SALES** - The SALES function is available by clicking on the 'SALES' icon or by hitting the Shift+'F1' function key. This function will display sales related information for the selected company.

**PURCH** - The PURCHASING function is available by clicking on the 'PURCH' icon or by hitting the Shift+'F2' function key. This function displays inventory related information for the selected company.

**Drill Down Capabilities** – In MDS, any highlighted field can be clicked on to access additional drill down inquiries.

**Notes:**

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classic - [192.168.253.254-CUST.CONTACTS.INQ012\$1]

File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help

Customer    Contacts    Inquiry

Customer#    UNITED

A/R Contact    HARRY RTTT    Purch Contact    JANE SMITH

A/R Phone    201-495-1200    Purch Phone    973-555-8555

Contact	Name / Email	Description	Phone#	FAX#
JOE DUNNE	JOED@UNITED.COM	OFFICE MANAGER	201-555-1274	201-555-1275

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

XXXXXX

HELP    OK/END    INSERT    LDELETE    PREV PG    NEXT PG    INQUIRY    CANCEL

**Customer Contacts Inquiry**

The Customer Contacts Inquiry lists all the contact information for a specific customer.

**Customer** - Enter the specific customer number. You may also use the <F7> function key, click on the **'INQUIRY'** icon or click on the drop down arrow next to the field to display the lookup box. The system will display the customer number.

**A/R Contact** - The Accounts Receivable contact name, displayed from the Customer Master file.

**A/R Phone** - The Accounts Receivable phone number.

**Purch Contact** - The Purchasing contact name.

**Purch Phone** - The Purchasing phone number.

**Contact Name** - Additional contact name.

**E-Mail** - Additional contact's e-mail address.

**Description** - Additional contact's description.

**Phone#** - Additional contact's phone number.

**Fax#** - Additional contact's fax number.

**ENTER LINE# TO CHANGE, DELETE TO DELETE, '0' TO ACCEPT:**

Enter the line number to change. Enter '0' and hit <ENTER>, hit the 'F2' function key, or click on the **'OK/END'** button to input a new customer number.

**Notes:**

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Comments:

## Where to Get More Information



- For a new login, forgotten password, or additional help, please email [custserv@tshinc.com](mailto:custserv@tshinc.com).
- To contact support call 973-777-8050 or fax 973-777-3063.
- To access the The System's House website the address is: [www.tshinc.com](http://www.tshinc.com).

Notes:

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