

Order Entry Training Guide

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



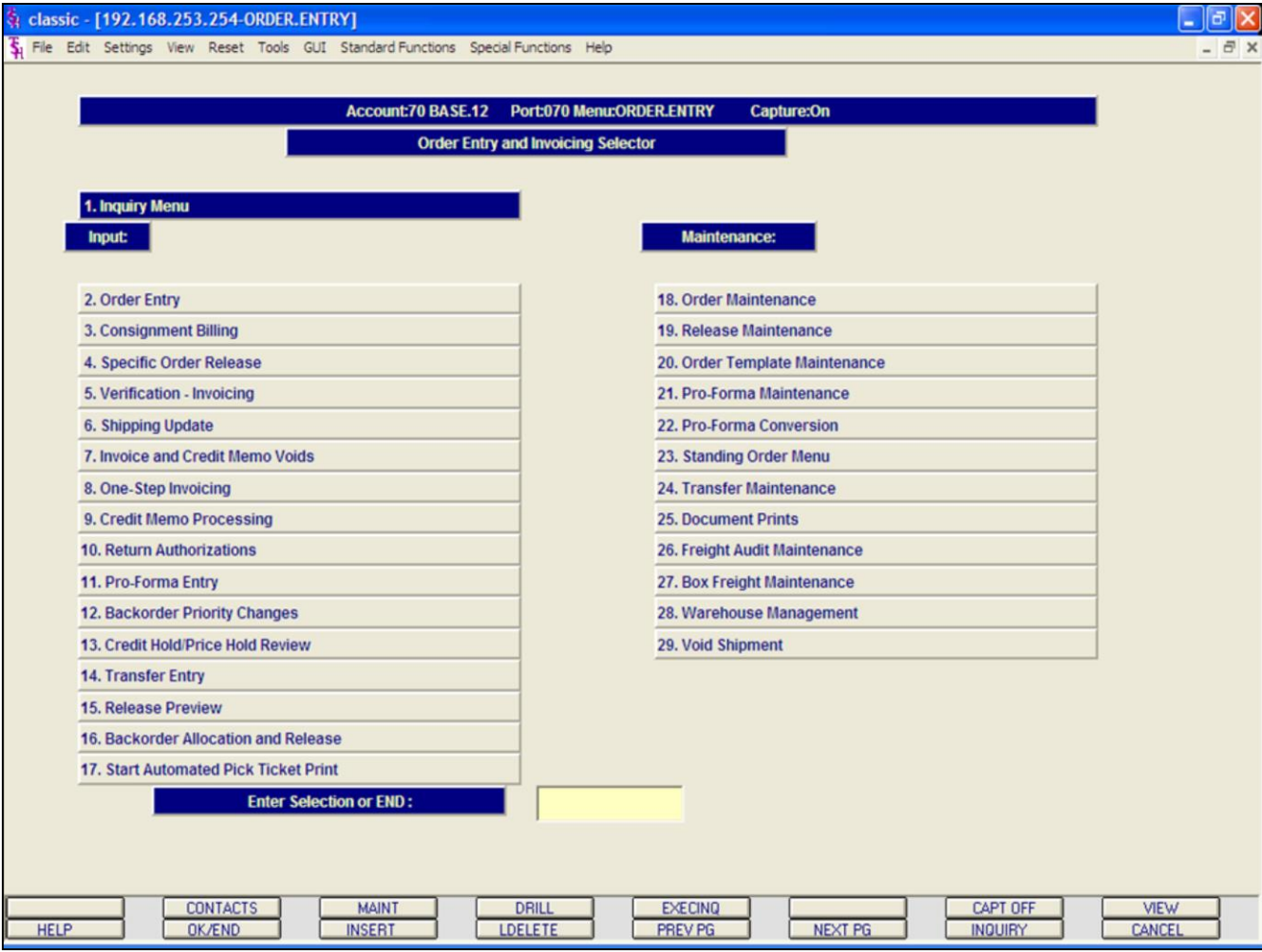
Order Entry Training Guide

8/6/2015

MDS Order Entry Training Guide

1

Notes:



Master File Maintenance Function Keys

The first 8 function keys on your keyboard (F1-F8) are reserved for special functions in the MDS master file maintenance programs. They appear on the last line of the screen as follows:

HELP - The HELP function is available by clicking on the 'HELP' icon or by pressing the 'F1' function key. Help text is setup as two layers. By pressing 'F1' at the first field on the screen, an overall description of the master file will be displayed. If 'F1' is pressed at a specific field within the master file, a detailed description of the field and its' use will be displayed.

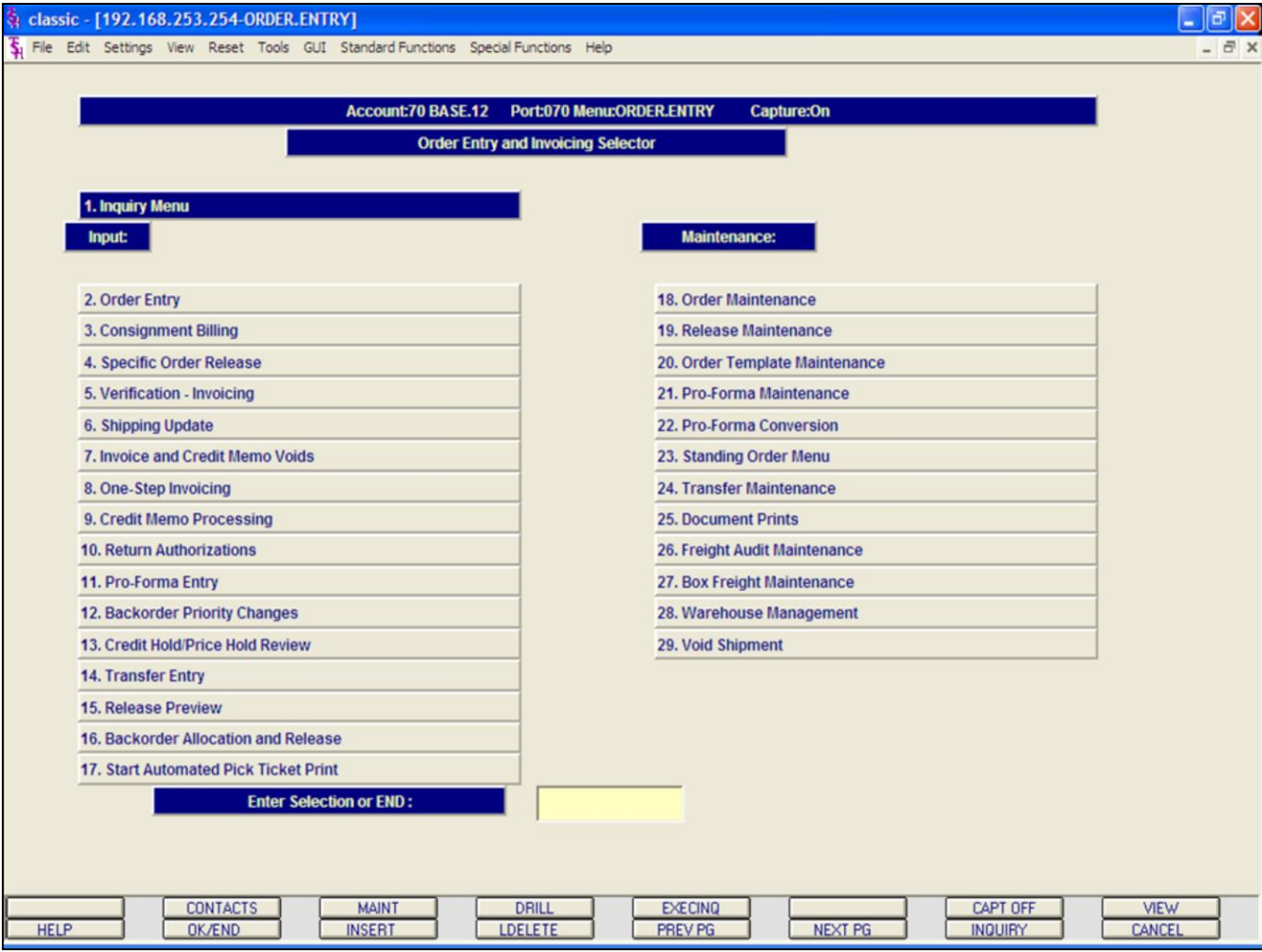
OK/END - The OK/END function is available by clicking on the 'OK/END' icon, pressing the 'F2' function key, or by typing in the word 'END' and hitting <ENTER>. This function acts as an "accept" within a record.

INSERT - The INSERT function is available by clicking on the 'INSERT' icon or by pressing the 'F3' function key. The INSERT mode feature allows insertion of letters or numbers into existing text.

LDELETE - The LINE DELETE function is available by clicking on the 'LDELETE' icon or by pressing the 'F4' function key. The LDELETE function allows you to delete a line from the master file. Simply bring the cursor to the line you wish to delete, and click or press 'F4'.

PREV PAGE - The PREVIOUS PAGE function is available by clicking on the 'PREV PG' icon or by pressing the 'F5' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.

Notes:



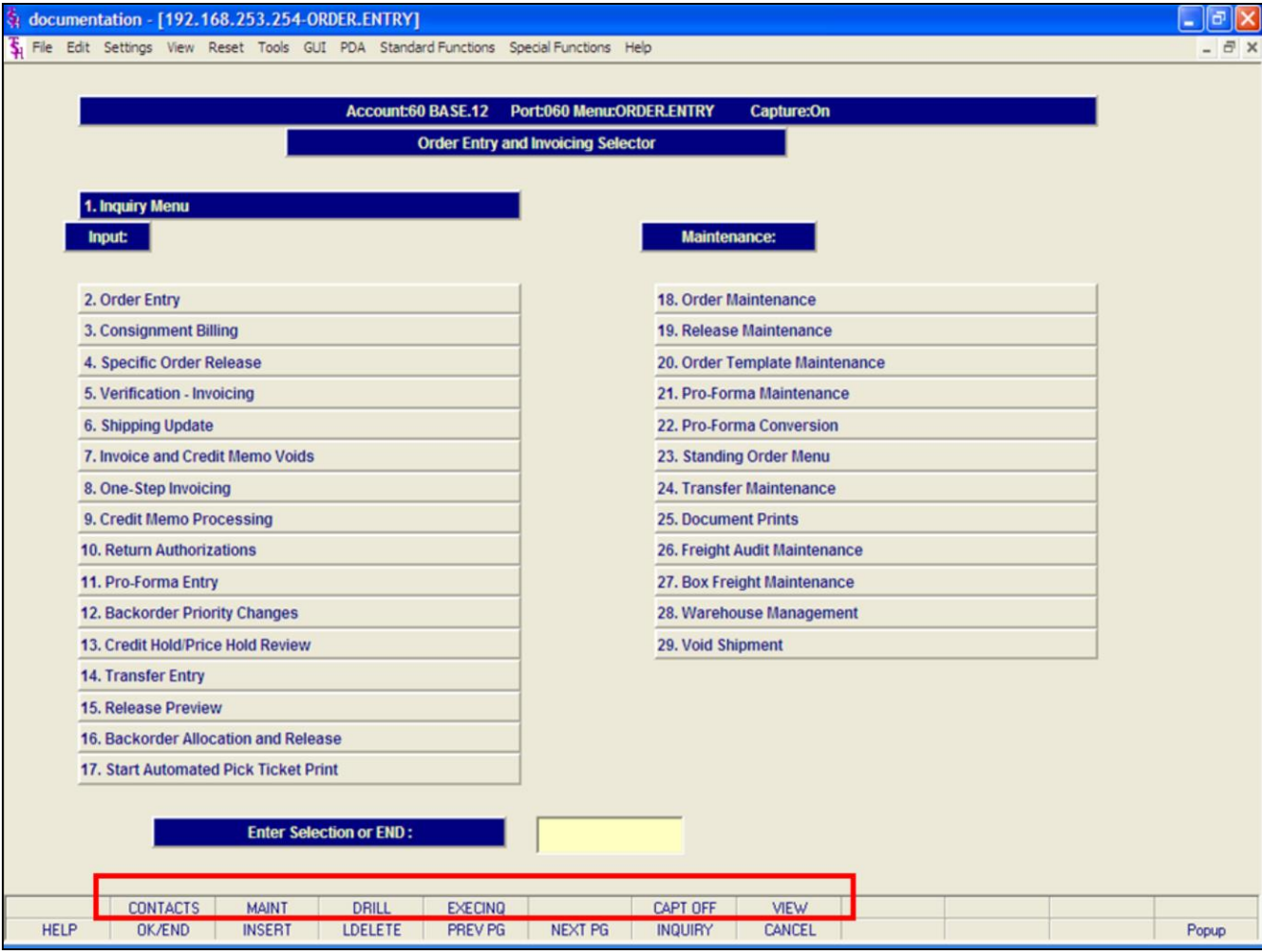
Notes:

Master File Maintenance Function Keys

NEXT PG – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by pressing the 'F6' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.

INQUIRY – The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key. This function allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: The Product Master file. At the first prompt for product number, if the operator clicks on the 'INQUIRY' icon or 'F7' is pressed the inquiry can be made to display products on file (to eliminate duplication). If you click on the 'INQUIRY' icon or press the 'F7' function key at another field, for example, product type (which is another master file) the system will display product types on file to help the operator in selecting which product type best fits the product being created. As you can see the inquiry function can be a very useful tool when creating or maintaining master files.

CANCEL – The CANCEL function is available by clicking on the 'CANCEL' icon or by pressing the 'F8' function key. This function is used to end a program without applying changes or additions made and should only be used if you DO NOT want the changes to be updated to the file. If used, the record will be filed as it was before the operator accessed it, in other words, as though no changes were made.



Master File Maintenance Function Keys
Order Entry Menu Function Keys

The top row function keys on your keyboard <Shift>+(F1-F8) are reserved for special functions in the MDS master file maintenance programs.

These function keys change in each of the programs that you are in. For example, Specific Order Release's top row of function keys will be different than Credit Memo Processing's top row of function keys.

CONTACTS - The CONTACTS function is available by clicking on the '**CONTACTS**' icon or by pressing the Shift+'F2' function key. This will bring the user to the Contacts inquiry.

MAINT - The MAINTENANCE function is available by clicking on the '**MAINT**' icon or by pressing the Shift+'F3' function key. This will bring the user to the File Maintenance menu.

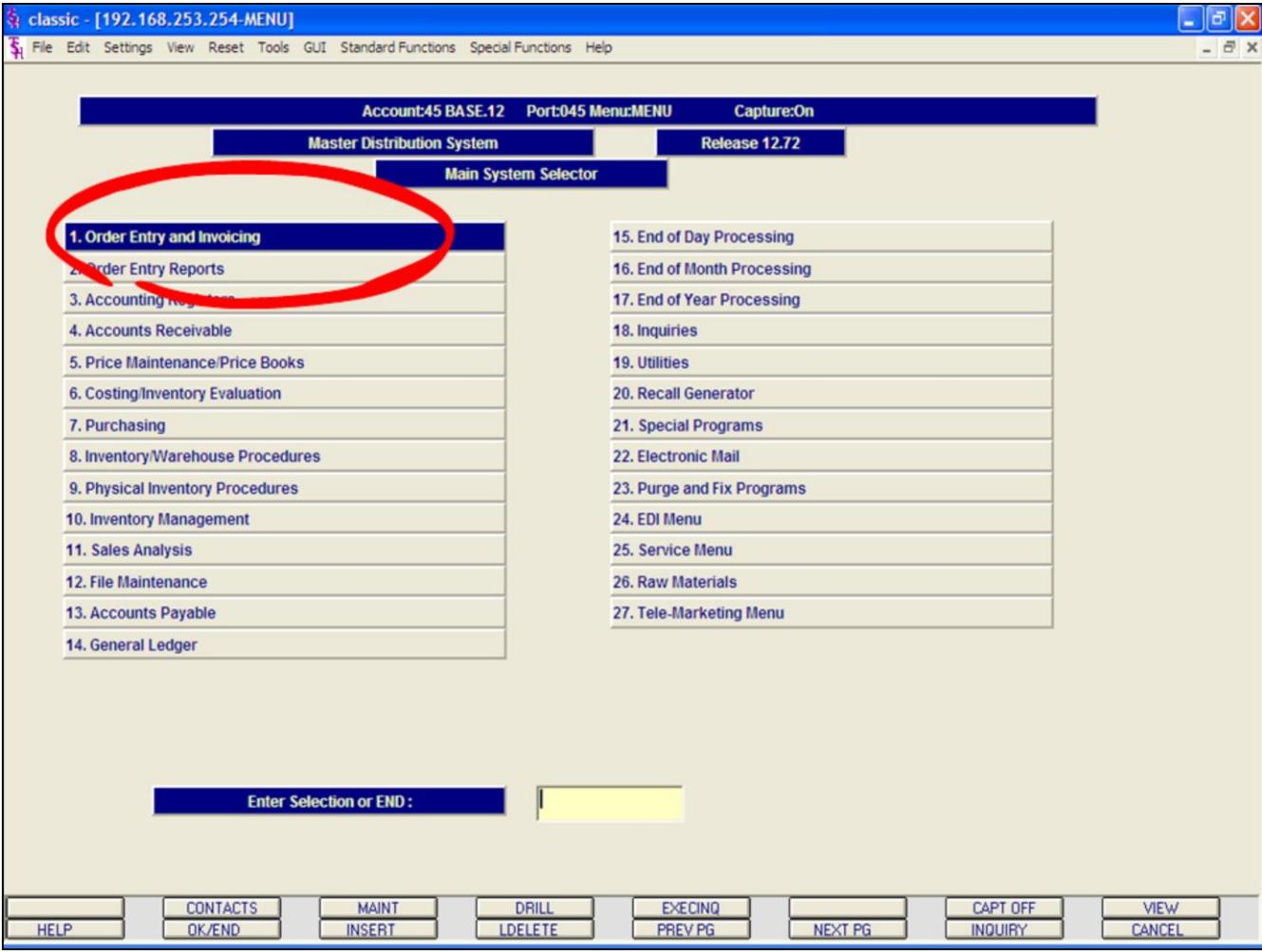
DRILL - The DRILL function is available by clicking on the '**DRILL**' icon or by pressing the Shift+'F4' function key. This will bring the user to the Drill Down menu.

EXECINQ - The EXECUTIVE INQUIRY is available by clicking on the '**EXECINQ**' icon or by pressing the Shift+'F5' function key. This will bring the user to the Executive Inquiry.

CAPT OFF - The CAPTURE OFF function is available by clicking on the '**CAPT OFF**' icon or by pressing the Shift+'F7' function key. This will disable all available reports from going to Report Capture.

VIEW - The VIEW function is available by clicking on the '**VIEW**' icon or by pressing the Shift+'F8' function key. This will forward the user to Report Capture and display all reports previously ran.

Notes:



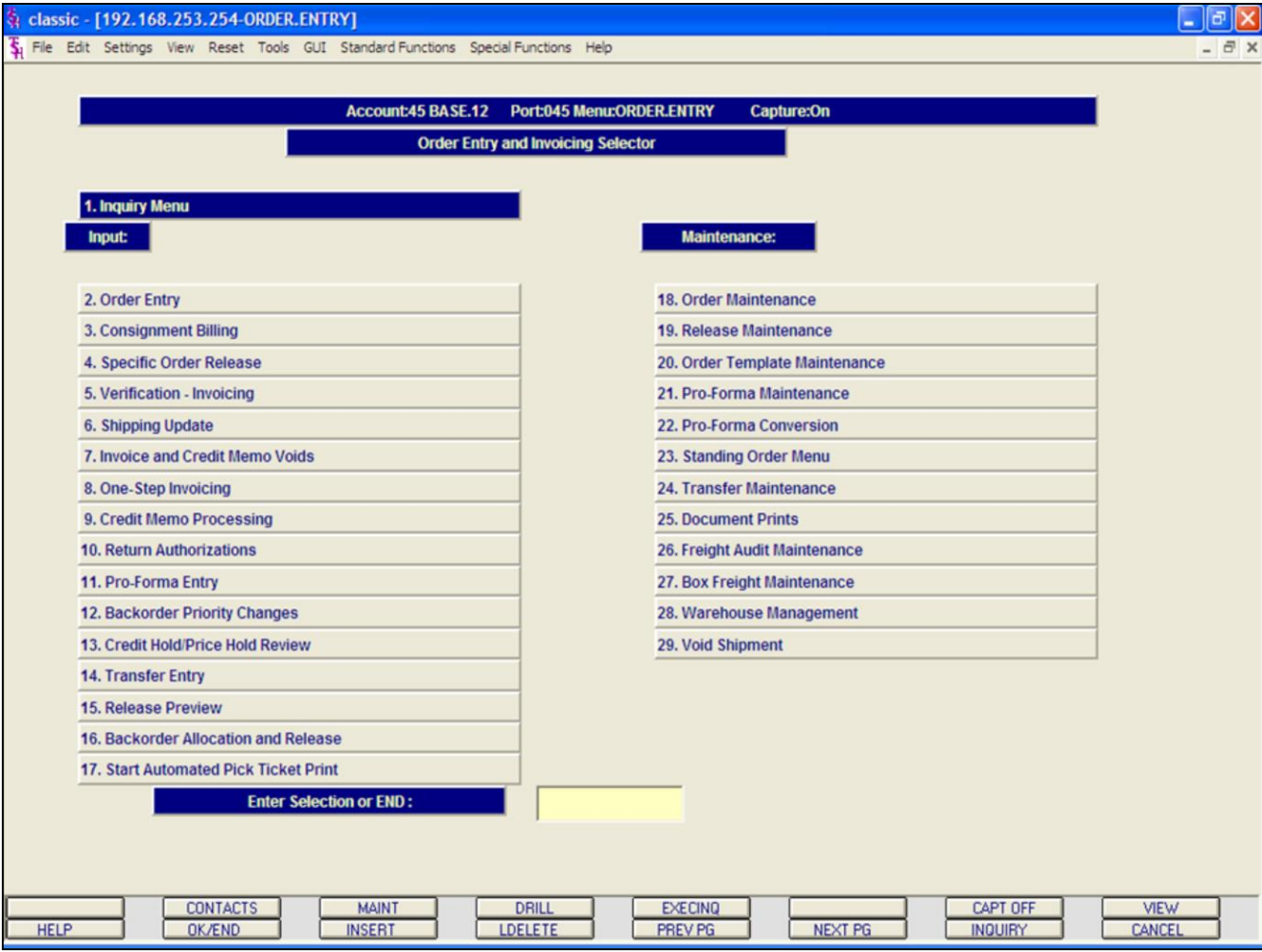
Main Menu

The Order Entry menu is located on the main menu of MDS. The menu name is ORDER.ENTRY.

Report Capture

You should be familiar with Report Capture so you will be able to retrieve relevant documents. Make sure your Report Capture is on. Shift+'F7'.

Notes:



Order Entry Menu

This screen is separated so that all Inquiry Menu and Entry Programs are on the left, and the Maintenance and Document Print programs are on the right.

Notes:

classic - [192.168.253.254-SSS.OE.HDR.INPUT011\$1]

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

Order Entry Header

Order# [] Date 08/05/03 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To Customer AAAAAA Intry Ship To 1. [] Country []

2.Reg Dt [] Future [] 11.Ship Via [] []
 3.As of Dt [] 12.Cash [] []
 4.Salesman [] 13.M/Bill [] []
 Commission % 0.00 14.Cons/Rent [] []
 5.Terms [] 15.Inv Comp [] []
 6.Source [] 16.Ord Hold [] []
 7.Cust PO# [] 17.LIC# [] []
 8.Direct [] Vendor [] 18.Dea# [] []
 9.Spec Ins [] 21.Route [] []
 10 Caller [] 22.Dly Stop [] []

MDS INQ AR INQ CUSTOMER TEL MKTG CUST REL [] []
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Order Entry Overview

The Order Entry procedure will generate an Order record. If merchandise is available for shipment, a Release record(picking document) is also generated. The Order record retains the original information.

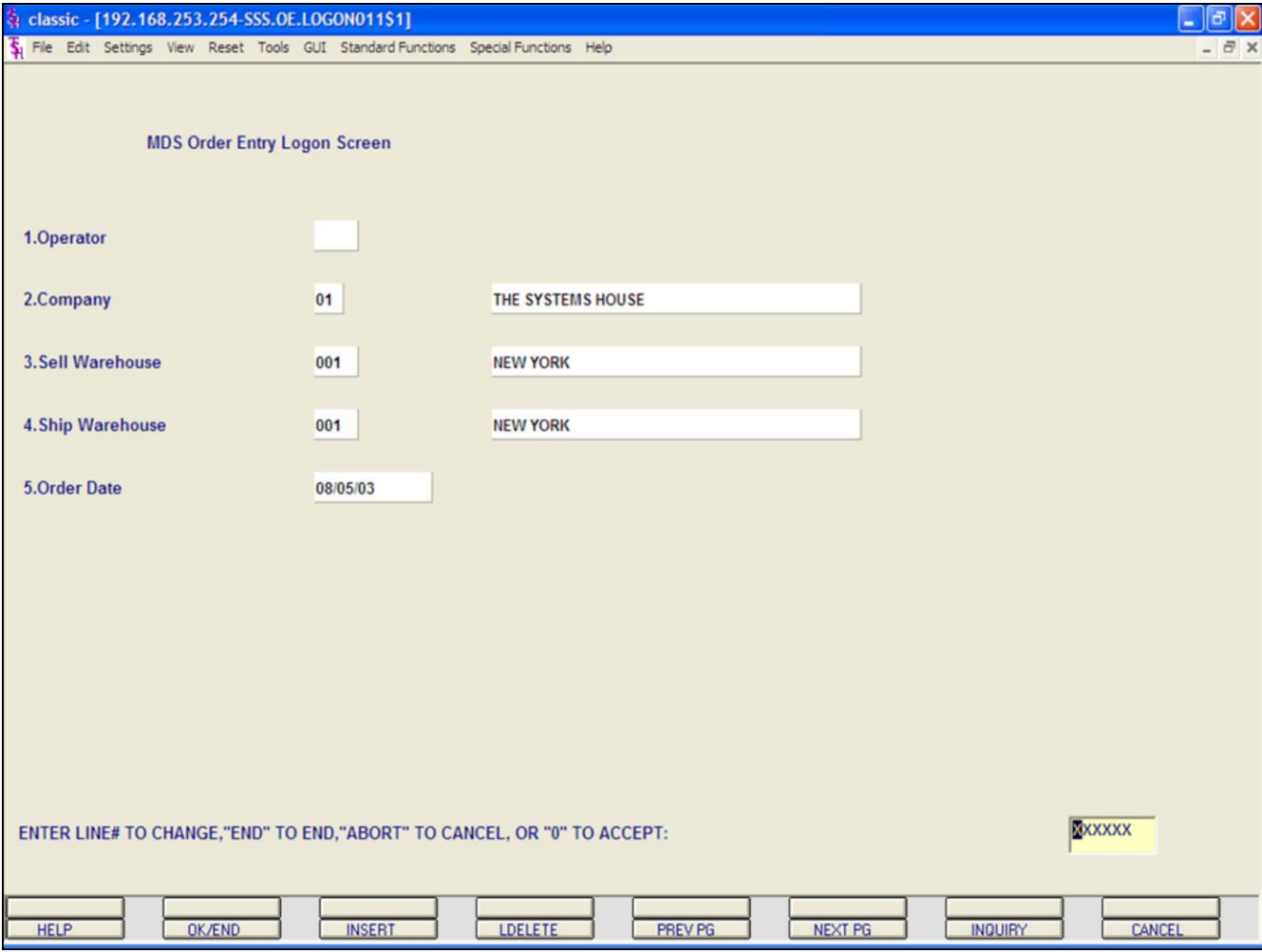
The release contains the quantities that are shippable against the order. Thus, if backorders are created the total of all Release records should equal the Order record, unless quantities have been cancelled against the order. The system, creates the first release as the order number with a designated (001) at the end of the order number to signify this as the first release for the order. If multiple releases for backordered quantities are created for the order, they are incremented by one for each release. For example order '01100063' has had 3 backorders generated against it. The first release number is '01100063001', the second '01100063002' and the third '01100063003'.

An order flagged entirely as 'future' will not create a Release record or affect inventory demand until the future is converted (future order conversion program) to a current order. An order with all lines flagged as drop ship will not generate a picking document. Orders that are on credit hold will generate a Release record, however the picking document will not be printed until the release has been removed from credit hold.

A combination picking/packing slip is generated only if the following conditions are met:

1. At least one item is in stock (available).
2. The entire order is not flagged as a 'future' order.
3. If Parameter(99) = 'P', no items on the Release can be price hold.

Notes:



**Order Entry
Log-On Screen**

The log-on screen is used to validate the operator's access to the Order Entry module, as well as the company, warehouse, and order dating information for the batch of orders. There is an option available to display the log-on screen, otherwise the company and warehouse will prompt on the header screen.

Operator - The operator code entered is validated to the Operator file for access code 'OE'.

Company - The company code entered is validated to the Company file.

Sell Warehouse - The selling warehouse entered is validated to the Warehouse file.

Ship Warehouse - The shipping warehouse number entered is validated to the Warehouse file. Product records for all items on the order must exist for both the selling and shipping warehouse if they are different.

Order Date - Enter the date or hit <ENTER> for the system date.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

Notes:

classic - [192.168.253.254-SSS.OE.HDR.INPUT011\$1]

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

Order Entry Header

Order# [] Date 08/11/03 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To Customer AAAAAA Intry
 Ship To 1. [] Country []

2.Reg Dt [] Future [] 11.Ship Via []
 3.As of Dt [] 12.Cash []
 4.Salesman [] 13.M/Bill []
 Commission % 0.00 14.Cons/Rent []
 5.Terms [] 15.Inv Comp [] Return Date []
 6.Source [] 16.Ord Hold [] 19.Ship Comp []
 7.Cust PO# [] 17.LIC# [] 20.Cancel Dt []
 8.Direct [] Vendor [] 18.Dea# []
 9.Spec Ins [] 21.Route []
 10.Caller [] 22.Dly Stop []

MDS INQ AR INQ CUSTOMER TEL MKTG CUST REL [] []
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Order Entry Header Screen

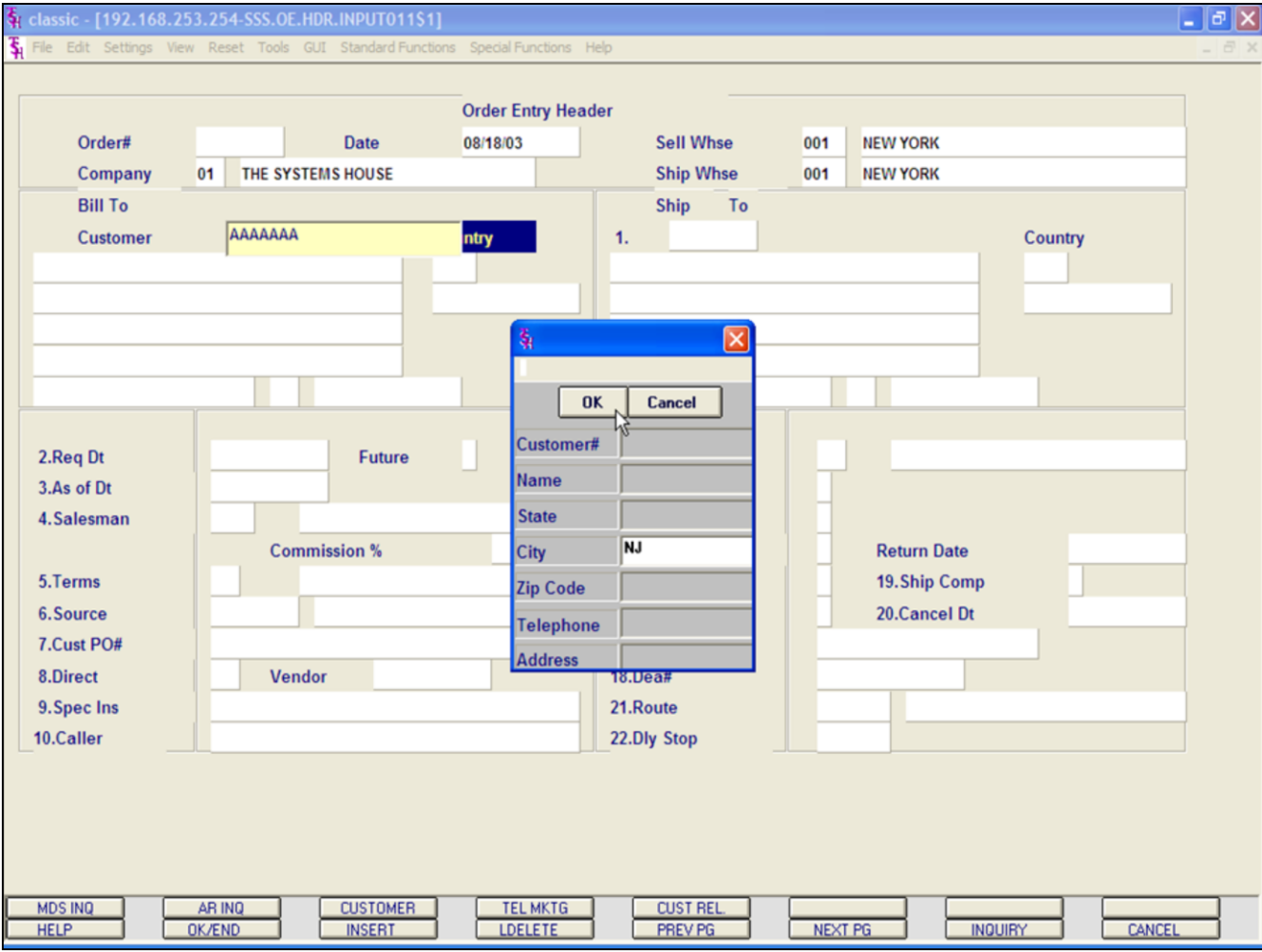
Date - The order date, displayed from the Log-On screen.

Company - The company number and name, displayed from the Log-On screen.

Sell Whse - The selling warehouse, displayed from the Log-On screen.

Ship Whse - The shipping warehouse, displayed from the Log-On screen.

Notes:



Order Entry Header Screen Customer Lookup

The customer validation routine establishes the correct customer to bill the order to. Enter the customer number, part of the customer number, or the customer's phone number. If the customer number is not valid, the system will display an error message.

If the operator is unaware of the customer number, the system gives them multiple options for looking up that customer number.

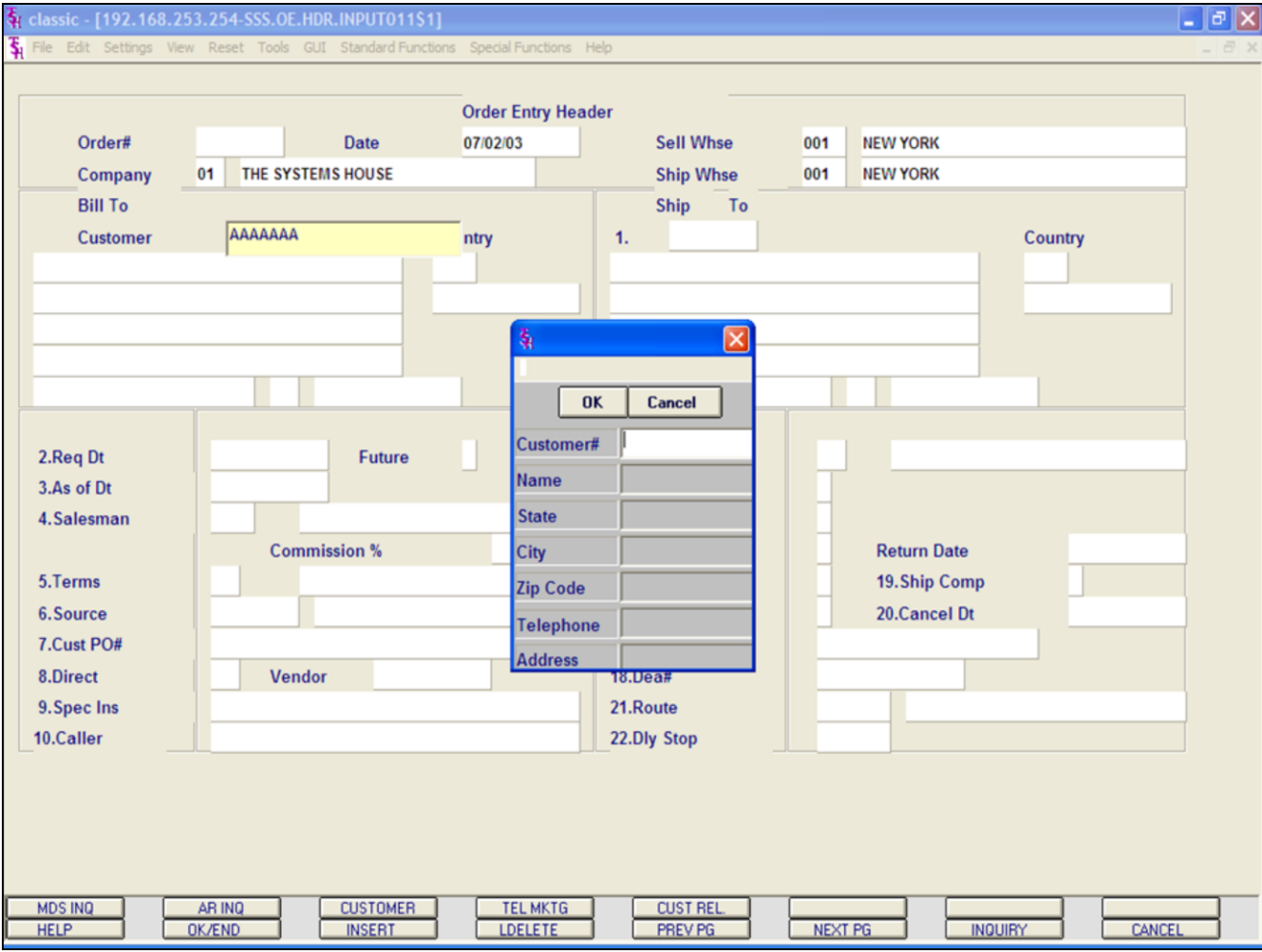
- a. They may hit the function key 'F7', click on the **'INQUIRY'** icon, or click on the down arrow next to the field to initiate the lookup routine.
- b. Enter part of the customer number to initiate the lookup routine.
- c. If this is a new customer, the operator can add the customer by clicking on the icon **'CUSTOMER'** or by pressing the Shift+'F3' function key. See next page for instructions.

Once the customer's number is selected, the customers sold to name and address will be displayed and the operator will be prompted:

IS THIS THE CORRECT CUSTOMER (CR/N)?
Hit <ENTER> to proceed to the next field. If 'N' is entered, the next customer with that number will be displayed.

Order# - The next order number for this company and warehouse is now assigned.

Notes:



**Order Entry
Customer Lookup**

The customer lookup routine is used in the Order Entry 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 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)
- 201778050 (Telephone Number)

Notes:

Continued on next page.

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

Order Entry Header

Order# [] Date 07/02/03 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK
 Bill To Customer AAAAAA ntry Ship To 1. [] Country []
 2.Reg Dt [] Future []
 3.As of Dt []
 4.Salesman [] Commission % []
 5.Terms []
 6.Source []
 7.Cust PO# []
 8.Direct [] Vendor [] 18.Dea# []
 9.Spec Ins [] 21.Route []
 10.Caller [] 22.Dly Stop []

Return Date 19.Ship Comp []
 20.Cancel Dt []

Customer# []
 Name []
 State []
 City []
 Zip Code []
 Telephone []
 Address []

OK Cancel

MDS INQ AR INQ CUSTOMER TEL MKTG CUST REL
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Order Entry
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.

The selection of 'F7' function key or by clicking on the 'INQUIRY' icon allows the operator to use the generic customer lookup routine. This method allows the lookup of customer based upon the entry of partial characters in any word of the customer name, with the '+' separating each set of characters.

Notes:

classic - [192.168.253.254-OE.CUST.MAINT011S1]

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

CUSTOMER MASTER MAINTENANCE

<p>EX CUST # YEL01</p> <p>1.SLD TO NA YELGER MEDICAL SUPPLIES</p> <p>2.SLD TO A1 102 SOUTH WIND ST</p> <p>3.SLD TO A2 </p> <p>4.SLD TO A3 </p> <p>5.CITY HOWELL</p> <p>6.STATE NJ</p> <p>7.ZIP 07731</p> <p>8.A/R CONT JOHN KAY</p> <p>9.PHONE # 732-555-4111</p> <p>10.FAX # 732-555-3111</p> <p>11.MASTER AR </p> <p>12.CUST CLS 01 DEALER</p> <p>13.CUST TYPE 01 RETAIL</p> <p>14.TERRITORY </p> <p>15.SPEC INST </p> <p>16.CONTRACT# </p> <p>17.PUR CONT SAMANTHA LEAGUE</p> <p>18.PUR PHONE 732-555-4112</p> <p>19.D+B CODE </p> <p>20.SALESMAN 001 JIM BRANCA</p>	<p>INT CUST # </p> <p>21.SHIPTO CODE R 40.MBIND N</p> <p>22.SHIP METHOD 01 UPS</p> <p>23.SHIP ZONE </p> <p>24.TERMS CODE 02 NET 30</p> <p>25.TAXABLE Y</p> <p>26.TAX JURIS 1 NEW JERSEY</p> <p>27.TAX EXEMPT # </p> <p>28.SERV. CHG N</p> <p>29.CREDIT METH 05</p> <p>30.CREDIT LIM 5000</p> <p>31.CREDIT HOLD N</p> <p>32.ACCEPT B/O Y</p> <p>33.ACCEPT PART Y</p> <p>34.ACCEPT SUBS Y</p> <p>35.INV COPIES </p> <p>36.DEPT # </p> <p>37.PRC HLD XMPT N</p> <p>38.ALC PRIORITY </p> <p>39.DUNNING FLAG N</p>	<p>41.PRICE POINTER </p> <p>XXXXXX</p>
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ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT :

XXXXXX

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

Order Entry
Add New Customer

This function provides the operator the ability to enter new customers, as well as maintain existing customers.

This routine is designed to accommodate the MDS customer in a true interactive Order Entry environment (order's taken over the phone).

EX CUST# - Enter the customer ID or account number.

SLD TO NA - Enter the sold to name for the account.

SLD TO A1 - Enter the first address line for the sold to.

SLD TO A2 - Enter the second address line for the sold to.

SLD TO A3 - Enter the third address line for the sold to.

CITY - Enter the sold to city name.

STATE - Enter the 2 alpha character state code for the sold to.

ZIP - Enter the zip code.

A/R CONT - Enter the A/R contact name, optional.

PHONE# - Enter the phone number of the A/R contact.

FAX# - Enter the fax number of the A/R contact, optional.

MASTER AR - Enter the master A/R account number, optional. If A/R transactions generated by this account are to be posted to a customer's central billing office, or to a parent company, the customer ID of the central office or parent is entered here. The customer ID entered must already exist in the Customer Master file.

Notes:

Order Entry**Add New Customer continued**

CUST CLS - Enter a valid customer class code.

CUST TYPE - Enter a valid customer type code.

CUST TYPE - Enter a valid customer group code, optional.

TERRITORY - Enter a valid territory code, optional.

SPEC INST - Special instructions, optional. This free text field is for printing on orders and invoices.

CONTRACT# - Enter a contract number, optional.

PUR CONT - Purchasing contact name, optional.

PUR PHONE - Phone number for purchasing contact, optional.

D+B CODE - Dun & Bradstreet code, optional.

SALESMAN - Salesman number.

SHIP TO CODE - Default ship.to code for the account. This field is used by the Order Entry subsystem to determine the ship/to information. The ship.to information can be changed by the operator during order processing. Valid Values are:

'S' = will print the word 'SAME' (referring to the sold to) as the ship.to.

'R' = repeats the sold to as the ship.to.

'NNNNNN' = use a specific ship.to already present in the ship.to file.

SHIP METHOD - The ship method code. The ship method information can be changed by the operator during order processing.

SHIP ZONE - Enter a shipping zone.

TERMS CODE - Terms code. This is the default payment terms for the customer.

TAXABLE - Taxable indicator. 'Y' = taxable, 'N' = non-taxable.

TAX JURIS - The tax jurisdiction code is used to find the corresponding tax percent from the TAX.RATE or TAX.MATRIX file.

TAX EXEMPT# - Tax exemption number.

SERV. CHG - Service charge on overdue invoices indicator, 'Y' or 'N'. This field controls the automatic calculation of service charges on overdue A/R items during the service charge calculation update procedure. The number of days before an A/R item becomes overdue is defined in the Company file.

CREDIT METH - Credit method code. This code indicates the method of credit check for this account. The first digit on the code may have either of the following meanings:

0 - Credit check to be performed against the Master A/R account, if present. If digit 1 is 0 but the account has not master A/R number, then the credit check is performed against this individual account (same as if digit 1 = 1).

1 - Credit Check to be performed against this individual account only.

The second digit of the credit method code may have any of the following meanings:

0 - Unlimited credit. No check is performed.

1 - Check A/R balance against credit limit.

2 - Check the sum of A/R balance plus value of open orders against credit limit.

3 - Check the date of the oldest open invoice against the maximum allowable days (from the Company file).

4 - Numbers 1 and 3 are performed.

5 - Numbers 2 and 3 are performed.

No

Order Entry**Add New Customer continued**

CREDIT LIM - Credit limit. Maximum is 9999999. Enter the dollar value credit limit for the account. The credit check program will use this amount (along with other comparisons depending on the credit method selected) to determine whether or not the account is over its limit. This option is used in the order entry module and can be viewed in most accounts receivable inquiries.

CREDIT HOLD - Credit hold indicator (Y/N). A 'Y' in this field means that new orders will be not allowed to be entered onto the system and the user will be given a system message to contact the AR department.

ACCEPT B/O - Accepts back orders (Y/N). 'Y' = the customer accepts back orders., 'N' = the order entry subsystem will cancel any quantities which would normally become backorders.

ACCEPT PART - Accepts partial shipment (Y/N). 'Y' = the customer accepts partial shipments, 'N' = order entry will put the entire quantity for a line into either the "TO BE PICKED" category or the "BACKORDER" category.

ACCEPT SUBS - Accepts substitutions (Y/N). 'Y' = the customer accepts substitutions, 'N' = the system will inhibit both automatic and manual review substitutions during order entry.

INV COPIES - Number of invoice copies to print.

DEPT# - Customer's department number.

PRC HLD XMPT - Price hold exemption (Y/N). If price hold logic is used during order entry, this field will control whether a price hold determination will be done for this account.

ALC PRIORITY - Allocation priority. This field controls the allocation of new receipts for all open backorders. 0 is the highest priority, 9 the lowest. Within a given priority level, backorders are filled on the basis of age, oldest first.

DUNNING FLAG - Dunning flag indicator (Y/N). A 'N' in this field indicates that dunning letters are not desired for this account. This field can be used to prepare a list that will be used by a word processor or "RUNOFF" letter.

MBIND - Enter a 'Y' if this customer is a monthly billing customer. An invoice for this customer will only be produced once a month, normally at month end.

PRICE POINTER - Enter the customer's price pointer, if using.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

The operator will then be transferred back to the Order Entry subsystem.

No

classic - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

Order Entry Header

Order# [] Date 08/22/03 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To Customer YEL01 Country []
 YELGER MEDICAL SUPPLIES
 102 SOUTH WIND ST
 HOWELL NJ 07731

Ship To 1. [] Country []

2.Reg Dt [] Future [] 11.Ship Via []
 3.As of Dt [] 12.Cash []
 4.Salesman [] Commission % 0.00 13.M/Bill []
 5.Terms [] 14.Cons/Rent [] Return Date []
 6.Source [] 15.Inv Comp [] 19.Ship Comp []
 7.Cust PO# [] 16.Ord Hold [] 20.Cancel Dt []
 8.Direct [] Vendor [] 17.LIC# []
 9.Spec Ins [] 18.Dea# []
 10.Caller [] 21.Route []
 22.Dly Stop []

NO CUST DET RECORD FOR CUST 100177 CO# 01 CREATE ONE (Y/N) ? []

MDS INQ AR INQ CUSTOMER TEL MKTG CUST REL [] [] []
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Order Entry
Add New Customer continued

When returned to the Order Entry subsystem, the system will display the following message:

**NO CUST.DET RECORD FOR CUST NNNNNN
 CO# NN CREATE ONE (Y/N)?**

Each customer needs a customer detail record for each company on your system that they purchase items from. To create the record enter 'Y' and hit <ENTER>.

At this point the customer has been successfully added to MDS.

Notes:

classic - [192.168.253.254-SSS.OE.CRED.CHK011\$1]

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

Order Entry Header

Order# [] Date 08/22/03

Company 01 THE SYSTEMS HOUSE

Bill To

Customer AJAX Country []

AJAX INDUSTRIAL SUPPLY

12 MAIN ST

PLAINFIELD NJ 02001

2.Reg Dt [] Future

3.As of Dt []

4.Salesman []

Commission % 0.00

5.Terms []

6.Source []

7.Cust PO# []

8.Direct [] Vendor []

9.Spec Ins []

10.Caller []

MDS Credit Check

Credit Code 05

Credit Limit 1

A/R Balance 12150.87

Order Balance 264149.55

Credit Hold N

Oldest Invoice 12/04/02

Reason OVER LIMIT

Action X

Password []

Auth []

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

Order Entry Header Screen - Credit Check

MDS offers several approaches to the monitoring of customer credit balances, as well as to the procedures used to handle exceptional situations.

The credit status of a customer is checked based on the credit method stored in the Customer record. It is checked at the beginning of an order, or at the end of an order. The customers credit method, credit limit, accounts receivable balance, order balance, credit hold flag, and oldest invoice are displayed. If the customer fails the credit check you are allowed to authorize, cancel, or put the order on hold. Credit checking can be based on:

- 1.Credit limit vs. A/R balance
- 2.Credit limit vs. A/R plus order balance
- 3.Date of oldest open invoice
- 4.On an individual company or company wide
- 5.A combination of the above

Procedurally, the system offers two alternate methods to handle credit exceptions:

- 1.The operator can be given the option of approving or canceling the order. In either event, the action taken is logged into the Cred.Auth file.
- 2.The second method is used if credit exceptions are to be reviewed by a separate credit department. In this case, the entry operator is not in a position to decide whether or not to ship the order.

Notes:

classic - [192.168.253.254-SSS.OE.CRED.CHK011\$1]

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

Order Entry Header

Order# [] Date 08/22/03
 Company 01 THE SYSTEMS HOUSE

Bill To
 Customer AJAX Country []
 AJAX INDUSTRIAL SUPPLY
 12 MAIN ST
 []
 PLAINFIELD NJ 02001

2.Reg Dt [] Future []
 3.As of Dt []
 4.Salesman []
 Commission % 0.00
 5.Terms []
 6.Source []
 7.Cust PO# []
 8.Direct [] Vendor []
 9.Spec Ins []
 10.Caller []

MDS Credit Check

Credit Code 05
 Credit Limit 1
 A/R Balance 12150.87
 Order Balance 264149.55
 Credit Hold N
 Oldest Invoice 12/04/02

Reason OVER LIMIT

Action A
 Password []
 Auth RJ

HIT <RETURN>: XXXXXX

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

Order Entry Header Screen - Credit Check

If the order fails credit check the operator can click on the down arrow next to the **ACTION** field. The available options are:

- 'A' to authorize. If the order is authorized you are required to enter a password and who authorized the release.
- 'C' to cancel
- 'H' to put the order on hold.. The order is accepted as entered and put on a credit hold status.
- 'B' to put the entire order on back order.

Password - If the action taken above was 'A' for authorized, you must enter the credit authorization password.

Auth - Enter the initials of the person authorizing the order.

Optionally, the operator may be notified of the credit exception. Picking documents for held orders are not produced. Instead, they appear on a credit department exception report, which provides the manager with the information needed to make a determination on the order.

Notes:

classic - [192.168.253.254-SSS.OE.HDR.INPUT011\$1]

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

Order Entry Header

Order# 133742 Date 08/22/03 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

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

Ship To
 1. Country
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON NJ 07015

2.Reg Dt MM/DD/YY Future
 3.As of Dt
 4.Salesman 001 JIM BRANCA Commission % 25.00
 5.Terms 05 CREDIT CARD
 6.Source
 7.Cust PO#
 8.Direct Vendor
 9.Spec Ins
 10.Caller

11.Ship Via 04 FEDERAL EXPRESS
 12.Cash
 13.M/Bill
 14.Cons/Rent
 15.Inv Comp Return Date
 16.Ord Hold 19.Ship Comp
 20.Cancel Dt
 17.LIC#
 18.Dea#
 21.Route
 22.Dly Stop

DUE DATE > 5 DAYS IN FUTURE! ORDER NOW A FUTURE.

MDS INQ AR INQ CUSTOMER TEL MKTG CUST REL
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Order Entry Header Screen

Ship.to - The ship.to may be coded in the Customer file as:

'S' - will print the word 'SAME' as the ship.to on documents

'R' - will repeat the sold-to information as the ship.to on documents

- A specific ship.to number already created in the ship.to file.

If the customer has multiple ship.to address's, the system will stop at the ship.to field where the Ship.to menu will be displayed. You have the following options:

Enter the ship.to number for this order.

Enter 'R' to repeat the sold-to address.

Enter 'S' print the word 'SAME' as the ship.to on documents

Enter 'M' to manually input the ship.to address

Click on the down arrow next to the ship.to field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to use the lookup function.

The lookup function will display all ship.to's for the customer. The operator can choose the ship.to from the list displayed.

Req Dt - This input field on the header input screen is to identify when the order is due. If <ENTER> is hit for the required date, the order is assumed to be due immediately, and a due date equal to the order date from the header screen is assigned. This date will be checked against the number of days for future orders in the parameter record. If the difference between the system date and the required date is greater than the number of days for future orders, the order will be flagged as future

Notes:

order.

Notes:

Order Entry**Header Screen continued****Future**

Orders received far in advance of their due date may be entered into the system using any of the normal order entry procedures. By comparing the order's due date to the current date, the system determines those orders which are to be considered 'FUTURE' (Parameter 2).

Although the order is recorded, inventory demand is not affected until the merchandise is actually needed (typically 30 days prior to shipment date). This feature allows the distributor to maintain control over future orders, yet at the same time not commit inventory needlessly.

If Parameter (88) is set to 'Y' for future orders by line, the future flag and due date can be established for each line on the order.

As the future order conversion program is run, future orders are scanned and converted. When inventory becomes (is) available, the order lines are released. Orders may also be manually flagged as future as well.

When the date entered is considered 'FUTURE' the system will display the following message:

DUE DATE > #DAYS IN FUTURE! ORDER NOW A FUTURE.

Hit <ENTER>.

The FUTURE order flag is now set to 'Y'.

As of Dt - If a special due date should be used to age the invoice, a date can be entered. If normal aging should occur, no entry is necessary. The terms will be displayed from the Customer Master file and can be overridden.

Salesman - The salesman from the Customer Detail file will be displayed. If the salesman number should be changed, enter a valid salesman number.

To change the salesman number, the operator can enter the number, click on the down arrow next to the Salesman field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all valid salesman numbers and names. To choose the salesman, just double click on the correct salesman number.

Commission % - Based upon settings in the Parameter file, salesman commission can be based upon gross sales or gross profit; and may account for freight absorbed. The base package is designed to obtain the commission percent from the Customer file (or override). Other elements are available to compute commission based on the salesman, and/or product/customer.

Terms - The terms code and description will be displayed from the Customer Master file. If you need to change the terms, you can enter a valid terms code, click on the down arrow next to the Terms field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all Terms codes. To choose Terms code, just double click on the correct Terms code..

If the operator enters the terms code that is used in conjunction with credit card control system, a pop up box will appear upon entry of the code. See next page.

Source - Enter the Order Source code for this order. The order source file is used to classify how various type of orders are received. For example: mail, fax, catalog, or salesman.

To choose the Order Source, the operator can enter the number, click on the down arrow next to the Source field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all valid Source codes and descriptions. To choose the Source code, just double click on it.

No

classic1 - [192.168.253.254-CREDIT.CARD.POPUP010S1]

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

Order Entry Header

Order# 134093 Date 09/29/03 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To Customer IDEAL Country Ship To 1. IDEAL DISTRIBUTION CO Country
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON NJ 07015

2.Reg Dt 09/29/03 Future N
 3.As of Dt
 4.Salesman 001 JIM BRANCA Commission % 25.00
 5.Terms 05 CREDIT CARD
 6.Source
 7.Cust PO#
 8.Direct Vendor
 9.Spec Ins
 10.Caller

Credit Card Entry

1.Type M/C
 2.Number 5555-5555-5555-4444
 3.Name KEVIN P LYNCH
 4.Exp Dt 0204
 5.Address 10 CLIFTON BLVD.
 6.Zipcode 07015
 7.Corp Cd N
 Enter Line# to Change,0 to Accept:

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

Order Entry Header Screen

Terms - Credit Card Entry

Type - Enter the Credit Card Type, such as AMEX, VISA, M/C, etc. The Credit Card Type must be a valid value in the Credit Card Control file.

To select a valid Type, the operator can enter the Type, click on the down arrow next to the Type field, click on the 'INQUIRY' icon, or hit the 'F7' function key to display a list of all valid Credit Card Types and descriptions. To choose the Type, just double click on the correct Type.

Number - Enter the Credit Card Number, including dashes, to use for this order. The operator can also click on the down arrow next to the Number field, click on the 'INQUIRY' icon, or hit the 'F7' function key to display a list of Credit Card Number's on file for this customer. To choose the Number, just double click on it. **Note:** Credit card information added here will be updated to the Customer Master file for later use.

Name - Enter the name as it appears on the credit card.

Exp Dt - Enter the Expiration Date in MMY format as it appears on the credit card being used for this order.

Address - Enter the credit card billing address.

Zip code - Enter the credit card billing address's zip code.

Corp Cd - Enter 'Y' if this is a corporate or purchasing credit card, otherwise enter 'N'.

ENTER LINE# TO CHANGE, '0' TO ACCEPT:
Enter the line number to change. Enter '0' to accept and save the record.

Notes:

Order Entry**Header Screen continued**

Cust PO# - Enter the customer's PO or reference number, up to 25 characters. This field is optional and can be used to access orders through the Detailed Open Order Inquiry program.

Direct - Direct (Drop) Shipment Indicator. Enter 'DS' at this prompt to indicate a drop ship order. This will flag the entire order as a Drop Ship Order. If DS.LINE (Parameter 88) is set to 'Y' for drop ship orders by line, entering a DS here will act as an override and each line of this order will be marked as a DS. You may change the drop ship flag (and vendor) for each line on the order. If you want to flag the entire order to show as a DS order in MDS Inquiries, you should enter DS here.

Vendor - Enter a valid vendor number for this order, or 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. This field is only accessed if the 'Direct' field contains a DS. The vendor number entered here can be overridden in the Order Entry Line Items screen.

Special Instructions - The special instructions will display from the customer master record. However, you may override these instructions and enter new special instructions. If Special Instructions are added a Special Instructions Pop-up box will be displayed where the user can add multiple lines of text. This information prints on the pick, pack, and invoice forms.

Caller - Enter the name of the person placing the order, up to 25 characters.

Ship Via - The ship via from the customer or ship.to record will be displayed. If the ship via is not correct, enter a valid ship via or 'M' for manual entry; you will be prompted for the ship via description. 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 shipping methods.

No

documentation - [192.168.253.254-CASH.WITH.POPUP010\$1]

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

Order Entry Header

Order# 134163 Date 10/28/03 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To Customer IDEAL Country Ship To 1. IDEAL DISTRIBUTION CO Country
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON NJ 07015

2.Reg Dt 10/28/03 Future N
 3.As of Dt
 4.Salesman 001 JIM BRANCA Commission % 25.00
 5.Terms 05 CREDIT CARD
 6.Source 01 MAIL
 7.Cust PO# 8524-65-744
 8.Direct Vendor
 9.Spec Ins DELIVER TO SIDE DOOR ONLY
 10.Caller JOAN SMITH

11.Ship Via 04 FEDERAL EXPRESS

Cash with Order Information

1.Amount 100.00
 2.Check# 86403
 3.Bank# 100 FIDELITY UNION TRUST

Enter Line# to Change,0 to Accept:

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

Order Entry Header Screen

Cash - Cash sales are handled by the appropriate procedures (I.e. order entry, invoicing). At the time of order entry, the cash received is entered. The amount of cash received is reflected in the daily cash receipts report, and its' source as a cash sale (batch will be OE) identified.

The handling of cash sales by the system is rather sophisticated in that it allows cash to be received and applied at the time of the order before the invoice debit to A/R is applied. When the order is invoiced, the amount of cash is automatically reapplied to the correct invoice.

A reconciliation is printed on the picking document (and/or invoice) showing the total invoice amount, balance owing, or balance due to customer.

Cash On Order Information:

Amount - If the order is a cash sale, enter the cash amount at the prompt.

Check# - Enter the check number for the deposit.

Bank# - Enter the bank that the cash receipt should be posted to. 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 bank number and name.

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

Enter the line number to change. Enter '0' to accept and save the record.

Notes:

Order Entry**Header Screen continued**

Monthly Billing - The monthly billing flag (Y or N) from the Customer Master file will be displayed. The program will default to the entry in the master file, however you may override the flag for individual orders at this time. If the flag is set to 'Y' the invoice will not be printed until the AR End of Month Invoice Print program is ran.

Consignments/Rentals - Enter 'C' at this prompt if the order you are entering is a consignment order. Enter 'R' at this prompt if the order you are entering is a rental order. Hit <ENTER> if this order is neither. If the order is a consignment order you will be forwarded to the **RETURN DATE** field, enter the date the items are to be returned, or hit <ENTER> for 30 days after the required date system default.

Invoice Complete - Enter a 'Y' if this order is to invoice complete. If the flag is set to 'Y', this order will not be billed until the entire order has been shipped. The program will default to the flag set in the customer master file, but may be overridden.

Order Hold - Enter 'Y' to place this order on manual hold. If placed on hold, the order will remain on hold until the flag is manually changed to 'N'. The system default is 'N'.

License# - License number, if any.

DEA# - Enter optional DEA#. If none is entered, it will default from the Customer Master record.

Ship Complete - If 'Y' is entered the order will only be invoiced when all ordered quantities have been filled.

Cancel Date - Enter the date this order should be cancelled. **Note:** This field is for reporting purposes only.

Route - The primary truck route for this customer will be displayed from the Customer Master file. To change the route, you may 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 truck route code and description.

Daily Stop - The stop number on this truck route for this customer, will be displayed from the Customer Master file. The stop number, which can be overridden, may be up to 99999, and must be a number.

.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

When '0' is entered, the system will display:

IS THE ORDER CORRECT TO THIS POINT (CR/N)?

Hit <ENTER> to advance to the next screen or enter 'N' to and hit <ENTER> to start over. If Parameter(21) is set to 'Y' for template orders, if you hit <ENTER> and this customer has an order template you will be prompted:

<RETURN> FOR TEMPLATE#, INQUIRY, TEMPLATE # OR 'N' NONE:

For this example, enter 'N' and hit <ENTER>.

No

documentation - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

Order Entry Header

Order# 134263 Date [] Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To Customer IDEAL Country []
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON NJ 07015

Ship To 1. [] Country []
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON NJ 07015

2.Reg Dt [] Future N
 3.As of Dt []
 4.Salesman 001 JIM BRANCA Commission % 25.00
 5.Terms 01 2/10 NET 30
 6.Source 01 MAIL
 7.Cust PO# 3413-9872-331
 8.Direct [] Vendor []
 9.Spec Ins []
 10.Caller JOHN SMITH

11.Ship Via 04 FEDERAL EXPRESS
 12.Cash N
 13.M/Bill N
 14.Cons/Rent N Return Date []
 15.Inv Comp N 19.Ship Comp N
 16.Ord Hold N 20.Cancel Dt []
 17.LIC# N []
 18.Dea# []
 21.Route []
 22.Dly Stop []

Enter Line# to Change, DELETE to Delete or 0 to Accept : [XXXXXX]

MDS INQ	AR INQ	CUSTOMER	TEL MKTG	CUST REL					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Order Entry Header Screen Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDSINQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ - The ARINQ is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

CUSTOMER - The CUSTOMER MAINTENANCE is available by clicking on the 'CUSTOMER' icon or by pressing the Shift+'F3' function key. This will bring the user to the Customer Maintenance program where the user can add a new customer.

TEL MKTG - The TELEMARKETING MENU is available by clicking on the 'TEL MKTG' icon or by pressing the Shift+'F4' function key. This will bring the user to the Telemarketing Menu.

CUST REL - The CUSTOMER RELATIONSHIP PROGRAM is available by clicking on the 'CUST REL' icon or by pressing the Shift+'F5' function key. This will bring the user to the Customer Relationship Management Call System.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total \$115.47
 CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134219

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	11NAAAAAAAA						
2							
3							
4							

UM	On Hand	In Pick	Avail	BackOrd	InTrans	OnOrder	Next PO	Case	Box	Unit
DZ	110	70	40			1728	11/05/03 P	144	12	1
NFSU-E								93.60/	DZ	48
								179.00/	DZ	

OE.TOT.DISC010

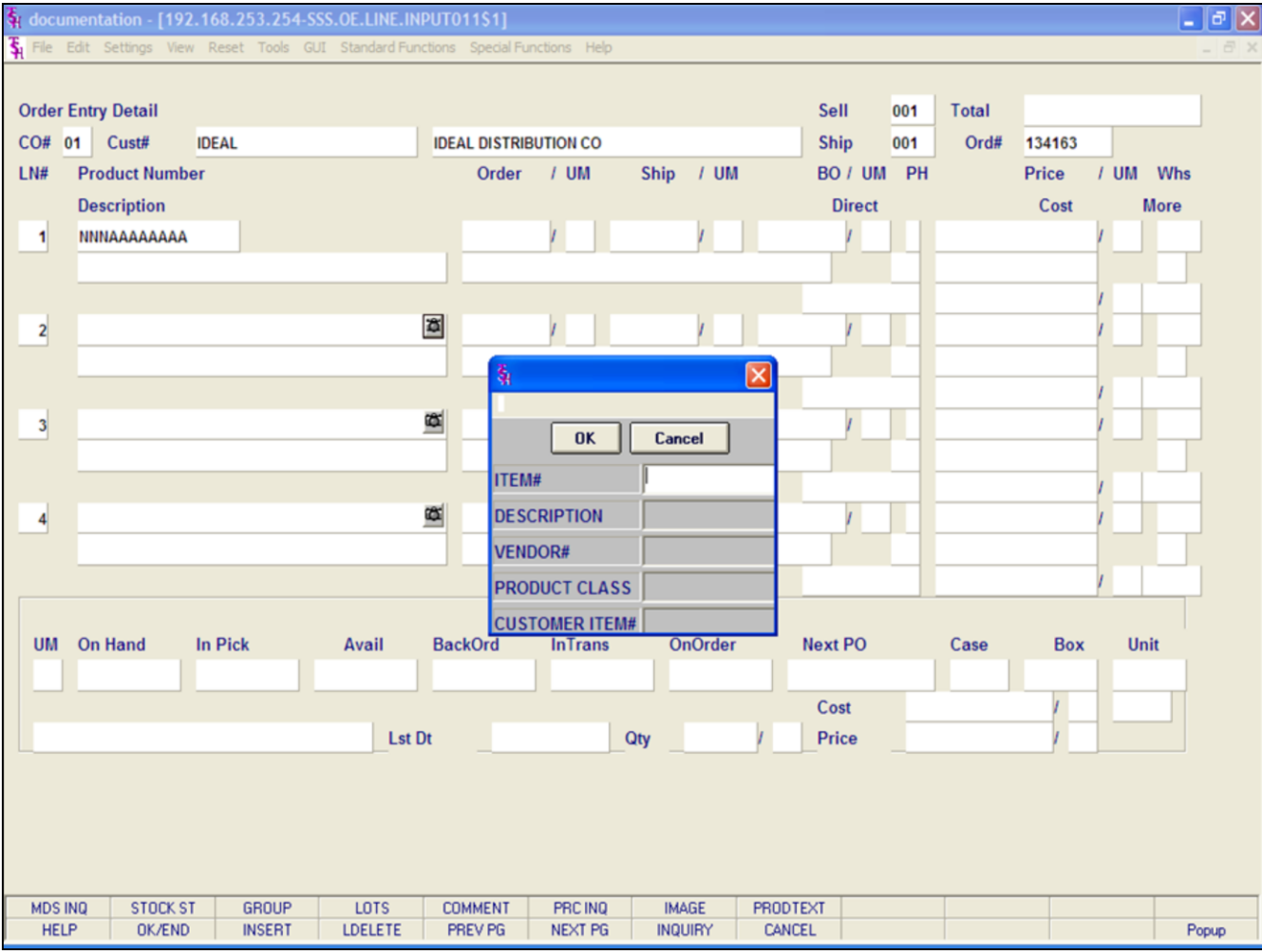
MDS INQ	STOCK ST	GROUP	LOTS	COMMENT	PRC INQ	IMAGE	PRODTXT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Order Entry
Line Item Entry

Upon entering the Line Item Entry screen there are fields from the Order Entry Header screen that are carried over.

- CO#** - The company number.
- Cust#** - The customer number and name are displayed.
- Sell** - The selling warehouse.
- Ship** - The shipping warehouse.
- Ord#** - The current order number.

Notes:



Notes:

Order Entry
Line Item Entry
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 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

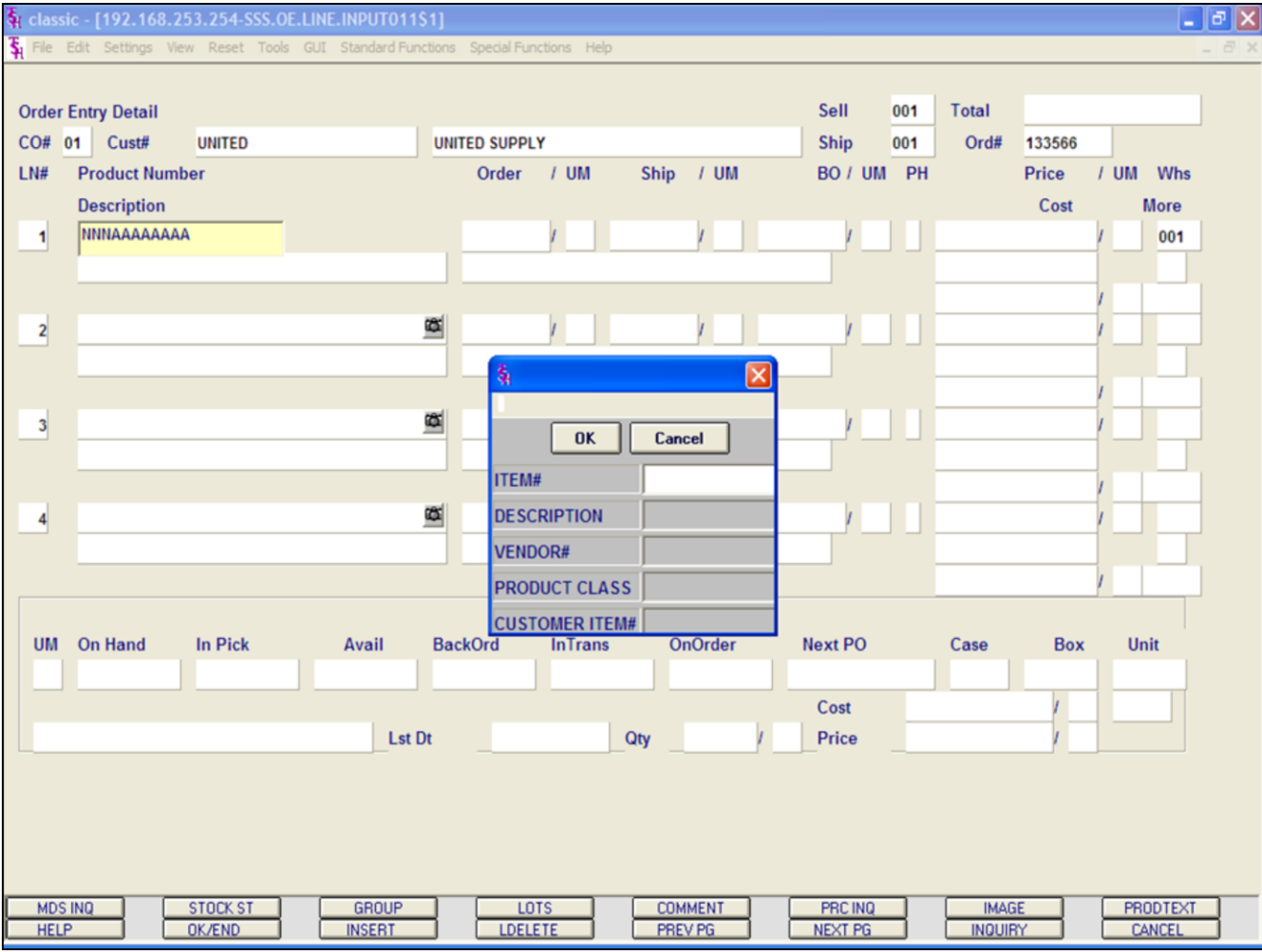
17000

Vendor Number

513-SWE

Customer Item Number

Notes:



Order Entry
Line Item Entry
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.

`*` - Repeat Function

Enter `*` for the repeat option. The repeat function is designed to allow the operator to repeat the previous line item. When input at the product number prompt the previous line item product number and description is repeated, and the operator is prompted for the ordered quantity, etc.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total []

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134163

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	NNNAAAAAAA						
2							
3							
4							

Inquiry List

Settings Help

MDS PRODUCT LOOKUP USING THE FOLLOWING CRITERIA

ITEM#:111

ITEM NUMBER	GP%	COST	SELL PRC	ONHAND	AVAIL	ON ORD
VEND# P/C UM DESCRIPTION				DISCONTINUED	VENDOR	ITEM#
1114	9.09	500.00	550.00			
KENDALL 008 EA TELFA Wound Dressing						1114
12" x 24" Clear						
1115	25.00	300.00	400.00			
KENDALL 008 EA TELFA Wound Dressing						1115
Nonsterile 39"x25 yards						
5111	25.00	300.00	400.00			
KENDALL 008 EA CURITY Surgical Dressing						5111
Adhesive 4"x8" Plastic						
6111	33.33	100.00	150.00			
KENDALL 008 EA CURITY Non-Adherent						6111
1/2"x4 Yds. Strips						

Add OK Cancel

UM On Hand [] []

Unit []

MDS INQ	STOCK ST	GROUP	LOTS	COMMENT	PRC INQ	IMAGE	PRDTEXT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Order Entry Customer Lookup
Line Item Entry
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:

classic - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total \$18.68

CO# 01 Cust# UNITED UNITED SUPPLY Ship 001 Ord# 133567

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	102 BLUE PLASTIC DESK	1 / EA	1 / EA		Y	8.840 / EA	001
	2ND DESC LINE					8.840	
						6.500 / EA	26
2	NNNNAAAAAAA						
3							
4							

UM	On Hand	In Pick	Avail	BackOrd	InTrans	OnOrder	Next PO	Case	Box	Unit
EA	2994	379	2614	1		10189	11/13/02 P	1	1	1
							Cost	10.000 / EA		60
	102	Lst Dt	06/27/03	Qty	2 / EA	Price		25.000 / EA		

PRODUCT NS-8564721 NOT ON ALPHA.PROD IS IT A SPECIAL ITEM (Y/N)?

MDS INQ STOCK ST GROUP LOTS COMMENT PRC INQ IMAGE PRODTEXT
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Order Entry
Line Item Entry
Non-Stock Products

All non-stock and/or special items must be prefaced by an 'NS'. If the special item feature is enable, the special item screen is called. In Order Entry the system prompts:

PRODUCT NS-XXXXX NOT ON ALPHA.PROD. IS IT A SPECIAL ITEM (Y/N)

To add product as a non-stock, enter 'Y' and hit <ENTER>.

Notes:

classic - [192.168.253.254-OE.PROD.MAINT010S1]

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

NON STOCK PRODUCT ADDITION

EX PROD # INT PROD #

1.DESC. 1

2.DESC. 2

3.VENDOR #

4.BOX QTY

5.CASE QTY

6.STOCK UM QTY

7.PRC/COST UM QTY

8.STD SELL UM QTY

9.PURCH UM QTY

10.PRICE

11.COST

12.CASH%

13.PROD CLASS

14.PROD TYPE

15.TAXABLE

16.QTY FACTOR

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

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

Order Entry

Line Item Entry

Non-Stock Products

DESC.1 - Enter the first line of description.

DESC.2 - Enter second line of description.

VENDOR# - Enter the vendor number.

BOX QTY - Enter the quantity that corresponds to the unit of measure 'BX'.

CASE QTY - Enter the quantity that corresponds to the unit of measure 'CS'.

STOCK UM - Enter the standard unit of measure in which inventory is maintained.

PRC/COST UM - Enter the unit of measure that this product is priced by.

STD SELL UM - Enter the unit of measure that this product is normally sold in Order Entry.

PURCH UM - Enter the unit of measure that this product is normally purchased in, for Purchase Order Entry.

PRICE - Enter the selling price of the item.

COST - Enter the cost of the item.

CASH% - Enter the cash percent. When the cash discount is calculated on a product by product basis, this field is used.

PROD CLASS - Enter the product class for the non-stock item.

PROD TYPE - Enter the product type for the non-stock item.

TAXABLE - Enter 'Y' if the item is taxable, 'N' if it is non-taxable.

QTY FACTOR - Enter the quantity factor for this product.

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

Notes:

Enter line number to change, delete to delete, or type '0' and hit <ENTER> to accept.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total []

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134181

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1							
2							
3							
4							

Direct Cost More

UM On Hand In Pick Avail BackOrd InTrans OnOrder Next PO Case Box Unit

Lst Dt Qty Price

MDS INQ STOCK ST GROUP LOTS COMMENT PRC INQ IMAGE PRODTXT
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Popup

TEXT ENTRY FOR LINE # 1

THIS IS TEXT LINE.

Ok

Cancel

Order Entry
Line Item Entry
Text Entry

MDS offers two methods to record special messages on an order or invoice.

1. Multiple line text message
 The entry of the word 'TEXT' at the item number prompt allows the entry of a multiple line message by the operator. The screen in this example displays the text entry pop-up box.
2. Comments. This is discussed later in guide.

After entering a text message, click on the 'OK' button.

Notes:

documentation - [192.168.253.254-SSS.TEXT.ENTRYS1]

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

Order Entry Detail

Sell 001 Total \$550.00

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134181

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	T THIS IS TEXT LINE.						
2	102 BLUE PLASTIC DESK	1 / EA	1 / EA		Y	550.00 / EA	001
						550.00	
					SHERWO	100.00 / EA	82
3							
4							

UM On Hand In Pick Avail BackOrd InTrans

EA 2050 617 1412 21

102 Lst Dt 08/05/03

Box Unit

6 1

EA 41

EA

COMMENTS FOR LN # 2

THIS IS A COMMENT LINE

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

Order Entry
Line Item Entry
Comment Entry

Comments are attached to a specific product line number. When entering a product, either click on the 'COMMENTS' icon or with the keyboard press Shift+'F5'. A comment box will appear showing which product line number your attaching this comment to. After entering your comment hit <ENTER> and a message will appear:

ENTER '0' TO ACCEPT, 'C' TO CHANGE OR DELETE:

If you enter '0' to accept, a message appears:

ENTER 'P' PICK 'I' INVOICE 'B' BOTH 'N' NONE

If 'P' for pick is entered, this comment will print only on the pick ticket.

If 'I' for invoice is entered, this comment will print only on the pick ticket.

If 'B' for both is entered, the comment will print on both the pick ticket and the invoice.

If 'N' for none is entered, the comment will not print on either.

'CHANGE' - If you enter 'C' at the "ENTER '0' TO ACCEPT, 'C' TO CHANGE OR DELETE:" prompt, you can then make changes to your comment.

'DELETE' - If you enter 'DELETE' at the "ENTER '0' TO ACCEPT, 'C' TO CHANGE OR DELETE:" prompt, the comment will be deleted.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total []

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134184

LN#	Product Number	Description	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	NFSU-E	NO FRILLS STICK UP EVERGR	1 / DZ	1 / DZ			#####	DZ
						ND		
						A3000	93.60/	DZ
2								
3								
4								

UM	On Hand	In Pick	Avail	BackOrd	InTrans	OnOrder	Next PO	Case	Box	Unit
DZ	111	70	41					144	12	1

NFSU-E Lst Dt [] Qty [] Cost [] Price []

MDS INQ	STOCK ST	GROUP	LOTS	COMMENT	PRC INQ	IMAGE	PRODTXT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Order Entry

Line Item Entry

Direct Ship By Line Indicator - The direct ship indicator, if entered, is displayed from the header input screen. You may override the header screen. If the line is a direct ship, enter 'DS'. If this line will be shipped from the warehouse and the header was not set to 'DS', press <ENTER> to default to "ND" (non-direct) shipment. The direct ship by line indicator is only valid if the parameter record (88) is set to allow entry of 'DS' by line.

For this example, we are not creating a Direct Shipment Order. Hit <ENTER> on this field. Notice that the primary vendor number is displayed underneath the direct ship flag.

Order - Enter the order quantity. The unit of measure will display from the Product Master file.

Ship - The ship quantity is displayed based upon availability (discussed on next slide). The unit of measure will display from the product master file.

Back Order - The back order quantity is displayed upon availability. The unit of measure will display from the product master file.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total \$139.62

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134184

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	NFSU-E NO FRILLS STICK UP EVERGR	1 / DZ	1 / DZ			93.60/ DZ	
2							
3							
4							

UM	On Hand	In Pick	Avail	BackOrd	InTrans	OnOrder	Next PO	Case	Box	Unit
DZ	110	70	40			1728	11/05/03 P	144	12	1
							Cost	93.60/ DZ		48
NFSU-E		Lst Dt	10/30/03	Qty	1/ DZ	Price		179.00/ DZ		

MDS INQ	STOCK ST	GROUP	LOTS	COMMENT	PRC INQ	IMAGE	PRODTXT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Order Entry

Line Item Entry

On Hand, Availability, and Back Ordered

For this example, enter a product on line 1.
 When the quantity ordered is entered, it is compared to the quantity available to determine the inventory to be shipped and back ordered.
 Once the product is added to the line, the mini-stock status information is displayed at the bottom of the screen.

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

Availability is computed as:

ON HAND - BACK ORDERED - IN PICKING

The availability check is not performed with the inventory bypass indicator in the Product Master file is set to 'Y'. Therefore, all inventory will be considered available. If the negative on hand flag is set to 'Y', the inventory will be allowed to go below 0.

If the quantity ordered is greater than the available quantity and the customer and item are set up to accept substitutions, the items can be substituted. This will be discussed later in guide.

No backorders will be created for discontinued items. The quantity to pick will become the quantity available and the remainder will be posted as lost sales.

Any drop ship or future order items on the order will not have quantities in the ship or backorder column and will not affect availability. The future orders will not affect availability until the date is met.

Intransit - The Intransit is displayed from the Product Detail file.

On Order - The total open quantity currently on all Purchase Orders for this product.

Next PO - The oldest open purchase order date is

Notes:

displayed.

Notes:

Order Entry**Line Item Entry continued**

Case - This field contains the quantity that corresponds to the unit of measure "CS".

Box - This field contains the quantity that corresponds to the unit of measure of "BX".

Unit - This field contains the quantity that corresponds to the unit of measure "PK". It is designed to be used for products that have an "inner" pack which may be shippable.

Last Date - The last date that this customer purchased this product is displayed.

Quantity - The quantity last purchased is displayed.

Cost - The cost of the item the last time it was purchased is displayed.

Price - The price of the item the customer was charged the last time it was purchased, is displayed.

Pricing - There are various techniques for computing prices and discounts. Some of the available options are:

1. Contract pricing.
2. Special pricing; either specific customer or specific customer class.
3. Quantity break pricing.
4. Price from the product master file.
5. Promotional price.

The price will be displayed depending on which pricing logic id being used. At this point you can override the price. The pricing unit of measure will display from the product master file.

Warehouse - The line item entered will default to the shipping warehouse entered on the header screen. The selling warehouse can be changed on a line by line basis. If the shipping warehouse is incorrect for this item, enter the line number to change and correct the shipping warehouse. This option is only available for non-direct shipments.

Cost - The cost is taken from the Product Master file according to the Parameter record and can be overridden during order entry.

PH (Profitability Check and Price Hold) - There are several approaches to insuring that products are sold at appropriate profit margins. The gross margin is computed on each line and is compared against pre-stored low-high parameters in either the product master file, product class, or parameter file. This is an optional check and may be overridden on a line item basis.

The exceptions can be handled in one of the following manners:

1. The operator is alerted, but override is allowed.
2. Depending on Parameter file settings, the order is processed, and the picking document prepared in a normal fashion. This insures that the customer's delivery is not delayed.

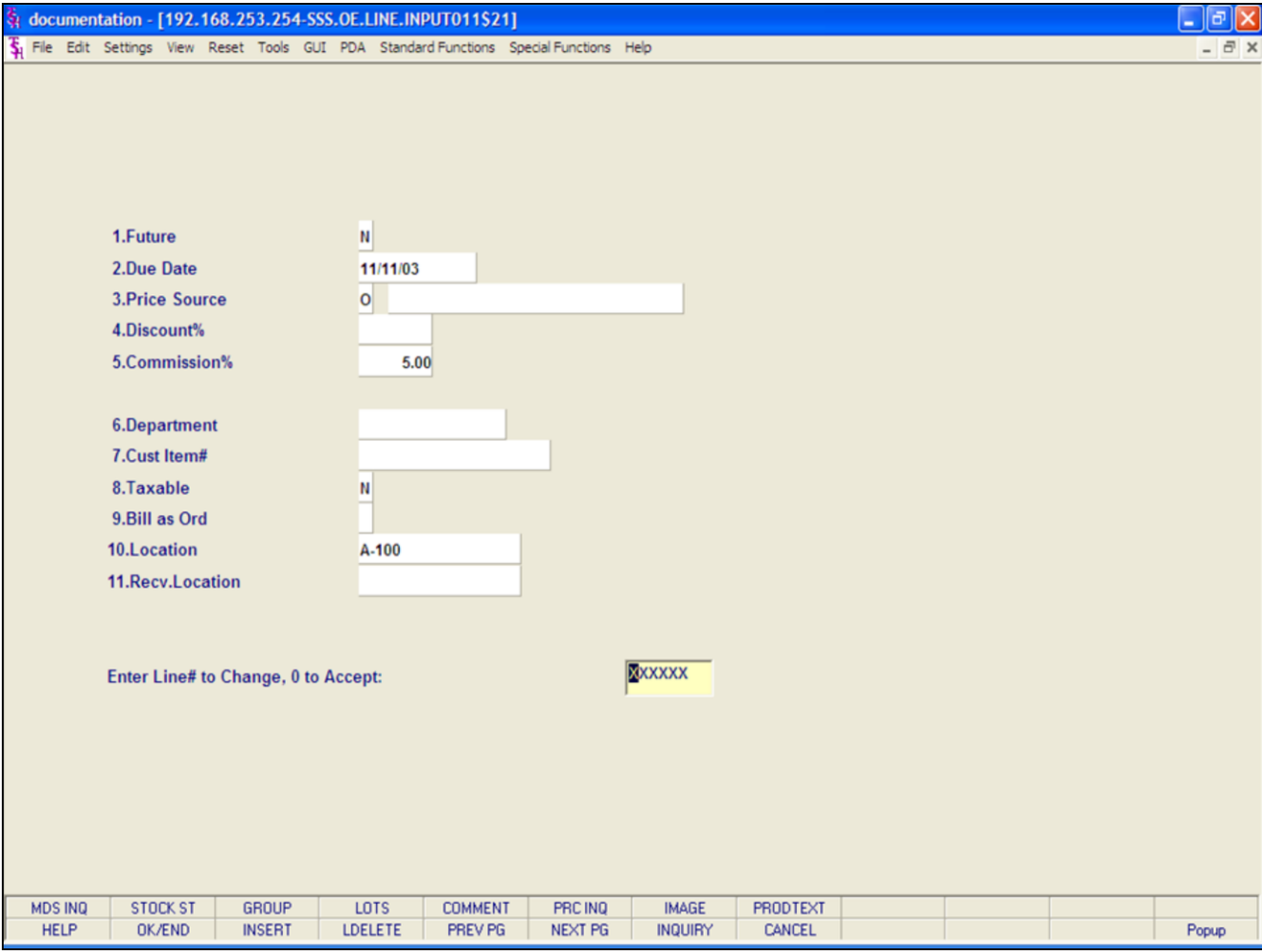
The invoice document is not created, instead, the invoice is printed on a price hold report for management review. Using the Credit Hold/Price Hold Review programs, prices and costs can be maintained.

3. Depending on Parameter file settings, the order is processed, and the picking documents is not printed.

The picking document is not created, instead, the release is printed on a price hold report for management review. Using the Credit Hold/Price Hold Review programs, prices and costs can be maintained.

Gross Profit - The gross profit percentage for the line is calculated and displayed for each line.

No



Order Entry

Line Item Entry

More screen - If you enter a '+' at the "More screen" prompt (>+) and hit <ENTER> a secondary menu will appear giving the following options:

Future - The future order indicator is displayed from the header screen and may be changed per line item, if Future Order By Line Item in the Parameter file is enabled. If this line should be considered a future line and the future flag was set to 'N' (the default), enter 'Y' at the prompt.

Due Date - The due date of an order is normally specified on the header screen, and applies to the entire order. Parameter(3) allows the user to specify whether or not the due date is to be entered on each line. Each line item can have a unique due date. This will allow you to enter a future order with multiple due dates.

Price Source - The price source is displayed. If the price of the item was overridden, an 'O' will be displayed. To change the commission percent on a line, an 'O' must be inputted here. Valid codes are: "O"- Override, "C"- Contract price, "F"- Price from product file, "P"- Price pointer override, "D"- Discount override, "1-9"- Price pointers.

Discount% - The discount percent is displayed and can be overridden.

Commission% - The commission percent is displayed and can be overridden. See Price Source.

Department - The specific department number can be entered. If the department was entered during the header input or on the previous line, it will display and can be overridden.

Customer Item # - This is an optional entry, which can be entered if the Parameter(1) is set to 'Y'. If a Contract record contains the customer item number, the customer item number will be displayed.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$21]

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

1.Future N
 2.Due Date 11/11/03
 3.Price Source O
 4.Discount%
 5.Commission% 5.00
 6.Department
 7.Cust Item#
 8.Taxable N
 9.Bill as Ord
 10.Location A-100
 11.Recv.Location

Enter Line# to Change, 0 to Accept: XXXXXX

MDS INQ	STOCK ST	GROUP	LOTS	COMMENT	PRC INQ	IMAGE	PRODTXT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				Popup

Order Entry
Line Item Entry
More screen (continued)

Taxable - An item is coded taxable 'Y' or non-taxable 'N' in product maintenance. The Tax Matrix file is also checked to determine if the product class is not taxable in the specific tax jurisdiction. This may be overridden.

Bill as Ordered - The bill as ordered indicator applies for lot items. If flagged as 'Y' the customer will be billed for the ordered quantity, even if the ship quantity is greater or less than the ordered quantity.

Location - The primary warehouse location of the product entered will display at this time.

Receiving Location - The warehouse location the product was received in.

ENTER LINE# TO CHANGE, '0' TO ACCEPT:
 Enter the line number to change. Enter '0' to accept and save the record.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total \$115.47

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134219

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	NFSU-E NO FRILLS STICK UP EVERGR	1 / DZ	1 / DZ			115.47 / DZ	001
2							
3							
4							

UM	On Hand	In Pick	Avail	BackOrd	InTrans	OnOrder	Next PO	Case	Box	Unit
DZ	110	70	40			1728	11/05/03 P	144	12	1

NFSU-E Lst Dt 10/30/03 Qty 1 / DZ Price 179.00 / DZ

ENTER LINE# TO CHANGE OR 0 TO ACCEPT : XXXXXX OE.TOT.DISC010

MDS INQ	STOCK ST	GROUP	LOTS	COMMENT	PRC INQ	IMAGE	PRODTXT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Order Entry

Line Item Entry

Extended Line Value - The total value for the line is calculated and displayed.

Total - The total of the entire order is calculated during line item entry and displayed in the top right hand corner.

When you have completed entering all items on your order, you will be returned to the bottom of the Line Item Entry screen:

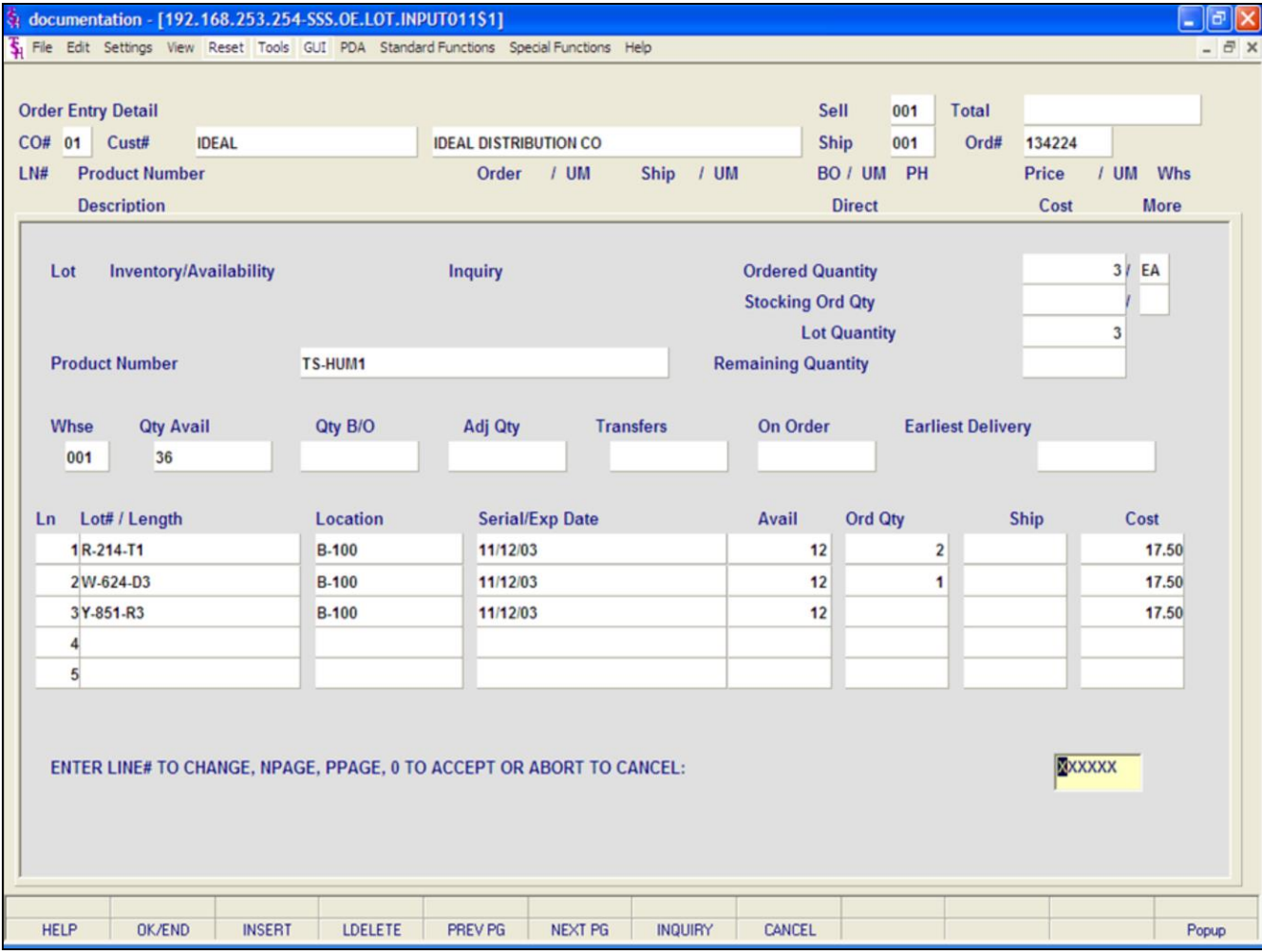
ENTER LINE# TO CHANGE, DELETE TO DELETE, '0' TO ACCEPT:

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

You will now be forwarded to the Total screen.

The next slides will discuss how to enter other type's of line items.

Notes:



Notes:

**Order Entry
Line Item Entry
Lot Logic**

If the product entered is controlled at a lot level, additional processing occurs prior to the execution of the availability element. Since lot control may be implemented on a warehouse basis, the program verifies that lot inventory control is maintained for this product, for this warehouse.

Parameter(98) determines whether or not lot determination occurs at the point of Order Entry, or at the point of Verification. If Parameter(98) is set to 'N', then lot processing does not occur at order entry.

In the next example, we have Parameter(98) set to 'Y' so lot determination occurs at Order Entry time.

In Line Item Entry, enter a lot item number and hit <ENTER>.

Ordered Quantity - Enter the quantity of this product needed for this order line. You will then be required to pick specific lots from this screen to make up the desired ordered quantity.

Lot Quantity - The lot quantity that has been designated a specific lot number. As you select lots for your item, this number will increment.

Remaining Quantity - The ordered quantity is subtracted from the lot quantity to show you the remaining quantity to still designate lot numbers to them.

Product Number - The product number is displayed.

Whse - The shipping warehouse is displayed from the order record.

Qty Avail - The quantity available is displayed.

Qty B/O - The quantity on back order.

Adj Qty - The adjusted quantity.

Transfers - The transfers quantity.

Notes:

documentation - [192.168.253.254-SSS.OE.LOT.INPUT011S1]

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

Order Entry Detail

Sell 001 Total

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134224

LN# Product Number Order / UM Ship / UM BO / UM PH Price / UM Whs

Description Direct Cost More

Lot Inventory/Availability Inquiry Ordered Quantity 3 / EA

Stocking Ord Qty /

Lot Quantity 3

Product Number TS-HUM1 Remaining Quantity

Whse Qty Avail Qty B/O Adj Qty Transfers On Order Earliest Delivery

001 36

Ln	Lot# / Length	Location	Serial/Exp Date	Avail	Ord Qty	Ship	Cost
1	R-214-T1	B-100	11/12/03	12	2		17.50
2	W-624-D3	B-100	11/12/03	12	1		17.50
3	Y-851-R3	B-100	11/12/03	12			17.50
4							
5							

ENTER LINE# TO CHANGE, NPAGE, PPAGE, 0 TO ACCEPT OR ABORT TO CANCEL:

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

Order Entry

Line Item Entry

Lot Logic p2

On Order - The total quantity on open purchase orders.

Earliest Delivery - The date the earliest purchase order not yet received is due in.

Ln # - Line number.

Lot#/Length - The lot number or length code is displayed.

Location - The warehouse location for this lot is displayed.

Serial/Exp Date - The serial number and/or expiration date are displayed.

Avail - The available lot quantity is displayed.

Ord Qty - The pick quantity for each lot.

Ship - The lot quantity to be shipped (when in verification) would display.

Cost - The cost is displayed.

All the available lots, warehouse locations, and quantities will be displayed.

ENTER LINE# TO CHANGE, NPAGE, PPAGE, 0 TO ACCEPT OR ABORT TO CANCEL

Enter the line number(s) for the lot item to use.

Ord Qty - Enter the pick quantity for each lot.

After you have completed selecting the lots, the following message is displayed:

ENTER LINE# TO CHANGE, NPAGE, PPAGE, 0 TO ACCEPT OR ABORT TO CANCEL

If you need to change a line, enter the line number to change. The program will step through the data fields one at a time. If the line is complete, enter '0'

Notes:

to continue.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total \$783.90

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134228

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	NFSU-E	6 / DZ	6 / DZ			167.50/ DZ	
	NO FRILLS STICK UP EVERGR				ND	783.90	
				A3000		93.60/ DZ	28
2							
3							
4							

UM	On Hand	In Pick	Avail	BackOrd	InTrans	OnOrder	Next PO	Case	Box	Unit
DZ	110	70	40			1728	11/05/03 P	144	12	1
							Cost	93.60/ DZ		48
	NFSU-E	Lst Dt	10/30/03	Qty	1/ DZ	Price		179.00/ DZ		

OE.TOT.DISC010

MDS INQ	STOCK ST	GROUP	LOTS	COMMENT	PRC INQ	IMAGE	PRODTXT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Order Entry
Line Item Entry
Maintaining a Line

To make any change to a line, you need to be at the bottom of the Line Items Screen, at the prompt:

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

Enter the line number to change. This will bring you to the product description field. Hit the <ENTER> key until you get to the field that you need to change.

After making the change, hit <ENTER> through all remaining fields to return to the bottom of the Line Items Screen, at the prompt:

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

If you are finished with this screen, enter '0' and hit <ENTER> to go to the Totals screen.

Deleting a Line

To delete a line from an order, follow the instructions above to go to the specific line. Then either click on the 'LDELETE' button or with your keyboard hit F4 function key to delete the line.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total \$783.90

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134228

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	NFSU-E	6 / DZ	6 / DZ			167.50/ DZ	
	NO FRILLS STICK UP EVERGR				ND	783.90	
					A3000	93.60/ DZ	28
2							
3							
4							

UM	On Hand	In Pick	Avail	BackOrd	InTrans	OnOrder	Next PO	Case	Box	Unit
DZ	110	70	40			1728	11/05/03 P	144	12	1
								93.60/ DZ		48
NFSU-E								179.00/ DZ		

OE.TOT.DISC010

MDS INQ	STOCK ST	GROUP	LOTS	COMMENT	PRC INQ	IMAGE	PRODTXT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Order Entry

Line Item Entry

Adding a New Line

There are three ways to add a new line to an order.

1. When initially adding lines to the order the system will automatically forward you to the next line.

2. If you were finished adding lines and at the bottom of the Line Items screen at the prompt: **"ENTER LINE# TO CHANGE, '0' TO ACCEPT:"** you can then type the next available line number to enter a new item number.

3. If you were finished adding lines and at the bottom of the Line Items screen at the prompt: **"ENTER LINE# TO CHANGE, '0' TO ACCEPT:"** and you would like to add a product in between to existing lines, simply go to the line that you would like to add the item to and click on the **'INSERT'** button or with your keyboard hit the F3 function key. From here you can enter your new item number. The existing item number is moved one line down.

4. If you were finished adding lines and at the bottom of the Line Items screen at the prompt: **"ENTER LINE# TO CHANGE, '0' TO ACCEPT:"** type the word 'ADD' and hit <ENTER>. The system will bring the you to the next available line to enter an item number.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total \$882.90

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134228

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	SUTURE-KIT ASSORTED TYPE SUTURE KIT	2 / EA	2 / EA		Y	49.50 / EA	
					ND	99.00	
					ETHIC	430.26 / EA	-769
2	E-C004D SILK BLK BRD	2 / EA	2 /				
					ND		
					ETHIC		
3	E-C046D SILK BLK BRD						001
					ND		
					ETHIC		
4	E-C550D NYLON BLK BRD	2 / EA	2 /				001
					ND		
					ETHIC		

UM On Hand In Pick Avail BackOrd InTrans OnOrder Next PO Case Box Unit

DZ 110 70 40 1728 11/05/03 P 144 12 1

NFSU-E Lst Dt 10/30/03 Qty 1 / DZ Cost 93.60 / DZ Price 179.00 / DZ

ENTER LINE# TO CHANGE OR 0 TO ACCEPT : XXXXXX

MDS INQ STOCK ST GROUP LOTS COMMENT PRC INQ IMAGE PRODTXT
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Popup

Order Entry
Line Item Entry
Kit Items

When a group of associated products are sold as one item, a 'KIT' item may be established identifying which inventory items are included in this kit. In effect, this kit item represents a single-level bill of materials. Sales dollar updating occurs in the kit item, while inventory and sales units occur at the component level.

When a kit is ordered the system displays the kit and the components. It shows the available quantity and back ordered amounts for the kit and the components. Availability check is done on the components level, and backorders are based on the least available component. Only complete kits will be shipped.

At the line item entry prompt enter a kit item number and hit <ENTER>. After finishing the line the system will display on the line items screen all items that are in the kit.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail Sell 001 Total \$882.90
 CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134228

LN#	Product Number	Order / UM	Ship / UM	BO / UM PH	Price / UM	Whs
5	HUMALOG HUMALOG 10 ML					
6						
7						
8						

UM On Hand In F Box Unit
 EA 9 1 1

HUMALOG

NONE Available , Do you want to see SUBSTITUTES ? (Y/N):

MDS INQ	STOCK ST	GROUP	LOTS	COMMENT	PRC INQ	IMAGE	PRODTXT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Inquiry List

Settings Help

PRODUCT	DESCRIPTION	AVAIL	TRANS/PO
HUMALOG	HUMALOG 10 ML	15-	100
HUMULIN-N	HUMULIN N 10 ML	859	

Add OK Cancel

**Order Entry
 Line Item Entry
 Substitutions**

Acceptable substitutes for an item can be coded into the Product Master file. The customer master record also determines whether or not a customer will accept substitute products. In the event inventory is not available on the entered item, the system can automatically scan the inventories of the substitutes until it locates one with inventory. Depending on how the product is setup: 1. if selected, the substitute item is placed on the line or 2. automatically placed on the line. If no inventory is found, the line item is backordered under the original product.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total \$284.88

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134523

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	NFSU-E NO FRILLS STICK UP EVERGR	1 / CS	/ DZ			23.74 / DZ	
						284.88	
2	AAAAAAAA						

Direct Cost More

DS 284.88

A3000 7.30/ DZ 69

Next PO Case Box Unit

5/03 P 144 12 1

Cost 7.30/ DZ 69

Price 23.74/ DZ

DISC010

Popup

Inquiry List

Settings Help

VENDOR LOOKUP FOR PRODUCT NFSU-E

Vendor#	Name	Current Cost	UM	Min	Primary
A1000	G & A WHOLESALERS	7.30	DZ		*
A3000	BRAND X MFG INC	7.30	DZ		1
A4000	AIRWICK MFG CO	7.30	DZ		

Add

OK Cancel

Order Entry
Line Item Entry
Drop Ship By Line Item

The direct ship by line indicator is only valid if the parameter record (88) is set to allow entry of 'DS' by line. At the 'DS' prompt, direct ship, enter 'DS'.

Next, you are brought to the Vendor Lookup for the product you entered. The vendor numbers displayed for the line item are from the vendor product file.

To select the primary vendor for the item, hit <ENTER>. To choose a vendor from the list, double click on the vendor number or click once on the vendor number and then click on the 'OK' button.

You may override the current vendor number displayed with a new number, but it must be a valid vendor number.

Finish entering the item as normal. Take notice that the Ship Quantity and the Back Order Quantity is left blank since this is a drop ship order.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total \$503.24

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134228

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
5	HUMULIN-N HUMULIN N 10 ML					25.00/ EA	
6	NFSU-E NO FRILLS STICK UP EVERGR					125.00 15.00/ EA 40 179.00/ DZ	
7	NNNNAAAAAAA					279.24 93.60/ DZ 33	
8							

UM On Hand In Pick A

Case Box Unit

MDS INQ STOCK ST GROUP LOTS COMMENT PRC INQ IMAGE PRODTXT
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Popup

Inquiry List

Settings Help

GROUP .NO	DESCRIPTION
117155	ADVANTAGE MENS BOOTS
513029	OLYMPIC SWEATER GROUP
ARWK	CARPET FRESH IN CANS
ARWKSU	AIRWICK FRESHENERS
GLOVES	3M LATEX GLOVES
SUTURES	ETHICON SUTURES

Add

OK Cancel

Order Entry
Line Item Entry
Groups

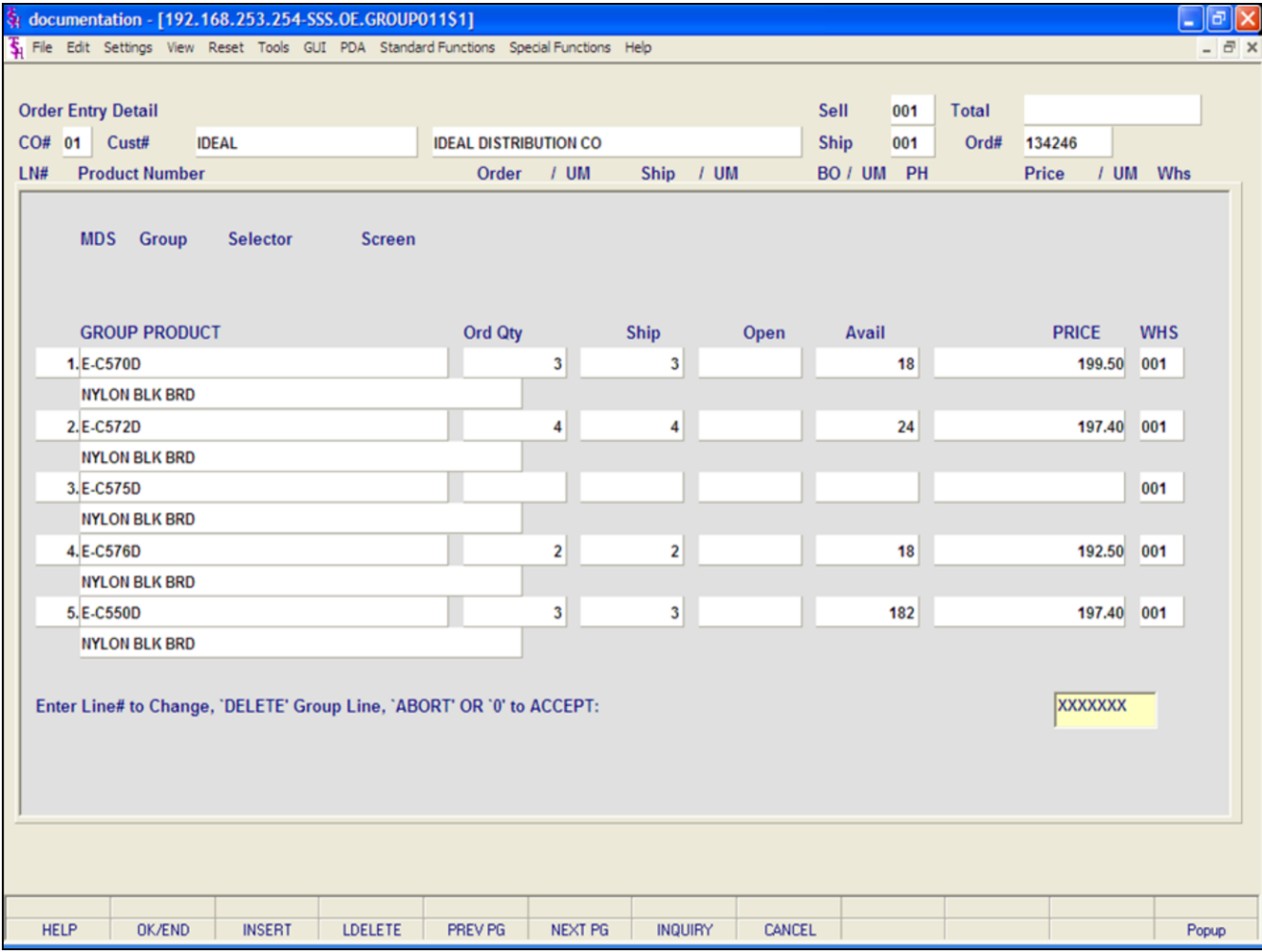
Group logic facilitates the entry of products sold in a size, color spread, etc. The 'base code' of the product line is entered or selected, and then the operator is prompted for the specifics items in the group and quantity is required.

Pricing is computed once for the group. Thus, if pricing is on a quantity break basis, the total quantity purchased within the group is used to determine eligibility for a quantity price/discount.

Type the group number, click on the 'GROUP' button or hit the Shift+'F3' function key to display all valid groups.

For this example, select a group from the list of valid groups, then either double click on the group number or click on the group number once, then click on the 'OK' button.

Notes:



Order Entry

Line Item Entry

Groups p2

The MDS Group Selector Screen is displayed. From here all the items that are in the group are listed.

Group Product - The item number and its' description is displayed.

Ord Qty - Enter the quantity you wish to order, then hit <ENTER>.

Ship - The quantity ordered is compared to the quantity available, and the available amount to be shipped is displayed.

Open - The back ordered amount is displayed.

Avail - The available quantity is displayed.

Price - You may override the price.

Whs - The shipping warehouse is displayed.

ENTER LINE# TO CHANGE, 'DELETE' GROUP LINE, 'ABORT' OR '0' TO ACCEPT:

Enter the line number to change. Enter 'DELETE' to delete the group. Enter 'ABORT' to not save changes and exit. Enter '0' to accept to save the record.

Notes:

documentation - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

Order Entry Header

Order# 134249 Date 11/13/03 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To Customer IDEAL Country Ship To 1. IDEAL Distribution CO Country
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON NJ 07015

2.Reg Dt 11/13/03 Future N 11.Ship Via 04 FEDERAL EXPRESS
 3.As of Dt 12.Cash N
 4.Salesman 001 JIM BRANCA Commission % 25.00 13.M/Bill N
 5.Terms 01 2/10 NET 30 14.Cons/Rent N Return Date
 6.Source 01 MAIL 15.Inv Comp N 19.Ship Comp N
 7.Cust PO# 2132-111-334 16.Ord Hold N 20.Cancel Dt
 8.Direct Vendor 17.LIC# N
 9.Spec Ins 18.Dea#
 10.Caller JOHN SMITH 21.Route
 22.Dly Stop

<RETURN> For Template# '100013', INQUIRY, TEMPLATE# or 'N'one:

TEMPLATE#	DESCRIPTION
100013	ETHIC PRODS
DEMO	DEMO TEMPLATE
DRUGS	DRUG TEST
TEST	GLOVES

MDS INQ AR INQ CUSTOMER TEL MKTG CUST REL
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Popup

Order Entry Using Templates

Order Templates are memo orders created for customers that repeatedly order the same merchandise. Once created, see the Order Template Maintenance section, Order Entry will allow you to input or select the template and add or delete products and/or quantities to it.

In order to use Template logic, Parameter(21) Template Logic Indicator, must = 'Y'. Also the customer detail for the specific company and customer must have a template specified.

To use an Order Template, create an order in Order Entry and at the bottom of the Order Entry header screen, the system will display:

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

Enter '0' and hit <ENTER>.

IS THE ORDER CORRECT TO THIS POINT (CR/N)?

Hit <ENTER>.

<RETURN> FOR TEMPLATE# "NNNNNN", INQUIRY, TEMPLATE# OR 'N'

To use the template specified for this customer, hit <ENTER>. To choose from all templates on system, click on the 'INQUIRY' button or hit the 'F7' function key.

If using the 'INQUIRY' function, a list of all templates will display, just double click on the template you wish to use.

After choosing the customer's template or selecting one from the 'INQUIRY' the system will forward you to the bottom of the line item screen.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134249

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	E-C004D SILK BLK BRD	#####					
2	E-C046D SILK BLK BRD	/ EA	/ EA	/ EA			
3	E-C053D SILK BLK BRD	/ EA	/ EA	/ EA			
4	E-C054D SILK BLK BRD	/ EA	/ EA	/ EA			

Contextual Help
TEMPLATE QTY : 3 EA

UM	On Hand	In Pick	Avail	BackOrd	InTrans	OnOrder	Next PO	Case	Box	Unit
EA	221	140	81					1	1	1

E-C004D Lst Dt Qty / Price /

MDS INQ	STOCK ST	GROUP	LOTS	COMMENT	PRC INQ	IMAGE	PRODTXT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

**Order Entry
Using Templates**

When forwarded to the bottom of Line Items screen, you will see all the items that are listed in the Order Template on the screen.

To add quantities to your products on the screen, type the line number and hit <ENTER>.

When you get to the order quantity, a pop-up box will appear showing the template quantity, which if you hit <ENTER> will then be put on the order quantity field. You can override this by simply typing in the quantity you wish to order instead.

If the customer does not want to order one of the products in the template, you will need to delete the line through Order Maintenance.

Once completed, you will be returned to the bottom of the screen with the prompt:

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

Notes:

documentation - [192.168.253.254-SSS.OE.TRANS.WHSE011S1]

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

Order Entry Detail

Sell 001 Total

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134263

LN#	Product Number	Description	Trans	Shipping	Warehouses
1	E-C575D	NYLON BLK BRD			
2					
3					
4					

Warehouse	Available
001 NEW YORK	
002 CHICAGO	5
003 LOS ANGELES	35

1.First Warehouse

2.2nd Warehouse

UM	On Hand	In Pick	Avail	Back
EA	<input type="text"/>	10	12	<input type="text"/>

E-C575D Lst Dt

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

Order Entry
Line Item Entry
Transfer Warehouse Shipping Logic

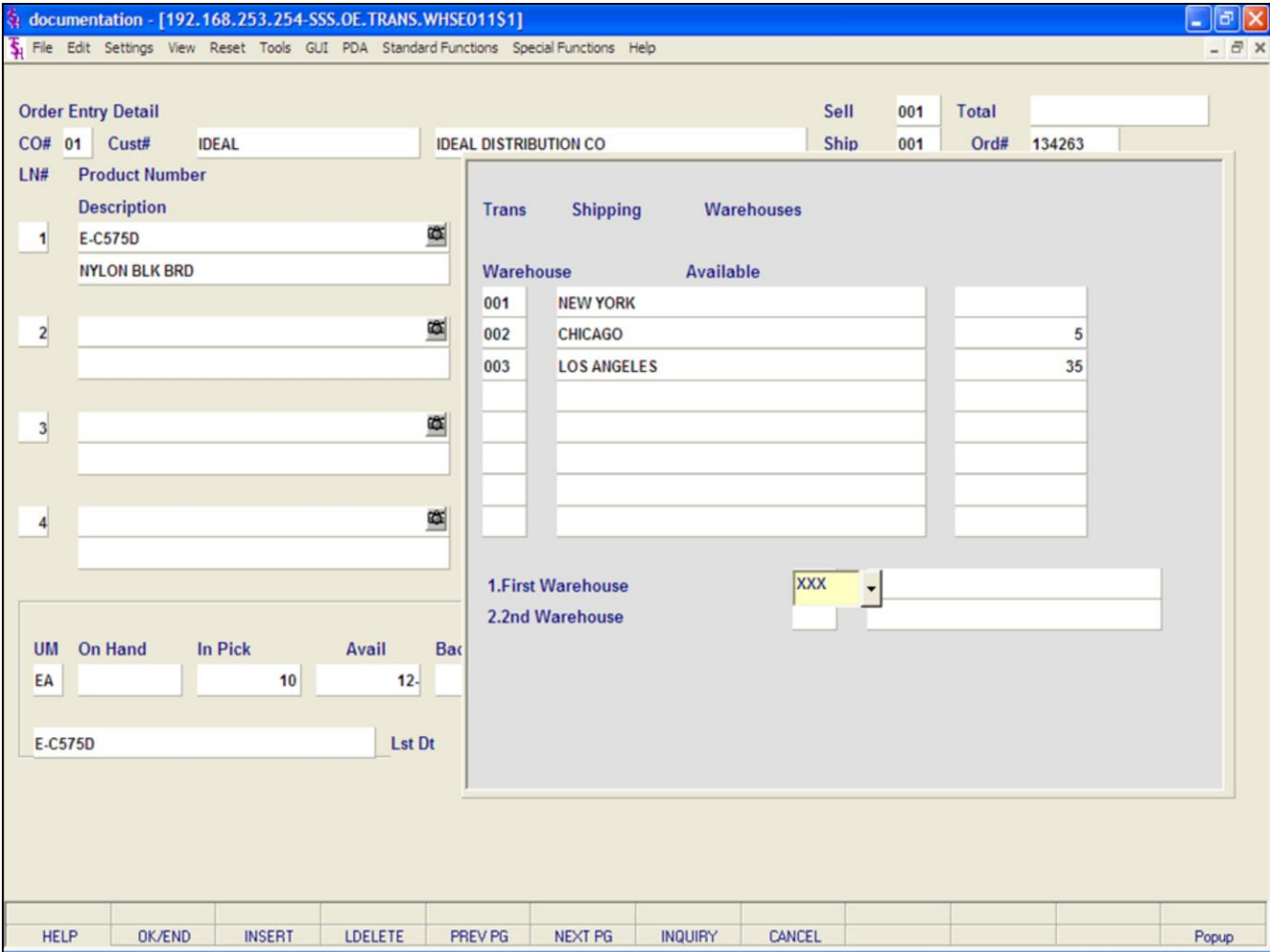
The Transfer Warehouse Shipping Logic, if enabled, is used when ordering a product that, when out of stock in one warehouse, will check the other warehouses previously setup for stock, and if available, will ship from that warehouse.

To use the Transfer Warehouse Shipping Logic, Parameter(22) must be set to 'Y'. Also, in the warehouse file, the additional warehouses must be setup in the Trans Shipping Warehouse field. This field carries valid warehouses used during order entry to determine the sequence of warehouses used to check stock availability.

Lastly, the product master file will need to have a valid code in the Trans Shipping Indicator field. The valid options are:

- W = Use string of valid warehouses for availability
- S = Use normal substitution
- B = Use both methods of substitution, displaying normal substitution items first.

Notes:



Notes:

Order Entry

Line Item Entry

Transfer Warehouse Shipping Logic

For this example, I have my product set to 'W'. Create an new order, at the line item entry screen, use the selected product, which does not have enough stock to ship the entire quantity ordered from one warehouse.

Direct - Hit <ENTER> for the system default, Non-Direct Shipment.

Order Quantity - Enter the order quantity and hit <ENTER>.

Order Quantity UM - Enter the order quantity unit of measure, hit <ENTER> for the product's default stocking unit of measure.

The Transfer Shipping Warehouses screen will now be displayed on the screen.

Warehouse - Each warehouse (number and name) that is setup in the main warehouse as a transfer shipping warehouse will be listed.

Available - The available quantity for this item is displayed.

First Warehouse - Enter the first warehouse to take available quantity for this order. You can also click on the down arrow next to the field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display and select the available warehouse.

2nd Warehouse - Enter the second warehouse (if necessary) to take available quantity for this order. You can also click on the down arrow next to the field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display and select the available warehouse.

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

Enter the line number to change. Enter '0' to accept and save the record.

You will then be returned to the Line Item Entry

screen on the Price field. From here, you can finish the line as you normally would.

Notes:

documentation - [192.168.253.254-SSS.OE.LINE.INPUT011\$1]

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

Order Entry Detail

Sell 001 Total

CO# 01 Cust# IDEAL IDEAL DISTRIBUTION CO Ship 001 Ord# 134275

LN#	Product Number	Order / UM	Ship / UM	BO / UM	PH	Price / UM	Whs
1	11NAAAAAAAA						
2							
3							
4							

UM	On Hand	In Pick	Avail	BackOrd	InTrans	OnOrder	Next PO	Case	Box	Unit

Lst Dt	Qty	Cost	Price

MDS INQ	STOCK ST	GROUP	LOTS	COMMENT	PRC INQ	IMAGE	PRODTXT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Order Entry

Line Item Entry

Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

STOCK ST - The STOCK STATUS INQUIRY function is available by clicking on the 'STOCK ST' icon or by pressing the Shift+'F2' function key. This will bring the user to the Stock Status Inquiry.

GROUP - The GROUP function is available by clicking on the 'GROUP' icon or by pressing the Shift+'F3' function key. When maintaining groups, this function will display all groups in selection.

LOTS - The LOT function is available by clicking on the 'LOT' icon or by pressing the Shift+'F4' function key. When maintaining lots, this function will display all lots in selection.

COMMENT - The COMMENT function is available by clicking on the 'COMMENT' icon or by pressing the Shift+'F5' function key. This will allow the user to add/maintain a comment on a line.

PRC INQ - The CUSTOMER/PRODUCT PRICE LOOKUP INQUIRY function is available by clicking on the 'PRC INQ' icon or by pressing the Shift+'F6' function key. This will bring the user to the Customer/Product Price Lookup Inquiry.

IMAGE - The IMAGE function is available by clicking on the 'IMAGE' icon or by pressing the Shift+'F7' function key. If an image is loaded on the system, the corresponding image for a specific product will display on the screen.

PRODTXT - The PRODUCT TEXT function is available by clicking on the 'PRODTXT' icon or by pressing the Shift+'F8' function key. This will display any product text information for a product.

Notes:

documentation - [192.168.253.254-SSS.OE.TOT.INPUT011S1]

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

Order Entry

Co 01 Whse 001 Customer IDEAL IDEAL DISTRIBUTION CO Order# 134275

Lines	Order Qty	Ship Qty	Open Qty	Dollars
1	2	2		269.10

Order Date 11/17/03

1. Trade Disc% 0.00 0.00

2. Charge Freight Y

3. Ship Via 04 FEDERAL EXPRESS

4. Ship Zone 001

5. Freight 25.00

6. Tax Juris 1 NEW JERSEY

Tax % 6.000 ON 269.10 16.15

7. Misc Charge 0.00

8. Cash Disc% 2.00 5.38

Total 310.25

9. Salesman 001 JIM BRANCA

Commission % 25.00

10. Resid/Comm C

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

MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Order Entry Totals Screen

- Co** - The company number is displayed from the Order Entry Logon screen.
- Whse** - The warehouse number is displayed from the Order Entry Logon screen.
- Customer** - The customer number and name are displayed.
- Order#** - The current order number is displayed.
- Lines** - The total number of lines on the order is displayed.
- Order Qty** - The total order quantity for the order is displayed.
- Ship Qty** - The total items available to be shipped is displayed.
- Open Qty** - The total items on back order is displayed.
- Dollars** - The total order dollar value is calculated and displayed,
- Order Date** - The date the order was placed.

Notes:

Order Entry**Totals Screen continued**

Trade Disc% - Enter a trade discount percent for the entire order. This will override the trade discount that is on file in the customer master file.

Charge Freight - Charge freight flag (Y or N). This will override the value that is on file in the customer master file.

Ship Via - The ship method from the header screen will be displayed or you may override by entering an 'M' for manual entry. The code must be a valid ship method code residing in the SHIP.METHOD file.

Ship Zone - The ship zone is displayed from the customer master file, but can be overridden.

Freight - The freight can be entered manually at this time, or if used, updated through the Shipping Update program.

Tax Juris - The tax jurisdiction is validated to the tax.rate file from the customer and/or ship-to record or manually inputted.

Tax% - The tax percent is obtained from the tax jurisdiction file and is applied to the taxable amount of the order. It may be overridden at this time with a different percentage.

Misc Charge - If you wish to apply a miscellaneous charge to this order, you can enter a small description first, you will then be prompted for the dollar amount.

Cash Disc% - The cash discount is displayed from the customer master file. The cash discount will be calculated and the discount percentage and amount will be displayed. The cash discount may be overridden at this time.

Total - The total of the order is calculated and displayed.

Salesman - The salesman associated with this customer will be displayed. You can override this field.

Commission% - The commission percent that the salesman will receive for this sale is displayed. You can override this field.

Resid/Comm - This field is needed for UPS shipping. "R"esidential or "C"ommerical may be entered.

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

Enter the line number to change. Enter '0' to accept and save the record.

No

documentation - [192.168.253.254-SSS.OE.MIN.ORD011\$1]

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

Order Entry

Co 01 Whse 001 Customer IDEAL IDEAL DISTRIBUTION CO Order# 134532

Lines	Order Qty	Ship Qty	Open Qty	Dollars
1	1	1		23.74

Order Date

1. Trade Disc% 0.00

2. Charge Freight Y

3. Ship Via 04 FEDERAL EXPRESS

4. Ship Zone 001

5. Freight

6. Tax Juris 1 NEW JERSEY

Tax % 6.000 ON 0.00

7. Misc Charge

8. Cash Disc% 2.00 0.47

Total

9. Salesman 000 HOUSE ORDERS

Commission % 0.00

10. Resid/Comm C

Order Minimum 100

Total Merch 23.74

Deficit 76.26

Action I

C - Cancel Order

A - Add Lines

S - Add Surcharge

B - Back Order

I - Ignore Check

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

**Order Entry
Totals Screen**

ORDER MINIMUMS - Optional setting. A minimum order amount can be specified in the Company file. At the completion of the order the total order amount is compared to the minimum amount. If the order fails the minimum check, one of the following actions can be taken:

1. C - Cancel Order.
2. A - Add Lines.
3. S - A surcharge may be added to the ordered amount.
4. B - The order will be placed on back order, so the customer can add items to the order to eventually meet the Order Minimum requirement.
5. I - Ignore the check and process the order as normal.

If using the Order Minimum setting, the order must either meet the order minimum requirement or the operator must choose to ignore the requirement for the Pick Ticket Creation.

Notes:

PICKING TICKET

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON , NJ 07013

Tel: 201-777-8050
Fax: 973-777-3063

Page: 1

Order Number
01134532001

REPRINT(1)

Bill-to: IDEAL
IDEAL DISTRIBUTION CO
10 CLIFTON BLVD.
CLIFTON NJ 07015

Ship-to: 001 SY
IDEAL DISTRIBUTION CO
10 CLIFTON BLVD.
CLIFTON NJ 07015

Order Date:	12/12/03	Salesman:	HOUSE ORDERS
Required Date:	12/12/03	Ship Via:	FEDERAL EXPRESS
Cancel Date:		Customer Order #:	314-17182
Order Taker:	SY FERTIG	Caller:	JOE SMITH

Special Instructions:

Line	Location	Item Number / Description	Ordered	UM	Shipped	UM	B/O Qty	Unit Price	UM
1	A-100	8920-R 80 FRILLS STICK UP EVERGRN	1	SE	1	SE	0	23.74	SE



Picked By: _____
Checked By: _____

Notes:

Order Entry

Totals Screen

Pick Ticket Creation

The pick ticket will be generated if:

1. Items on the order are available to be shipped.
2. If Parameter(99) is set to 'P' and nothing is on Price Hold.
3. Immediate Pick Ticket printing is enabled.

If Immediate Pick Ticket printing is not enabled, once the Pick Ticket Batch Printing is ran, the pick ticket should be produced.

documentation - [192.168.253.254-SSS.OE.TOT.INPUT011S1]

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

Order Entry

Co 01 Whse 001 Customer IDEAL IDEAL DISTRIBUTION CO Order# 134275

Lines	Order Qty	Ship Qty	Open Qty	Dollars
1	2	2		269.10

Order Date 11/17/03

1. Trade Disc% 0.00 0.00

2. Charge Freight Y

3. Ship Via 04 FEDERAL EXPRESS

4. Ship Zone 001

5. Freight 25.00

6. Tax Juris 1 NEW JERSEY

Tax % 6.000 ON 269.10 16.15

7. Misc Charge 0.00

8. Cash Disc% 2.00 5.38

Total 310.25

9. Salesman 001 JIM BRANCA

Commission % 25.00

10. Resid/Comm C

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

MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Order Entry

Totals Screen

Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ - The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

DETAIL - The DETAIL function is available by clicking on the 'DETAIL' icon or by pressing the Shift+'F3' function key. This will bring the user to the Order Entry Line Items screen.

CANCEL - The CANCEL function is available by clicking on the 'CANCEL' icon or by pressing the Shift+'F4' function key. The will allow the user to cancel the entire order.

HEADER - The HEADER function is available by clicking on the 'HEADER' icon or by pressing the Shift+'F5' function key. This will bring the user to the Order Entry Header screen.

SHIPPING - The SHIPPING function is not available in Order Entry.

Notes:

documentation - [192.168.253.254-SSS.SR.HDR.INPUT01151]

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

Specific Order Release Header DT 11/25/03 ORDER#-REL

CO 01 THE SYSTEMS HOUSE WHSE 001 NEW YORK ORDER#-REL #####

BILL TO COUNTRY 1.SHIP TO COUNTRY

CUSTOMER

2.ORD SRC

3.CUST PO#

4.AS OF DT

5.SALESMAN

6.COMMISSION %

7.SHIP VIA

8.TERMS

9.SPEC INS

10.M/BILL

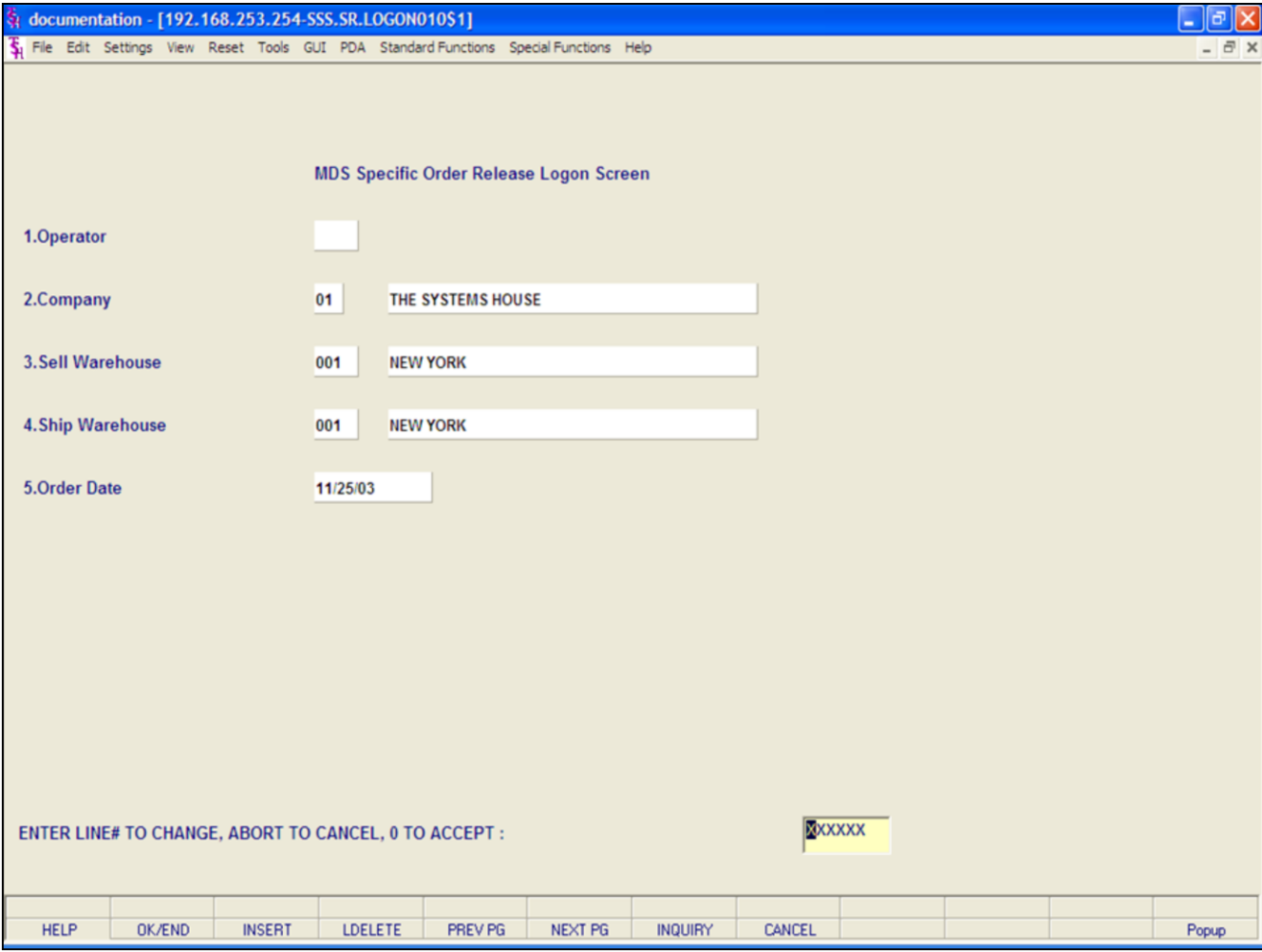
MDS INQ. AR INQ. CANCEL HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Popup

Specific Order Release Overview

Specific open orders and/or backordered lines can be manually released through this procedure. This procedure should not be run during backorder allocation and/or release processing. Typically, specific order release is used to produce a picking document for backordered merchandise that has recently become available. It can be used in place of order allocation and release or to generate a picking document to accommodate a single customer.

As a result of this procedure a Release record is generated for the line items 'released'. Items originally entered on separate orders may be combined using this procedure on a single shipment.

Notes:



Specific Order Release Log-On Screen

The log-on screen is used to validate the operator's access to the order entry module, as well as the company, warehouse, and order dating information for the batch of releases.

Operator - The operator code entered is validated to the Operator file for access code 'OE'.

Company - The company code entered is validated to the Company file.

Sell Warehouse - The selling warehouse number entered is validated to the Warehouse file.

Ship Warehouse - The shipping warehouse number entered is validated to the Warehouse file.

Order Date - Enter the date or <ENTER> for the system date.

ENTER LINE# TO CHANGE, ABORT TO CANCEL, '0' TO ACCEPT:

Enter the line number to change. Enter 'ABORT' to delete the record. Enter '0' to accept to save the record.

Notes:

documentation - [192.168.253.254-SSS.SR.HDR.INPUT01151]

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

Specific	Order	Release	Header	DT	11/25/03	ORDER#-REL
CO	01	THE SYSTEMS HOUSE	WHSE	001	NEW YORK	134324 - 001
BILL TO	COUNTRY	1.SHIP TO	COUNTRY			
UNIVERSITY MEDICAL CENTER	000	UNIVERSITY MEDICAL CENTER	000			
1 STATION PLAZA	U.S.A.	1 STATION PLAZA	U.S.A.			
EDMONTON	AB	AB222CD	EDMONTON	AB	AB222CD	

CUSTOMER	UMC
2.ORD SRC	01 MAIL
3.CUST PO#	3524-52124
4.AS OF DT	
5.SALESMAN	002 EUGENE FORREST
6.COMMISSION %	25.00
7.SHIP VIA	01 UPS
8.TERMS	01 2/10 NET 30
9.SPEC INS	PM DELIVERIES ONLY
10.M/BILL	N

IS THIS THE CORRECT ORDER (Y/N) ?

MDS INQ.	AR INQ		CANCEL						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Specific Order Release Header Screen

ORDER# - REL - Upon input of the order number the system will prompt:

IS THIS THE CORRECT ORDER (Y/N)?

If <ENTER> is entered the program will continue with the next prompt. If 'N' is entered the header will not be updated and the program will return to the order number prompt for re-entry.

After input of the order number, all header information is displayed and change permitted. A credit check is performed.

The information will be displayed from the original Order record. Any changes made during this session will only affect the release that will be generated at this time.

Bill To - The Bill To information, this is the account the Accounts Receivable will invoice to.

Notes:

Specific Order Release**Header Screen continued**

Ship.to - The ship.to may be coded in the Customer file as:

'S' - will print the word 'SAME' as the ship.to on documents

'R' - will repeat the sold-to information as the ship.to on documents

NNNNNN - A specific ship.to number already created in the ship.to file.

If the customer has multiple ship.to address's, the system will stop at the ship.to field where the Ship.to menu will be displayed. You have the following options:

Enter the ship.to number for this order.

Enter 'R' to repeat the sold-to address.

Enter 'S' print the word 'SAME' as the ship.to on documents

Enter 'M' to manually input the ship.to address

Click on the down arrow next to the ship.to field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to use the lookup function.

The lookup function will display all ship.to's for the customer. The operator can choose the ship.to from the list displayed.

Customer - The customer number, from the order record, is displayed.

Ord Src - Enter the Order Source code for this order. The order source file is used to classify how various type of orders are received. For example: mail, fax, catalog, or salesman.

To choose the Order Source, the operator can enter the number, click on the down arrow next to the Source field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all valid Source codes and descriptions. To choose the Source code, just double click on it.

Cust PO# - Enter the customer's PO or reference number, up to 25 characters. This field is optional and can be used to access orders through the Detailed Open Order Inquiry program.

As of Dt - If a special due date should be used to age the invoice, a date can be entered. If normal aging should occur, no entry is necessary. The terms will be displayed from the Customer Master file and can be overridden.

Salesman - The salesman from the Customer Detail file will be displayed. If the salesman number should be changed, enter a valid salesman number.

To change the salesman number, the operator can enter the number, click on the down arrow next to the Salesman field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all valid salesman numbers and names. To choose the salesman, just double click on the correct salesman number.

Commission % - Based upon settings in the Parameter file, salesman commission can be based upon gross sales or gross profit; and may account for freight absorbed. The base package is designed to obtain the commission percent from the Customer file (or override). Other elements are available to compute commission based on the salesman, and/or product/customer.

Ship Via - The ship via from the customer or ship.to record will be displayed. If the ship via is not correct, enter a valid ship via or 'M' for manual entry; you will be prompted for the ship via description. 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 shipping methods.

Terms - The terms code and description will be displayed from the Customer Master file. If you need to change the terms, you can enter a valid terms code, click on the down arrow next to the Terms field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all Terms codes. To choose Terms code, just double click on the correct Terms code.

No If the operator enters the terms code that is used in conjunction with credit card control system, a pop up box will appear upon entry of the code. See next page.

Spec Ins - The special instructions will display from the customer master record. However, you may override these instructions and enter new special instructions. If Special Instructions are added a Special Instructions Pop-up box will be displayed where the user can add multiple lines of text. This information prints on the pick, pack, and invoice forms.

M/Bill - The monthly billing flag (Y or N) from the Customer Master file will be displayed. The program will default to the entry in the master file, however you may override the flag for individual orders at this time. If the flag is set to "Y" the invoice will not be printed until the AR End of Month Invoice Print program is ran.

documentation - [192.168.253.254-CREDIT_CARD.POPUP010\$1]

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

Specific	Order	Release	Header	DT	12/12/03	ORDER#-REL
CO	01	THE SYSTEMS HOUSE	WHSE	001	NEW YORK	134524 - 001

BILL TO	COUNTRY	1.SHIP TO	COUNTRY
IDEAL DISTRIBUTION CO		IDEAL DISTRIBUTION CO	
10 CLIFTON BLVD.		10 CLIFTON BLVD.	
CLIFTON	NJ 07015	CLIFTON	NJ 07015

CUSTOMER	IDEAL
2.ORD SRC	01 MAIL
3.CUST PO#	3213281
4.AS OF DT	
5.SALESMAN	000 HOUSE ORDERS
6.COMMISSION %	
7.SHIP VIA	04 FEDERAL EXPRESS
8.TERMS	NN 2/10 NET 30
9.SPEC INS	
10.M/BILL	N

	Credit	Card	Entry
1.Type	M/C		
2.Number	5555-5555-5555-4444		
3.Name	KEVIN P LYNCH		
4.Exp Dt	0204		
5.Address	10 CLIFTON BLVD.		
6.Zipcode	07015		
7.Corp Cd	N		
Enter Line# to Change,0 to Accept:			

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

Specific Order Release Header Screen

Terms - Credit Card Entry

Type - Enter the Credit Card Type, such as AMEX, VISA, M/C, etc. The Credit Card Type must be a valid value in the Credit Card Control file.

To select a valid Type, the operator can enter the Type, click on the down arrow next to the Type field, click on the 'INQUIRY' icon, or hit the 'F7' function key to display a list of all valid Credit Card Types and descriptions. To choose the Type, just double click on the correct Type.

Number - Enter the Credit Card Number, including dashes, to use for this order. The operator can also click on the down arrow next to the Number field, click on the 'INQUIRY' icon, or hit the 'F7' function key to display a list of Credit Card Number's on file for this customer. To choose the Number, just double click on it. **Note:** Credit card information added here will be updated to the Customer Master file for later use.

Name - Enter the name as it appears on the credit card.

Exp Dt - Enter the Expiration Date in MMY format as it appears on the credit card being used for this order.

Address - Enter the credit card billing address.

Zip code - Enter the credit card billing address's zip code.

Corp Cd - Enter 'Y' if this is a corporate or purchasing credit card, otherwise enter 'N'.

ENTER LINE# TO CHANGE, '0' TO ACCEPT:
Enter the line number to change. Enter '0' to accept and save the record.

Notes:

documentation - [192.168.253.254-SSS.SR.HDR.INPUT01151]

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

Specific	Order	Release	Header	DT	11/25/03	ORDER#-REL
CO 01	THE SYSTEMS HOUSE		WHSE 001	NEW YORK		134324 - 001
BILL TO		COUNTRY		1.SHIP TO		COUNTRY
UNIVERSITY MEDICAL CENTER		000		UNIVERSITY MEDICAL CENTER		000
1 STATION PLAZA		U.S.A.		1 STATION PLAZA		U.S.A.
EDMONTON		AB	AB222CD	EDMONTON		AB AB222CD

CUSTOMER	UMC
2.ORD SRC	01 MAIL
3.CUST PO#	3524-52124
4.AS OF DT	
5.SALESMAN	002 EUGENE FORREST
6.COMMISSION %	25.00
7.SHIP VIA	01 UPS
8.TERMS	01 2/10 NET 30
9.SPEC INS	PM DELIVERIES ONLY
10.M/BILL	N

IS THIS THE CORRECT ORDER (Y/N) ?

MDS INQ.	AR INQ		CANCEL						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Specific Order Release

Header Screen

Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ - The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

CANCEL - The CANCEL function is available by clicking on the 'CANCEL' icon or by pressing the Shift+'F5' function key. This will cancel the entered order from proceeding with Specific Order Release.

Notes:

documentation - [192.168.253.254-SSS.SR.LINE.INPUT010\$1]

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

CO 01 WHSE 001 CUSTOMER UMC UNIVERSITY MEDICAL CENTER ORD# 134324

LN#	PROD#	ARWKCF14	CARPET FRESH 14 OZ
1	OPEN	540/ EA	PRICE 33.00/ DZ CD S
	PICK		DISC% 10.00 CUST ITEM TAX Y
	CNCL		COST 17.76/ DZ COMM% 25.00 PH
2	OPEN		PRICE / CD
	PICK		DISC% CUST ITEM TAX
	CNCL		COST / COMM% PH
3	OPEN		PRICE / CD
	PICK		DISC% CUST ITEM TAX
	CNCL		COST / COMM% PH
4	OPEN		PRICE / CD
	PICK		DISC% CUST ITEM TAX
	CNCL		COST / COMM% PH

Enter Line# to Release, 'C'change Order# or '0' to Accept :

MDS INQS	AR INQ	COMMENTS							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Specific Order Release Line Item Screen

The system brings the user to bottom of the screen, with the message displaying:

ENTER LINE # TO RELEASE, 'C'HANGE ORDER# OR '0' TO ACCEPT:

Enter the line number to release. An explanation of each of the fields displayed can be found on the following slides. The line number, product information, and open quantities will be displayed.

Enter 'C' to enter a new order number. You will then enter the order number to combine with this order. The customer and ship-to for the new order must be the same as this order.

Enter line number to release.

ARE YOU SURE YOU WISH TO RELEASE LINE# XX (<RETURN>/N)?

Hit 'ENTER' if this is the line to release. Enter 'N' to return to the previous prompt.

If substitutions are set up for this product, the following message will appear

NONE AVAILABLE. DO YOU WISH TO SEE SUBSTITUTES (CR/N)?

Enter 'Y' to view and select the substitutes available.

Select the substitute product by highlighting the product. The details substitution can be found in the order entry special features and functions section.

Notes:

Specific Order Release**Line Item Screen continued**

Prod# - The product number and its' first line of description is displayed.

Open - The quantity ordered that is still open and its' corresponding unit of measure.

Pick - The quantity in pick and it's corresponding unit of measure.

Cncl - The cancelled quantity and it's corresponding unit of measure. The cancel quantity will reduce the backorder quantity. For example, if the open quantity is 100 and 75 is entered in the pick column and 25 is entered in the cancel quantity, the backorder (open) quantity will be reduced by 25 to 0.

Price - The price of the item, displayed from the Order record. To override, an 'O' must be placed on the CD field.

Disc% - The discount percent, displayed from the Order record.

Cost - The cost, displayed from the Order record.

CD - The price source is displayed. To override the price of the item an 'O' must be inputted. To change the commission percent on a line, an 'O' must be inputted here. Valid codes are: "O"- Override, "C"- Contract price, "F"- Price from product file, "P"- Price pointer override, "D"- Discount override, "1-9"- Price pointers.

Cust Item - This is an optional entry, which can be entered if the Parameter(1) is set to 'Y'. If a Contract record contains the customer item number, the customer item number will be displayed.

Comm% - The commission percent is displayed and can be overridden. *See Price Source.*

Tax - An item is coded taxable 'Y' or non-taxable 'N' in product maintenance. The Tax Matrix file is also checked to determine if the product class is not taxable in the specific tax jurisdiction. This may be overridden.

PH - PH (Profitability Check and Price Hold) - There are several approaches to insuring that products are sold at appropriate profit margins. The gross margin is computed on each line and is compared against pre-stored low-high parameters in either the product master file, product class, or parameter file. This is an optional check and may be overridden on a line item basis.

The exceptions can be handled in one of the following manners:

1. The operator is alerted, but override is allowed.
2. Depending on Parameter file settings, the order is processed, and the picking document prepared in a normal fashion. This insures that the customer's delivery is not delayed.
 - The invoice document is not created, instead, the invoice is printed on a price hold report for management review. Using the Credit Hold/Price Hold Review programs, prices and costs can be maintained.
3. Depending on Parameter file settings, the order is processed, and the picking documents is not printed.
 - The picking document is not created, instead, the release is printed on a price hold report for management review. Using the Credit Hold/Price Hold Review programs, prices and costs can be maintained.

After all line items are selected to be released you will be prompted.

ENTER LINE # TO RELEASE, 'CHANGE ORDER# OR '0' TO ACCEPT:

At this point you can select a line number to change backorder, pick or cancel quantity.

No The cancel quantity will reduce the backorder quantity. For example, if the open quantity is 100 and 75 is entered in the pick column and 25 is entered in the cancel quantity, the backorder (open) quantity will be reduced by 25 to 0.

Enter '0' to accept.

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documentation - [192.168.253.254-SSS.SR.LINE.CHG010\$1]

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

CO 01 WHSE 001 CUST UMC UNIVERSITY MEDICAL CENTER REL# 134324 001

LN# 1

PROD# ARWKCF14 CARPET FRESH 14 OZ

PICK 540 PRICE 33.00/ DZ CD S

CNCL DISC% 10.00 CUST ITEM TAX Y

OPEN / EA COST 17.76/ DZ COMM% 25.00 PH

LN# 2

PROD#

PICK PRICE / CD

CNCL DISC% CUST ITEM TAX

OPEN / COST / COMM% PH

LN# 3

PROD#

PICK PRICE / CD

CNCL DISC% CUST ITEM TAX

OPEN / COST / COMM% PH

LN# 4

PROD#

PICK PRICE / CD

CNCL DISC% CUST ITEM TAX

OPEN / COST / COMM% PH

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

MDS INQ.	AR INQ.	COMMENTS	LOTS						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Specific Order Release

Line Item Screen

Released Items

Once the items are selected to be manually released, the system will display those items selected onto the screen.

The user may make changes to the lines.

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

Enter the line number to change. Enter '0' to accept and save the record.

Notes:

documentation - [192.168.253.254-SSS.SR.LINE.INPUT010\$1]

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

CO 01 WHSE 001 CUSTOMER UMC UNIVERSITY MEDICAL CENTER ORD# 134324

LN#

1	PROD#	ARWKC14	CARPET FRESH 14 OZ								
	OPEN	540/ EA	PRICE	33.00/ DZ	CD	S					
	PICK		DISC%	10.00			CUST ITEM		TAX	Y	
	CNCL		COST	17.76/ DZ			COMM%	25.00	PH		

2	PROD#										
	OPEN	/	PRICE	/	CD						
	PICK		DISC%				CUST ITEM		TAX		
	CNCL		COST	/			COMM%		PH		

3	PROD#										
	OPEN	/	PRICE	/	CD						
	PICK		DISC%				CUST ITEM		TAX		
	CNCL		COST	/			COMM%		PH		

4	PROD#										
	OPEN	/	PRICE	/	CD						
	PICK		DISC%				CUST ITEM		TAX		
	CNCL		COST	/			COMM%		PH		

Enter Line# to Release, 'C'change Order# or '0' to Accept :

MDS INQS	AR INQ	COMMENTS									
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				Popup

**Specific Order Release
Line Item Screen
Function Keys**

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ - The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

COMMENTS - The COMMENTS function is available by clicking on the 'COMMENTS' icon or by pressing the Shift+'F3' function key. This will allow the user to add or change comments to a specific line.

Notes:

documentation - [192.168.253.254-SSS.SR.TOT.INPUT010\$ 1]

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

CO 01 WHSE 001 CUST UMC UNIVERSITY MEDICAL CENTER R RELEASE# #

134324 - 001

LINES	ORDER QTY	SHIP QTY	OPEN QTY	DOLLARS
1	540	540		1336.50
1. TRADE DISC%	0.00			0.00
2. CHARGE FREIGHT				
3. SHIP VIA	01	UPS		
4. SHIP ZONE	001			
5. FREIGHT				0.00
6. TAX JURIS	12	WESTCHESTER COUNTY N		
TAX %	7.000	ON	1336.50	93.56
7. MISC CHARGE				0.00
8. CASH DISC%	2.00		26.73	
TOTAL				1430.06

ORDER DATE 11/25/03

9. SALESMAN 002 EUGENE FORREST COMMISSION % 25.00

10. RESID/COMM C

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

MDS INQ.	AR INQ	DETAIL	CANCEL	HEADER					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Specific Order Release

Totals Screen

The totals for this release are calculated and displayed based on the information from the original Order record and the quantities released on this picking document.

Trade Disc% - The trade discount percent is displayed from the original Order record and recalculated for this release. Only discountable items will be included in the trade discount amount.

Charge Freight - This field will be displayed from the Customer Master file and can be overridden.

Ship Via - The ship method from the header screen will be displayed. To override, enter 'M' for manual entry, or a valid code on the Ship.Method file.

Ship Zone - The ship zone is displayed based on the ship method selected. The calculated freight is displayed and can be overridden. The ship zone may be overridden at this time.

Freight - The freight amount is displayed.

Notes:

Specific Order Release**Totals Screen continued**

Tax Juris - The tax jurisdiction is validated to the Tax.Rate file from the original Order record to the Tax.Rate file.

Tax % - The tax percentage is displayed from the original Order record. Override will only affect this release.

Sales Tax Calculation - The tax amount is computed based upon the tax jurisdiction stored in the original Order record and the value of the items on this release. The tax base will include all taxable items. Any product classes that have a tax matrix for the customer's tax jurisdiction will be excluded from the tax base. The percentage, taxable amount and tax amount are displayed.

Misc Charge - A miscellaneous charge and description may be added to the release if necessary.

Cash Disc% - The cash discount will be calculated and the discount percentage and amount will be displayed.

Salesman - The salesman from the Order record will be displayed. If the salesman number should be changed, enter a valid salesman number.

Commission % - The commission % from the Order record will be displayed. If the commission % should be changed, enter a new commission %.

Resid/Comm - This field is needed for UPS shipping. Options available are 'R'esidential or 'C'ommerical.

ORDER MINIMUMS - A minimum order amount can be specified. At the completion of the release the total release amount is compared to the minimum amount. If the order fails the minimum check, one of the following actions can be taken:

1. BO - All items on the release can remain backorders.
2. RETURN - The release may be approved as is.
3. S - A surcharge may be added to the release amount.
4. C - The release may be canceled.

The final specific order release prompt allows the operator to accept, cancel or change the release.

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER:

Enter a specific line number on the totals screen to change to any of the total screen entries.

If 'CANCEL' is entered, the release remains the same, and all quantities committed during this specific order release will be released.

No

PICKING TICKET

THE SYSTEMS HOUSE
 1033 ROUTE 46 EAST
 CLIFTON , NJ 07013
 Tel: 201-777-8050
 Fax: 973-777-3063

Page: 1
Order Number
 01134532001

REPRINT(1)

Bill-to: IDEAL
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON NJ 07015

Ship-to: 001 SY
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON NJ 07015

Order Date:	12/12/03	Salesman:	HOUSE ORDERS
Required Date:	12/12/03	Ship Via:	FEDERAL EXPRESS
Cancel Date:		Customer Order #:	314-17182
Order Taker:	SY FERTIG	Caller:	JOE SMITH

Special Instructions:

Line	Location	Item Number / Description	Ordered	UM	Shipped	UM	B/O Qty	Unit Price	UM
1	A-100	30 FRILLS STICK UP EVERGRN	1	SE	1	SE	0	23.74	SE



Picked By: _____
 Checked By: _____

Specific Order Release
Pick Ticket Creation

The pick ticket will be generated if Parameter(99) is set to 'P' and nothing is on Price Hold.
 Once the Pick Ticket Batch Printing is ran, the pick ticket should be produced.

Notes:

documentation - [192.168.253.254-SSS.SR.TOT.INPUT010\$ 1]

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

CO 01 WHSE 001 CUST UMC UNIVERSITY MEDICAL CENTER

R RELEASE# #
134324 - 001

LINES	ORDER QTY	SHIP QTY	OPEN QTY	DOLLARS
1	540	540		1336.50
1. TRADE DISC%	0.00			0.00
2. CHARGE FREIGHT				
3. SHIP VIA	01	UPS		
4. SHIP ZONE	001			
5. FREIGHT				0.00
6. TAX JURIS	12	WESTCHESTER COUNTY N		
TAX %	7.000	ON	1336.50	93.56
7. MISC CHARGE				0.00
8. CASH DISC%	2.00		26.73	
TOTAL				1430.06

ORDER DATE
11/25/03

9. SALESMAN 002 EUGENE FORREST COMMISSION % 25.00

10. RESID/COMM C

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

MDS INQ.	AR INQ	DETAIL	CANCEL	HEADER						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Specific Order Release

Totals Screen

Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ - The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

DETAIL - The DETAIL function is available by clicking on the 'DETAIL' icon or by pressing the Shift+'F3' function key. This will bring the user back to the line item display and input screen.

CANCEL - The CANCEL function is available by clicking on the 'CANCEL' icon or by pressing the Shift+'F4' function key. This will cancel the order.

HEADER - The HEADER function is available by clicking on the 'HEADER' icon or by pressing the 'Shift+'F5' function key. This will bring the user back to the header display and input screen.

Notes:

MDS Verification Logon Screen

1.Operator

2.Company

3.Ship Warehouse

4.Invoice Date

5.Quick Verify

ENTER LINE# TO CHANGE, ABORT TO CANCEL, 0 TO ACCEPT :

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL
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Verification – Invoicing Log-On Screen Overview

After the picking process has been completed, verification – invoicing is used for the entry of picking discrepancies and the invoicing process for units shipped. The remaining quantities will either remain on the file as backorders for subsequent processing or be canceled.

Operator – Enter the operator code.

Company – Enter the company number. You can also click on the **'INQUIRY'** icon or press the 'F7' function key which displays all companies and the operator can select the needed company.

Ship Warehouse – Enter the shipping warehouse number. If you hit <ENTER> it will default to warehouse 001. You can also click on the **'INQUIRY'** icon or press the 'F7' function key which displays all warehouses and the operator can select the needed warehouse.

Invoice Date – Enter the invoice date or hit <ENTER> for today's date.

Quick Verify – This option allows the operator to quickly verify – invoice the release with no shipment changes. Hit <ENTER> for full prompting during this session. Enter 'Y' to quickly verify the releases with no shipment changes.

The program will then prompt:

Enter Line# to Change, Abort to Cancel, 0 to Accept:

Enter a Zero (0) to accept, click on the **'OK/END'** icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

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

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

Notes:

MDS Verification Header Input

OE CO 01 THE SYSTEMS HOUSE WHSE 001 NEW YORK **RELEASE# 133630-001**

DT 07/24/03

BILL TO	CUSTOMER	Country	1.SHIP TO	Country
MICHAEL GREEN MD			MICHAEL GREEN MD	
1412 WEST 37th ST			1412 WEST 37th STREET	
SUITE# 200			SUITE# 200	
NEW YORK NY 11021			NEW YORK NY 11021	

2.SHIP DT 07/24/03 12.ROUTE STOP

3.COMM % 4.00

4.AS OF DT

5.SALESMAN 011 BENJIP

6.SHIP VIA 01 UPS

7.TERMS 01 2/10 NET 30

8.SPEC INS

9.ORD SRC 01 MAIL

10.CUST PO# 17717

11.M/BILL N

ENTER LINE# TO CHANGE, 0 TO ACCEPT OR ABORT : XXXXX

MDS INQ AR INQ INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Verification – Invoicing Header Screen

Release# - Enter the release number you are verifying – invoicing.

If there is Customer notes setup for this customer you are invoicing they will display at this time. Hit <ENTER> to clear the notes box off the screen.

All of the header screen data entered on the order is displayed. Any changes made to this information will only affect this invoice.

Enter Line# to Change, 0 to Accept or Abort:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes. Each field is described on the slides that follow.

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

Once a 0 to accepts is entered the user will be prompted:

Verify All (Y/N)? N

If there are no changes to the line items, or no lot information to be entered, the line screen may be bypassed by entering 'Y'. Hit <ENTER> to proceed to the line item screen.

Notes:

Verification – Invoicing**Header Screen continued**

Bill To - The Bill To information, this is the account the Accounts Receivable will invoice to.

Ship.to - The ship.to may be coded in the Customer file as:

'S' - will print the word 'SAME' as the ship.to on documents

'R' - will repeat the sold-to information as the ship.to on documents

NNNNNN - A specific ship.to number already created in the ship.to file.

If the customer has multiple ship.to address's, the system will stop at the ship.to field where the Ship.to menu will be displayed. You have the following options:

Enter the ship.to number for this order.

Enter 'R' to repeat the sold-to address.

Enter 'S' print the word 'SAME' as the ship.to on documents

Enter 'M' to manually input the ship.to address

Click on the down arrow next to the ship.to field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to use the lookup function.

The lookup function will display all ship.to's for the customer. The operator can choose the ship.to from the list displayed.

Ship Dt - The ship date. The date displayed comes from the Verification - Invoicing Log On Screen, field Invoice Date.

Commission % - Based upon settings in the Parameter file, salesman commission can be based upon gross sales or gross profit; and may account for freight absorbed. The base package is designed to obtain the commission percent from the Customer file (or override). Other elements are available to compute commission based on the salesman, and/or product/customer.

As of Dt - If a special due date should be used to age the invoice, a date can be entered. If normal aging should occur, no entry is necessary. The terms will be displayed from the Customer Master file and can be overridden.

Salesman - The salesman from the Customer Detail file will be displayed. If the salesman number should be changed, enter a valid salesman number.

To change the salesman number, the operator can enter the number, click on the down arrow next to the Salesman field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all valid salesman numbers and names. To choose the salesman, just double click on the correct salesman number.

Ship Via - The ship via from the customer or ship.to record will be displayed. If the ship via is not correct, enter a valid ship via or 'M' for manual entry; you will be prompted for the ship via description. 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 shipping methods.

Terms - The terms code and description will be displayed from the Customer Master file. If you need to change the terms, you can enter a valid terms code, click on the down arrow next to the Terms field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all Terms codes. To choose Terms code, just double click on the correct Terms code.

If the operator enters the terms code that is used in conjunction with credit card control system, a pop up box will appear upon entry of the code. See next page.

No

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documentation - [192.168.253.254-CREDIT_CARD.POPUP010\$1]

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

MDS Verification Header Input RELEASE#

OE CO 01 THE SYSTEMS HOUSE WHSE 001 NEW YORK 134528-001

DT 12/12/03

BILL CUSTOMER

TO RACHEL Country 1.SHIP TO Country

RACHEL CUST RACHEL CUST

121 1ST ST 121 1ST ST

HOWELL NJ 07731-2532 HOWELL NJ 07731-2532

2.SHIP DT 12/12/03

3.COMM % 0.00

4.AS OF DT

5.SALESMAN 001 Sy Fertig

6.SHIP VIA 99 3 Day Select

7.TERMS NN CREDIT CARD

8.SPEC INS

9.ORD SRC 01 MAIL

10.CUST PO# 1

11.M/BILL N

Credit Card Entry

1.Type VISA

2.Number 4128-2222-2222-2222

3.Name

4.Exp Dt 0304

5.Address 121 1ST ST

6.Zipcode 07731-2532

7.Corp Cd N

Enter Line# to Change,0 to Accept:

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

Verification – Invoicing Header Screen

Terms - Credit Card Entry

Type - Enter the Credit Card Type, such as AMEX, VISA, M/C, etc. The Credit Card Type must be a valid value in the Credit Card Control file.

To select a valid Type, the operator can enter the Type, click on the down arrow next to the Type field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all valid Credit Card Types and descriptions. To choose the Type, just double click on the correct Type.

Number - Enter the Credit Card Number, including dashes, to use for this order. The operator can also click on the down arrow next to the Number field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of Credit Card Number's on file for this customer. To choose the Number, just double click on it. **Note:** Credit card information added here will be updated to the Customer Master file for later use.

Name - Enter the name as it appears on the credit card.

Exp Dt - Enter the Expiration Date in MMY format as it appears on the credit card being used for this order.

Address - Enter the credit card billing address.

Zip code - Enter the credit card billing address's zip code.

Corp Cd - Enter 'Y' if this is a corporate or purchasing credit card, otherwise enter 'N'.

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

Enter the line number to change. Enter '0' to accept and save the record.

Notes:

Verification – Invoicing**Header Screen continued**

Spec Ins - The special instructions will display from the customer master record. However, you may override these instructions and enter new special instructions. If Special Instructions are added a Special Instructions Pop-up box will be displayed where the user can add multiple lines of text. This information prints on the pick, pack, and invoice forms.

Ord Src - Enter the Order Source code for this order. The order source file is used to classify how various type of orders are received. For example: mail, fax, catalog, or salesman.

To choose the Order Source, the operator can enter the number, click on the down arrow next to the Source field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all valid Source codes and descriptions. To choose the Source code, just double click on it.

Cust PO# - Enter the customer's PO or reference number, up to 25 characters. This field is optional and can be used to access orders through the Detailed Open Order Inquiry program.

M/Bill - The monthly billing flag (Y or N) from the Customer Master file will be displayed. The program will default to the entry in the master file, however you may override the flag for individual orders at this time. If the flag is set to 'Y' the invoice will not be printed until the AR End of Month Invoice Print program is ran.

Route - The primary truck route for this customer will be displayed from the Customer Master file. To change the route, you may 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 truck route code and description.

Stop - The stop number on this truck route for this customer, will be displayed from the Customer Master file. The stop number, which can be overridden, may be up to 99999, and must be a number.

No
—
—
—
—
—

MDS Verification Header Input

OE CO 01 THE SYSTEMS HOUSE WHSE 001 NEW YORK RELEASE# 133630-001

DT 07/24/03

BILL TO	CUSTOMER	Country	1.SHIP TO	Country
1030				
MICHAEL GREEN MD			MICHAEL GREEN MD	
1412 WEST 37th ST			1412 WEST 37th STREET	
SUITE# 200			SUITE# 200	
NEW YORK NY 11021			NEW YORK NY 11021	

2.SHIP DT 07/24/03 12.ROUTE STOP

3.COMM % 4.00

4.AS OF DT

5.SALESMAN 011 BENJIP

6.SHIP VIA 01 UPS

7.TERMS 01 2/10 NET 30

8.SPEC INS

9.ORD SRC 01 MAIL

10.CUST PO# 17717

11.M/BILL N

ENTER LINE# TO CHANGE, 0 TO ACCEPT OR ABORT : XXXXX

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

Verification – Invoicing

Header Screen

Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift 'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ – The ARINQ is available by clicking on the 'ARINQ' icon or by pressing the Shift 'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

Notes:

MDS Verification Line Input REL# 133630-001
CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty	UM	Invoice	Price	UM	Cancel	Misc%	Cost	UM	Hold	More
1	9251 CURAFIL Gel Wound Dress.	25	EA	25	20.000	EA			10.000	EA		
2	9777 Infant Feeding Tube	10	EA	10	27.000	EA				EA		
3												
4												
5												

Enter Line# to Change, or 0 to Accept :

MDS INQ AR INQ GROUP LOTS COMMENTS SERIAL#S INQUIRY CANCEL
HELP OK/END INSERT LDELETE PREV PG NEXT PG

Verification – Invoicing
Line Items Screen
Overview

This section is used to change the quantity to be shipped due to a change make in the warehouse. The remaining quantity of a partially shipped line, may be canceled by the entry of the cancel quantity in the cancel column. If <ENTER> is hit at the CANCEL quantity, the remaining quantity will be backordered.

Each line item defaults to Pick Qty equaling Invoice Qty.

If the entire release has been shipped and there is no shipping discrepancies the user can enter a Zero (0) to accept or click on the 'OK/END' icon to accept this entry.

Notes:

grace - [192.168.253.254-555.VELINE.INPUT011\$1]

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

MDS Verification Line Input REL# 133630-001

CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty	/ UM	Invoice	Cancel	More
	Description			Price / UM	Disc%	Cost / UM Hold
1	9251 CURAFIL Gel Wound Dress.	25	EA	25 20.000/ EA		10.000/ EA
2	9777 Infant Feeding Tube	10	EA	10 27.000/ EA		
3						

**Verification – Invoicing
Line Items Screen**

Enter Line# to Change, or 0 to Accept:

Enter the line# to make the needed shipping changes too.

The program will then prompt:

Do you want to Substitute on Line XXX (Y/ <Return>)?

Hit <ENTER> to continue to the line item for shipping changes if you are not substituting the item.

Enter 'Y' to enter a substitute item. Depending on how you have the Substitute pricing indicator setup in the Product Master file will determine the pricing for the substitute item. An 'O' will use the price from the original product, an 'S' will use the price from the substitute product, and an 'L' will use the lowest of the two prices.

In the above sample, the top screen shows the original item and pricing and the bottom screen shows the substitute item and it's pricing.

grace - [192.168.253.254-555.VELINE.INPUT011\$1]

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

MDS Verification Line Input REL# 133630-001

CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty	/ UM	Invoice	Cancel	More
	Description			Price / UM	Disc%	Cost / UM Hold
1	9252 CURAFIL Gel Wound dress.	25	EA	25 25.000/ EA		15.000/ EA
2	9777 Infant Feeding Tube	10	EA	10 27.000/ EA		
3						

Notes:

grace - [192.168.253.254-555.VELINE.INPUT011\$1]

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

MDS Verification Line Input REL# 133630-001

CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty	/ UM	Invoice	Cancel	More
	Description			Price / UM	Disc%	Cost / UM Hold
1	9252 CURAFIL Gel Wound dress.	25	/ EA	15 25.000/ EA		15.000/ EA <input checked="" type="checkbox"/>
2	9777 Infant Feeding Tube	10	/ EA	10 27.000/ EA		/ EA <input type="checkbox"/>
3			/			<input type="checkbox"/>
4			/			<input type="checkbox"/>
5			/			<input type="checkbox"/>

MDS INQ AR INQ GROUP LOTS COMMENTS SERIAL#S INQUIRY CANCEL
 HELP OK/END INSERT LDELETE PREV PG NEXT PG

Verification – Invoicing Line Items Screen

In this sample we are choosing Line# 1 to make shipping changes too.

Product Description - Can be overridden and will only appear on the invoice and will not update to the Product Master file.

Invoice Qty – Enter the quantity that you are invoicing.

Cancel Qty - The remaining quantity may be canceled by the entry of the cancel quantity in this column. If <ENTER> is hit at this field, the remaining quantity will be backordered.

In this sample we are invoicing 15 and backordering the remaining quantity of 10.

Price – Hit <ENTER> for the pricing to default or the user can override the pricing by entering a different price.

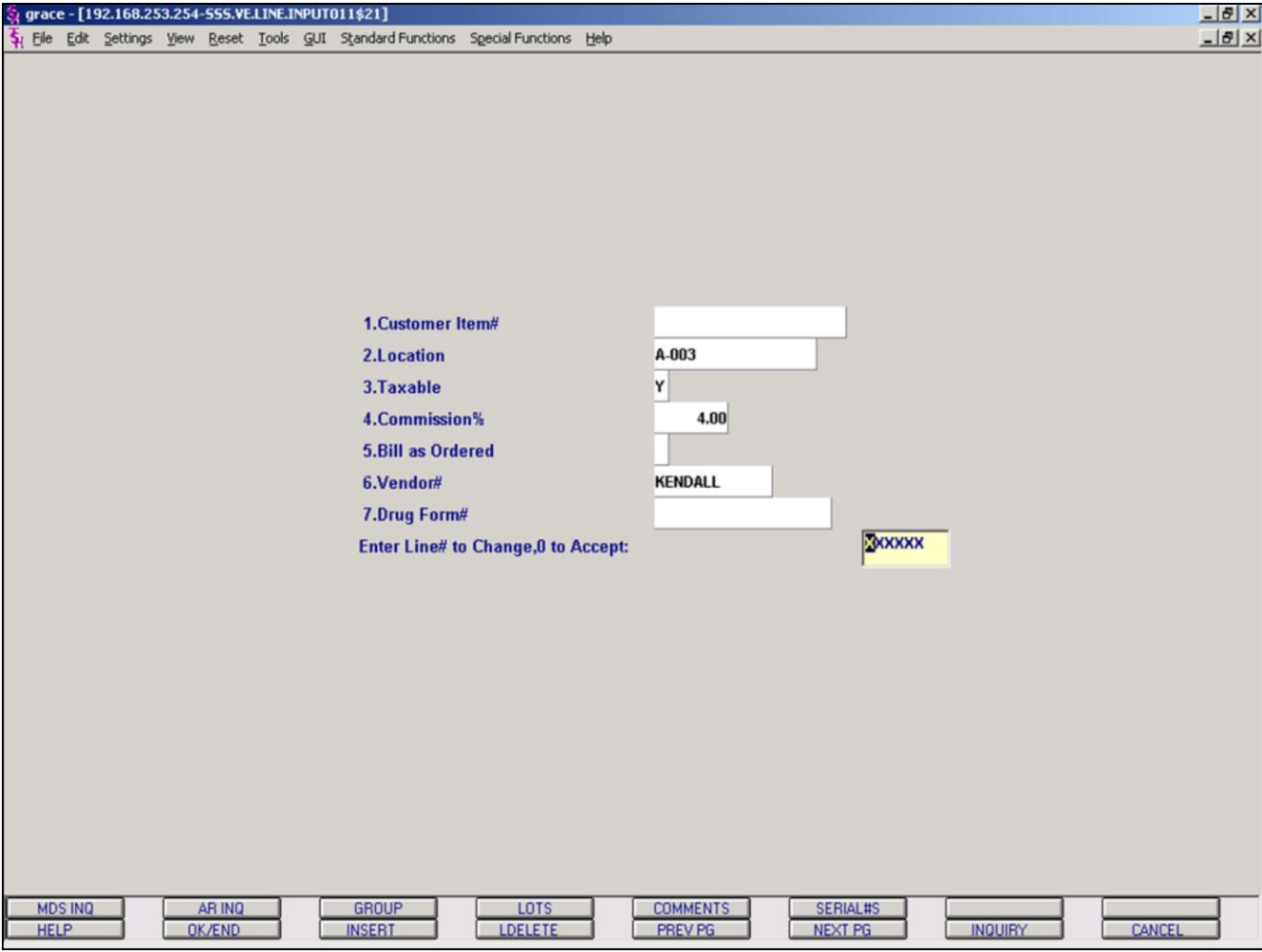
Pricing UM – Hit <ENTER> and pricing unit of measure will display. This field can be overridden if Alternate unit of measure is being used.

Disc% - If you are discounting this line item, then enter the discount percent, if not hit <ENTER>.

Cost – Hit <ENTER> and the cost for this item will display. This field can be overridden.

Hold – If this item does not met the companies requirements for gross profit percent then this line item will be flagged on price hold and a 'Y' will be displayed. This flag can be overridden by entering a 'N' in this field to take this item off price hold.

Notes:



Verification – Invoicing

Line Items Screen

More Screen

More – Enter a plus sign (+) in this field to display additional data.

Customer Item# - If there is a customer item number setup then it will be displayed.

Location – The primary warehouse location for this item will display and can be overridden.

Taxable – The taxable indicator will be displayed and can be overridden.

Commission% - The commission percent for this item will be displayed and can be overridden.

Vendor# - The vendor number from the Product Master file will display.

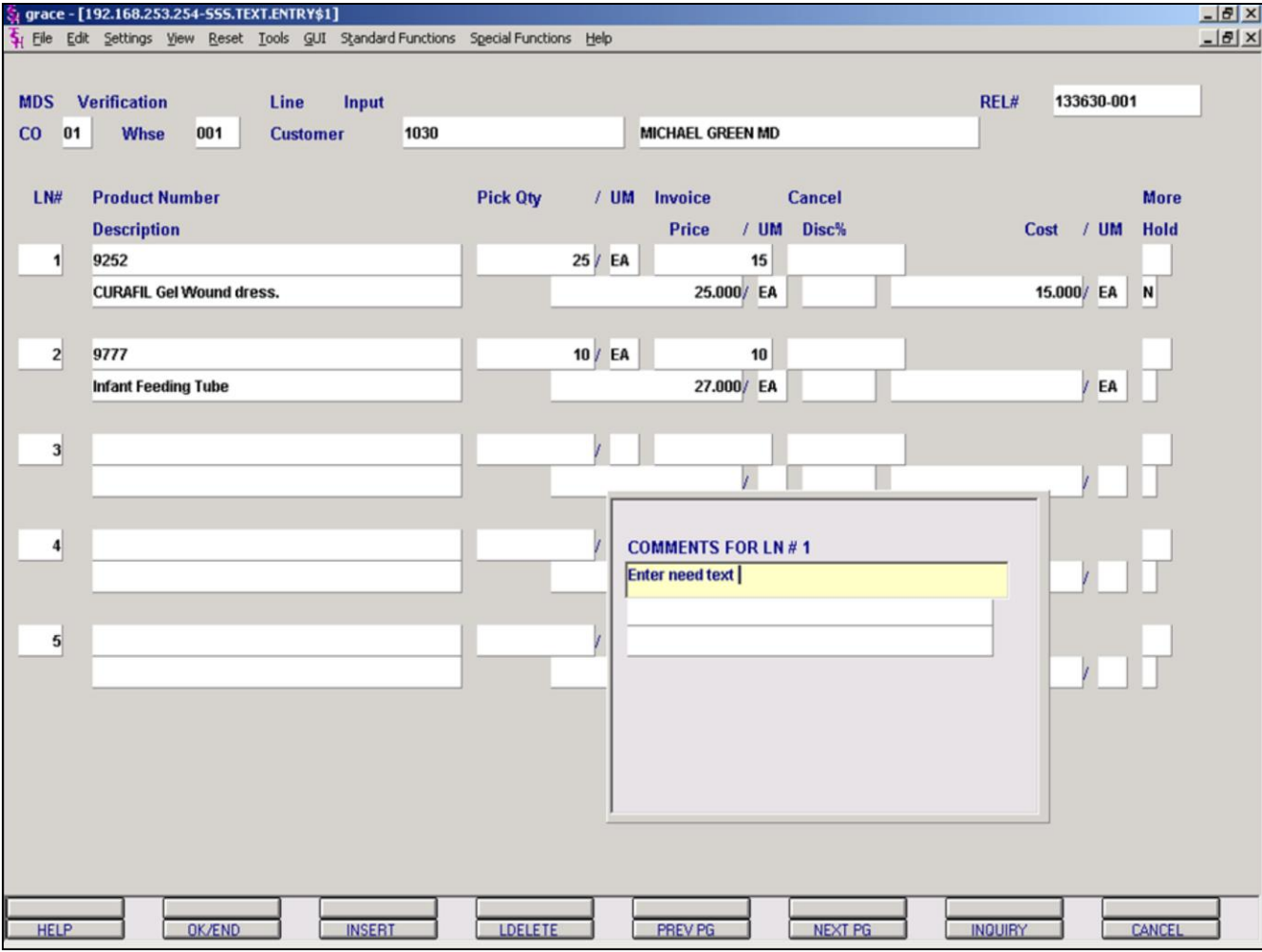
Drug Form# - Enter the drug form number. This will be used in Arcos reporting required by DEA.

Enter Line# to Change, 0 to Accept:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The user can also enter Line Number to make desired changes

Notes:



**Verification – Invoicing
Line Items Screen
Comments**

In this sample we are choosing Line# 1 to add a comment too.

Enter the line# and the COMMENTS function is available by clicking on the 'COMMENTS' icon or by pressing Shift 'F5' function key.

A comments pop up box will appear for the user to enter the needed text. This comment will print directly under line#1 item.

When you are finished entering your text, the program will prompt:

Enter 0 to Accept, C to change or Delete:

The user can enter 'C' to make desired changes.

Enter 'DELETE' to delete this comment.

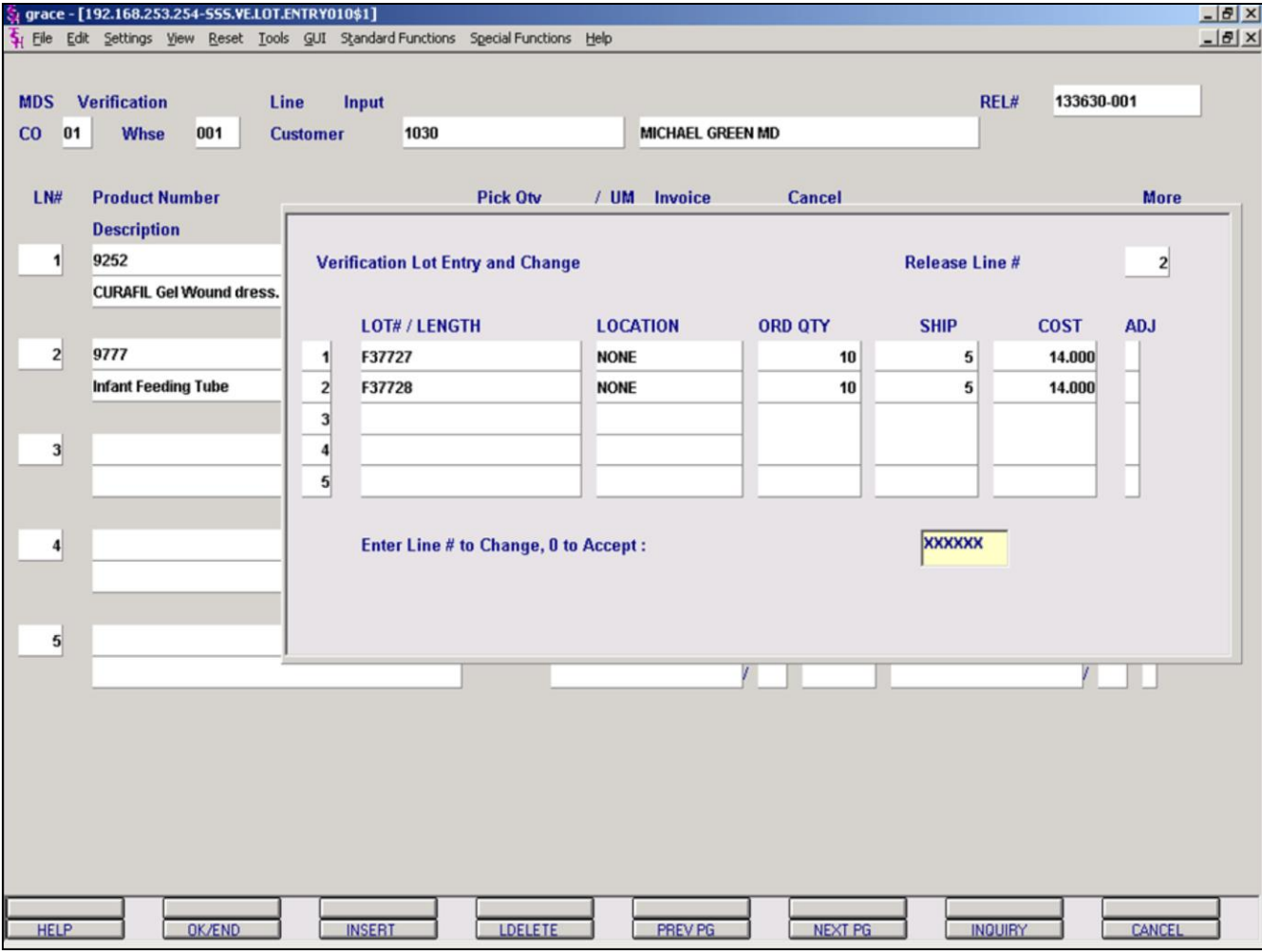
Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

The program will then prompt:

Enter 'P' Pick, 'I' Invoice, 'B' Both or 'N' None:

Enter a 'P' if you want this comment to print on the pick ticket. Enter a 'I' if you want this comment to print on the invoice. Enter a 'B' if you want this comment to print on the pick ticket and invoice. And enter a 'N' if you only want this comment to appear in the inquiry when accessing this Release record.

Notes:



**Verification – Invoicing
Line Items Screen**

Lots

Parameter(98) determines whether or not lot determination occurs at the point of order entry, or verification. In this sample Parameter(98) is set to 'Y', which means lot processing occurs at verification.

In this sample we are choosing Line# 2, which is a lot item, to make shipping changes too.

After entering the line# 2 the lot entry box appears.

Lot#/Length – Enter a valid lot number or length code. A length code (L###) will cause the quantity ordered to be multiplied by the length code. In this sample we are entering a lot number.

Location – The warehouse location is a required field. If you <ENTER>, the program uses a warehouse location of 'NONE'. If no such lot record is on file, the operator is prompted to enter another lot/warehouse combination.

ORD QTY – Quantity ordered

Ship – Enter the quantity being shipped from this specific lot.

The user has the ability to enter multiple lots if needed. In this sample were are using two lots.

Enter Line# to Change, 0 to Accept:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

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

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

Notes:

grace - [192.168.253.254-555.VELINE.INPUT011\$1]

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

MDS Verification Line Input REL# 133630-001

CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty	/ UM	Invoice Price	/ UM	Cancel Disc%	Cost	/ UM	More Hold
1	9252 CURAFIL Gel Wound dress.	25	/ EA	15 25.000/ EA			15.000/ EA		
2	9777 Infant Feeding Tube	10	/ EA	10 27.000/ EA				/ EA	
3			/					/	
4			/					/	
5			/					/	

Enter Line# to Change, or 0 to Accept :

MDS INQ AR INQ GROUP LOTS COMMENTS SERIAL#S INQUIRY CANCEL
 HELP OK/END INSERT LDELETE PREV PG NEXT PG

Verification – Invoicing Line Items Screen

Enter Line# to Change, or 0 to Accept:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

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

Notes:

grace - [192.168.253.254-555.VELINE.INPUT011\$1]

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

MDS Verification Line Input REL# 133630-001

CO 01 Whse 001 Customer 1030 MICHAEL GREEN MD

LN#	Product Number	Pick Qty	UM	Invoice Price	UM	Cancel Disc%	Cost	UM	Hold	More
1	9252 CURAFIL Gel Wound dress.	25	EA	15 25.000	EA		15.000	EA		
2	9777 Infant Feeding Tube	10	EA	10 27.000	EA			EA		
3										
4										
5										

XXX

MDS INQ AR INQ GROUP SERIAL#S INQUIRY CANCEL
HELP OK/END INSERT LDELETE PREV PG NEXT PG

**Verification – Invoicing
Line Items Screen
Function Keys**

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift 'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ – The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift 'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

LOTS – The LOTS function is available by clicking on the 'LOTS' icon or by pressing the Shift 'F4' function key. This will display the entered lot information.

COMMENTS – The COMMENTS function is available by clicking on the 'COMMENTS' icon or by pressing the Shift 'F4' function key. This is after the line item number has been selected.

Notes:

grace - [192.168.253.254-YE.LINE.PICK.POPUP011\$1]

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

On Line Item Product CURAFIL Gel Wound dr

Locations are out of balance with Shipped QTY, Please Adjust

Original Pick Qty Actual Ship Qty

Case Qty

Ln#	Location	Orig Pick Qty	Actual Ship Qty
1.	A-003	1	1
2.	A-007	24	24
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Enter Line# to Change , '0' to Accept or 'EXIT' to Exit:

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

**Verification – Invoicing
Line Items Screen
Location of Balance Screen**

If the location selected does not have enough quantity the program will prompt:

Locations are out of balance with Shipped QTY, Please Adjust

Notes:

grace - [192.168.253.254-YE.LINE.PICK.POPUP011\$1]

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

On Line Item Product CURAFIL Gel Wound dr

Locations are out of balance with Shipped QTY, Please Adjust

Original Pick Qty Actual Ship Qty

Case Qty

Ln#	Location	Orig Pick Qty	Actual Ship Qty
1.	A-003	1	
2.	A-007	24	15
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

XXXXXX

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

**Verification – Invoicing
Line Items Screen
Location Out of Balance Screen**

In this sample, I went up to line# 1 and changed Actual Ship Qty from 1 to 0 and on line#2 I changed Actual Ship Qty from 24 to 15.

Enter Line# to change, 0 to Accept or Exit to Exit:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

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

Notes:

grace - [192.168.253.254-555.VE.TOT.INPUT010\$1]

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

CO 01 WHSE 001 CUSTOMER 1030 MICHAEL GREEN MD

	LINES	SHIP QTY	DOLLARS
RELEASE TOTALS	2	35	770.00

1. TRADE DISC% 0.00 0.00

2. CHARGE FREIGHT Y

3. SHIP VIA 01 UPS

4. SHIP ZONE

5. FREIGHT 7.50

6. TAX JURIS 1 NEW JERSEY

TAX % 6.000 ON 0.00 0.00

7. MISC CHARGE 0.00

8. CASH DISC% 2.00 15.40

TOTAL 777.50

9. SALESMAN 011 BENJIP COMMISSION % 4.00

10. ACT. FRT. 7.50

11. PICKER 13. WEIGHT 15. RESID/COMM C

12. PACKER 14. CARTONS

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

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

Verification – Invoicing

Total Screen

Trade Disc% - The trade discount percent is displayed from the order and can be overridden. Only items flagged as discountable in the Product Master file will be included in the trade discount amount.

Charge Freight – The charge freight is display from the Customer Master record.

Ship Via – The ship method from the header screen is displayed and can be overridden. The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key.

Ship Zone – The ship zone is displayed based on the ship via selected and can be overridden. The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key.

Freight – The system has the ability to store and calculate freight charges associated with customer's shipment. The calculation is based on the shipping zone of the customer and the weight or value of the shipment. The calculated freight is displayed and can be overridden. The freight can also be manually entered.

Tax Juris – The tax jurisdiction is validated to the Tax.Rate file from the Release record.

Tax% - The tax percentage is displayed from the Release record. Override will only affect this release.

The tax amount is computed based upon the tax jurisdiction stored in the original Release record and the value of the items on this release. The tax base will include all taxable items. Any product classes that have a tax matrix for the customer's tax jurisdiction will be excluded from the tax base. The percentage, taxable amount and tax amount are displayed.

Misc Charge – A miscellaneous charge and description may be added to the release if necessary.

Notes:

grace - [192.168.253.254-555.VE.TOT.INPUT010\$1]

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

CO 01 WHSE 001 CUSTOMER 1030 MICHAEL GREEN MD

	LINES	SHIP QTY	DOLLARS
RELEASE TOTALS	2	35	770.00
1. TRADE DISC%			0.00
2. CHARGE FREIGHT	Y		
3. SHIP VIA	01	UPS	
4. SHIP ZONE			
5. FREIGHT			7.50
6. TAX JURIS	1	NEW JERSEY	
TAX %	6.000	ON	0.00
7. MISC CHARGE			0.00
8. CASH DISC%	2.00	15.40	
TOTAL			777.50

9. SALESMAN 011 BENJIP COMMISSION % 4.00

10. ACT. FRT. 7.50

11. PICKER 13. WEIGHT 15. RESID/COMM c

12. PACKER 14. CARTONS

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

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

Verification – Invoicing

Total Screen

Cash Disc% - The cash discount will be calculated and the discount percentage and amount will be displayed.

Salesman – The salesman from the Customer Detail record will be displayed. If the salesman number should be changed, enter a valid salesman number.

Commission% - The commission percent from the Salesman record will be displayed. If the commission percent should be changed, enter a new commission percent.

Act.Frt – Actual freight can be used to calculate the salesmen commission or for comparison of freight paid vs. freight charged.

Picker/Packer – Enter the code for the individual who picked and packed the merchandise.

Weight – The weight of the products will be displayed or can be entered.

Cartons – Enter the number of cartons for this shipment or hit <ENTER>.

Resid/Comm – This will default from the Customer Master record. 'R' is for residential and 'C' is for a commercial customer.

Enter Line# to Change, 0 to Accept Order:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

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

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

Notes:

PACKING LIST

Page: 1

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON, NJ 07013

Tel: 201-777-8050
Fax: 973-777-3063

Order Number
01134322001

REPRINT(1)

Bill-to: IDEAL

IDEAL DISTRIBUTION CO
10 CLIFTON BLVD.
CLIFTON NJ 07015

Ship-to: 001 SY

IDEAL DISTRIBUTION CO
10 CLIFTON BLVD.
CLIFTON NJ 07015

Order Date:	11/25/03	Salesman:	By Fatig
Required Date:	11/25/03	Ship Via:	FEDERAL EXPRESS Router:
Cancel Date:		Customer Order #:	321-41821
Order Maker:	BY FATIG	Caller:	JOE SMITH

Special Instructions:

Line	Location	Item Number / Description	Ordered	UM	Shipped	UM	B/O Qty	Unit Price	UM
1	12	RCH JENNINGS WHEELCHAIR	2	EA	2	EA	0	450.00	EA

Signature: _____

Picked By: _____

Checked By: _____

Verification – Invoicing

Packing Slip Print

A packing slip will print if Parameter 118 is set to a 'Y'.

Notes:

grace - [192.168.253.254-555.VE.TOT.INPUT010\$1]

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

CO 01 WHSE 001 CUSTOMER 1030 MICHAEL GREEN MD

Release# 133630-001
Date 08/13/03

	LINES	SHIP QTY	DOLLARS
RELEASE TOTALS	2	35	770.00
1. TRADE DISC%			0.00
2. CHARGE FREIGHT	Y		
3. SHIP VIA	01	UPS	
4. SHIP ZONE			
5. FREIGHT			7.50
6. TAX JURIS	1	NEW JERSEY	
TAX %	6.000	ON	0.00
7. MISC CHARGE			0.00
8. CASH DISC%	2.00	15.40	
TOTAL			777.50

9. SALESMAN 011 BENJIP COMMISSION % 4.00

10. ACT. FRT. 7.50

11. PICKER 13. WEIGHT 15. RESID/COMM C

12. PACKER 14. CARTONS

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

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

Verification – Invoicing
Total Screen
Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

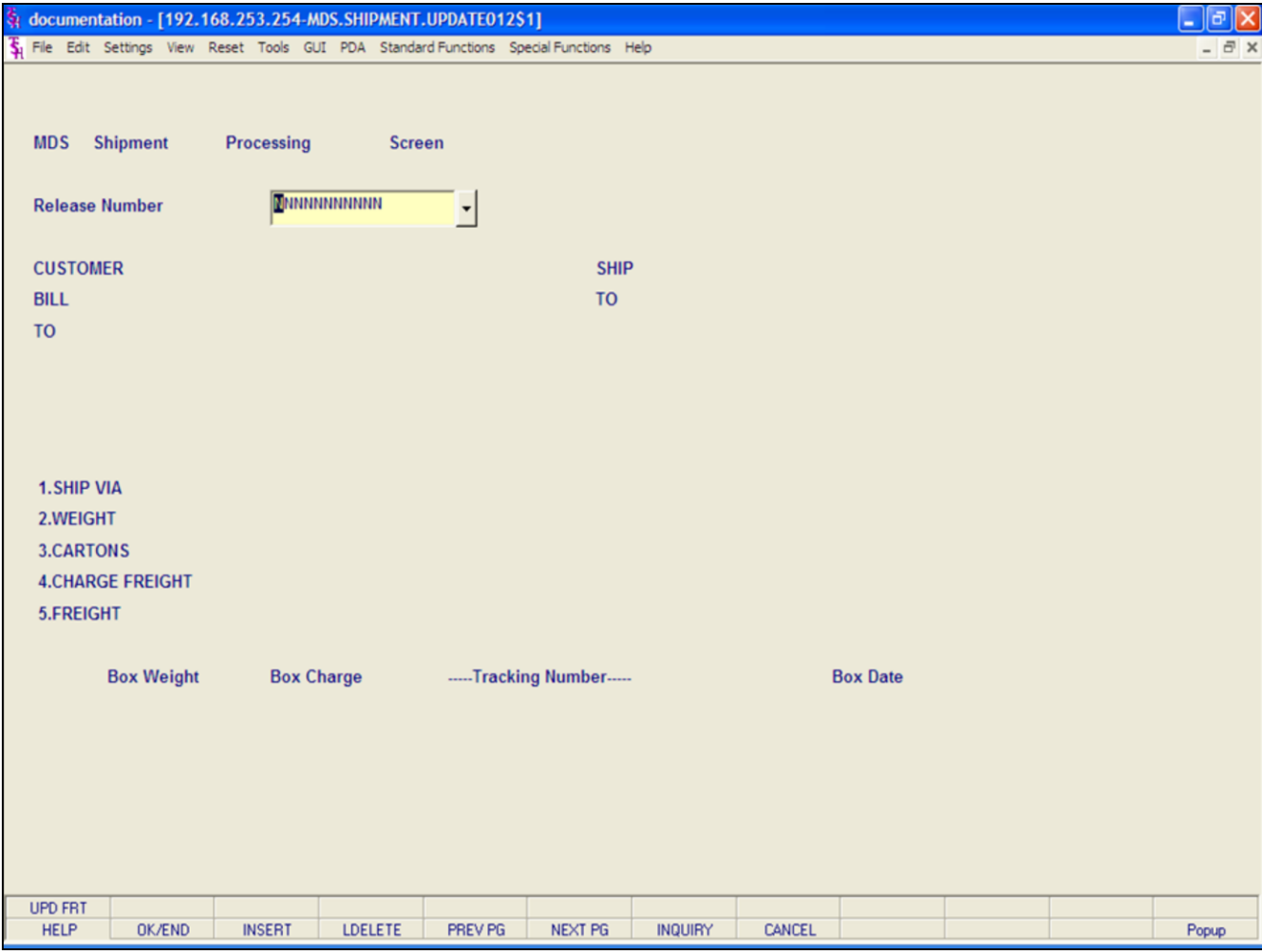
ARINQ – The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

DETAIL – The DETAIL function is available by clicking on the 'DETAIL' icon or by pressing the Shift+'F3' function key. This will bring the operator back to the detail line input screen.

CANCEL – The CANCEL function is available by clicking on the 'CANCEL' icon or by pressing the Shift+'F4' function key. This will cancel this verification function.

HEADER – The HEADER function is available by clicking on the 'HEADER' icon or by pressing the Shift+'F5' function key. This will bring the operator back to the header screen.

Notes:



Shipping Update Overview

The Shipping Update is used to update the MDS system with freight information downloaded from the UPS Wordship System. To use this feature, Parameter 128 must be set to 'Y'. Also Parameter 43 (Scale), needs to be set to either 'V' (Verification) or 'S' (Shipping Station).

If Parameter 43 is set to 'V', the user will automatically be forwarded to the Shipping Update module from Verification - Invoicing.

If Parameter 43 is set to 'S' the user will need to manually access the Shipping Update module from the menu.

Notes:

documentation - [192.168.253.254-MDS.SHIPMENT.UPDATE012S1]

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

MDS Shipment Processing Screen

Release Number 01132475001

CUSTOMER ALCO SHIP TO ALCO SUPPLY COMPANY
 BILL ALCO SUPPLY COMPANY TO ALCO SUPPLY COMPANY
 TO 10 MAIN STREET 10 MAIN STREET
 WAYNE NJ 07315 WAYNE NJ 07315

1.SHIP VIA 10 UPS NEXT DAY
 2.WEIGHT 1.0
 3.CARTONS 1
 4.CHARGE FREIGHT Y
 5.FREIGHT 14.75

	Box Weight	Box Charge	-----Tracking Number-----	Box Date
1.	1.00	14.75	1Z0678860140280387	11/26/03
2.				
3.				

Enter Line# to Change, 0 or END to Invoice : XXXXXX

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

Shipping Update

Release Number - The Release number can be inputted different ways:

1. With Parameter 43 = "V", the user is automatically forwarded to the Shipping Update **AND** if the package(s) for this release was already processed through the UPS Worldship system, the release number and all information on this screen will be filled out.
2. With Parameter 43 = "V", the user is automatically forwarded to the Shipping Update **AND** if the package(s) for this release have **NOT** been processed through the UPS Worldship system, the release number will be displayed along with the message:

Release XXXXXXXXXXXX has no Freight Record, Continue (Y/N)?

Enter 'Y' and hit <ENTER> to continue. This will display the information that is stored in the release record.

At this point, the UPS Worldship system update for this release needs to be completed.

To update the freight information from the UPS Worldship system, the user can click on the icon 'UPD FRT' or hit the Shift+'F1' function key. This will update the screen with the shipping information from UPS Worldship.

Notes:

Shipping Update continued

3. With Parameter 43 = "S", the user must access the Shipping Update module manually. When accessed, the user can type in the Release number and hit <ENTER> or click on the down arrow next to the field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all Releases still needing to go through the shipping update and select the Release number from the list.

If the package(s) for this release have **NOT** been processed through the UPS Worldship system, the release number will be displayed along with the message:

Release XXXXXXXXXXXX has no Freight Record, Continue (Y/N)?

Enter 'Y' and hit <ENTER> to continue. This will display the information that is stored in the release record.

At this point, the UPS Worldship system update for this release needs to be completed.

To update the freight information from the UPS Worldship system, the user can click on the icon **'UPD FRT'** or hit the Shift 'F1' function key. This will update the screen with the shipping information from UPS Worldship.

4. With Parameter 43 = "S", the user must access the Shipping Update module manually. When accessed, the user can type in the Release number and hit <ENTER> or click on the down arrow next to the field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all Releases still needing to go through the shipping update and select the Release number from the list.

If the package(s) for this release have been processed through the UPS Worldship system, the release number will be displayed along with the shipping information.

Customer Bill To and Ship To - this information is displayed from the customer master record.

Ship Via - displayed from the release record.

Weight - displayed from UPS Worldship or can be inputted manually.

Cartons - displayed from UPS Worldship or can be inputted manually.

Charge Freight - displayed from the release record.

Freight - the freight amount is displayed from UPS Worldship or can be inputted manually.

Box Weight - displayed from UPS Worldship.

Box Charge - displayed from UPS Worldship.

Tracking Number - displayed from UPS Worldship.

Box Date - displayed from UPS Worldship.

Any of the numbered fields can be changed manually by typing the field number and hitting <ENTER> to access the field.

Enter Line# to Change, 0 or END to Invoice:

Enter a line number to make any necessary changes. The user can either enter '0', 'END', click on the **'OK/END'** icon, or hit the 'F2' function to save your changes and Invoice this release.

No

Invoice

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON , NJ 07013

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

Page: 1

Inv Number
01502167

** REPRINT (2) **

Bill-to: IDEAL IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015	Ship-to: 001 SY IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015
--	---

Invoice Date:	12/04/03	Salesman:	Sy Fattig
Ship Date:	12/04/03	Ship Via:	FEDERAL EXPRESS
Our Order No:	0113444601	Customer Order #:	85246-641
Terms:	2/10 NET 30		

Special Instructions:

Line	Item Number / Description	Ordered UM	Shipped UM	UM	BO Qty	Unit Price	UM	Extension
1	890-FRILLS STICK UP EVERGRN	24 EA	24	EA	0	16.52	EA	37.03
	SUB TOTAL							37.03
	FREIGHT							25.00
	INVOICE TOTAL							62.03

Cartons: 0 Weight: 6.0 * Non-Taxable

Shipping Update

Invoice Print

If the customer is flagged to print invoices online, in the Customer Master file, the invoice will print immediately, otherwise, the invoice will not be printed until the End Of Day is ran.

Notes:

documentation - [192.168.253.254-MDS.SHIPMENT.UPDATE012S1]

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

MDS Shipment Processing Screen

Release Number 01132475001

CUSTOMER ALCO SHIP
 BILL ALCO SUPPLY COMPANY TO ALCO SUPPLY COMPANY
 TO 10 MAIN STREET 10 MAIN STREET
 WAYNE NJ 07315 WAYNE NJ 07315

1.SHIP VIA 10 UPS NEXT DAY
 2.WEIGHT 1.0
 3.CARTONS 1
 4.CHARGE FREIGHT Y
 5.FREIGHT 14.75

	Box Weight	Box Charge	-----Tracking Number-----	Box Date
1.	1.00	14.75	1Z0678860140280387	11/26/03
2.				
3.				

Enter Line# to Change, 0 or END to Invoice : XXXXXX

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

Shipping Update

UPD FRT - The UPDATE FREIGHT function is available by clicking on the 'UPD FRT' icon or by pressing the Shift+'F1' function key. This will update the freight information from the UPS Worldship system.

Notes:

documentation - [192.168.253.254-SSS.VD.ORD.LOOKUP010\$1]

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

MDS INVOICE_CREDIT MEMO VOID

ORDER NO

TRANS TYP

INV OR C/M#

INV REF

TOTAL AMOUNT

CUST NO

CUST NAME

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

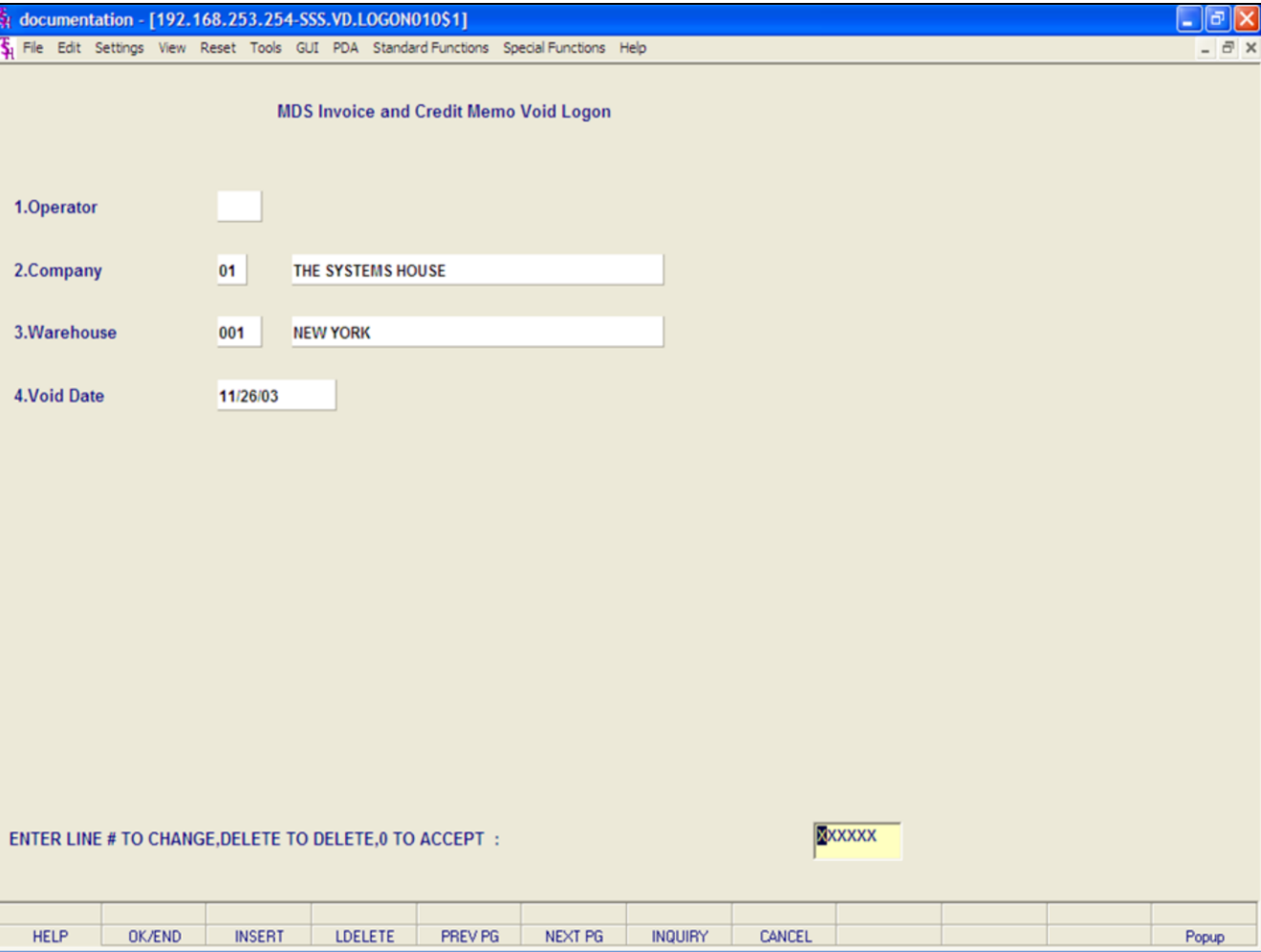
Invoice and Credit Memo Voids
Overview

The invoice and credit memo void procedure is used to void an invoice or credit memo's.

It is not necessary for the invoice to be in the same fiscal period as the void. The fiscal month is determined by the current accounts receivable month. The invoice may be posted to the general ledger in '9010' and the invoice void posted to the general ledger in '9011'. An invoice void will delete the Accounts Receivable record and write an 'I/V' (Invoice Void) record to the Invoice file as an audit trail. The credit memo void will either delete the Accounts Receivable record (if the credit memo was a stand alone credit memo) or increase the open amount on the Accounts Receivable record (if the original credit memo was applied to a specific invoice).

This procedure results in all accounting, sales and inventory updates being reversed, with appropriate audit trails to indicate that a void has occurred. A release cannot be voided until it has gone through the invoice update procedure and an invoice or credit memo has been generated.

Notes:



**Invoice and Credit Memo Voids
Log-On Screen**

The log-on screen is used to validate the operator's access to the order entry module, as well as the company, warehouse, and order dating information for the batch of releases.

Operator- The operator code entered is validated to the Operator file for access code 'VD'.

Company - The company code entered is validated to the Company file. 1-99 may be entered.

Warehouse - The warehouse number entered is validated to the Warehouse file. 1 - 999 may be entered.

Void Date - Enter the date as MM/DD/YY or hit <ENTER> for the system date.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

Notes:

documentation - [192.168.253.254-SSS.VD.ORD.LOOKUP010\$1]

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

MDS INVOICE_CREDIT MEMO VOID

ORDER NO	132475001	CUST NO	ALCO	100000
TRANS TYP	INV	CUST NAME	ALCO SUPPLY COMPANY	
INV OR C/M#	502157		10 MAIN STREET	
INV REF				
TOTAL AMOUNT	496.25		WAYNE	NJ 07315

IS THIS THE CORRECT RELEASE (Y/N)? XXXXXX

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

Invoice and Credit Memo Voids
Display and Input

This program prompts for the release number, it must be entered as the Release# without the company number in front (ex. 132475001). The release number is validated against the Release file. If the release has already been purged then the release may not be voided. If the release number is not known it may be found through accounts receivable inquiry.

If the Accounts Receivable record has a \$0.00 balance (the invoice was paid before the void is entered) the void will affect the accounts receivable. For example, if an invoice was entered for \$100.00 and a payment of \$100.00 was received, the Accounts Receivable record will have a \$100.00 credit balance when an invoice void is performed.

After the release number is entered, information pertaining to the Release will be displayed:

- Order No** - The release number entered is displayed.
- Trans Typ** - The transaction type, INV = Invoice, C/M = Credit Memo.
- Inv or C/M#** - The invoice or credit memo number is displayed.
- Inv Ref** - Invoice reference number, if any, is displayed.
- Total Amount** - The total amount of the invoice or credit memo.

Notes:

- Cust No** - The customer number.
- Cust Name** - The customer's name and address information.

Invoice Void

THE SYSTEMS HOUSE
1033 ROUTE 46 EAST
CLIFTON, NJ 07013

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

Page: 1

Inv Number 01502175	** REPRINT(2) **
-------------------------------	-------------------

Bill-to: IDEAL IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015	Ship-to: 001 SY IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015
--	---

Invoice Date: 12/12/03	Salesman: HOGUE ORDRE
Ship Date: 12/12/03	Ship Via: FEDERAL EXPRESS
Our Order No: 01134513001	Customer Order #: 314-17182
Terms: 2/10 NET 30	

Special Instructions:

Line	Item Number / Description	Ordered	UM	Shipped	UM	B/O Qty	Unit Price	UM	Extension
1	FRILLS STICK UP EVERGRN	12	EA	12	EA	0	-23.74	EA	-23.74
	SUB TOTAL								-23.74
	INVOICE TOTAL								-23.74

Cartons: 0 Weight: 4.0 * Non-Taxable

Invoice and Credit Memo Voids Display and Input

After the release number is entered, the customer number, customer name, transaction type, invoice or credit memo number, invoice reference and amount will be displayed, and the following will be prompted:

IS THIS THE CORRECT RELEASE (Y/N)?

Enter 'Y***' if this is the correct release number, and the invoice or credit memo will be voided. Enter 'N' to re-enter the release number.

A void will print out during end of day and appear on the invoice or credit memo register with a transaction type of I/V or C/V. The void will be assigned a new release number.

Notes:

documentation - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

One Step Billing Header

Order# [] Date 11/26/03 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To Customer AAAAAA Intry
 Ship To 1. [] Country []

2.Req Dt [] Future [] 11.Ship Via []
 3.As of Dt [] 12.Cash []
 4.Salesman [] Commission % 0.00 13.M/Bill []
 5.Terms [] 14.Cons/Rent [] Return Date []
 6.Source [] 15.Inv Comp [] 19.Ship Comp []
 7.Cust PO# [] 16.Ord Hold [] 20.Cancel Dt []
 8.Direct [] Vendor [] 17.LIC# []
 9.Spec Ins [] 18.Dea# []
 10.Caller [] 21.Route []
 22.Dly Stop []

MDS INQ	AR INQ	CUSTOMER	SALES MGT	CRM						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

One Step Invoicing Overview

This processing method is employed when the customer desires a combination picking/invoicing set to be prepared simultaneously. If the backorders are maintained during one-step the unshipped quantity is established on file as a backorder.

The inventory is reduced during the entry of each line item. The backorder will reduce inventory during the invoicing of the backorder. The subsequent release of backorders can be handled by either specific or automatic backorder release procedures.

Parameter (96) determines whether or not backorders are to be maintained for one step orders (Y/N). Parameter (97) specifies whether or not the Release.Xref file should be updated, if a picking document is desired this parameter should be set to 'Y'. The program uses the same screens and programs used by in order entry. The total time elements are shared with verification.

Notes:

documentation - [192.168.253.254-SSS.CM.HDR.INPUT011\$1]

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

OE

Credit # Date Sell Whse

Company

Bill To Customer

Ship To 1.Code

Class Type

2.Reason

3.Rtn/NonRtn

4.Return #

5.Invoice #

6.Terms

7.Salesman

8.Cust PO#

9.Direct

10.Spec Ins

11.M/Bill

Vendor

Commission %

MDS INQ.	AR INQ										
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				Popup

Credit Memo Processing Overview

This procedure is provided to credit the customer for returned merchandise, defective material, price discrepancies, etc.

The program provides the option whether or not to update inventory. Credit memos cannot be maintained.

Notes:

Credit Memo Processing Log-On

The log-on screen is used to validate the operator's access to the credit memo module, as well as the company, warehouse, and order dating information.

Operator - The operator code entered is validated to the Operator file for access code 'OE'.

Company - The company code entered is validated to the Company file. 1-99 may be entered.

Sell Warehouse - The selling warehouse number entered is validated to the Warehouse file. 1 - 999 may be entered.

Ship Warehouse - The shipping warehouse number entered is validated to the Warehouse file. 1 - 999 may be entered.

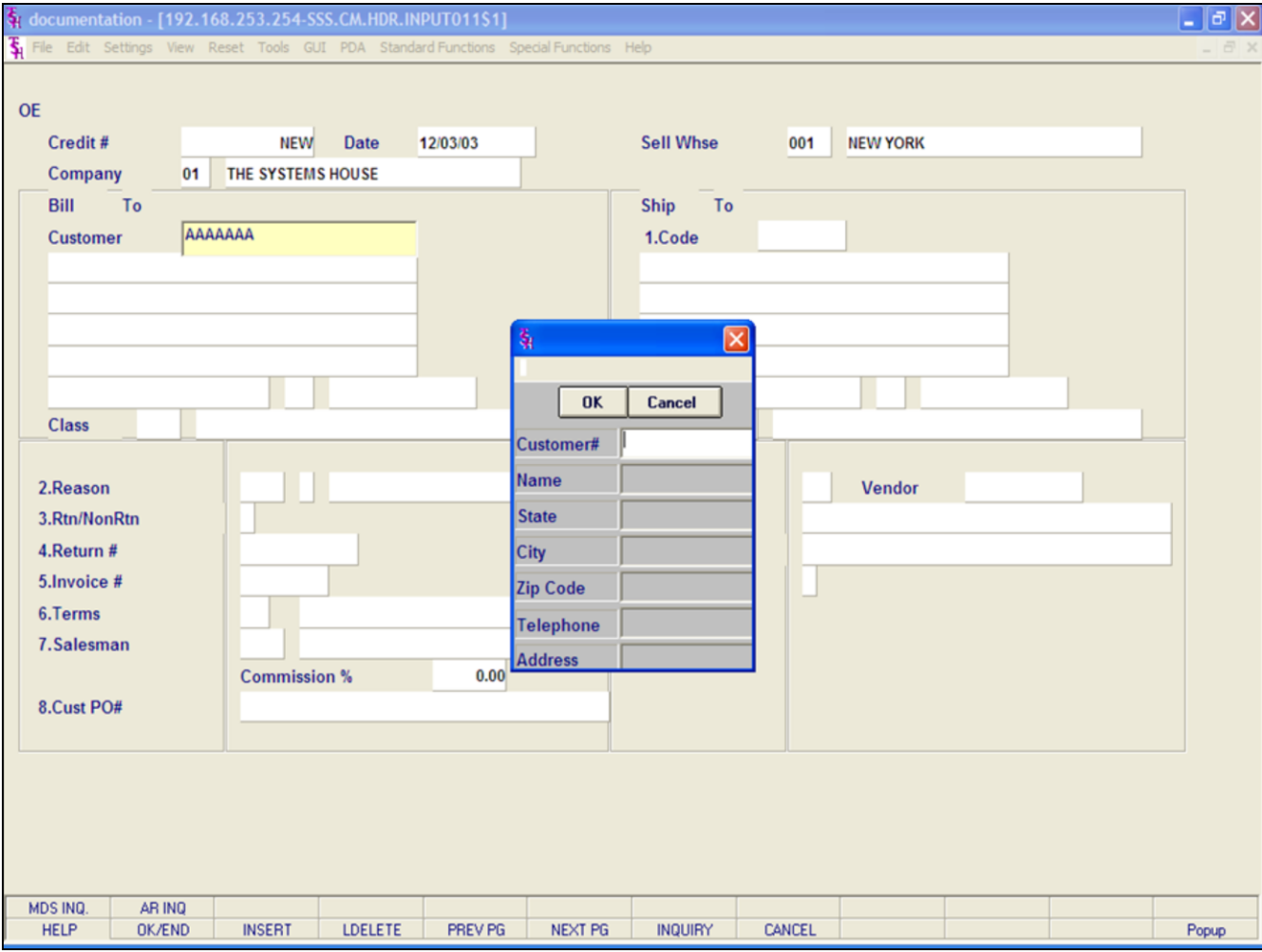
Order Date - Enter the date as MM/DD/YY or hit <ENTER> for the system date.

Product records for all items on the credit memo must exist in both the selling and shipping warehouse if they are different.

ENTER LINE# TO CHANGE, 'END' TO END, ABORT TO CANCEL, OR '0' TO ACCEPT:

Enter the line number to change. Enter 'END' to save the record. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

Notes:



Credit Memo Processing

Header Screen

Customer Lookup

The customer validation routine establishes the correct customer to bill the order to. Enter the customer number, part of the customer number, or the customer’s phone number. If the customer number is not valid, the system will display an error message.

If the operator is unaware of the customer number, the system gives them multiple options for looking up that customer number.

a. They may hit the function key 'F7', click on the **'INQUIRY'** icon, or click on the down arrow next to the field to initiate the lookup routine.

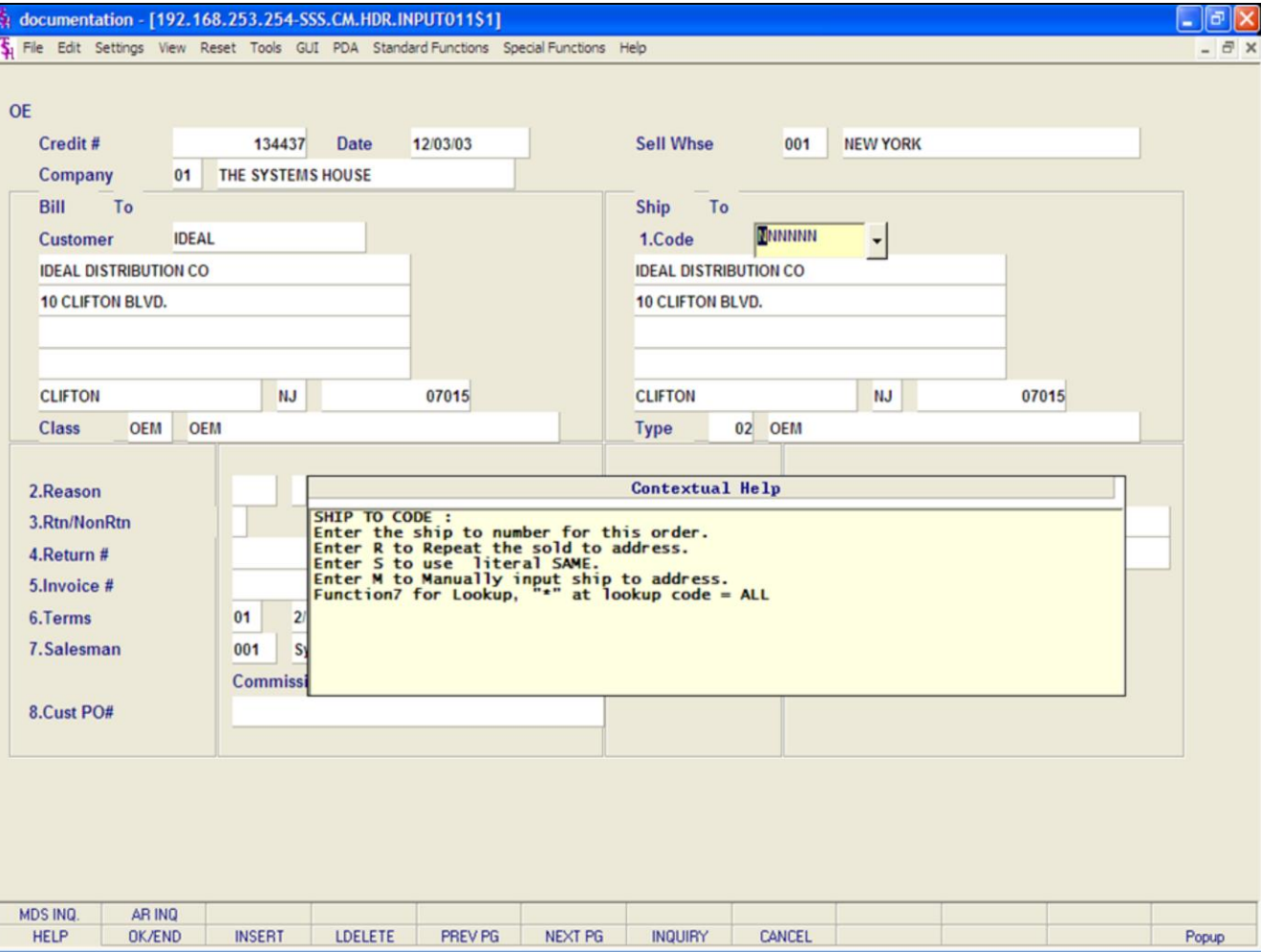
b. Enter part of the customer number to initiate the lookup routine.

Once the customer number is selected, the customers sold to name and address will be displayed and the operator will be prompted:

IS THIS THE CORRECT CUSTOMER (CR/N)?

Hit <ENTER> to proceed to the next field. If 'N' is entered, the next customer with that number will be displayed.

Notes:



Credit Memo Processing
Header Screen

Ship.to - The ship.to may be coded in the Customer file as:

- 'S' - will print the word 'SAME' as the ship.to on documents
- 'R' - will repeat the sold-to information as the ship.to on documents
- ##### - A specific ship.to number already created in the ship.to file.

If the customer has multiple ship.to address's, the system will stop at the ship.to field where the Ship.to menu will be displayed. You have the following options:

- Enter the ship.to number for this order.
- Enter 'R' to repeat the sold-to address.
- Enter 'S' print the word 'SAME' as the ship.to on documents
- Enter 'M' to manually input the ship.to address
- Click on the down arrow next to the ship.to field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to use the lookup function.
- The lookup function will display all ship.to's for the customer.

Notes:

documentation - [192.168.253.254-SSS.CM.HDR.INPUT011\$1]

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

OE

Credit # 134437 Date 12/03/03 Sell Whse 001 NEW YORK

Company 01 THE SYSTEMS HOUSE

Bill To Ship To

Customer IDEAL 1.Code IDEAL DISTRIBUTION CO

IDEAL DISTRIBUTION CO IDEAL DISTRIBUTION CO

10 CLIFTON BLVD. 10 CLIFTON BLVD.

CLIFTON NJ 07015 CLIFTON NJ 07015

Class OEM OEM Type 02 OEM

2.Reason 006 Y ORDERING ERROR 9.Direct Vendor

3.Rtn/NonRtn R

4.Return #

5.Invoice # 502164 10.Spec Ins

6.Terms 01 2/10 NET 30 11.M/Bill N

7.Salesman 001 Sy Fertig

Commission % 0.00

8.Cust PO#

Enter Line # to change,DELETE to Delete, 0 to Accept : XXXXXX

MDS INQ.	AR INQ									
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Credit Memo Processing Header Screen

Reason - The codes may be set up to reflect the reason for the credit memo. I.e., damaged merchandise, short shipped, wrong price, etc. The affect quantity flag in the Reason Code record will determine if the sold quantity in the Product and Sales files should be updated. For example, if the credit memo reason is 'wrong price', then the sold quantity should not be updated by the credit memo quantity.

Rtn/NonRtn - Enter 'R' for return to stock. Enter 'N' for non-returns. This parameter affects whether or not the inventory is returned to stock. The credit memo program allows the operator to enter line by line 'R' or 'N', or the lines will default to the code entered on the header screen.

Return # - Enter a return authorization number, if applicable (optional).

Invoice # - If an invoice number is entered it is validated to the Accounts Receivable file. If an invoice number is not input, the credit is considered "on-account". If a valid invoice number is entered the credit memo will be directly applied the invoice number.

Salesman - The salesman number is displayed from the Customer Detail record for the customer entered. This field may be overridden if necessary. The commission amount for the credit memo will be deducted from the salesman's monthly commission.

Commission % - The commission percentage is displayed from the Customer Detail record for the customer entered. The commission percentage is used to calculate the dollar amount to be deducted from the salesman's monthly commission.

Notes:

Credit Memo Processing**Header Screen continued**

Cust Po # - Enter the customer's purchase order number. If necessary, it may be printed on the credit memo for the customer's reference.

Direct - Enter 'DS' for direct shipment, or <ENTER> for non-direct shipment.

Vendor - Enter the vendor number if this item is a direct shipment return back to the vendor. The vendor number entered is validated to the Vend.Mast file.

Spec Ins - The special instructions from the Customer Master record will be displayed. Any special instructions up to 25 alpha characters can be entered if no special instructions exist or existing special instructions may be overridden (optional).

M/BILL - The monthly billing flag from the Customer Master file will be displayed.

Dept - If the customer is also a COS (customer order system) customer, and a department number is not in the COS file, the program will prompt as follows:

DEPT NOT ON DEPARTMENT FILE IS THIS OFF CONTRACT (Y/N)

If 'Y' is entered the system will bypass the department number. If 'N' is entered the program will look for the COS department and load the department address into the shipping address of the order.

Req - Enter a requisition number.

Enter the requisition number or hit <ENTER> for no number (optional).

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

Once the header information is entered you will be prompted:

IS THE CREDIT MEMO CORRECT TO THIS POINT (Y/N):

If <ENTER> is hit the header is accepted and the program continues to the next screen. If 'N' is selected the program returns to the customer number prompt for re-entry of credit memo header and the credit memo is flagged as canceled.

No

documentation - [192.168.253.254-SSS.CM.HDR.INPUT011\$1]

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

OE

Credit # 134437 Date 12/03/03 Sell Whse 001 NEW YORK

Company 01 THE SYSTEMS HOUSE

Bill To Ship To

Customer IDEAL 1.Code IDEAL DISTRIBUTION CO

IDEAL DISTRIBUTION CO IDEAL DISTRIBUTION CO

10 CLIFTON BLVD. 10 CLIFTON BLVD.

CLIFTON NJ 07015 CLIFTON NJ 07015

Class OEM OEM Type 02 OEM

2.Reason 006 Y ORDERING ERROR 9.Direct Vendor

3.Rtn/NonRtn R 10.Spec Ins

4.Return # 502164 11.M/Bill N

5.Invoice # 6.Terms 01 2/10 NET 30

7.Salesman 001 Sy Fertig

Commission % 0.00

8.Cust PO#

Enter Line # to change,DELETE to Delete, 0 to Accept : XXXXXX

MDS INQ.	AR INQ										
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL				Popup

Credit Memo Processing

Header Screen

Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ - The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

Notes:

documentation - [192.168.253.254-SSS.CM.LINE.INPUT011S1]

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

MDS Credit Memo Line Input Order# 134470
 Company 01 Warehouse 001 Customer IDEAL IDEAL DISTRIBUTION CO

Ret	Product Number	Quantity	CD	Price	Reason
		Value		Cost	Discount
R	N SU-E	1	DZ	F 23.74	006 Y ORDERING ERRO
1	NO FRILLS STICK UP EVERGR	-18.52		-7.30	22.00 More
2		0.00			More
3		0.00			More
4		0.00			More
5		0.00			More

Enter Line# to Change, 0 to Accept: PAGE 1 OF 2

MDS INQS	AR INQ	LOTS	COMMENTS						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Credit Memo Processing

Line Item Entry

Reason -If <ENTER> is hit, the reason code entered on the header screen will display. You may also choose a different reason code by clicking on the down arrow next to the field, clicking on the 'INQUIRY' icon, or by pressing the 'F7' function key to select from a list of valid codes.

Rtn/NonRtn - Enter 'R' for return to stock. Enter 'N' for non-returns. This parameter affects whether or not the inventory is returned to stock. The credit memo program allows the operator to enter line by line 'R' or 'N', or the lines will default to the code entered on the header screen.

Notes:

documentation - [192.168.253.254-SSS.CM.LINE.INPUT011S1]

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

MDS Credit Memo Line Input Order# 134471

Company 01 Warehouse 001 Customer IDEAL IDEAL DISTRIBUTION CO

Ret	Product Number	Quantity	CD	Price	Reason
		Value		Cost	Discount
R 1	AAAA				006 Y ORDERING ERRO
		0.00			More
2					More
3					More
4					More
5		0.00			More

ITEM#

DESCRIPTION

VENDOR#

PRODUCT CLASS

CUSTOMER ITEM#

OK Cancel

PAGE 1 OF 2

MDS INQS	AR INQ	LOTS	COMMENTS						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Credit Memo Processing
Line Item Entry
Product Lookup

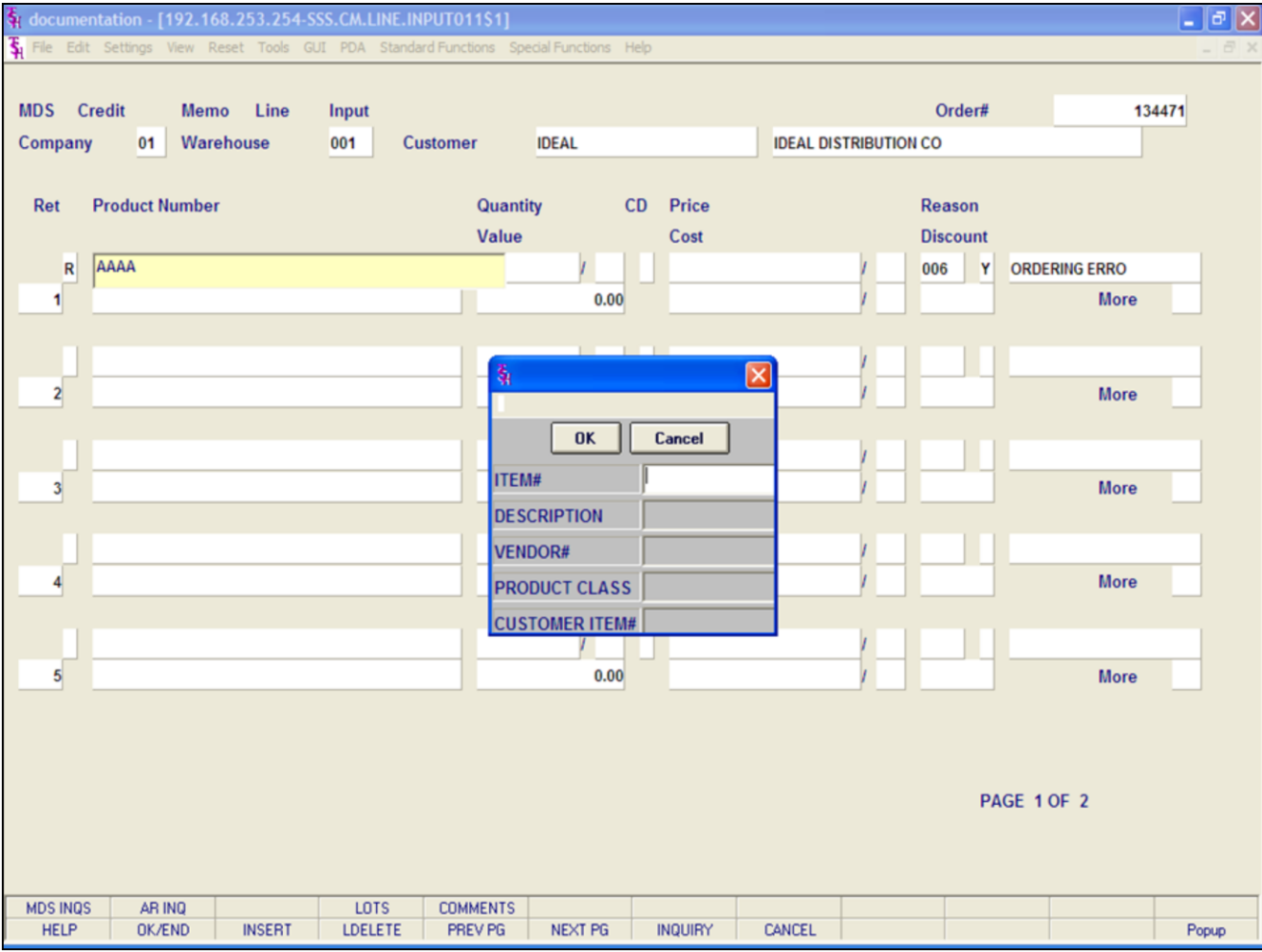
MDS offers several flexible methods to identify and retrieve the appropriate Product record.

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 on the following page.

Notes:



Credit Memo Processing
Line Item Entry
Product Lookup
INQUIRY FUNCTION

At the product number prompt, the operator can:

1. Click on the 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

Keep in mind, when entering a product number, if the invoice number was entered on the Header screen, the product entered here must be on that invoice.

Notes:

documentation - [192.168.253.254-SSS.CM.LINE.INPUT011S1]

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

MDS Credit Memo Line Input Order# 134470

Company 01 Warehouse 001 Customer IDEAL IDEAL DISTRIBUTION CO

Ret	Product Number	Quantity	CD	Price	Reason
		Value		Cost	Discount
R	NFSU-E	1- / DZ	F	23.74/ DZ	006 Y ORDERING ERRO
1	NO FRILLS STICK UP EVERGR	-18.52		-7.30/ DZ	22.00 More
2		0.00			More
3		0.00			More
4		0.00			More
5		0.00			More

Enter Line# to Change, 0 to Accept: PAGE 1 OF 2

MDS INQS	AR INQ	LOTS	COMMENTS					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Popup

Credit Memo Processing

Line Item Entry

Quantity - Enter the quantity being returned. The stocking unit of measure will display from the Product Master file, this can be overridden.

CD - Price Source - The code prompt allows the operator to accept the displayed information by pressing <ENTER>. To override the price is accomplished by via the entry of an "O" and the <ENTER> key is hit until the cursor is positioned in the appropriate field. Valid codes are: "O"- Override, "C"- Contract price, "F"- Price from product file, "P"- Price pointer override, "D"- Discount override, "1-9"- Price pointers.

Price - If "O" is entered in the CD field, then you are able to override the price. If an invoice number is entered on the header screen, the price will be displayed from the invoice. Depending on the code displayed above will determine where the price is coming from. The pricing unit of measure will display from the product master file.

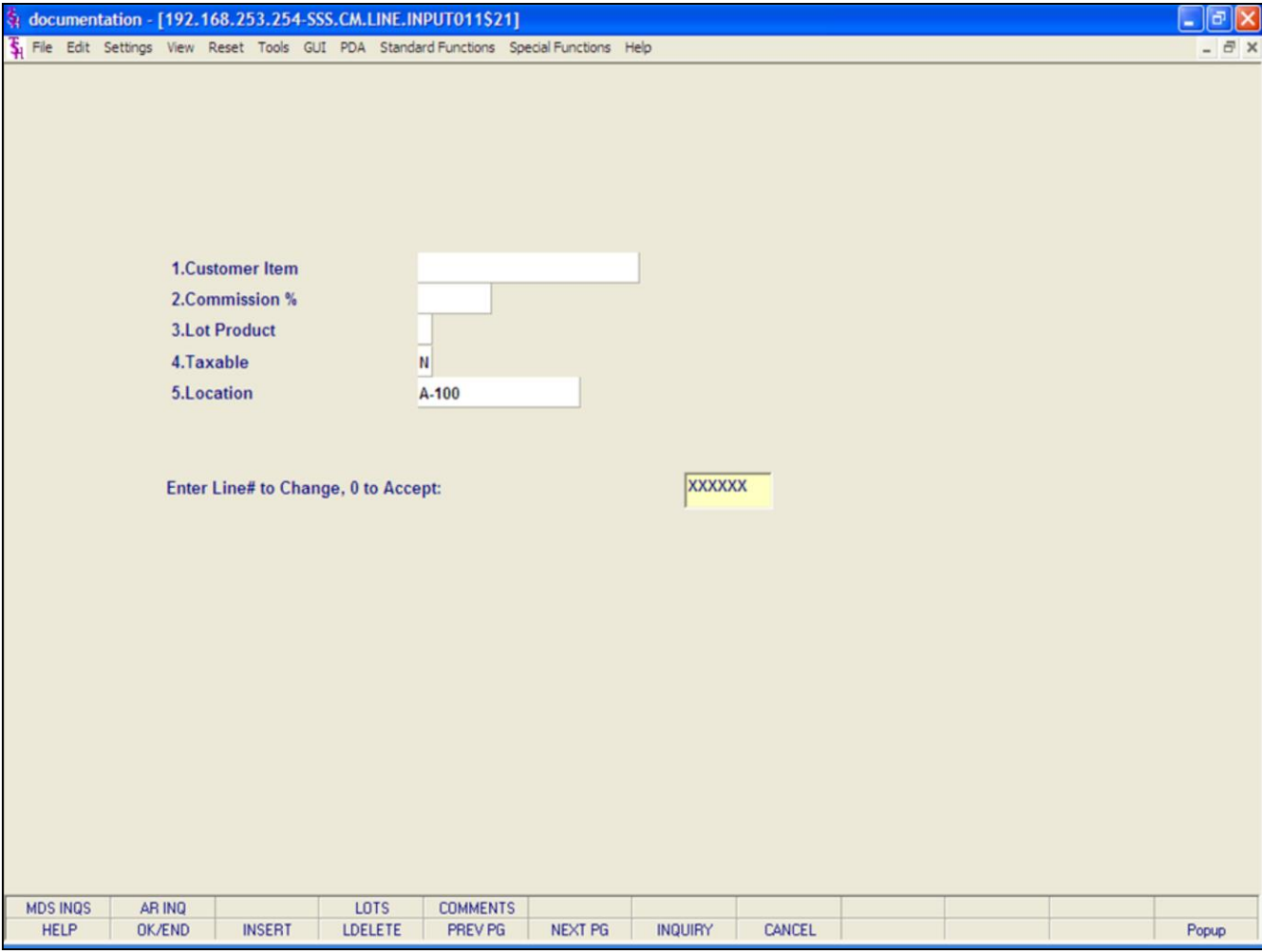
Discount - The discount percent is displayed and can be overridden.

Cost - The cost is displayed. If the invoice number was entered on the header screen, the cost will be displayed from the invoice, otherwise, it will come from the product master file.

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

Enter the line number to change. Enter '0' to accept and save the record.

Notes:



Credit Memo Processing

Line Item Entry

More Screen -If you enter a '+' at the "More screen" prompt (>+) and hit <ENTER> a secondary menu will appear giving the following options:

Customer Item # - This is an optional entry, which can be entered if the Parameter record (1) is set to 'Y'. If a Contract record contains the customer item number, the customer item number will be displayed.

Commission% - The commission percent is displayed and can be overridden.

Lot Product - If this is a lot product, a 'Y' will appear, otherwise, it is null.

Taxable - An item is coded taxable 'Y' or non-taxable 'N' in product maintenance. The Tax Matrix file is also checked to determine if the product class is not taxable in the specific tax jurisdiction. This may be overridden.

Location - The primary warehouse location of the product entered will display at this time.

ENTER LINE# TO CHANGE, '0' TO ACCEPT:
Enter the line number to change. Enter '0' to accept and save the record.

Notes:

documentation - [192.168.253.254-SSS.CM.LINE.INPUT011S1]

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

MDS Credit Memo Line Input Order# 134471

Company 01 Warehouse 001 Customer IDEAL IDEAL DISTRIBUTION CO

Ret	Product Number	Quantity	CD	Price	Reason
				Cost	Discount
R	NFSU-E		DZ	23.74/	006 Y ORDERING ERRO
1	NO FRILLS S		F	-7.30/	22.00 More
R					006 Y ORDERING ERRO
2					More
3				0.00	More
4				0.00	More
5				0.00	More

PAGE 1 OF 2

MDS INQS	AR INQ	LOTS	COMMENTS						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

TEXT ENTRY FOR LINE # 2

THIS IS A TEXT LINE

Ok

Cancel

Credit Memo Processing
Line Item Entry
Text Entry

MDS offers two methods to record special message on an order or invoice.

1. Multiple line text message
 The entry of the word 'TEXT' at the item number prompt allows the entry of a multiple line message by the operator. The screen in this example displays the text entry pop-up box.
2. Comments. This is discussed later in guide.

After entering a text message, click on the 'OK' button.

Notes:

documentation - [192.168.253.254-SSS.TEXT.ENTRYS1]

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

MDS Credit Memo Line Input Order# 134572

Company 01 Warehouse 001 Customer IDEAL IDEAL DISTRIBUTION CO

Ret	Product Number	Quantity	CD	Price	Reason	Discount
		Value		Cost		
N	NFSU-E	1- / DZ	F	23.74/	DZ	006 Y
1	NO FRILLS STICK UP EVERGR	-23.74		-7.30/	DZ	
						ORDERING ERRO
2		0.00				ORDERING ERRO
3		0.00				
4		0.				
5		0.				

COMMENTS FOR LN # 1

THIS IS A COMMENT LINE

ENTER 0 TO ACCEPT,
C TO CHANGE OR DELETE:

XXXXXXXX

OF 2

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

Credit Memo Processing

Line Item Entry

Comment Entry

Comments are attached to a specific product line number. When entering a product, either click on the 'COMMENTS' icon or with the keyboard press Shift+'F5'. A comment box will appear showing which product line number your attaching this comment to. After entering your comment hit <ENTER> and a message will appear:

ENTER '0' TO ACCEPT, 'C' TO CHANGE OR DELETE:

If you enter '0' to accept, a message appears:

PRINT COMMENTS ON C/M? (Y/N):

If 'Y' is entered, this comment will print on the credit memo form.

If 'N' for none is entered, the comment will not print on the credit memo form.

'CHANGE' - If you enter 'C' at the "ENTER '0' TO ACCEPT, 'C' TO CHANGE OR DELETE:" prompt, you can then make changes to your comment.

'DELETE' - If you enter 'DELETE' at the "ENTER '0' TO ACCEPT, 'C' TO CHANGE OR DELETE:" prompt, the comment will be deleted.

Notes:

documentation - [192.168.253.254-SSS.CM.LOT.INPUT010\$1]

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

MDS Credit Memo Line Input Order# 134543

Company 01 Warehouse 001 Customer IDEAL IDEAL DISTRIBUTION CO

Ret	Product Number	Quantity	CD	Price	Reason
		Value		Cost	Discount
R	AAAAAAA				006 Y ORDERING ERRO
1					
2					
3					
4					
5		0.00			More

Lot# / Length	Location	Quantity	Exp. Date	Cost
1 85224	B-100	1-		
2				
3				
4				
5				

Enter Line# to Change, NPAGE, PPAGE, or 0 to Accept:

PAGE 1 OF 2

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

Credit Memo Processing

Line Item Entry

Lot Items

When crediting a lot item, after entering the Product Number, the Lot Item box displays:

Lot#/Length -Enter the lot number that you are crediting.

Location - If the item is being returned, and using locations, enter the location, otherwise hit <ENTER>.

Quantity - Enter the quantity that is being credited.

Exp. Date - If using, enter the expiration date.

Cost - If the operator has ability to see costs, it will be displayed.

Enter Line# to Change, NPAGE, PPAGE, or 0 to Accept:

Enter the line to change. If there are more than 5 lot numbers to display, the operator can click on the 'NEXT PG' and 'PREV PG' icons or hit the 'F5' and 'F6' function keys to move 1 page forward or backwards.

From here, the operator can continue entering the Credit Memo as usual.

Notes:

documentation - [192.168.253.254-SSS.CM.LINE.INPUT011S1]

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

MDS Credit Memo Line Input Order# 134470

Company 01 Warehouse 001 Customer IDEAL IDEAL DISTRIBUTION CO

Ret	Product Number	Quantity	CD	Price	Reason
		Value		Cost	Discount
R	NFSU-E	1- / DZ	F	23.74/ DZ	006 Y ORDERING ERRO
1	NO FRILLS STICK UP EVERGR	-18.52		-7.30/ DZ	22.00 More
2		0.00			More
3		0.00			More
4		0.00			More
5		0.00			More

Enter Line# to Change, 0 to Accept: PAGE 1 OF 2

MDS INQS	AR INQ	LOTS	COMMENTS						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Credit Memo Processing

Line Item Entry

Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ - The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

LOTS - The LOT function is available by clicking on the 'LOT' icon or by pressing the Shift+'F4' function key. When maintaining lots, this function will display all lots in selection.

COMMENT - The COMMENT function is available by clicking on the 'COMMENT' icon or by pressing the Shift+'F5' function key. This will allow the user to add/maintain a comment on a line.

Notes:

documentation - [192.168.253.254-SSS.CM.TOT.INPUT010\$1]

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

CO 01 Whse 001 Customer IDEAL IDEAL DISTRIBUTION CO Order# 134471

Lines	Ship Qty	Dollars
1	1	-18.52
1. Trade Disc%	0.00	0.00
2. Ship Via	04 FEDERAL EXPRESS	
3. Ship Zone	001	
4. Freight		-18.50
5. Tax Juris	1 NEW JERSEY	
Tax %	6.000 On 0.00	0.00
6. Misc Charge		0.00
7. Cash Disc%	0.00 0.00	
Total		-37.02

Order Date 12/05/03

8. Salesman 000 HOUSE ORDERS Commission % 0.00

Enter Line# to Change, or 0 to Accept Credit Memo : XXXXXX

MDS INQ.	AR INQ	DETAIL	CANCEL						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Credit Memo Processing

Totals Screen

Co - The company number is displayed from the Credit Memo Logon screen.

Whse - The warehouse number is displayed from the Credit Memo Logon screen.

Customer - The customer number and name are displayed.

Order# - The current order number is displayed.

Lines - The total number of lines on the order is displayed.

Ship Qty - The total items being credited is displayed.

Dollars - The total order dollar value is calculated and displayed,

Order Date - The date the credit memo was placed.

Notes:

Credit Memo Processing**Totals Screen continued**

Trade Disc% - Enter a trade discount percent for the entire credit memo. This will override the trade discount that is on file in the customer master file.

Ship Via - The ship method from the header screen will be displayed or you may override by entering an 'M' for manual entry. The code must be a valid ship method code residing in the SHIP.METHOD file.

Ship Zone - The ship zone is displayed from the customer master file, but can be overridden.

Freight - The freight can be entered manually at this time.

Tax Juris - The tax jurisdiction is validated to the tax.rate file from the customer and/or ship-to record or manually inputted.

Tax% - The tax percent is obtained from the tax jurisdiction file, and is applied to the taxable amount of the order. It may be overridden at this time with a different percentage.

Misc Charge - If you wish to apply a miscellaneous charge to this credit memo, you can enter a small description first, you will then be prompted for the dollar amount.

Cash Disc% - The cash discount is displayed from the customer master file. The cash discount will be calculated and the discount percentage and amount will be displayed. The cash discount may be overridden at this time.

Salesman - The salesman associated with this customer will be displayed. You can override this field.

Commission% - The salesman's commission percent.

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

Enter the line number to change. Enter '0' to accept and save the record.

Once the operator types '0' and hits <ENTER> the Credit Memo will be generated.

If Invoice Printing online is enabled, the Credit Memo will be printed immediately, if not it will be in the End of Day.

No

documentation - [192.168.253.254-SSS.CM.TOT.INPUT010\$1]

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

CO 01 Whse 001 Customer IDEAL IDEAL DISTRIBUTION CO Order# 134471

Lines	Ship Qty	Dollars
1	1	-18.52

Order Date: 12/05/03

1. Trade Disc% 0.00 0.00

2. Ship Via 04 FEDERAL EXPRESS

3. Ship Zone 001

4. Freight -18.50

5. Tax Juris 1 NEW JERSEY

Tax % 6.000 On 0.00 0.00

6. Misc Charge 0.00

7. Cash Disc% 0.00 0.00

Total -37.02

8. Salesman 000 HOUSE ORDERS Commission % 0.00

Enter Line# to Change, or 0 to Accept Credit Memo : XXXXXX

MDS INQ.	AR INQ	DETAIL	CANCEL						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

Credit Memo Processing

Totals Screen

Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ - The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

DETAIL - The DETAIL function is available by clicking on the 'DETAIL' icon or by pressing the Shift+'F3' function key. This will bring the user to the Credit Memo Line Items screen.

CANCEL - The CANCEL function is available by clicking on the 'CANCEL' icon or by pressing the Shift+'F4' function key. The will allow the user to cancel the entire credit memo.

Notes:

documentation - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

Pro Forma Entry Header

Order#	100439	Date	12/05/03	Sell Whse	001 NEW YORK
Company	01 THE SYSTEMS HOUSE	Ship Whse	001 NEW YORK		
Bill To			Ship To		
Customer	IDEAL	Country	1.		Country
IDEAL DISTRIBUTION CO			IDEAL DISTRIBUTION CO		
10 CLIFTON BLVD.			10 CLIFTON BLVD.		
CLIFTON NJ 07015			CLIFTON NJ 07015		
2.Reg Dt	12/05/03	Future	N	11.Ship Via	04 FEDERAL EXPRESS
3.As of Dt				12.Cash	N
4.Salesman	000 HOUSE ORDERS	Commission %	0.00	13.M/Bill	N
5.Terms	01 2/10 NET 30			14.Cons/Rent	N Return Date
6.Source	01 MAIL			15.Inv Comp	N 19.Ship Comp N
7.Cust PO#	8524-31			16.Ord Hold	N 20.Cancel Dt
8.Direct	Vendor			17.LIC#	N
9.Spec Ins				18.Dea#	
10.Caller	JOE SMITH			21.Route	
				22.Dly Stop	

Enter Line# to Change, DELETE to Delete or 0 to Accept : XXXXXX

MDS INQ	AR INQ	CUSTOMER	SALES MGT	CRM						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			Popup

Pro-Forma Entry Overview

The pro-forma module allows the preparation of a facsimile invoice that can be sent to a customer as a basis for a price quotation, etc. It is similar in operation to order entry with the important difference being that no files are updated by this program and item availability is not reduced. If desired, the pro-forma invoice can be modified and/or converted to an actual order if the quotation is accepted by the customer.

Notes:

documentation - [192.168.253.254-SSS.BO.PRI.MAINT010\$1]

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

B/O PRIORITY CODE MAINTENANCE

ORDER# 01-13450	WHSE 001	DATE 12/09/03	CUSTOMER UMC	SHIP TO UNIVERSITY MEDICAL CENTER
	DUE 12/09/03		UNIVERSITY MEDICAL CENTER 1 STATION PLAZA	UNIVERSITY MEDICAL CENTER 1 STATION PLAZA
			EDMONTON AB AB222CD	EDMONTON AB AB222CD
	CUST REF DAS			

1.B/O PRIORITY CODE 1

ENTER LINE# TO CHANGE, ABORT TO CANCEL, 0 TO ACCEPT : XXXXXX

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

Backorder Priority Changes Overview

This procedure is used to change the priorities on outstanding backorders. It allows the MDS user to allocate merchandise to backorders as desired.

ORDER# - Enter the 8 digit order number. You can also hit the 'F7' function key or click on the **'INQUIRY'** icon to display all orders currently on backorder. To select an order from the list, just double click on the order number.

Whse - The selling warehouse, from the Order record is displayed.

Date - The order date is displayed.

Customer - The customer number, name, and address information is displayed.

Ship to - The ship.to information is displayed.

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

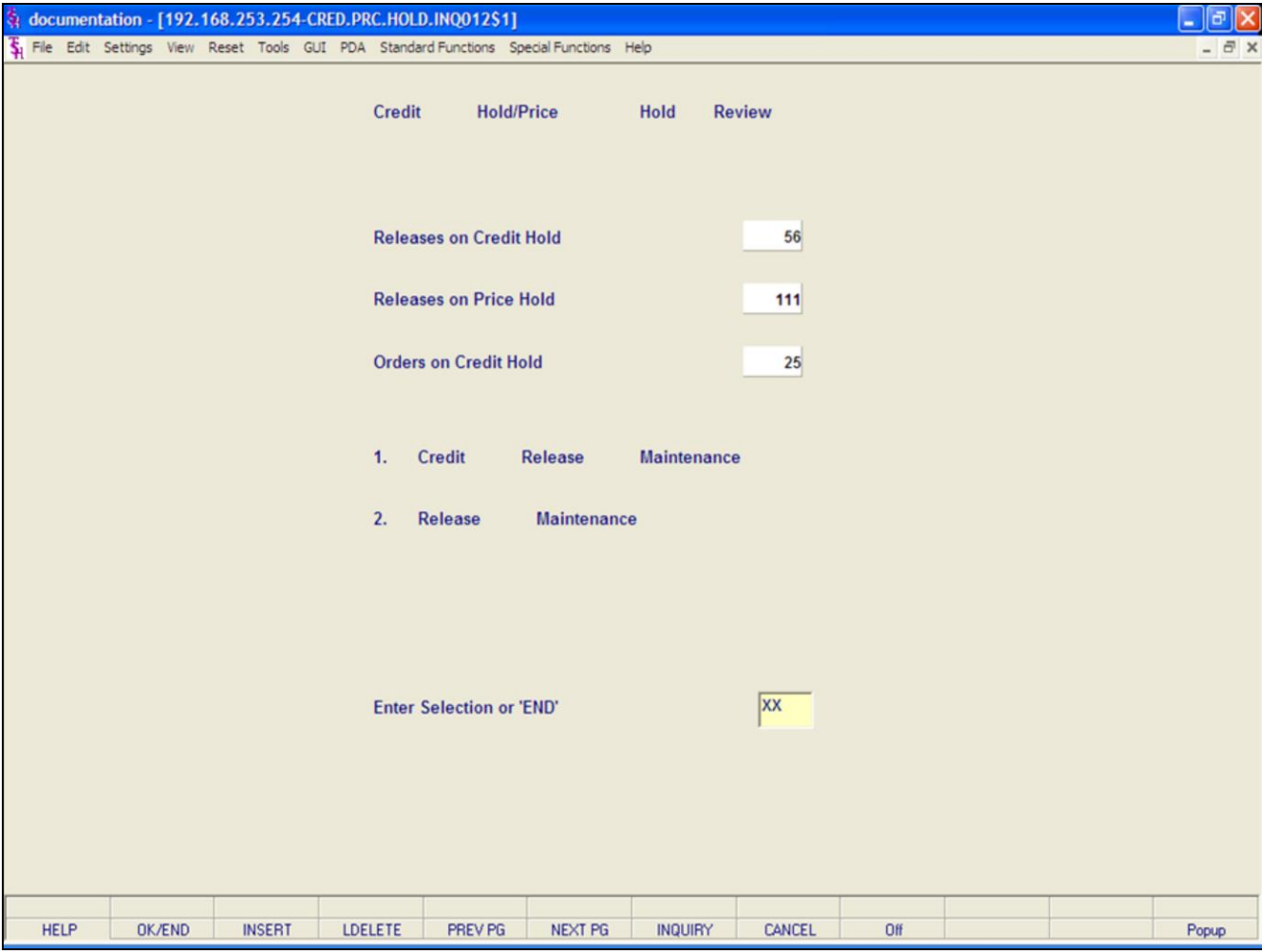
Cust Ref - The customer reference or customer's purchase order

B/O Priority Code - To change the backorder priority code, either click on the field or type "1" and hit <ENTER> to go to the field. From here, type in the new backorder priority code. You may enter a range from 1 to 9, with 1 being the highest.

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

Enter the line number to change. Enter 'ABORT' to cancel any changes. Enter '0' to accept to save the record.

Notes:



Credit Hold/Price Hold Review

This menu option allows the operator to select and remove releases on credit hold as well as review and remove releases on price hold.

At the prompt:

ENTER SELECTION OR 'END'

Enter '1' to enter Credit Release Maintenance. Enter '2' to enter Release Maintenance.

Type 'END' and hit <ENTER> to exit.

For the next example, enter '1' and hit <ENTER>.

Notes:

classic - [192.168.253.254-SSS.CRM.MAINT011\$1]

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

<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release#

Customer# Internal# Terms

Name

Address

Salesman Last Payment Date

Credit Method Last Payment Amount

Credit Limit Sales Dollars YTD

Credit Hold Amount Paid YTD

A/R Balance Highest Credit

Open Order \$ Avg. Payment Days

In Picking \$ Oldest Invoice Date

Total Amount Amt. of Oldest Invoice

Customer Create Date

Review Comment :

SUM AR AR INQ

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

Credit Hold/Price Hold Review
Credit Release Maintenance

Orders and releases which fail the credit check are placed in a credit hold status (CH). The picking documents for the releases are not produced, and instead appear on a credit exception report. The credit exception report can be printed or emailed to the credit manager. The credit release procedure, used by the credit department, can either approve the order or release for shipment or cancel the order or release.

The capability is provided to approve the specific shipments only (release's), or to approve the entire order (including future shipments and backorders).

In this example, we are going to remove a release off of credit hold.

ORDER#/RELEASE# - Enter the release number to take off credit hold. Hit <ENTER>.

Notes:

classic - [192.168.253.254-SSS.CRM.MAINT011S1]

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

<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release#

Customer#

Name

Address

RELEASE#	CUSTOMER
0113154002	UMC
0113158001	UMC
01131589002	AJAX
01131591002	UMC
01131715001	UMC
01131729002	RUTGERS
01131801001	UMC
01131852001	AJAX

Salesman

Credit Method

Credit Limit

Credit Hold

A/R Balance

Open Order \$

In Picking \$

Total Amount

Review Comment :

Last Payment Date

Last Payment Amount

Sales Dollars YTD

Amount Paid YTD

Highest Credit

Avg. Payment Days

Oldest Invoice Date

Amt. of Oldest Invoice

Customer Create Date

SUM AR AR INQ

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

Credit Hold/Price Hold Review
Credit Release Maintenance
Release

In this example, we are going to remove a release off of credit hold.

ORDER#/RELEASE# - Enter the release number to take off credit hold. Hit <ENTER>. You can also click on the down arrow next to the field, click on the **'INQUIRY'** icon or hit the 'F7' lookup function to display a list of releases on credit hold.

Notes:

classic - [192.168.253.254-SSS.CRM.MAINT011\$1]

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

<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release#

Customer# Internal# Terms

Name

Address

Salesman Last Payment Date

Credit Method Last Payment Amount

Credit Limit Sales Dollars YTD

Credit Hold Amount Paid YTD

A/R Balance Highest Credit

Open Order \$ Avg. Payment Days

In Picking \$ Oldest Invoice Date

Total Amount Amt. of Oldest Invoice

Customer Create Date

Review Comment :

ENTER CREDIT RELEASE PASSWORD OR <END>:

SUM AR AR INQ

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

Credit Hold/Price Hold Review
Credit Release Maintenance
Release

The system prompts:
ENTER CREDIT RELEASE PASSWORD OR <END>
 Enter the credit release password to remove from credit hold. Hit <ENTER>.
 Enter 'END' to return to the menu.

Notes:

classic - [192.168.253.254-SSS.CRM.MAINT011S1]

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

<<< CREDIT HOLD RELEASE MAINTENANCE >>>

Order# / Release# 01131801001

Customer# UMC Internal# 100011 Terms 01 2/10 NET 30

Name UNIVERSITY MEDICAL CENTER

Address 1 STATION PLAZA

RYE NY 11099

Salesman	002 EUGENE FORREST	Last Payment Date	03/11/03
Credit Method	02	Last Payment Amount	237.00
Credit Limit	0	Sales Dollars YTD	0.00
Credit Hold	N	Amount Paid YTD	0.00
A/R Balance	11770.00	Highest Credit	82336
Open Order \$	95488.77	Avg. Payment Days	1226
In Picking \$	66496.74	Oldest Invoice Date	
		Amt. of Oldest Invoice	0.00
Total Amount	481.50	Customer Create Date	05/14/80

Review Comment :

ENTER TERMS CODE , <F7> FOR TERMS INQUIRY, OR HIT <RETURN>:

SUM AR AR INQ INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

HELP OK/END



**Credit Hold/Price Hold Review
Credit Release Maintenance
Release**

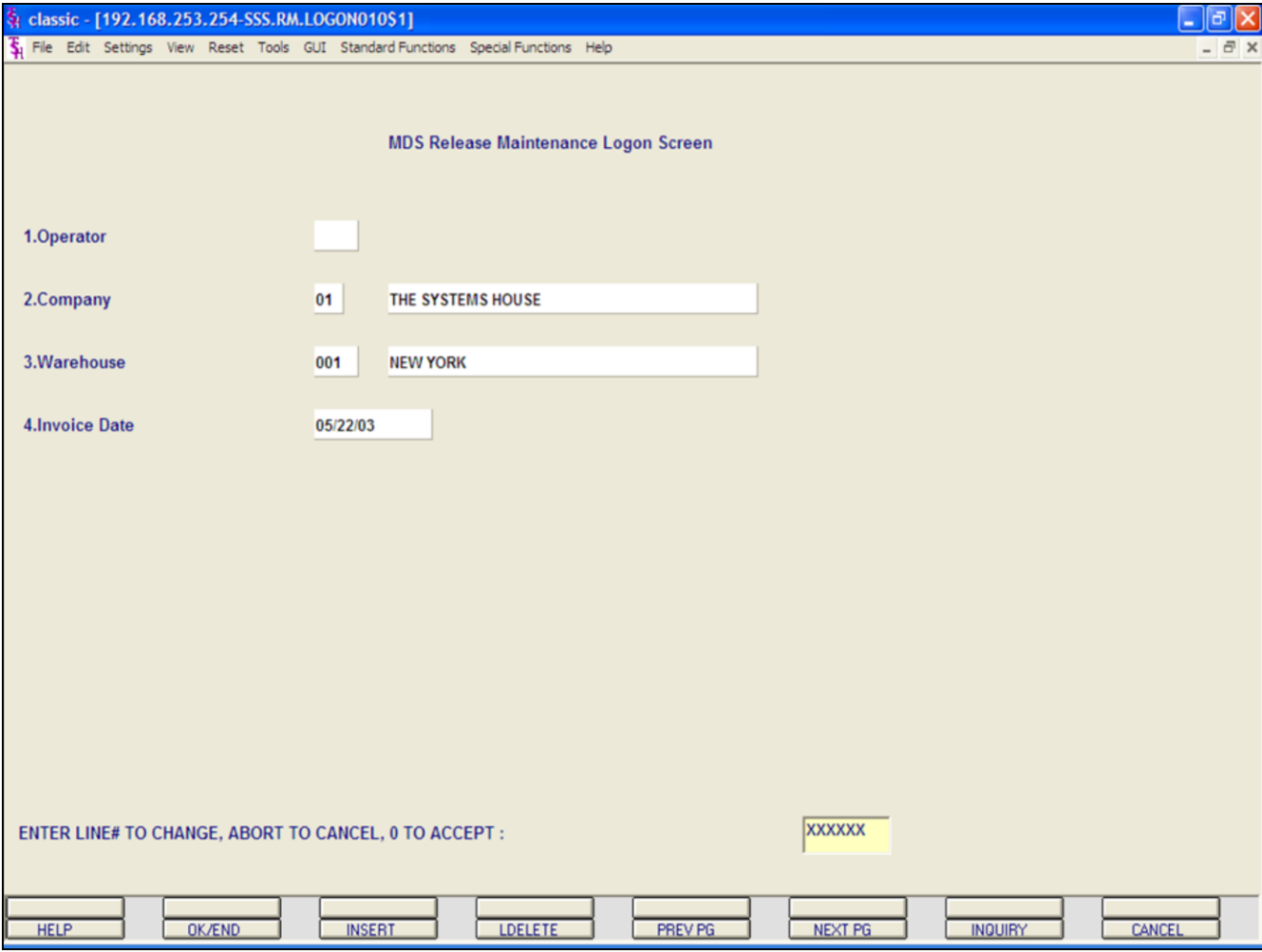
When 'R' is entered you will be prompted:

ENTER TERMS CODE, <F7> FOR TERMS INQUIRY, OR HIT RETURN:

The current terms code is displayed (in this example it is circled). Hit <ENTER> to accept the current terms or click on the 'INQUIRY' icon or hit the 'F7' function key to display a list of valid terms codes.

In this example, we are accepting the current credit terms, so just hit <ENTER>.

Notes:



**Credit Hold/Price Hold Review
Remove from Price Hold**

This program allows the credit department to review any releases that are on price hold. The user has the ability to make any necessary changes to the release, whether it be simply removing the price hold flag or changing the price or cost of the item. Release maintenance allows the user to make numerous changes to the release. However, in this guide we will only be covering the portion related to price hold.

The first screen the user is brought to is the MDS Release Maintenance Logon Screen.

OPERATOR - Depending on your company setup you may or may not be required to enter your operator number.

COMPANY - Enter the company number. You can click on the down arrow next to the field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of valid companies that you can choose from.

WAREHOUSE - Enter the warehouse number. You can click on the down arrow next to the field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of valid warehouses that you can choose from.

INVOICE DATE - Enter the date, in the format MM/DD/YY, the system will input the '/' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

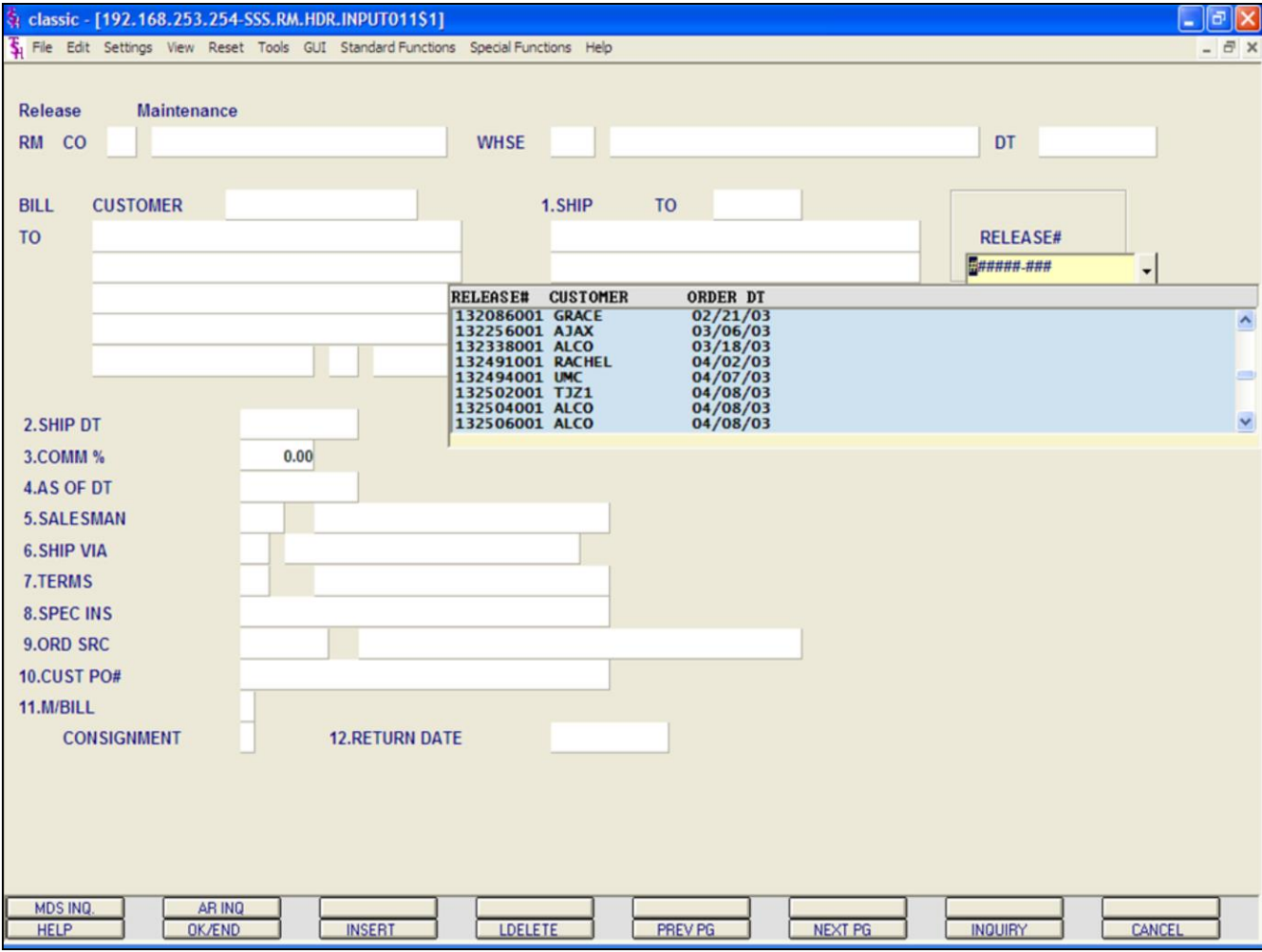
ENTER LINE# TO CHANGE, ABORT TO CANCEL, 0 TO ACCEPT:

Enter line# to change, 'ABORT' to cancel, or '0' to accept the record.

Notes:

Type '0' to accept the record.

Notes:



Credit Hold/Price Hold Review

Remove from Price Hold

RELEASE# - Enter the release number to remove from hold. You can also click on the down arrow next to the **RELEASE#** field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all release on price hold.

After selecting a release, Release Maintenance will display the header information for the release. You may make a change to any numbered field.

At the bottom of the screen the system prompts: **ENTER LINE# TO CHANGE, DELETE TO DELETE, '0' TO ACCEPT:**

Enter a line# to change, type DELETE to delete, or enter '0' to accept.

Type '0' and hit <ENTER>.

The system will then prompt:

BYPASS DETAIL (Y/CR)?

You should not bypass the details of the release when removing items off of price hold. Hit <ENTER>.

Notes:

classic - [192.168.253.254-SSS.RM.LINE.INPUT010S1]

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

CO 01 WHSE 001 CUSTOMER UMC UNIVERSITY MEDICAL CENT REL# 132494-001

LN#	PRODUCT#	PICK	/ UM	INVOICE	PRICE	UM	MORE
	DESCRIPTION			CANCEL	COST	UM	HOLD
1	3M-350L	1000	EA		21.00	EA	
	STERIL LATEX GLOVES LG				19.00	EA	N
2							
3							
4							
5							

Enter Line# to Change, or 0 to Accept :

MDS INQ AR INQ GROUP LOTS COMMENTS SERIAL#S INQUIRY CANCEL
 HELP OK/END INSERT LDELETE PREV PG NEXT PG

Credit Hold/Price Hold Review

Remove from Price Hold

The Release Maintenance Detail Screen displays all the items on the release.

Relevant Fields:

PRODUCT# -The product number and description.

PRICE - Price.

COST - Cost.

HOLD - Price Hold flag. Y = item on Price Hold. N = item removed from price hold. Null = item not on price hold.

You have three options to remove the item from price hold: change the price, change the cost, or change the hold flag to 'N'.

To change, enter the line# and hit enter to you are on the field you wish to change and make the necessary change.

Notes:

classic - [192.168.253.254-SSS.RM.LINE.INPUT010S1]

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

CO 01 WHSE 001 CUSTOMER UMC UNIVERSITY MEDICAL CENT REL# 132494-001

LN#	PRODUCT#	PICK	/ UM	INVOICE	PRICE	UM	MORE
	DESCRIPTION			CANCEL	COST	UM	HOLD
1	3M-350L	1000	EA		21.00	EA	
	STERIL LATEX GLOVES LG				19.00	EA	N
2							
3							
4							
5							

Enter Line# to Change, or 0 to Accept :

MDS INQ AR INQ GROUP LOTS COMMENTS SERIAL#S INQUIRY CANCEL
 HELP OK/END INSERT LDELETE PREV PG NEXT PG

Credit Hold/Price Hold Review
Remove from Price Hold

Once the change(s) are made. You will be brought to the bottom of the screen with the system prompt:

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

Enter the line# to change or enter '0' to accept.

Type '0' and hit <ENTER>.

In the example, I changed the hold flag to 'N', it is circled.

The system now brings you to the Release Maintenance Totals.

Hit <ENTER> through all fields.

At the bottom of the screen, the system will prompt:

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

Enter line# to change, or '0' to accept.

Type '0' and hit <ENTER>.

At this point the release will now be selected for printing (the Pick ticket or Invoice depending on Parameter settings) when the next document batch print procedure is ran

Notes:

documentation - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

Transfer Entry Header

Order# [] Date 01/16/04 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To Recv Whse AAAAAA Intry
 Ship To 1. [] Country []

2.Reg Dt [] Future [] 11.Ship Via []
 3.As of Dt [] 12.Cash []
 4.Salesman [] 13.M/Bill []
 Commission % 0.00 14.Cons/Rent [] Return Date []
 5.Terms [] 15.Inv Comp [] 19.Ship Comp []
 6.Source [] 16.Ord Hold [] 20.Cancel Dt []
 7.Cust PO# [] 17.LIC# []
 8.Direct [] Vendor [] 18.Dea# []
 9.Spec Ins [] 21.Route []
 10.Caller [] 22.Dly Stop []

MDS INQ AR INQ CUSTOMER SALES MGT CRM
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

Transfer Entry

Overview

The Transfer Entry program is used to enter the transfer request. In this order entry like procedure, the shipping and receiving warehouses are identified, and the products and quantities required are input. The transfer to warehouse must be set up as a customer.

Normal availability checking and backorder handling occur as with customer orders. The transfer is issued at cost. As a result of transfer entry, a picking document for the shippable merchandise is created and backorders established for the non shippable portion.

Verification

After shipment, the picking document is verified to the system. Inventory in the sending warehouse is reduced at the time of shipment.

Two options are available with regards to the updating of the inventory at the receiving warehouse. The update may be immediate if a computerized remote receiving procedure is not desired. Alternately, the program updates the "in-transit to" at the receiving location, and creates an In-Transit file.

Parameter (59) - Warehouse transfers immediate update of receiving warehouse 'Y'es or 'N'o.

Remote Warehouse Receipts

This procedure is used only if the second option is selected. The In-Transit file is updated to reflect receipt of the merchandise, and the on-hand at the receiving location is increased. A transfer-in-process report is provided for reconciliation purposes.

Backorder Processing

Transfer backorders are handled by the same procedures used to release and ship customer backorders.

Notes:

documentation - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

Transfer Entry Header

Order#		Date	01/16/04	Sell Whse	001	NEW YORK
Company	01	THE SYSTEMS HOUSE		Ship Whse	001	NEW YORK
Bill To	Recv Whse		AAAAAAA	Intry		
	Ship To		1.		Country	
2. Req Dt		Future		11. Ship Via		
3. As of Dt				12. Cash		
4. Salesman				13. M/Bill		
		Commission %	0.00	14. Cons/Rent		Return Date
5. Terms				15. Inv Comp		19. Ship Comp
6. Source				16. Ord Hold		20. Cancel Dt
7. Cust PO#				17. LIC#		
8. Direct		Vendor		18. Dea#		
9. Spec Ins				21. Route		
10. Caller				22. Dly Stop		

MDS INQ	AR INQ	CUSTOMER	SALES MGT	CRM						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Transfer Entry Header Screen

Date - The order date, displayed from the Log-On screen.

Company - The company number and name, displayed from the Log-On screen.

Sell Whse - The selling warehouse, displayed from the Log-On screen.

Ship Whse - The shipping warehouse, displayed from the Log-On screen.

Notes:

documentation - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

Transfer Entry Header

Order# [] Date 01/16/04 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To Recv Whse [AAAAAA] Intry Ship To [] Country []

WAREHOUSE INQUIRY

001	NEW YORK
002	CHICAGO
003	LOS ANGELES
004	THE SYSTEMS HOUSE STORE

2.Req Dt [] Future [] 11.Ship Via []
 3.As of Dt [] 12.Cash []
 4.Salesman [] Commission % 0.00 13.M/Bill []
 5.Terms [] 14.Cons/Rent [] Return Date []
 6.Source [] 15.Inv Comp [] 19.Ship Comp []
 7.Cust PO# [] 16.Ord Hold [] 20.Cancel Dt []
 8.Direct [] Vendor [] 17.LIC# []
 9.Spec Ins [] 18.Dea# []
 10.Caller [] 21.Route []
 22.Dly Stop []

MDS INQ AR INQ CUSTOMER SALES MGT CRM
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

Transfer Entry Header Screen
Customer/Receiving Warehouse Number Entry

Bill To Recv Whse- Enter a specific customer/receiving warehouse number, you will then bypass the customer lookup routine and proceed with the order entry program. 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 warehouse number and name.

The warehouse's sold to name and address will be displayed and you will be prompted :

'IS THIS THE CORRECT WAREHOUSE (CR/N)?'

Hit <ENTER> to proceed to the required date prompt and continue with the order. If 'N' is entered the next customer with that number will be displayed.

Order Number - The next order number for this company and/or warehouse is now assigned.

Notes:

documentation - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

Transfer Entry Header

Order#	134667	Date	01/16/04	Sell Whse	001	NEW YORK
Company	01 THE SYSTEMS HOUSE	Ship Whse	001	NEW YORK		

Bill To		Ship To	
Recv Whse	WHSE3	Country	
CALIFORNIA WHSE		000	
121 BROAD ST		U.S.A.	
LOS ANGELES	CA	09333	

2.Reg Dt	01/16/04	Future	N	11.Ship Via	01	UPS	
3.As of Dt				12.Cash	N		
4.Salesman	000	HOUSE ORDERS		13.M/Bill	N		
		Commission %	0.00	14.Cons/Rent	N	Return Date	
5.Terms	01	2/10 NET 30		15.Inv Comp	N	19.Ship Comp	N
6.Source	01	MAIL		16.Ord Hold	N	20.Cancel Dt	
7.Cust PO#	9171			17.LIC#	N		
8.Direct		Vendor		18.Dea#			
9.Spec Ins				21.Route			
10.Caller	JOE			22.Dly Stop			

Enter Line# to Change, DELETE to Delete or 0 to Accept : XXXXXX

MDS INQ	AR INQ	CUSTOMER	SALES MGT	CRM							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Transfer Entry Header Screen

Ship.to - The ship.to may be coded in the Customer file as:

'S' - will print the word 'SAME' as the ship.to on documents

'R' - will repeat the sold-to information as the ship.to on documents

\\\\\\\\\\\\ - A specific ship.to number already created in the ship.to file.

If the customer has multiple ship.to address's, the system will stop at the ship.to field where the Ship.to menu will be displayed. You have the following options:

Enter the ship.to number for this order.

Enter 'R' to repeat the sold-to address.

Enter 'S' print the word 'SAME' as the ship.to on documents

Enter 'M' to manually input the ship.to address

Click on the down arrow next to the ship.to field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to use the lookup function.

The lookup function will display all ship.to's for the customer. The operator can choose the ship.to from the list displayed.

Req Dt - This input field on the header input screen is to identify when the order is due. If <ENTER> is hit for the required date, the order is assumed to be due immediately, and a due date equal to the order date from the header screen is assigned. This date will be checked against the number of days for future orders in the parameter record. If the difference between the system date and the required date is greater than the number of days for future orders, the order will be flagged as future

Notes:

order.

Notes:

Transfer Entry**Header Screen continued****Future**

Orders received far in advance of their due date may be entered into the system using any of the normal order entry procedures. By comparing the order's due date to the current date, the system determines those orders which are to be considered 'FUTURE' (Parameter 2).

Although the order is recorded, inventory demand is not affected until the merchandise is actually needed (typically 30 days prior to shipment date). This feature allows the distributor to maintain control over future orders, yet at the same time not commit inventory needlessly.

If Parameter (88) is set to 'Y' for future orders by line the future flag and due date can be established for each line on the order.

As the future order conversion program is run, future orders are scanned and converted. When inventory becomes (is) available, the order lines are released. Orders may also be manually flagged as future as well.

When the date entered is considered 'FUTURE' the system will display the following message:

DUE DATE > #DAYS IN FUTURE! ORDER NOW A FUTURE.

Hit <ENTER>.

The FUTURE order flag is now set to 'Y'.

As of Dt - If a special due date should be used to age the invoice, a date can be entered. If normal aging should occur, no entry is necessary. The terms will be displayed from the Customer Master file and can be overridden.

Salesman - The salesman from the Customer Detail file will be displayed. If the salesman number should be changed, enter a valid salesman number.

To change the salesman number, the operator can enter the number, click on the down arrow next to the Salesman field, click on the 'INQUIRY' icon, or hit the 'F7' function key to display a list of all valid salesman numbers and names. To choose the salesman, just double click on the correct salesman number.

Commission % -No commissions will be calculated for warehouse transfers.

The base package is designed to obtain the commission percent from the Customer file (or override). Other elements are available to compute commission based on the salesman, and/or product/customer.

Terms - The terms code and description will be displayed from the Customer Master record. The terms however, will not be necessary because no Accounts Receivable record will be generated.

Source - Enter the Order Source code for this order. The order source file is used to classify how various type of orders are received. For example: mail, fax, catalog, or salesman.

To choose the Order Source, the operator can enter the number, click on the down arrow next to the Source field, click on the 'INQUIRY' icon, or hit the 'F7' function key to display a list of all valid Source codes and descriptions. To choose the Source code, just double click on it.

Cust PO# - Enter the customer's PO or reference number, up to 25 characters. This field is optional and can be used to access orders through the Detailed Open Order Inquiry program.

No

Transfer Entry**Header Screen continued**

Direct - Transfers which are to be drop shipped directly from the vendor to the receiving warehouse can be entered through the normal transfer entry procedure. The additional steps taken are:

1. Inventory on hand and quantity committed to customer's orders are not updated.
2. Unit sales quantities are separately stored so as to not distort the demand calculations used in the inventory management system.
3. Notification to the purchasing department is generated, reflecting the customer to whom the merchandise is to be shipped, the required date of the order, and the vendor, product and quantities involved.

If Parameter (87) is set to 'Y' for drop ship orders by line the drop ship flag can be established for each line on the order.

Vendor - Enter a valid vendor number for this order, or 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. This field is only accessed if the 'Direct' field contains a DS. The vendor number entered here can be overridden in the Order Entry Line Items screen.

Special Instructions - The special instructions will display from the customer master record. However, you may override these instructions and enter new special instructions. If Special Instructions are added a Special Instructions Pop-up box will be displayed where the user can add multiple lines of text. This information prints on the pick, pack, and invoice forms.

Caller - Enter the name of the person placing the order, up to 25 characters.

Ship Via - The ship via from the customer or ship.to record will be displayed. If the ship via is not correct, enter a valid ship via or 'M' for manual entry; you will be prompted for the ship via description. 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 shipping methods.

Cash - Cash sales may not be entered for warehouse transfers.

Monthly Billing - The monthly billing flag (Y or N) from the Customer Master file will be displayed. The program will default to the entry in the master file, however you may override the flag for individual orders at this time. If the flag is set to 'Y' the invoice will not be printed until the AR End of Month Invoice Print program is ran.

Consignments/Rentals - Enter 'C' at this prompt if the order you are entering is a consignment order. Enter 'R' at this prompt if the order you are entering is a rental order. Hit <ENTER> if this order is neither. If the order is a consignment order you will be forwarded to the **RETURN DATE** field, enter the date the items are to be returned, or hit <ENTER> for 30 days after the required date system default.

Invoice Complete - Enter a 'Y' if this order is to invoice complete. If the flag is set to 'Y', this order will not be billed until the entire order has been shipped. The program will default to the flag set in the customer master file, but may be overridden.

Order Hold - Enter 'Y' to place this order on manual hold. If placed on hold, the order will remain on hold until the flag is manually changed to 'N'. The system default is 'N'.

License# - License number, if any.

DEA# - Enter optional DEA#. If none is entered, it will default from the Customer Master record.

Ship Complete - If 'Y' is entered the order will only be invoiced when all ordered quantities have been filled.

Cancel Date - Enter the date this order should be cancelled. **Note:** This field is for reporting purposes only.

Route - The primary truck route for this customer will be displayed from the Customer Master file. To change the route, you may 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 truck route code and description.

No Daily Stop - The stop number on this truck route for this customer, will be displayed from the Customer Master file. The stop number, which can be overridden, may be up to 99999, and must be a number.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

When '0' is entered, the system will display:

IS THE ORDER CORRECT TO THIS POINT (CR/N)?

Hit <ENTER> to advance to the line item screen or enter 'N' to and hit <ENTER> to start over.

documentation - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

Transfer Entry Header

Order# 134667 Date 01/16/04 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To
 Recv Whse WHSE3 Country 000 CALIFORNIA WHSE U.S.A.
 121 BROAD ST U.S.A.
 LOS ANGELES CA 09333

Ship To
 1. Country 000 CALIFORNIA WHSE U.S.A.
 121 BROAD ST U.S.A.
 LOS ANGELES CA 09333

2.Reg Dt 01/16/04 Future N
 3.As of Dt
 4.Salesman 000 HOUSE ORDERS Commission % 0.00
 5.Terms 01 2/10 NET 30
 6.Source 01 MAIL
 7.Cust PO# 9171
 8.Direct Vendor
 9.Spec Ins
 10.Caller JOE

11.Ship Via 01 UPS
 12.Cash N
 13.M/Bill N
 14.Cons/Rent N Return Date
 15.Inv Comp N 19.Ship Comp N
 16.Ord Hold N 20.Cancel Dt
 17.LIC# N
 18.Dea#
 21.Route
 22.Dly Stop

Enter Line# to Change, DELETE to Delete or 0 to Accept : XXXXXX

MDS INQ	AR INQ	CUSTOMER	SALES MGT	CRM						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Transfer Entry Header Screen Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDSINQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

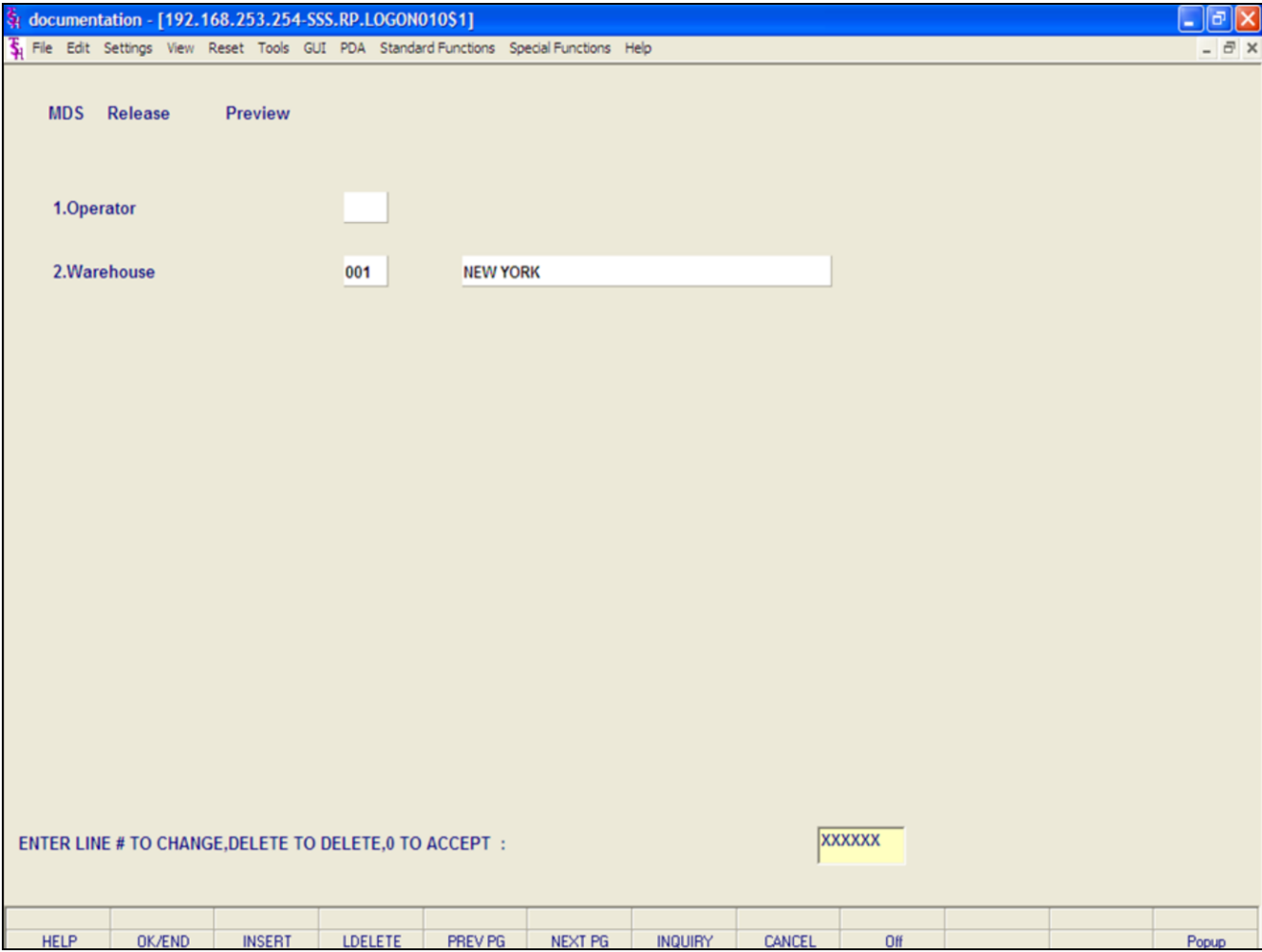
ARINQ - The ARINQ is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

CUSTOMER - The CUSTOMER MAINTENANCE is available by clicking on the 'CUSTOMER' icon or by pressing the Shift+'F3' function key. This will bring the user to the Customer Maintenance program where the user can add a new customer.

SALES MGT - The SALES MANAGEMENT MENU is available by clicking on the 'SALES MGT' icon or by pressing the Shift+'F4' function key. This will bring the user to the Sales Management Menu.

CUST REL - The CUSTOMER RELATIONSHIP PROGRAM is available by clicking on the 'CUST REL' icon or by pressing the Shift+'F5' function key. This will bring the user to the Customer Relationship Management Call System.

Notes:



Release Preview

This procedure is used to view all line items of releases prior to picking document print.

Log On Screen

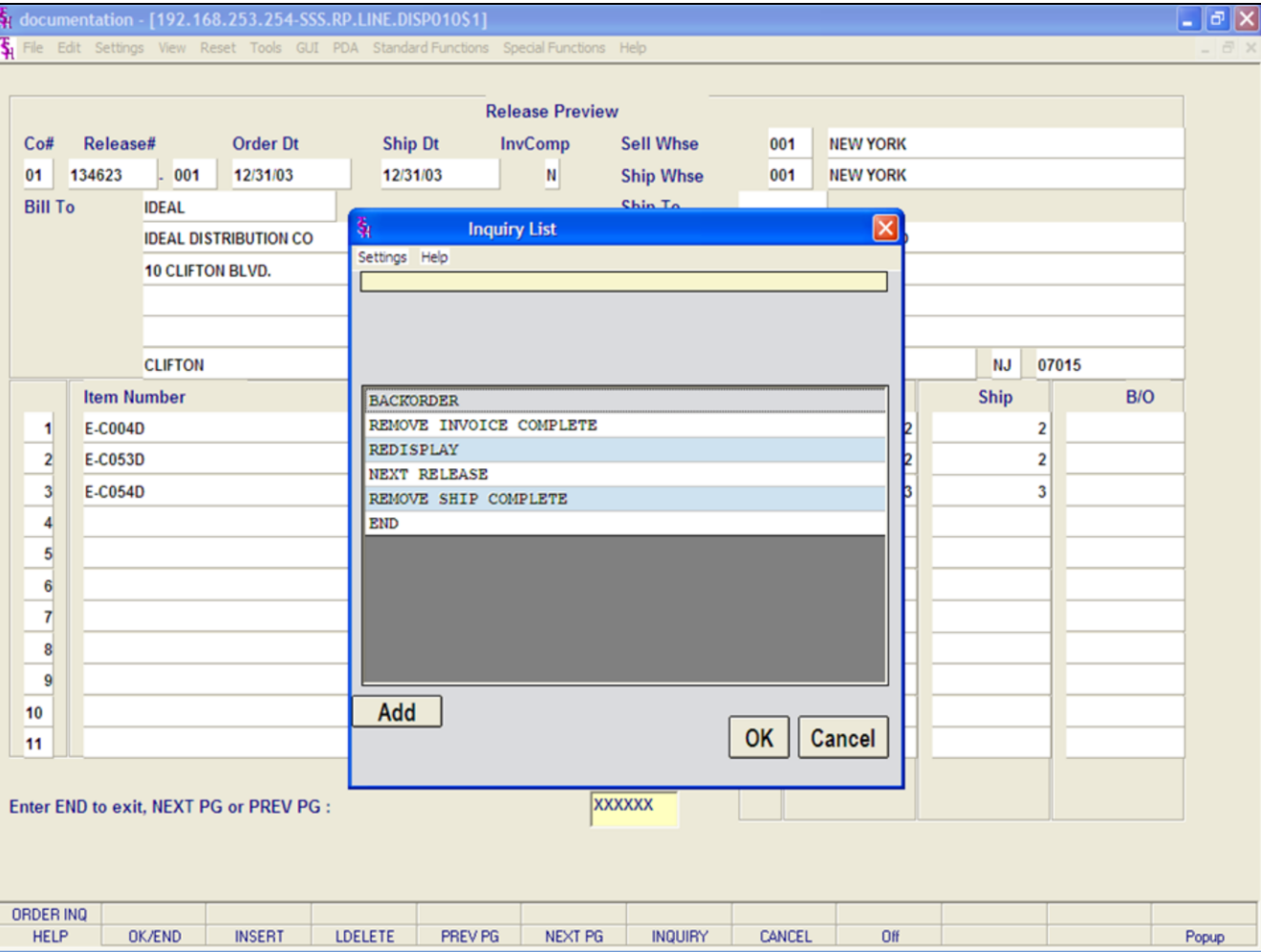
Operator - The operator code entered is validated to the Operator file for access code 'OE'.

Warehouse - The warehouse number entered is validated to the Warehouse file. 1 - 999 may be entered.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

Notes:



Release Preview

ENTER RELEASE# (11N), 'A' FOR ALL RELEASES, OR 'END':

Enter 'A' for all releases, enter a valid release number or enter 'END'. If 'A' is entered, all releases that are ready for the picking document print, for the specified warehouse will be sequentially displayed. After each release is displayed, you will be prompted:

ENTER END TO EXIT, NEXT PG OR PREV PG:

Click on the 'OK/END' icon, hit the 'F2' function key or type 'END' and a selection box will appear:

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

If you select 'BACKORDER' it will void the release and all in-pick quantities will be placed on backorder in the Order record for future release. No picking document will be produced. If 'BACKORDER' has been selected the ability to change the backorder priority code is also provided. Valid priority codes are 1 thru 9, with 9 as the lowest priority.

If you select 'REMOVE INVOICE COMPLETE' it will remove the invoice complete flag from the release.

If you select 'REDISPLAY' it will redisplay the current release selected.

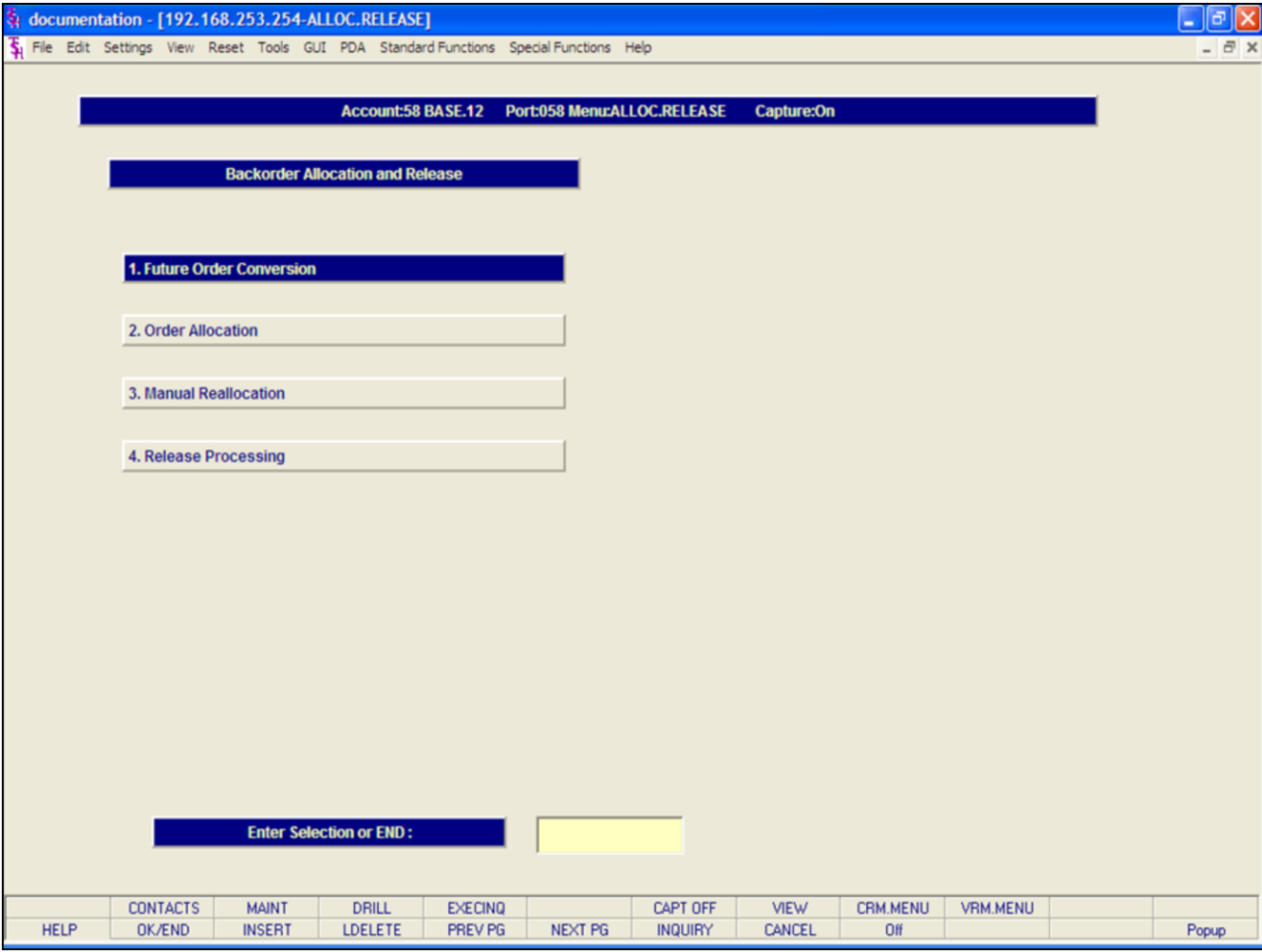
If you select 'NEXT RELEASE' it allows the picking document to be printed and the next release will be displayed.

If you select 'REMOVE SHIP COMPLETE' it will remove the ship complete flag from the release.

Notes:

If you select 'END' it will end the program and return to the release number prompt.

Notes:

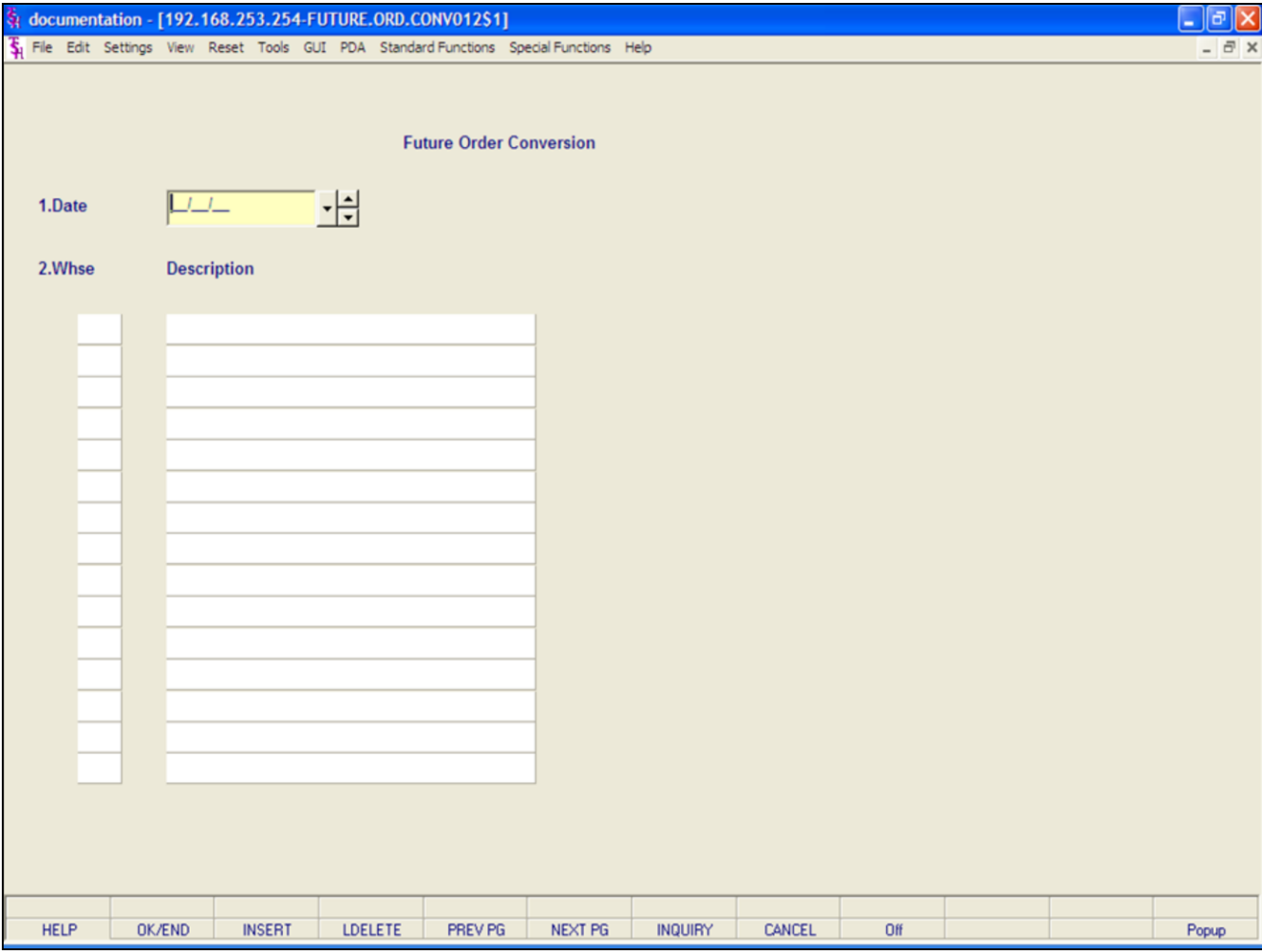


Backorder Allocation and Release

The Backorder Allocation and Release Menu allows the user to select the following options to run:

- Future Order Conversion
- Order Allocation
- Manual Reallocation
- Release Processing

Notes:



Backorder Allocation and Release
Future Order Conversion

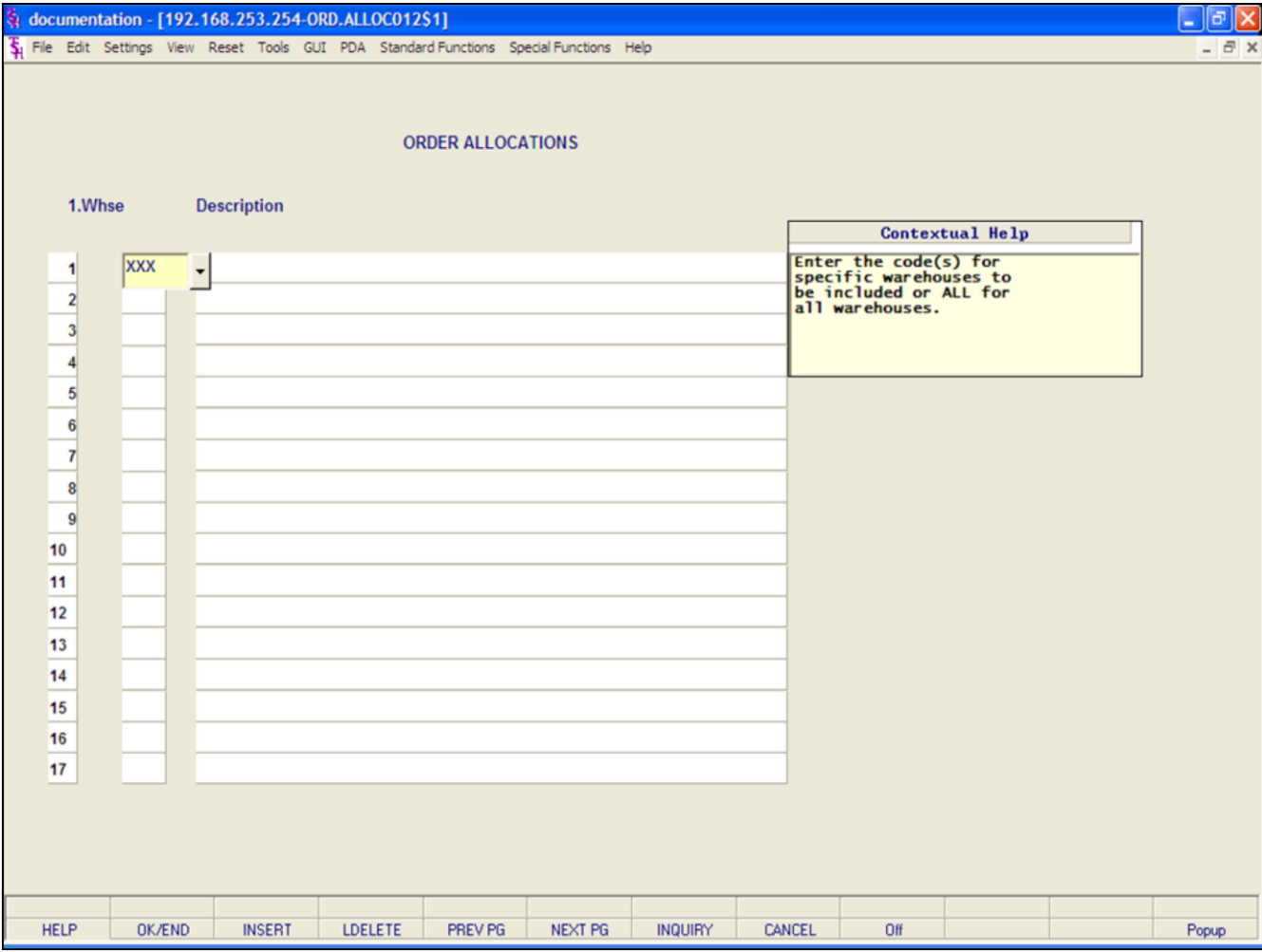
This program will change all future orders, with a due date equal to or earlier than the specified date, to current orders for specific, or all warehouses. The shipping warehouses entered on either the order header, or the line item may be specifically selected. These orders are then made eligible for inclusion in the allocation run. The items on the order will then become backorder items.

Availability for each product would be decreased by the converted quantity. The backorders can then be released via specific order release or backorder allocation.

The objective of future orders is to store the customer's order on file, but not to affect product demand until the order is due. Orders may be flagged as future at the time of order entry, either via the calculation based upon the order's due date, or by the manual setting of the future order flag.

NOTE: The program also contains a lock which will prevent more than one user from running this procedure at any given time.

Notes:



Backorder Allocation and Release
Order Allocation

This program is used to create an automatic Order Allocation file and report. The file may be modified through manual reallocation before the release is run.

All products with quantity on backorder and with available quantities will be written to a Product Available file. All kit master products will also be written to the file as each component must be checked for availability. An Allocation file is created for all orders for the selected warehouses, unless it is a future shipment, direct shipment, or the open quantity is zero.

The Allocation file is then read in the order of the priority code and then by order date. The Product Available file is reduced until it reaches zero, this may cause an order to be partially filled.

NOTE: The specific order release program should not be run during the order allocation process, as specific order release program also releases backorders.

The program also contains a lock which will prevent more than one user from running this procedure at any given time.

Notes:

documentation - [192.168.253.254-ORD.ALLOC012S1]

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

ORDER ALLOCATIONS

1.Whse	Description
1	001 NEW YORK
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

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

XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
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Backorder Allocation and Release Order Allocation

Enter the code(s) for the specific warehouses to be included or 'ALL' for all warehouses.

Enter a series of specific warehouses or 'ALL' for all warehouses. 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 warehouses. If specific warehouses are entered only orders or line items on orders with those shipping warehouses will be selected for allocation.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

When the program is complete, run release processing to produce releases for the order allocated.

Notes:

WHSE 001 NEW YORK															
DAILY ALLOCATION REPORT											01-30-04		PAGE 1		
ITEM NO	DESCRIPTION	KIT	O/H	B/O	IN PCK	AVL	ORD #	LN#	ORD DATE	PR	CUST NO	NAME	RELQTY	BAL	
047	SHOWER CURTAIN HOOKS		20	3	13	7	01131558	001	12-20-02	5	UMC	UNIVERSITY MEDICA	3	0	
													TOTALS	3	
050	SOAP DISPENSER		5	2	2	3	01133030	001	05-19-03	5	IDEAL	IDEAL DISTRIBUTIO	2	0	
													TOTALS	2	
051	LOTION DISPENSER		60	8	43	17	01133030	002	05-19-03	5	IDEAL	IDEAL DISTRIBUTIO	3	0	
051	LOTION DISPENSER		60	8	48	12	01133226	001	05-30-03	5	AJAX	AJAX INDUSTRIAL S	5	0	
													TOTALS	8	
WHSE 001 NEW YORK															
DAILY ALLOCATION REPORT											01-30-04		PAGE 2		
ITEM NO	DESCRIPTION	KIT	O/H	B/O	IN PCK	AVL	ORD #	LN#	ORD DATE	PR	CUST NO	NAME	RELQTY	BAL	
ARMKCF2	CARPET FRESH 2 OZ		1055	7	86	969	01131645	002	01-08-03	5	UNITED	UNITED SUPPLY	7	0	
													TOTALS	7	
E-C575D	NYLON BLK BRD		3	5	3	0	01134672	002	01-16-04	5	WHSE3	CALIFORNIA WHSE	3	2	
													TOTALS	3	
SURGITAPE	SURGICAL TAPE		27	24	24	3	01110928	004	04-01-00	5	1010	ST. MICHAELS HOSP	24	0	
													TOTALS	24	

Backorder Allocation and Release Order Allocation Reports

The daily allocation reports are then printed. They are sorted in the same order used by the allocation program. The reports can be used to adjust the quantity to allocate to a specific release in manual reallocation.

Notes:

WHSE 001 NEW YORK										
ALLOCATION REPORT--BY CUSTOMER 01-30-04										
PAGE 1										
ITEM NO	DESCRIPTION	ORD #	LN#	SHIPDATE	PR	CUST NO	NAME	RELQTY	BAL	SOURCE
AQUA-01/01	200 STER. OVERWRAPPED	01110920	001	05-24-00	5	1010	ST. MICHAELS HOSP	0	12	
AQUA-01/02	AQUASONIC 600 DOPPLER GEL	01110920	002	05-24-00	5	1010	ST. MICHAELS HOSP	7	5	
AQUA-01/00	0.25 LITER ULTRASND GEL	01110920	003	05-24-00	5	1010	ST. MICHAELS HOSP	0	12	
SURGITAPE	SURGICAL TAPE	01110920	004	05-24-00	5	1010	ST. MICHAELS HOSP	24	0	
TOTALS								31	29	
051	LOTION DISPENSER	01133226	001	07-01-03	5	AJAX	AJAX INDUSTRIAL S	5	0	01
TOTALS								5	0	
050	SOAP DISPENSER	01133030	001	05-19-03	5	IDEAL	IDEAL DISTRIBUTIO	2	0	01
051	LOTION DISPENSER	01133030	002	05-19-03	5	IDEAL	IDEAL DISTRIBUTIO	3	0	01
ALLOCATION RECAP REPORT -- BY PRODUCT TYPE 01/30/04										

PROD TYPE	PRODUCT TYPE DESCRIPTION	NUMBER OF ORDERS	TOTAL RELQTY	TOTAL VALUE						
500	1000-001000-00RN MEDICAL S	4	02	024.95						
017	1000-001000-00MEDICAL SUPP	1	24	48.00						
100	1000-001000-00BATH ACCESSO	4	13	7.45						
002	CARPET CLEANERS	2	27	58.55						
101	1000-001000-00PLASTIC DESK	5	22	6450.00						
013	1000-001000-00SUTURES	1	3	595.00						

Backorder Allocation and Release Order Allocation Reports

- Allocation Reports - By Customer
- Allocation Recap Report - By Product Type

Notes:

documentation - [192.168.253.254-SSS.MAN.RV010\$1]

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

Company 01		Manual Allocations Customer AJAX AJAX INDUSTRIAL SUPPLY		
Order Number 133226	Line Number 001	Warehouse 001 NEW YORK		
Change 3	Qty	Back Order 5	New Alloc 8	
Product 051				
On Hand 60	Back Order 8	Qty to Alloc 9	Qty Alloc 11	

Do you want to accept above changes (Y/N)? XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup
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Backorder Allocation and Release Manual Reallocation

This program allows the manual reallocation of a product from an order. A product may not be allocated in a quantity greater than the quantity in the Product Available file, and a line item may not be allocated in a quantity greater than the amount open. This program is run after order allocation but prior to release processing.

Company - Enter a valid company number for the allocation process or 'END' to exit the program and return to the allocation selection menu.

Order Number - Enter the order number (6 digits without the company number) you wish to reallocate or 'END' to return to the menu.

Line Number - Enter the line number for the order you wish to reallocate (This can be found on the allocation report.)

Upon entry of the line number the product description and quantity allocated will be displayed.

Notes:

documentation - [192.168.253.254-SSS.MAN.RV010\$1]

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

Company 01		Manual Allocations		
Customer AJAX		AJAX INDUSTRIAL SUPPLY		
Order Number 133226	Line Number 001	Warehouse 001 NEW YORK		
Change 3	Qty 5	Back Order		New Alloc 8
Product 051				
On Hand 60	Back Order 8	Qty to Alloc 9	Qty Alloc 11	

Do you want to accept above changes (Y/N)?

XXXXXX

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

Backorder Allocation and Release
Manual Reallocation

Change Qty - Enter the quantity to increase or decrease the allocation. The new allocated quantities will be displayed.

For example, if the original allocation was 100, and -25 is entered, the new allocated quantity will be 75. If you need to decrease the quantity enter a (-) minus sign before the quantity.

To increase the allocation for a line input the additional quantity. For example, if the quantity to allocate is 100 and you wish to increase the allocation to 125, enter 25. The new allocation quantity will be displayed. The maximum allocation quantity is the backorder (B/O) quantity.

Do you want to accept above changes (Y/N)?

Type 'Y' and hit <ENTER> to accept the new allocation. Enter 'N' to ignore the change and return to the company number prompt to either restart the program or 'END' to exit to the menu.

Notes:

documentation - [192.168.253.254-SSS.RELEASE.PROCESS012\$1]

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

RELEASE PROCESSING

1.Whse	Description
1	001 NEW YORK
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

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

XXXXXX

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

Backorder Allocation and Release Release Processing

This program will set up the releases that have been created in order allocation, and manual reallocation, for inclusion in the next picking document run.

NOTE: The specific order release program should not be run during the order allocation process, manual reallocation or when release processing is ran.

The program also contains a lock which will prevent more than one user from running this procedure at any given time.

Enter the code(s) for the specific warehouses to be included or 'ALL' for all warehouses.

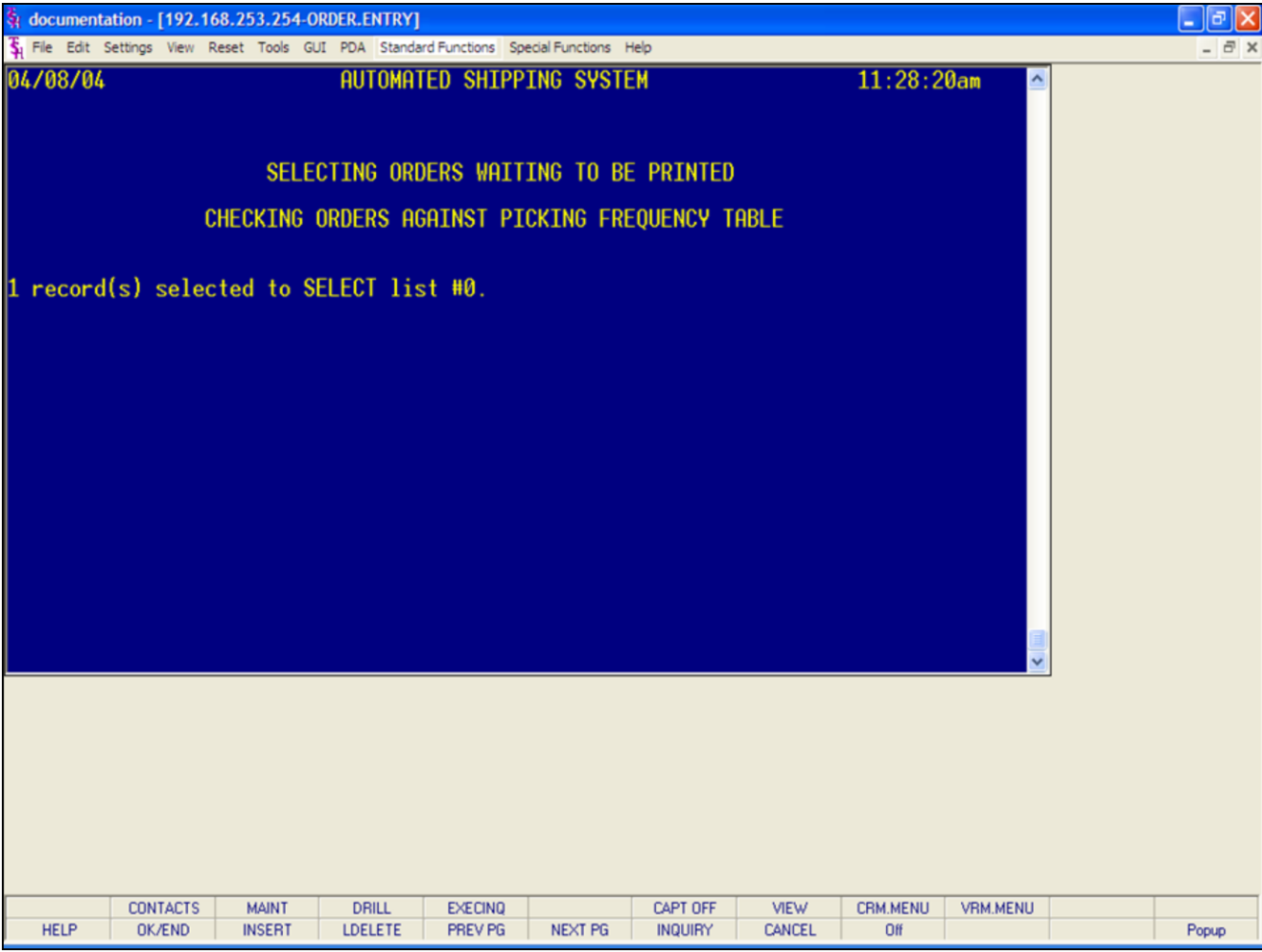
Enter a series of specific warehouses or 'ALL' for all warehouses. You may also use the <F7> function key, click on the 'INQUIRY' icon or click on the down arrow next to the field to choose from a list of valid warehouses. If specific warehouses are entered only releases with those ship warehouses will be selected for processing.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

Notes:

When the program is complete, run the Order/Pick Slip Batch Print process to produce the pick tickets.



Start Automated Pick Ticket Print

This program handles the flow of documents based on the Picking Frequency Table. In Company File Maintenance, Picking Frequency Setup, each warehouse is setup with a specified starting time. So when ran, this program will select releases whose pick tickets have not yet been printed, and will print to printer specified in the Warehouse file.

Operating Instructions

Enter Operator Code - Enter your operator code and hit <ENTER>. Type 'END' and hit <ENTER> to exit to the menu.

The program will then select the unprinted releases and print the pick tickets.

Notes:

documentation - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

Order Maintenance Header

Order#	134530	Date	12/12/03	Sell Whse	001	NEW YORK
Company	01 THE SYSTEMS HOUSE	Ship Whse	001	NEW YORK		

Bill To	Ship To
Customer	1.
IDEAL	
Country	Country
IDEAL DISTRIBUTION CO	IDEAL DISTRIBUTION CO
10 CLIFTON BLVD.	10 CLIFTON BLVD.
CLIFTON NJ 07015	CLIFTON NJ 07015

2. Req Dt	12/12/03	Future	N	11. Ship Via	04	FEDERAL EXPRESS
3. As of Dt				12. Cash	N	
4. Salesman	000	HOUSE ORDERS		13. M/Bill	N	
		Commission %	0.00	14. Cons/Rent	N	Return Date
5. Terms	01	2/10 NET 30		15. Inv Comp	N	19. Ship Comp
6. Source	01	MAIL		16. Ord Hold	N	20. Cancel Dt
7. Cust PO#	3214-12374			17. LIC#	N	
8. Direct	ND	Vendor	A4000	18. Dea#		
9. Spec Ins				21. Route		
10. Caller	JOE SMITH			22. Dly Stop		

Enter Line# to Change, DELETE to Delete or 0 to Accept : XXXXXX

MDS INQ	AR INQ	CUSTOMER	SALES MGT	CRM						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

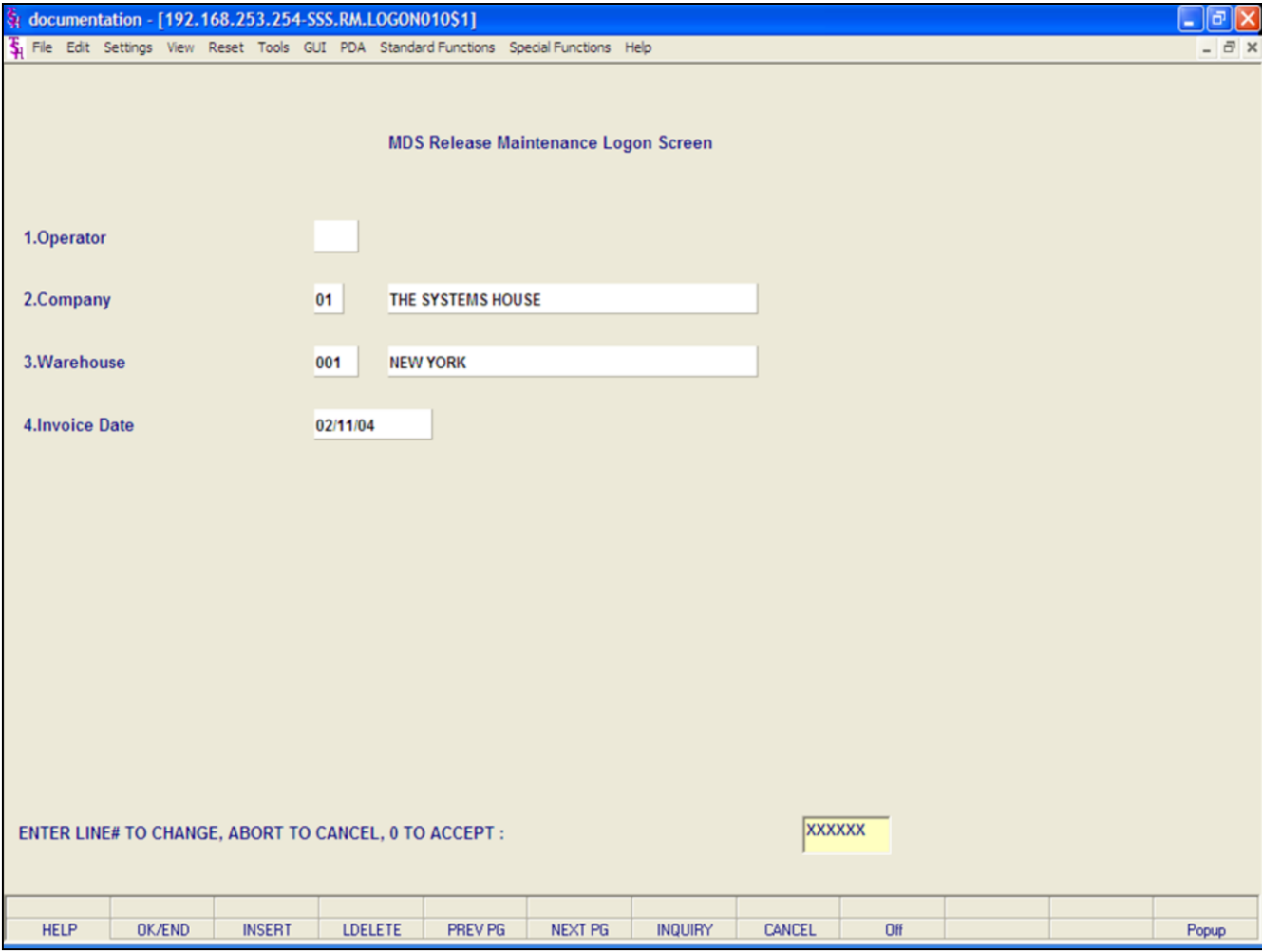
Order Maintenance Overview

This program provides the ability to modify existing customer orders and backorders and in the case of preview, the initial release. The operation of the program is identical to order entry, and uses the same screens and options. The program prompts the operator for an order number, and upon input and validation, displays the Order record. Then using the order entry change routines, it allows changes to all aspects of the order.

Order preview is only available if a second release has not been created and the first release has not been verified. A new picking ticket will print if in 'Preview' mode.

Any new products/quantities added with the 'Preview' mode will be allocated if sufficient quantities are available. If the 'Maintenance' mode is used, all new product/quantities will be backordered.

Notes:



Release Maintenance

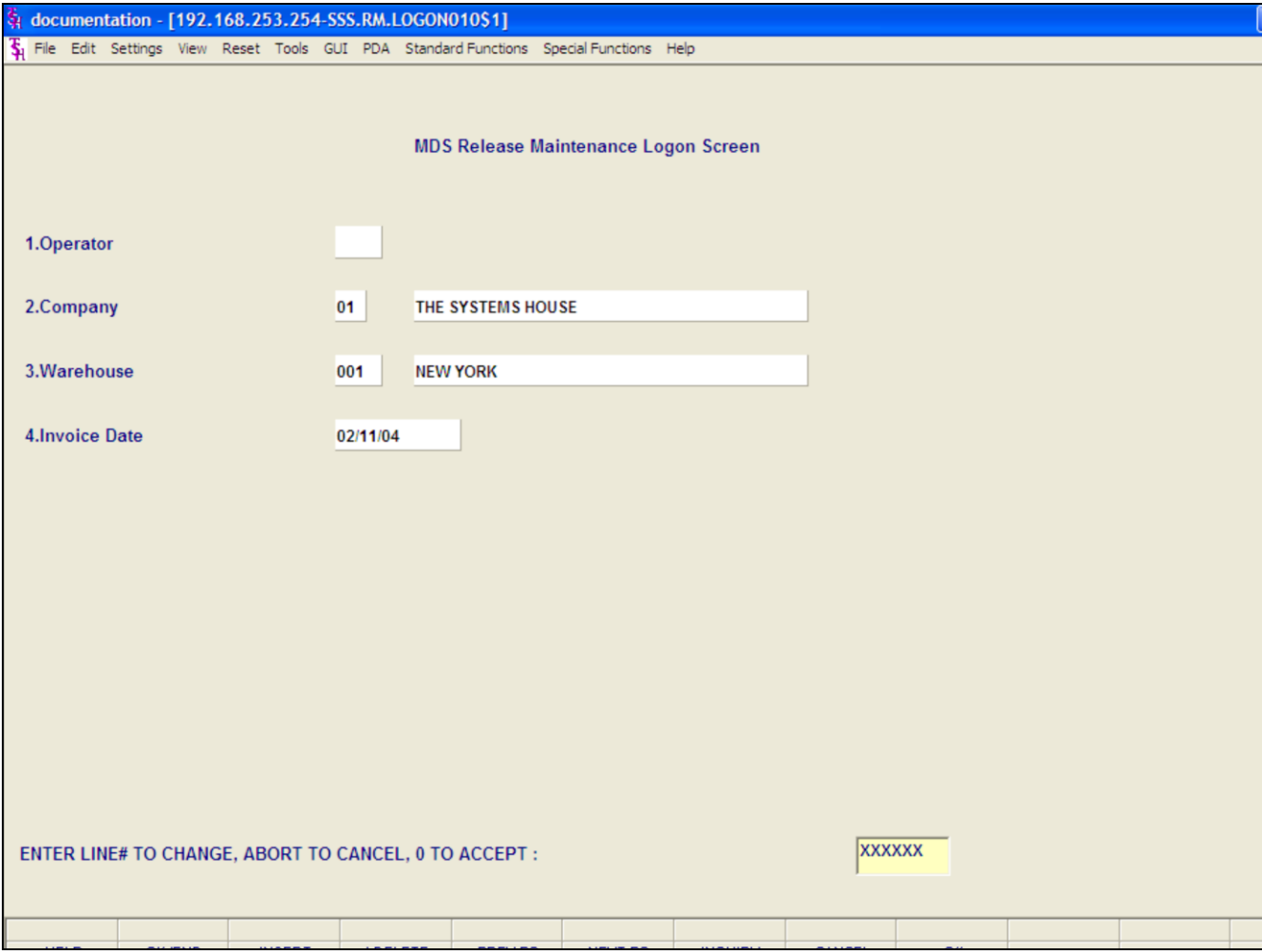
Overview

This program allows modification to a specific customer shipment (RELEASE). The module's primary use is to release shipments from price hold or make corrections so release can be invoiced (i.e., Terms record not on file).

The program allows changes to price, discount, cost, and the manual removal of the price hold flag.

This procedure can be used after verification or after end of day.

Notes:



Release Maintenance Log On Screen

Operator - Depending on your company setup you may or may not be required to enter your operator number.

Company - Enter the company number. You can click on the down arrow next to the field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of valid companies that you can choose from.

Warehouse - Enter the warehouse number. You can click on the down arrow next to the field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of valid warehouses that you can choose from.

Invoice Date - Enter the date, in the format MM/DD/YY, the system will input the 'Y' 's. You can hit <ENTER> to input the system date or you can click on the down arrow to display the calendar and click on the specific date.

ENTER LINE# TO CHANGE, ABORT TO CANCEL, 0 TO ACCEPT:

Enter line# to change, 'ABORT' to cancel, or '0' to accept the record.

Type '0' to accept the record.

Notes:

classic - [192.168.253.254-SSS.RM.HDR.INPUT011\$1]

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

Release Maintenance

RM CO [] WHSE [] DT []

BILL TO [] CUSTOMER [] 1.SHIP TO []

RELEASE# [#####] []

RELEASE#	CUSTOMER	ORDER DT
132086001	GRACE	02/21/03
132256001	AJAX	03/06/03
132338001	ALCO	03/18/03
132491001	RACHEL	04/02/03
132494001	UMC	04/07/03
132502001	TJZ1	04/08/03
132504001	ALCO	04/08/03
132506001	ALCO	04/08/03

2.SHIP DT []

3.COMM % [0.00]

4.AS OF DT []

5.SALESMAN []

6.SHIP VIA []

7.TERMS []

8.SPEC INS []

9.ORD SRC []

10.CUST PO# []

11.M/BILL []

CONSIGNMENT [] 12.RETURN DATE []

MDS INQ. AR INQ. [] [] [] [] [] []

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

Release Maintenance Header Screen

RELEASE# - Enter the release number and hit <ENTER>. To view the releases on hold, you can also click on the down arrow next to the **RELEASE#** field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of all release on price hold. If a barcode scanner is installed, you may scan the barcode at the bottom of the Pick Ticket to automatically input the release number for you.

After selecting a release, Release Maintenance will display the header information for the release. You may make a change to any numbered field.

Notes:

documentation - [192.168.253.254-SSS.RM.HDR.INPUT011\$1]

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

Release Maintenance

RM CO 01 THE SYSTEMS HOUSE WHSE 001 NEW YORK DT 02/13/04

BILL TO CUSTOMER IDEAL
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON NJ 07015

1.SHIP TO
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON NJ 07015

RELEASE#
 134805-001

2.SHIP DT 02/13/04
 3.COMM % 0.00
 4.AS OF DT
 5.SALESMAN 000 HOUSE ORDERS
 6.SHIP VIA 04 FEDERAL EXPRESS
 7.TERMS 01 2/10 NET 30
 8.SPEC INS
 9.ORD SRC 01 MAIL
 10.CUST PO# 98233
 11.M/BILL N
 CONSIGNMENT N 12.RETURN DATE

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

MDS INQ.	AR INQ									
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Release Maintenance Header Screen

The following is a description of the fields you can change:

Ship.to - The ship.to may be coded in the Customer file as:

'S' - will print the word 'SAME' as the ship.to on documents

'R' - will repeat the sold-to information as the ship.to on documents

- A specific ship.to number already created in the ship.to file.

If the customer has multiple ship.to address's, the system will stop at the ship.to field where the Ship.to menu will be displayed. You have the following options:

Enter the ship.to number for this order.

Enter 'R' to repeat the sold-to address.

Enter 'S' print the word 'SAME' as the ship.to on documents

Enter 'M' to manually input the ship.to address

Click on the down arrow next to the ship.to field, click on the 'INQUIRY' icon, or hit the 'F7' function key to use the lookup function.

The lookup function will display all ship.to's for the customer. The operator can choose the ship.to from the list displayed.

Ship Dt - The ship date field on the header input screen is to identify when the order is shipped.

Comm % - The commission percent is displayed from the release. The base package is designed to obtain the commission percent from the Customer file (or override). Other elements are available to compute commission based on the salesman, and/or product/customer.

Notes:

Release Maintenance**Header Screen continued**

As Of Dt - If a special due date should be used to age the invoice, a date can be entered. If normal aging should occur, based on normal terms default in the Customer Master record, no entry is necessary.

Salesman - The salesman from the Release record will be displayed. If the salesman number should be changed, enter a valid salesman number.

Ship VIA - The ship via from the release record will be displayed. If the ship via is not correct enter a valid ship via or 'M' for manual entry. If you enter 'M' for manual entry, you will be prompted for the ship via description.

Terms - The terms code and description will be displayed from the Release record. If you need to change the terms, you can enter a valid terms code.

Spec Inst - The special instructions will display from the Release record. If you want to change the special instructions, you can enter new special instructions.

Ord Src - The order source is displayed from the release. If an order source is entered it will be validated to the Ord.Source file. (i.e. order source can be used to classify different types of orders: reorders, phone orders, walk-in etc.)

Cust PO# - The customer purchase order is displayed from the release. The customer purchase order number is optional and can be used to access orders through the detailed order inquiry program.

M/Bill - The monthly billing flag from the Customer Master file will be displayed.

Consignment - The consignment is displayed but may not be changed.

Return Date - The consignment return date is displayed from the original order.

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

Enter '0' and hit <ENTER>. You can also hit the 'F2' function key, the 'F8' function key, click on the 'OK/END' icon or click on the 'CANCEL' icon.

If <ENTER> is selected the program will prompt:

BYPASS THE DETAILS (Y/CR)?

For this example, hit <ENTER>. You may also enter 'Y' to bypass the line item screen, and proceed to the total screen.

No

documentation - [192.168.253.254-SSS.RM.HDR.INPUT011\$1]

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

Release Maintenance

RM CO 01 THE SYSTEMS HOUSE WHSE 001 NEW YORK DT 02/13/04

BILL TO CUSTOMER IDEAL IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015

1.SHIP TO IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. CLIFTON NJ 07015

RELEASE# 134805-001

2.SHIP DT 02/13/04

3.COMM % 0.00

4.AS OF DT

5.SALESMAN 000 HOUSE ORDERS

6.SHIP VIA 04 FEDERAL EXPRESS

7.TERMS 01 2/10 NET 30

8.SPEC INS

9.ORD SRC 01 MAIL

10.CUST PO# 98233

11.M/BILL N

CONSIGNMENT N 12.RETURN DATE

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

MDS INQ.	AR INQ													
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off						Popup

Release Maintenance

Header Screen

Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ - The ARINQ is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

Notes:

documentation - [192.168.253.254-SSS.RM.LINE.INPUT010S1]

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

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO REL# 134806-001

LN#	PRODUCT#	PICK	/	UM	INVOICE	PRICE	UM	MORE
	DESCRIPTION				CANCEL	COST	UM	HOLD
1	E-C004D	20		EA		135.00	EA	
	SILK BLK BRD					133.47	EA	Y
2								
3								
4								
5								

Enter Line# to Change, or 0 to Accept :

MDS INQ	AR INQ	GROUP	LOTS	COMMENTS	SERIAL#S				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

Release Maintenance

Line Item Entry

Co - The company number is displayed from the release record.

Whse - The warehouse number is displayed from the release record.

Customer - The customer number and name are displayed from the release record.

Rel# - The release number is displayed from the release record.

Product# - The product number is displayed. This field can not be maintained.

Description - The item description is displayed, this may be changed.

Pick - The quantity in pick and its' corresponding unit of measure is displayed. This field can not be maintained.

Invoice - The quantity invoiced. This field can not be maintained.

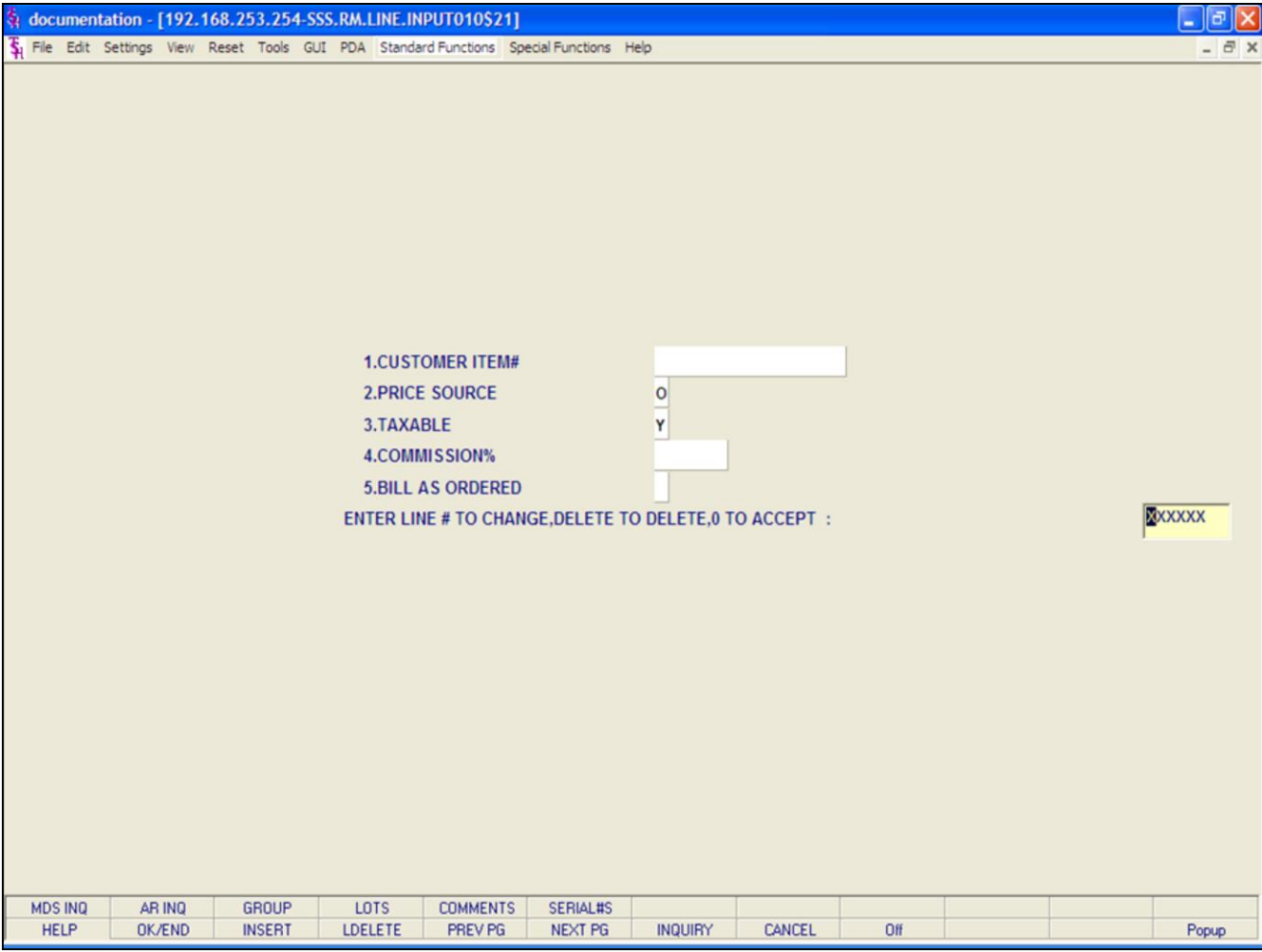
Cancel - The quantity cancelled. This field can not be maintained.

Disc% - The discount percent. This field can be changed.

Price - The price and its' unit of measure is displayed. This field can be changed.

Cost - The cost and its' unit of measure is displayed. This field can be changed.

Notes:



Release Maintenance

Line Item Entry

More screen - If you enter a '+' at the "More screen" prompt (>+) and hit <ENTER> a secondary menu will appear giving the following options:

Customer Item # - This is an optional entry, which can be entered if the Parameter record (1) is set to 'Y'. If a Contract record contains the customer item number, the customer item number will be displayed.

Taxable - The tax flag for this product. If the item is taxable a 'Y' is present, if not it will be an 'N'

Price Source - The price, discount%, cost, tax indicator, and customer's item number are displayed. The code prompt allows the operator to accept the displayed information by pressing <ENTER>. Override to any of the displayed fields mentioned above is accomplished via the entry of an 'O' and the <RETURN> until the cursor is positioned in the appropriate field. Valid codes are: 'O'- Override, 'C'- Contract price, 'F'- Price from product file, 'P'- Price pointer override, 'D'- Discount override, '1-9'- Price pointers.

Commission% - The commission percent is displayed and can be overridden.

Bill As Ordered - The bill as ordered indicator applies for lot items. If flagged as 'Y' the customer will be billed for ordered quantity, even if the ship quantity is greater or less then the ordered quantity.

Notes:

documentation - [192.168.253.254-SSS.RM.LINE.INPUT010S1]

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

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO REL# 134806-001

LN#	PRODUCT#	PICK	/	UM	INVOICE	PRICE	UM	MORE
	DESCRIPTION				CANCEL	COST	UM	HOLD
1	E-C004D	20		EA		135.00	EA	
	SILK BLK BRD					133.47	EA	Y
2								
3								
4								
5								

Enter Line# to Change, or 0 to Accept :

MDS INQ	AR INQ	GROUP	LOTS	COMMENTS	SERIAL#S					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Release Maintenance
Line Item Entry**

Hold - Price Hold flag. Y = item on Price Hold. N = item removed from price hold. Null = item not on price hold.

Enter Line# to Change, or 0 to Accept:

Enter line number to make a change to. Also, the operator may click on the field to go directly to the field to change.

When done making changes, enter '0' and hit <ENTER>.

Notes:

documentation - [192.168.253.254-SSS.TEXT.ENTRYS1]

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

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO REL# 134806-001

LN#	PRODUCT#	PICK	/	UM	INVOICE	PRICE	UM	MORE
	DESCRIPTION				CANCEL	COST	UM	HOLD
1	E-C004D	20		EA		135.00	EA	
	SILK BLK BRD					133.47	EA	Y
2								
3								
4								
5								

COMMENTS FOR LN # 1

THIS IS A COMMENT LINE.

ENTER 0 TO ACCEPT,
C TO CHANGE OR DELETE: XXXXXX

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

Release Maintenance

Line Item Entry

Comment Entry

Comments are attached to a specific product line number. When entering a product, either click on the 'COMMENTS' icon or with the keyboard press Shift+'F5'. A comment box will appear showing which product line number your attaching this comment to. After entering your comment hit <ENTER> and a message will appear:

ENTER '0' TO ACCEPT, 'C' TO CHANGE OR DELETE:

If you enter '0' to accept, a message appears:

ENTER 'I' INVOICE 'B' BOTH 'N' NONE

If 'I' for invoice is entered, this comment will print only on the invoice.

If 'B' for both is entered, the comment will print on both the pick ticket and the invoice.

If 'N' for none is entered, the comment will not print on either.

'CHANGE' - If you enter 'C' at the "ENTER '0' TO ACCEPT, 'C' TO CHANGE OR DELETE:" prompt, you can then make changes to your comment.

'DELETE' - If you enter 'DELETE' at the "ENTER '0' TO ACCEPT, 'C' TO CHANGE OR DELETE:" prompt, the comment will be deleted.

Notes:

documentation - [192.168.253.254-SSS.RM.LINE.INPUT010S1]

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

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO REL# 134806-001

LN#	PRODUCT#	PICK	/ UM	INVOICE	PRICE	UM	MORE
	DESCRIPTION			CANCEL	COST	UM	HOLD
1	E-C004D	20	EA		135.00	EA	
	SILK BLK BRD				133.47	EA	Y
2							
3							
4							
5							

Enter Line# to Change, or 0 to Accept :

MDS INQ	AR INQ	GROUP	LOTS	COMMENTS	SERIAL#S					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Release Maintenance

Line Item Entry

Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

STOCK ST - The STOCK STATUS INQUIRY function is available by clicking on the 'STOCK ST' icon or by pressing the Shift+'F2' function key. This will bring the user to the Stock Status Inquiry.

GROUP - The GROUP function is not available in Release Maintenance.

LOTS - The LOT function is not available in Release Maintenance

COMMENTS - The COMMENT function is available by clicking on the 'COMMENT' icon or by pressing the Shift+'F5' function key. This will allow the user to add/maintain a comment on a line.

PRC INQ - The CUSTOMER/PRODUCT PRICE LOOKUP INQUIRY function is available by clicking on the 'PRC INQ' icon or by pressing the Shift+'F6' function key. This will bring the user to the Customer/Product Price Lookup Inquiry.

Notes:

documentation - [192.168.253.254-SSS.RM.TOT.INPUT010S1]

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

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO

RELEASE TOTALS	LINES	SHIP QTY	DOLLARS
	1	3	30.00

1. TRADE DISC% 0.00 0.00

2. SHIP VIA 04 FEDERAL EXPRESS

3. SHIP ZONE 001

4. FREIGHT 0.00

5. TAX JURIS 1 NEW JERSEY

TAX % 6.000 ON 0.00 0.00

6. MISC CHARGE 0.00

7. CASH DISC% 2.00 0.60

TOTAL 30.00

8. SALESMAN 000 HOUSE ORDERS COMMISSION % 0.00

9. ACT. FRT. 12.50

10. PICKER 12. WEIGHT

11. PACKER 13. CARTONS

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

MDS INQ.	AR INQ	DETAIL	CANCEL	HEADER						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Release Maintenance

Total Screen

Trade Disc% - The trade discount percent is displayed from the order and can be overridden. Only items flagged as discountable in the Product Master file will be included in the trade discount amount.

Charge Freight - The charge freight is display from the Customer Master record.

Ship Via - The ship method from the header screen is displayed and can be overridden. The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key.

Ship Zone - The ship zone is displayed based on the ship via selected and can be overridden. The INQUIRY function is available by clicking on the 'INQUIRY' icon or by pressing the 'F7' function key.

Freight - The system has the ability to store and calculate freight charges associated with customer's shipment. The calculation is based on the shipping zone of the customer and the weight or value of the shipment. The calculated freight is displayed and can be overridden. The freight can also be manually entered.

Tax Juris - The tax jurisdiction is validated to the Tax.Rate file from the Release record.

Tax% - The tax percentage is displayed from the Release record. Override will only affect this release.

The tax amount is computed based upon the tax jurisdiction stored in the original Release record and the value of the items on this release. The tax base will include all taxable items. Any product classes that have a tax matrix for the customer's tax jurisdiction will be excluded from the tax base. The percentage, taxable amount and tax amount are displayed.

Misc Charge - A miscellaneous charge and description may be added to the release if necessary.

Notes:

documentation - [192.168.253.254-SSS.RM.TOT.INPUT010S1]

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

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO

RELEASE TOTALS	LINES	SHIP QTY	DOLLARS
	1	3	30.00
1. TRADE DISC%	0.00		0.00
2. SHIP VIA	04	FEDERAL EXPRESS	
3. SHIP ZONE	001		
4. FREIGHT			0.00
5. TAX JURIS	1	NEW JERSEY	
TAX %	6.000	ON	0.00
6. MISC CHARGE			0.00
7. CASH DISC%	2.00	0.60	
TOTAL			30.00

8. SALESMAN 000 HOUSE ORDERS COMMISSION % 0.00

9. ACT. FRT. 12.50

10. PICKER 12. WEIGHT

11. PACKER 13. CARTONS

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

MDS INQ.	AR INQ	DETAIL	CANCEL	HEADER					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

Release Maintenance

Total Screen

Cash Disc% - The cash discount will be calculated and the discount percentage and amount will be displayed.

Salesman - The salesman from the Customer Detail record will be displayed. If the salesman number should be changed, enter a valid salesman number.

Commission% - The commission percent from the Salesman record will be displayed. If the commission percent should be changed, enter a new commission percent.

Act.Frt - Actual freight can be used to calculate the salesmen commission or for comparison of freight paid vs. freight charged.

Picker/Packer - Enter the code for the individual who picked and packed the merchandise.

Weight - The weight of the products will be displayed or can be entered.

Cartons - Enter the number of cartons for this shipment or hit <ENTER>.

Enter Line# to Change, 0 to Accept Order:

Enter a Zero (0) to accept, click on the 'OK/END' icon, press the 'F2' function key, or type in the word 'END' and hit <ENTER> to accept this entry.

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

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

Notes:

documentation - [192.168.253.254-SSS.RM.TOT.INPUT010\$1]

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

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO

RELEASE TOTALS	LINES	SHIP QTY	DOLLARS
	1	3	30.00
1. TRADE DISC%	0.00		0.00
2. SHIP VIA	04	FEDERAL EXPRESS	
3. SHIP ZONE	001		
4. FREIGHT			0.00
5. TAX JURIS	1	NEW JERSEY	
TAX %	6.000	ON	0.00
6. MISC CHARGE			0.00
7. CASH DISC%	2.00	0.60	
TOTAL			30.00

8. SALESMAN 000 HOUSE ORDERS COMMISSION % 0.00

9. ACT. FRT. 12.50

10. PICKER 12. WEIGHT

11. PACKER 13. CARTONS

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

MDS INQ.	AR INQ	DETAIL	CANCEL	HEADER					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

Release Maintenance

Totals Screen

Function Keys

MDS INQ - The MDS INQ function is available by clicking on the 'MDS INQ' icon or by pressing the Shift+'F1' function key. This will bring the user to the main MDS Inquiry Menu.

ARINQ - The ARINQ function is available by clicking on the 'ARINQ' icon or by pressing the Shift+'F2' function key. This will bring the user to the Accounts Receivable Summary Inquiry.

DETAIL - The DETAIL function is available by clicking on the 'DETAIL' icon or by pressing the Shift+'F3' function key. This will bring the operator back to the detail line input screen.

CANCEL - The CANCEL function is available by clicking on the 'CANCEL' icon or by pressing the Shift+'F4' function key. This will cancel this release maintenance function.

HEADER - The HEADER function is available by clicking on the 'HEADER' icon or by pressing the Shift+'F5' function key. This will bring the operator back to the header screen.

Notes:

documentation - [192.168.253.254-ORD.TEMPLATE.MAINT010S1]

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

COMPANY/ORDER TEMPLATE MAINTENANCE

CO# 01 TEMPLATE# 100013

1. DESC ETHIC PRODS

2. PRODUCT#	PRODUCT DESCRIPTION	M/C	TEMP QTY	U/M
1.E-C004D	SILK BLK BRD		3	EA
2.E-C046D	SILK BLK BRD		5	EA
3.E-C053D	SILK BLK BRD		2	EA
4.E-C054D	SILK BLK BRD		4	EA
5.E-C063D	SILK BLK BRD		3	EA
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Line# to Change, 'ADD' Lines, '0' to Accept, 'ABORT' or 'DELETE' : XXXXXX

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

Order Template Maintenance Overview

The order template maintenance program is used to create a memo order for customers that repeatedly order the same merchandise. Once created, order entry will allow you to call in the template and add or delete products and/or quantities to it.

Please note that the order template maintenance program does not affect inventory, sales, billing, etc. This is strictly a transaction that can be utilized in order entry to quickly enter orders for customers who order the same items again and again.

Kits with lots cannot be loaded in order template maintenance.

Notes:

documentation - [192.168.253.254-ORD.TEMPLATE.MAINT010S1]

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

COMPANY/ORDER TEMPLATE MAINTENANCE

CO# 01 TEMPLATE# 100013

1. DESC ETHIC PRODS

2. PRODUCT#	PRODUCT DESCRIPTION	M/C	TEMP QTY	U/M
1.E-C004D	SILK BLK BRD		3	EA
2.E-C046D	SILK BLK BRD		5	EA
3.E-C053D	SILK BLK BRD		2	EA
4.E-C054D	SILK BLK BRD		4	EA
5.E-C063D	SILK BLK BRD		3	EA
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Line# to Change, 'ADD' Lines, '0' to Accept, 'ABORT' or 'DELETE' : XXXXXX

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

Order Template Maintenance

CO# - Enter the company number. You may click on the down arrow next to the field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of companies to choose from.

Template# - Enter the template number for the order template. You may click on the down arrow next to the field, click on the **'INQUIRY'** icon, or hit the 'F7' function key to display a list of templates to choose from.

If this is a new template, enter the template number and hit <ENTER>. You will receive the message:

XXXX NOT ON FILE, CREATE IT (Y/N):

If this template already exists the template information will be displayed and you will proceed to the line change mode.

Desc - Enter the template description.

Product# - Enter the product number for the template.

Product Description - The description is displayed from the Product Master file.

Temp Qty - Enter the quantity for the product for the customer's template. This quantity can be overridden in Order Entry.

U/M - The unit of measure is displayed from the Product Master file and may be overridden.

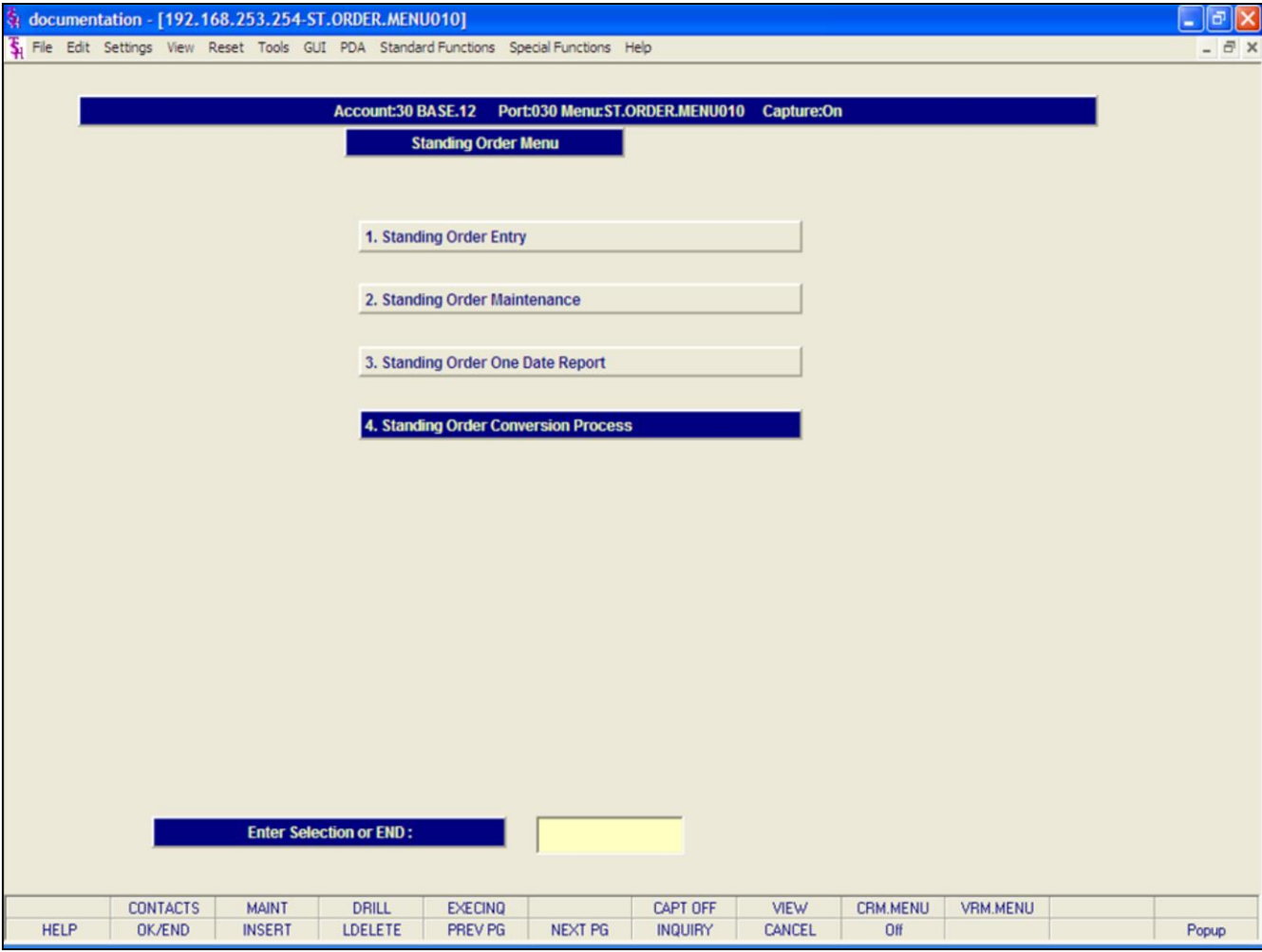
Notes:

LINE # TO CHANGE, 'ADD' LINES, '0' TO ACCEPT, 'ABORT' OR 'DELETE':

To change a line enter the line number and press 'ENTER'. To delete the template enter 'DELETE'. To accept and end enter '0'. To add lines to a

template, type 'ADD' and hit <ENTER> .

Notes:



Standing Order Menu

- The next selection in the Order Entry Menu is:
- Standing Order Entry
 - Standing Order Maintenance
 - Standing Order One Date Report
 - Standing Order Conversion Process

Notes:

documentation - [192.168.253.254-SSS.STO.HDR.INPUT011\$1]

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

Standing Order Entry Header

Order#	135135	Date	04/13/04	Sell Whse	001 NEW YORK
Company	01 THE SYSTEMS HOUSE	Ship Whse	001 NEW YORK		

Bill To	Ship To
Customer	Customer
IDEAL	IDEAL
Country	Country
IDEAL DISTRIBUTION CO	IDEAL DISTRIBUTION CO
10 CLIFTON BLVD.	10 CLIFTON BLVD.
CLIFTON NJ 07015	CLIFTON NJ 07015

2.Req Dt	04/13/04	10.Spec inst	
3.Salesman	000 HOUSE ORDERS	11.LIC#	
	Commission % 0.00		
4.Terms	01 2/10 NET 30		
5.Source	02 TELEPHONE		
6.Cust PO#	9521-6423		
7.Direct	Vendor		
8.Ship Via	04 FEDERAL EXPRESS		
9.Dea#			

Enter Line# to Change, DELETE to Delete or 0 to Accept : XXXXXX

MDS INQ	AR INQ	CUSTOMER								
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Standing Order Entry Overview

The standing order program was designed to eliminate the constant entry of duplicated orders. The standing order procedure will generate a Standing Order record.

A standing order is converted to an actual order when the standing order conversion process is ran. This process can be ran from the standing order menu, or can be part of the end of day process. The Order record retains the original information.

Notes:

documentation - [192.168.253.254-SSS.OE.STAND.DATES010\$1]

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

MDS Standing Order Release Dates

1. Release Date

1.	02/25/04
2.	02/28/04
3.	03/05/04
4.	03/10/04
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	

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

XXXXXX

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

Standing Order Entry
Standing Order Release Dates
Release Date

After entering in all of the order information (I.e header, line item, and totals screens), you now choose the release dates for the orders.

Enter the date or dates that this standing order should be released as an actual order or orders. You may also click on the down arrow next to the field to display the calendar pop-up box, where you can click on the specific date.

When finished inputting release dates, click on the **'OK/END'** icon, hit the 'F2' function key, or type the word 'END' to proceed.

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

Enter the line number to change. If you enter delete this option allows you to delete the standing order, the program will then return to the header screen to initiate input of the next standing order.

If you enter '0' to accept, the program will then return to the header screen to initiate input of the next standing order.

Notes:

documentation - [192.168.253.254-SSS.STO.HDR.INPUT011\$1]

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

Standing Order		Standing Order Maint Header	
Order# 134832	Date 02/20/04	Sell Whse 001	NEW YORK
Company 01	THE SYSTEMS HOUSE	Ship Whse 001	NEW YORK
Bill To		Ship To	
Customer IDEAL	Country	1.Code	Country
IDEAL DISTRIBUTION CO		IDEAL DISTRIBUTION CO	
10 CLIFTON BLVD.		10 CLIFTON BLVD.	
CLIFTON NJ 07015		CLIFTON NJ 07015	
2.Req Dt		10.Spec inst	
3.Salesman 000	HOUSE ORDERS		
	Commission % 0.00		
4.Terms 01	2/10 NET 30		
5.Source			
6.Cust PO#			
7.Direct ND	Vendor A4000	Dept#	
	AIRWICK MFG CO		
8.Ship Via 04	FEDERAL EXPRESS	Req#	
9.Dea#		11.LIC#	

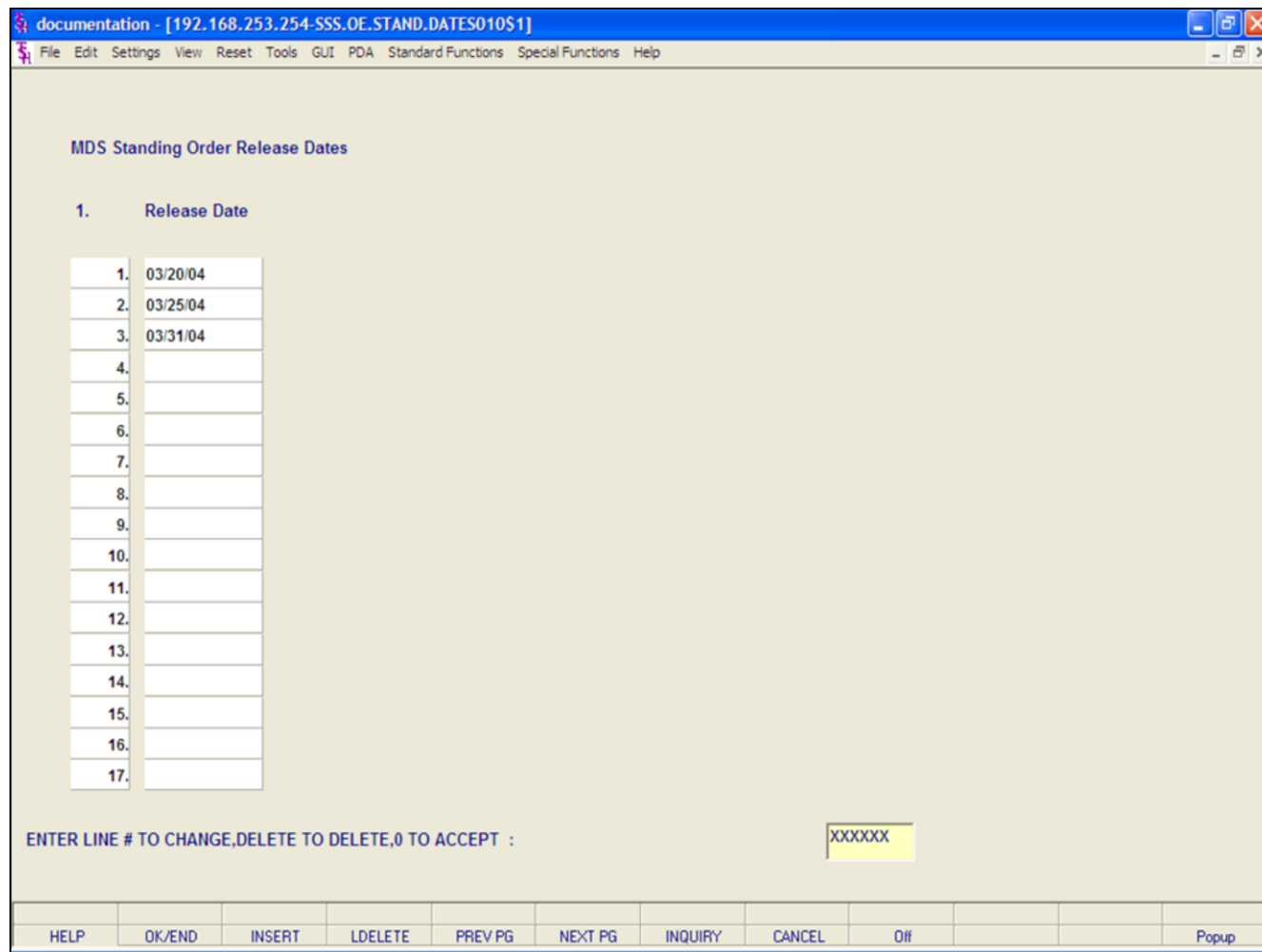
Enter Line# to Change, DELETE to Delete or 0 to Accept :

MDS INQ	AR INQ	CUSTOMER								
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Standing Order Maintenance Overview

This program provides the ability to modify existing customer standing orders. The program prompts the operator for an standing order number, and upon input and validation, displays the Standing Order record. It allows changes to all aspects of the standing order.

Notes:



Standing Order Maintenance
Standing Order Release Dates
Release Date

After making any changes (if any) to any of the order information (I.e header, line item, and totals screens), you can now change the release dates for the orders.

Enter the date or dates that this standing order should be released as an actual order or orders. You may also click on the down arrow next to the field to display the calendar pop-up box, where you can click on the specific date.

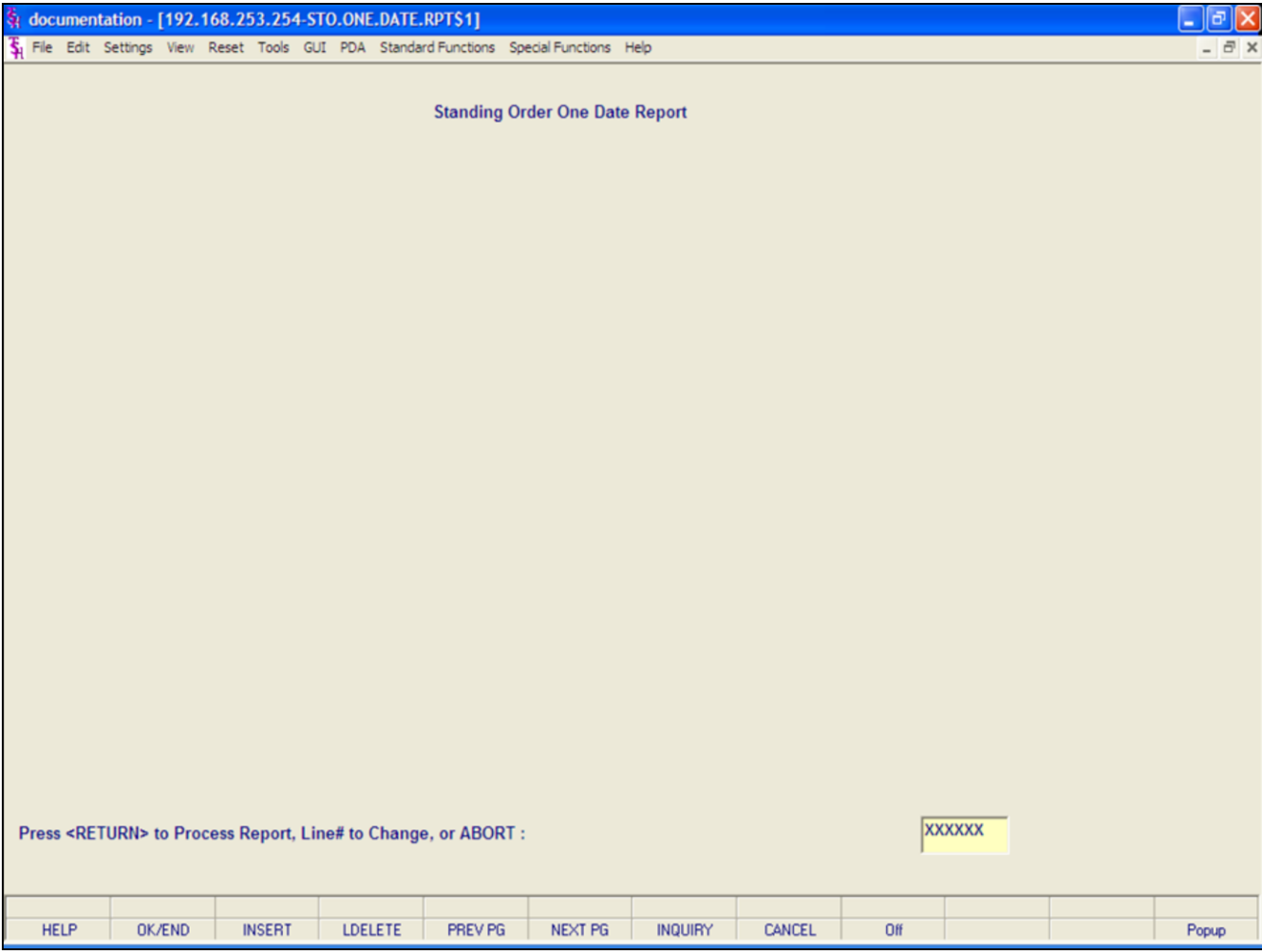
When finished inputting release dates, click on the 'OK/END' icon, hit the 'F2' function key, or type the word 'END' to proceed.

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

Enter the line number to change. If you enter delete this option allows you to delete the standing order, the program will then return to the header screen to initiate input of the next standing order.

If you enter '0' to accept, the program will then return to the header screen to initiate input of the next standing order.

Notes:



Standing Order One Date Report

Overview

This report gives a list of standing orders with one or no release dates left.

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

Hit <ENTER> to run and convert the standing orders into actual orders. Click on the 'CANCEL' icon or type 'ABORT' and hit <ENTER> to return to the menu.

Notes:

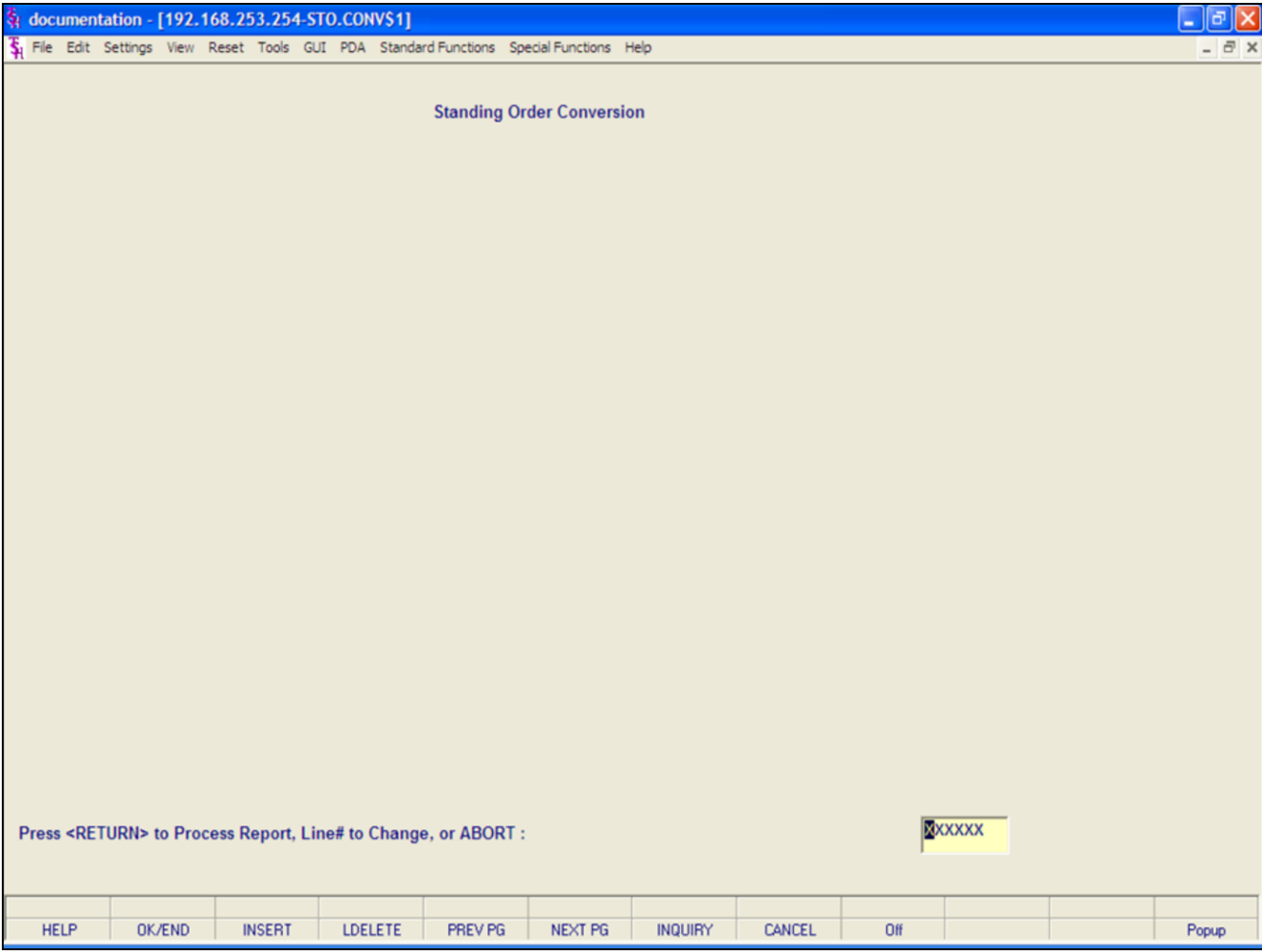
DATE: 03/05/04 STANDING ORDERS WITH ONE OR NO RELEASE DATE LEFT PAGE: 1

Standing Orders With One or No Release Dates Left Report

COMPANY 01 THE SYSTEMS HOUSE

STANDING ORDER#	ENTERED DATE	REMAIN REL DATE	CUSTOMER NUMBER	CUSTOMER NAME
01113985	12/29/93	12/29/93	ACME	BOUND BROOK BOARD OF ED.
01132728	04/29/03	04/29/03	AJAX	AJAX INDUSTRIAL SUPPLY
01132736	04/30/03	04/30/03	IDEAL	IDEAL DISTRIBUTION CO
01132737	04/30/03	04/30/03	IDEAL	IDEAL DISTRIBUTION CO
01133299	06/09/03	06/09/03	ALCO	ALCO SUPPLY COMPANY
01134643	01/12/04	01/12/04	IDEAL	IDEAL DISTRIBUTION CO
01134836	02/20/04	02/20/04	IDEAL	IDEAL DISTRIBUTION CO

Notes:



Standing Order Conversion Process OVERVIEW

This process converts standing orders into actual orders.

OPERATING INSTRUCTIONS

Press <ENTER> to Process Report, Line# to Change, or ABORT:

Hit <ENTER> to run and convert the standing orders into actual orders. Click on the 'CANCEL' icon or type 'ABORT' and hit <ENTER> to return to the menu.

Notes:

documentation - [192.168.253.254-SSS.OE.HDR.INPUT011S1]

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

Transfer Maint Header

Order# 134674 Date 01/16/04 Sell Whse 001 NEW YORK
 Company 01 THE SYSTEMS HOUSE Ship Whse 001 NEW YORK

Bill To Recv Whse WHSE3 Country 000 U.S.A.
 CALIFORNIA WHSE
 121 BROAD ST
 LOS ANGELES CA 09333

Ship To 1. Country 000 U.S.A.
 CALIFORNIA WHSE
 121 BROAD ST
 LOS ANGELES CA 09333

2.Reg Dt 01/16/04 Future N
 3.As of Dt
 4.Salesman 000 HOUSE ORDERS Commission % 0.00
 5.Terms 01 2/10 NET 30
 6.Source 01 MAIL
 7.Cust PO# 3245464
 8.Direct ND Vendor SHERWO
 9.Spec Ins
 10.Caller JOE SMITH

11.Ship Via 01 UPS
 12.Cash N
 13.M/Bill N
 14.Cons/Rent N Return Date
 15.Inv Comp N 19.Ship Comp N
 16.Ord Hold N 20.Cancel Dt
 17.LIC# N
 18.Dea#
 21.Route
 22.Dly Stop

Enter Line# to Change, DELETE to Delete or 0 to Accept : XXXXXX

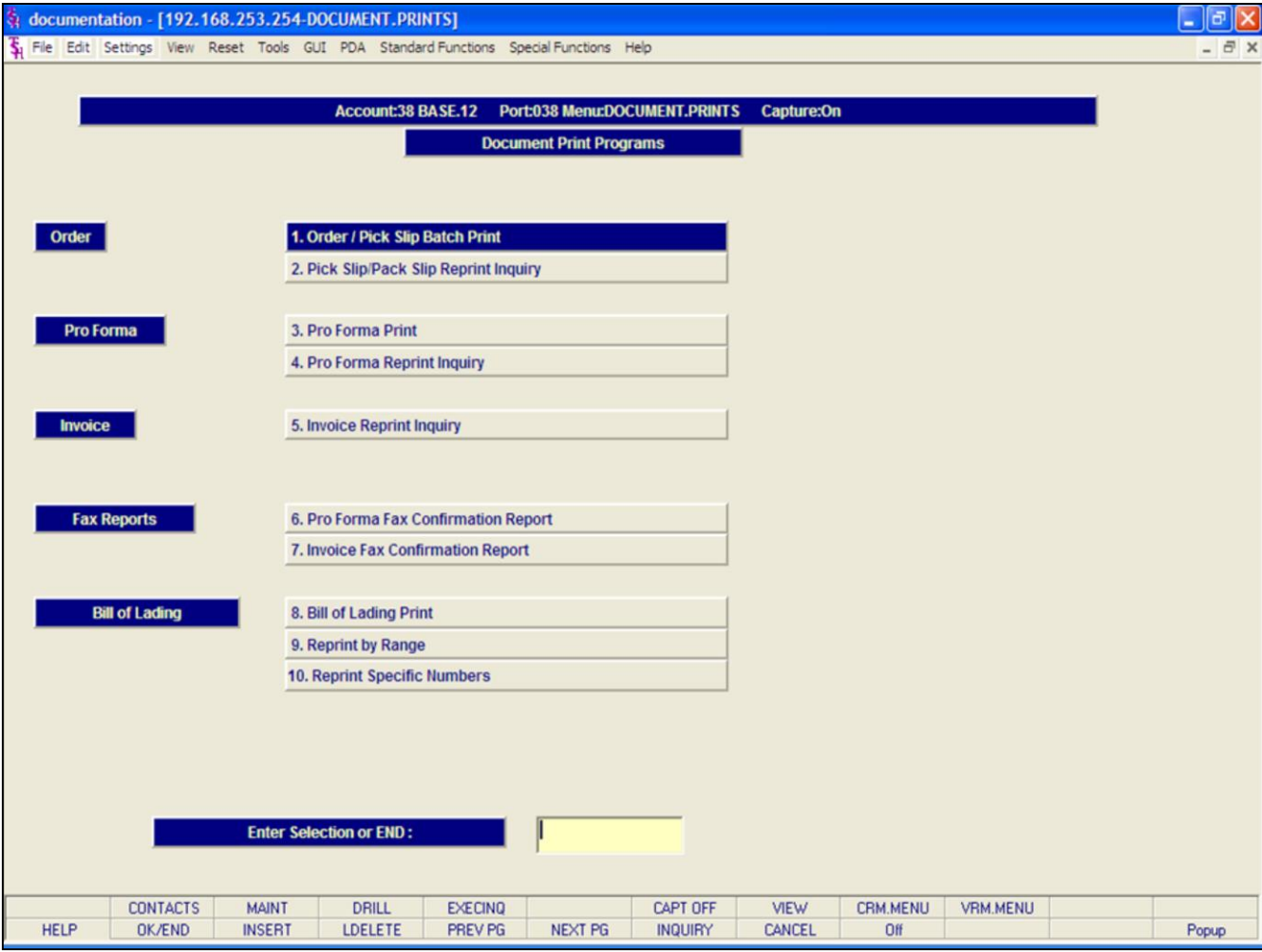
MDS INQ	AR INQ	CUSTOMER	SALES MGT	CRM						
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Transfer Maintenance Overview

This program provides the ability to modify existing transfer orders and backorders. The operation of the program is identical to order entry, and uses the same screens and options. The program prompts the operator for an order number, and upon input and validation, displays the Order record. Then using the order entry change routines, it allows changes to all aspects of the order. It has two modes of operation:

1. Preview - In this mode, an initial release can be reviewed and modified prior to initial shipment. Of particular significance, both the Order and Release records are maintained as a by product of the preview maintenance.
2. Maintenance - In this mode transfer backorders may be modified or canceled. - BUT NOT RELEASED

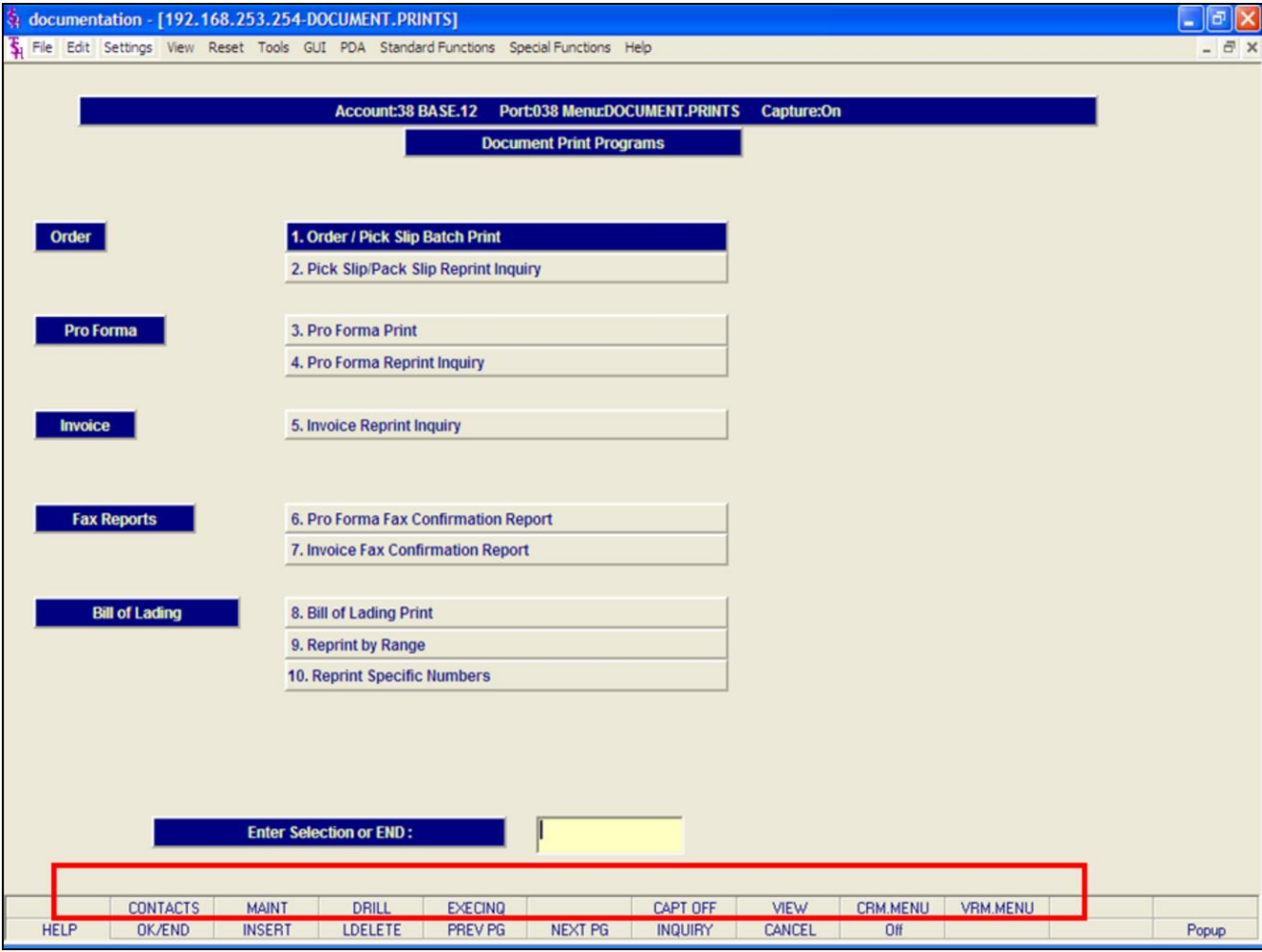
Notes:



Document Print Programs

The Document Print Programs menu allows the operator to print out various forms, reprint various forms, and run fax confirmation reports.

Notes:



Document Print Programs

Function Keys

CONTACTS - The CONTACTS inquiry is available by clicking on the 'CONTACTS' icon or by pressing the Shift+'F2' function key. This will bring the user to the Contacts Inquiry.

MAINT - The MAINTENANCE menu's are accessible by clicking on the 'MAINT' icon or by pressing the Shift+'F3' function key. This will bring the user to the File Maintenance Selector.

DRILL - The DRILL down inquiries are accessible by clicking on the 'DRILL' icon or by pressing the Shift+'F4' function key. This will bring the user to the Drill Down Inquiry menu.

EXECINQ - The Executive Inquiry is accessible by clicking on the 'EXECINQ' icon or by pressing the Shift+'F5' function key. This will bring the user to the Executive Inquiry.

CAPT OFF/CAPT ON - The CAPTURE OFF/CAPTURE ON toggle feature is available by clicking on the 'CAPT OFF' or 'CAPT ON' icon or by pressing the Shift+'F7' function key. This button will allow the user to enable or disable reports from being sent to Report Capture.

VIEW - The VIEW function is available by clicking on the 'VIEW' icon or by pressing the Shift+'F8' function key. This will bring the user to the Report Master - Report Summary screen, where the user can view, print, e-mail their reports.

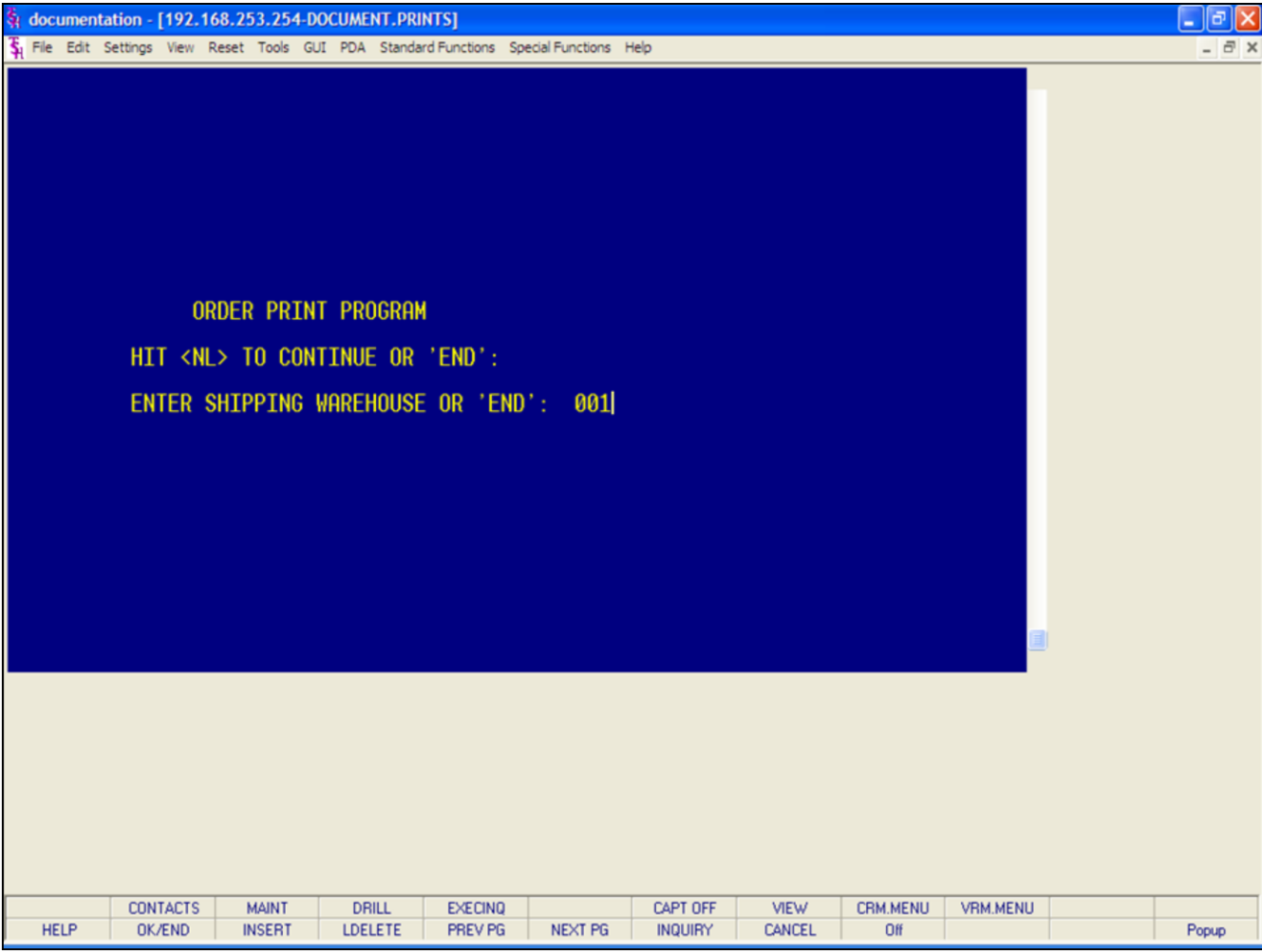
CRM.MENU - The CUSTOMER RELATIONSHIP PROGRAM is available by clicking on the 'CRM.MENU' icon or by pressing the Shift+'F9' function key. This will bring the user to the Customer Relationship Management Call System.

VRM.MENU - The VENDOR RELATIONSHIP PROGRAM is available by clicking on the 'VRM.MENU' icon or by pressing the Shift+'F10' function key. This will bring the user to the Vendor

Notes:

Relationship Management Call System.

Notes:



Order/Pick Slip Batch Print

Overview

This routine prints all releases not on credit hold that have not been printed. If Parameter(99) is set to "P", then the pick ticket will not be printed, since items on the release are on price hold.

After a pick ticket has been generated, it can only be reprinted by using the Pick Slip/Pack Slip Reprint Inquiry.

The picking documents will be sent to the print queue specified in the Warehouse file.

This program is usually run after the allocation program had been completed. The allocation and release processing programs are normally run in the end of day procedure. The order print program is then the first procedure ran, following the end of day procedure, to print the documents.

Operating Instructions

ORDER PRINT PROGRAM

HIT <NL> TO CONTINUE OR 'END'

Hit <ENTER> to run the print program or 'END' to return to the menu.

ENTER SHIPPING WAREHOUSE OR 'END':

Enter the warehouse number or 'END' to return to the menu.

The picking documents will then be generated.

Notes:

documentation - [192.168.253.254-ORDER.REPRINT010S1]

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

Order Reprint/Inquiry by Customer

Company#

Customer#

Range of Release#

Starting

Ending

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pick Slip/Pack Slip Reprint Inquiry Overview

This routine allows the user to reprint, fax, and/or e-mail pick tickets and packing lists.

There are 3 ways to display the Orders to reprint:

1. By customer number.
2. Inputting a range of release numbers.
2. Inputting the release number.

Notes:

documentation - [192.168.253.254-ORDER.REPRINT010S1]

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

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer# IDEAL

IDEAL DISTRIBUTION CO

10 CLIFTON BLVD.

CLIFTON NJ 07015

Range of Release#

Starting

Ending

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.	OE	01134807001	02/13/04	321324		1,880.00
2.	OE	01134806001	02/13/04	20-29421		2,874.50
3.	OE	01134805001	02/13/04	98233		145.00
4.	OE	01134795001	02/11/04	37413		36.24
5.	OE	01134794002	02/11/04	1324		6,555.57
6.	OE	01134794001	02/11/04	1324		6,555.57
7.	OE	01134793001	02/11/04	1		3,018.78
8.	OE	01134792001	02/11/04	6541324		2,040.70
9.	RE	01134769001	01/29/04	1244		326.08
10.	RE	01134645001	01/12/04	1		595.50

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pick Slip/Pack Slip Reprint Inquiry Operating Instructions By Customer Number

Company - 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.

Customer - Enter the specific customer 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 customer number and name.

From here a list of orders that can be reprinted are displayed.

You will need to select an Order to reprint.

To select an order using the mouse - Click on the actual order number. Or, you may click on the line number that the order is on, then click on the 'SELECT' icon to highlight order number. You may select multiple orders to reprint.

To select an order using the keyboard functions - Type the line number the order is on and hit <ENTER>. Once there, then hit the Shift+'F1' function key (labeled SELECT), this will highlight the order number and bring you down one line. Once done selecting orders to reprint, hit the 'F2' function key to return to the bottom of the screen.

Notes:

documentation - [192.168.253.254-ORDER.REPRINT010S1]

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

Order Reprint/Inquiry by Customer

Company#	01 THE SYSTEMS HOUSE		
Customer#	IDEAL	Range of	Release#
	IDEAL DISTRIBUTION CO	Starting	
	10 CLIFTON BLVD.	Ending	
	CLIFTON NJ 07015		

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.	OE	01134807001	02/13/04	321324		1,880.00
2.	OE	01134806001	02/13/04	20-29421		2,874.50
3.	OE	01134805001	02/13/04	98233		145.00
4.	OE	01134795001	02/11/04	37413		36.24
5.	OE	01134794002	02/11/04	1324		6,555.57
6.	OE	01134794001	02/11/04	1324		6,555.57
7.	OE	01134793001	02/11/04	1		3,018.78
8.	OE	01134792001	02/11/04	6541324		2,040.70
9.	RE	01134769001	01/29/04	1244		326.08
10.	RE	01134645001	01/12/04	1		595.50

Enter line number to toggle print on/off
 Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pick Slip/Pack Slip Reprint Inquiry

Operating Instructions

By Customer Number

To unselect an order using the mouse - Just click on the highlighted order you no longer want to reprint.

To unselect an order using the keyboard functions - Type the line number of the order you no longer want to reprint and hit <ENTER>. Then hit the Shift+'F2' function key (labeled UnSelect). Hit the 'F2' function key to return to the bottom of the screen.

To select all orders listed and reprint: Once the orders are listed, as shown in the example, click on the icon 'All On' or hit the Shift+'F5' function key. This will select all orders listed in the Inquiry to be reprinted.

To deselect all orders chosen to reprinted: To "unselect" orders that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift+'F6' function key.

After you have selected the order(s) to be reprinted:

Notes:

documentation - [192.168.253.254-ORDER.REPRINT010S1]

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

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE
 Customer# MAR Range of Release#
 MICHAEL MARCOMWITZ
 4360 KENNEDY B
 BROOKLYN

Line	Tnx	Order #	Order Amt
1.	OE	01131772001	2.49
2.	OE	01131766001	595.38
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Enter line number to toggle print on/off
 Enter Order# to Reprint: XXXXXXXXXXXX

Inquiry List

Settings Help

- Bypass Print
- Print Order
- Fax Order
- EMail Order
- Fax & Print
- EMail & Print

Add

OK Cancel

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pick Slip/Pack Slip Reprint Inquiry Operating Instructions By Customer Number

After you have selected the order(s) to be reprinted, click on the 'PRINT' icon. Your choices will be displayed:

Bypass Print - If selected the order(s) will not be reprinted.

Print - Click on 'Print Order' then click on 'OK'. Remember, if Report Capture is enabled, then the invoice will be sent there.

The following options are discussed on the following slides:

- Fax Order**
- Email Order**
- Fax & Print**
- Email & Print**

Notes:

documentation - [192.168.253.254-REPORT.MASTER.FAX012S1]

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

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

FAX Information Entry

1.FAX Phone Number 973-777-1483

2.Coversheet (Y/N) Y

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	ORD.01131772001	
8.Message		
9.Deliver to		
10.To Company	MICHAEL	

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

1 re

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

**Pick Slip/Pack Slip Reprint Inquiry
Operating Instructions
By Customer Number
Printing Options - FAX**

Click on 'FAX ORDER' then click on 'OK'.

Note: to Fax & Print an Invoice, you would follow the steps on this page.

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.

COVERSHEET 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 release 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.

Notes:

TYPE '0' AND HIT <ENTER>.

Notes:

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

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

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Email Information Entry

1.Email Address JOHN.SMITH@ABC.COM

2.Sender Address support@tshinc.com

3.Subject ORD.01131772001

4.Message

ORD.01131772001

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

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

8.					
9.					
10.					

1 record(s) selected to SELECT list #0.□□

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

**Pick Slip/Pack Slip Reprint Inquiry
Operating Instructions
By Customer Number
Printing Options - EMAIL**

Click on 'EMAIL ORDER' then click on 'OK'.
Note: to Email & Print an Order, you would follow the steps on this page.

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

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

Subject - The release number is referenced.

Message - The release and company information is referenced.

ENTER LINE# TO CHANGE OR END TO SEND EMAIL:

Enter line number to change or type 'END' OR '0' to send e-mail.

TYPE '0' AND HIT <ENTER>.

Notes:

documentation - [192.168.253.254-ORDER.REPRINT010S1]

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

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of Release#

Starting 01131766001

Ending 01131772001

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.	OE	01131772001	01/17/03	85021-211		2.49
2.	OE	01131766001	01/16/03	3214-447-22		595.38
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pick Slip/Pack Slip Reprint Inquiry Operating Instructions

By Range of Release Numbers

Company - 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.

Customer - Hit <ENTER> to bypass entry. The system will now forward you to the "Starting" prompt.

Range of Release#

Starting - Enter the starting release number you wish to reprint, then hit <ENTER>.

Ending - Enter the ending release number you wish to reprint, then hit <ENTER>.

The releases in that range will now be listed, as well as highlighted.

If you need to make any changes to releases that were selected:

To unselect an order using the mouse - Just click on the highlighted order you no longer want to reprint.

To unselect an order using the keyboard functions - Type the line number of the order you no longer want to reprint and hit <ENTER>. Then hit the Shift+'F2' function key (labeled UnSelect). Hit the 'F2' function key to return to the bottom of the screen.

Notes:

After you have selected the order(s) to be reprinted:

Notes:

documentation - [192.168.253.254-ORDER.REPRINT010S1]

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

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of Release#

Starting 01131766001

Ending 01131772001

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.	OE	01131772001	01/17/03	85021-211		2.49
2.	OE	01131766001	01/16/03	3214-447-22		595.38
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pick Slip/Pack Slip Reprint Inquiry Operating Instructions

By Range of Release Numbers
If any orders were unselected to be printed and you now wish to select all orders listed and reprint them: Once the orders are listed, as shown in the example, click on the icon 'All On' or hit the Shift+'F5' function key. This will select all orders listed in the Inquiry to be reprinted.

To deselect all orders chosen to be reprinted: To "unselect" orders that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift+'F6' function key.

After you have selected the order(s) to be reprinted:

Notes:

documentation - [192.168.253.254-ORDER.REPRINT010S1]

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

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of Release#

Line	Tnx	Order #	Order Amt
1.	OE	01131772001	2.49
2.	OE	01131766001	595.38
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Enter line number to toggle print on/off
Enter Order# to Reprint: XXXXXXXXXXXX

Inquiry List

Settings Help

- Bypass Print
- Print Order
- Fax Order
- EMail Order
- Fax & Print
- EMail & Print

Add

OK Cancel

Select	Un Select	Group On	Group Off	All on	All off	PRINT	CANCEL	Off	Popup
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY			

Pick Slip/Pack Slip Reprint Inquiry Operating Instructions

By Range of Release Numbers

After you have selected the order(s) to be reprinted, click on the 'PRINT' icon. Your choices will be displayed:

Bypass Print - If selected the order will not be reprinted.

Print - Click on 'Print Order' then click on 'OK'. Remember, if Report Capture is enabled, then the invoice will be sent there.

The following options are discussed on the following slides:

- Fax Order**
- Email Order**
- Fax & Print**
- Email & Print**

Notes:

documentation - [192.168.253.254-REPORT.MASTER.FAX012S1]

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

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

FAX Information Entry

1.FAX Phone Number 973-777-1483

2.Coversheet (Y/N) Y

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	ORD.01131772001	
8.Message		
9.Deliver to		
10.To Company	MICHAEL	

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

1 re

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

**Pick Slip/Pack Slip Reprint Inquiry
Operating Instructions
By Range of Release Numbers
Printing Options - FAX**

Click on 'FAX ORDER' then click on 'OK'.

Note: to Fax & Print an Invoice, you would follow the steps on this page.

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.

COVERSHEET 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 release 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 fax.

Notes:

ENTER '0' AND HIT <ENTER>.

Notes:

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

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

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Email Information Entry

1.Email Address JOHN.SMITH@ABC.COM

2.Sender Address support@tshinc.com

3.Subject ORD.01131772001

4.Message

ORD.01131772001

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

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

8.					
9.					
10.					

1 record(s) selected to SELECT list #0.□□

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

**Pick Slip/Pack Slip Reprint Inquiry
Operating Instructions
By Range of Release Numbers
Printing Options - EMAIL**

Click on 'EMAIL ORDER' then click on 'OK'.
Note: to Email & Print an Order, you would follow the steps on this page.

- Email Address** - The customer's e-mail address from the customer master file.
- Sender Address** - The company's pick ticket e-mail reply address.
- Subject** - The release number is referenced.
- Message** - The release and company information is referenced.

ENTER LINE# TO CHANGE OR END TO SEND EMAIL:
Enter line number to change or type 'END' OR '0' to send e-mail.
TYPE '0' AND HIT <ENTER>.

Notes:

documentation - [192.168.253.254-ORDER.REPRINT010S1]

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

Order Reprint/Inquiry by Customer

Company# 00

Customer#

Range of Release#

Starting

Ending

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Enter line number to toggle print on/off

Enter Order# to Reprint:

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pick Slip/Pack Slip Reprint Inquiry Operating Instructions

By Release Number
Company - Hit <ENTER> to bypass entry.

Starting- Hit <ENTER> to bypass entry.
The system will now forward you to the bottom of the screen.

Enter Order# to Reprint - Enter the release number in this field and hit <ENTER>.

Notes:

documentation - [192.168.253.254-ORDER.REPRINT010S1]

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

Order Reprint/Inquiry by Customer

Company# 00 []

Customer# []

Range of Release#

Starting []

Ending []

Line	Tnx	Order #	Order Dt	Customer	P/O Number	Order Amt
1.	OE	01131772001	01/17/03	85021-211		2.49
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pick Slip/Pack Slip Reprint Inquiry

Operating Instructions

By Release Number

The release number entered, if valid, will now be displayed. You may enter more than 1 release number to reprint.

If you need to make any changes to releases that were selected:

To unselect an order using the mouse - Just click on the highlighted order you no longer want to reprint.

To unselect an order using the keyboard functions - Type the line number of the order you no longer want to reprint and hit <ENTER>. Then hit the Shift+'F2' function key (labeled UnSelect). Hit the 'F2' function key to return to the bottom of the screen.

To select all orders listed and reprint: Once the orders are listed, as shown in the example, click on the icon 'All On' or hit the Shift+'F5' function key. This will select all orders listed in the Inquiry to be reprinted.

To deselect all orders chosen to reprinted: To "unselect" orders that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift+'F6' function key.

Notes:

documentation - [192.168.253.254-ORDER.REPRINT010S1]

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

Order Reprint/Inquiry by Customer

Company# 00

Customer#

Range of Release#

Line	Tnx	Order #	Order Amt
1.	OE	01131772001	2.49
2.	OE	01131766001	595.38
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Enter line number to toggle print on/off
Enter Order# to Reprint: XXXXXXXXXXXX

Inquiry List

Settings Help

- Bypass Print
- Print Order
- Fax Order
- EEmail Order
- Fax & Print
- EEmail & Print

Add

OK Cancel

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pick Slip/Pack Slip Reprint Inquiry

Operating Instructions

By Release Number

After you have selected the order(s) to be reprinted, click on the 'PRINT' icon. Your choices will be displayed:

Bypass Print - If selected the order will not be reprinted.

Print - Click on 'Print Order' then click on 'OK'. Remember, if Report Capture is enabled, then the invoice will be sent there.

The following options are discussed on the following slides:

Fax Order

Email Order

Fax & Print

Email & Print

Notes:

documentation - [192.168.253.254-REPORT.MASTER.FAX012S1]

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

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

FAX Information Entry

1.FAX Phone Number 973-777-1483

2.Coversheet (Y/N) Y

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	ORD.01131772001	
8.Message		
9.Deliver to		
10.To Company	MICHAEL	

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

1 re

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

**Pick Slip/Pack Slip Reprint Inquiry
Operating Instructions
By Release Numbers
Printing Options - FAX**

Click on 'FAX ORDER' then click on 'OK'.

Note: to Fax & Print an Invoice, you would follow the steps on this page.

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.

COVERSHEET 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 release 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.

Notes:

TYPE '0' AND HIT <ENTER>.

Notes:

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

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

Order Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Email Information Entry

1.Email Address JOHN.SMITH@ABC.COM

2.Sender Address support@tshinc.com

3.Subject ORD.01131772001

4.Message

ORD.01131772001

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

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

8.					
9.					
10.					

1 record(s) selected to SELECT list #0.□□

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

**Pick Slip/Pack Slip Reprint Inquiry
Operating Instructions
By Release Number
Printing Options - EMAIL**

Click on 'EMAIL ORDER' then click on 'OK'.

Note: to Email & Print an Order, you would follow the steps on this page.

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

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

Subject - The release number is referenced.

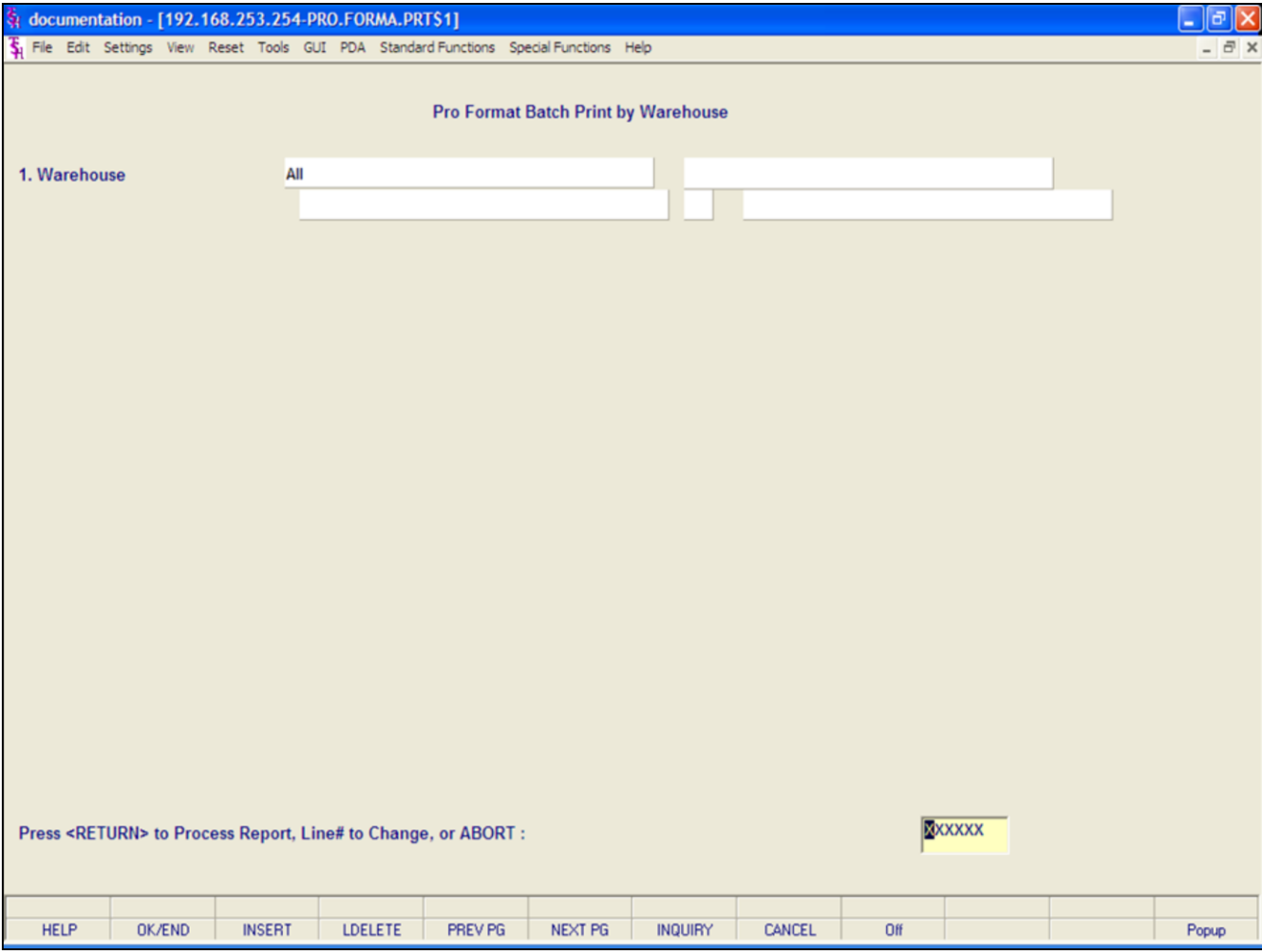
Message - The release and company information is referenced.

ENTER LINE# TO CHANGE OR END TO SEND EMAIL:

Enter line number to change or type 'END' OR '0' to send e-mail.

TYPE '0' AND HIT <ENTER>.

Notes:



Pro Forma Print Overview

This routine prints all Pro Forma's that have not been printed. After a Pro Forma has been generated, it can only be reprinted using the Pro Forma Reprint Inquiry. The picking documents will be sent to the print queue specified in the Warehouse file.

Operating Instructions Pro Forma Batch Print by Warehouse

Warehouse - Enter the warehouse options, select: **All Warehouses** - Hit <ENTER> to select all warehouses and hit <ENTER>.

Warehouse Range - Enter in the beginning and ending warehouse numbers, and hit <ENTER>.

Specific Warehouse - Enter the specific warehouse number and hit <ENTER>.

The picking documents will then be generated.

Notes:

documentation - [192.168.253.254-PROFORMA.REPRINT012\$1]

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer# IDEAL

IDEAL DISTRIBUTION CO

10 CLIFTON BLVD.

CLIFTON NJ 07015

Range of ProForma

Starting

Ending

Line	Tnx	Order #	Order Dt	Customer	P/O	Number	Order Amt
1.	OE	01100460	02/13/04				
2.	OE	01100418	08/05/03				
3.	OE	01100417	08/05/03				
4.	OE	01100415	07/03/03				
5.							
6.							
7.							
8.							
9.							
10.							

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pro Forma Reprint Inquiry Operating Instructions By Customer Number

Company - 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.

Customer - Enter the specific customer 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 customer number and name.

From here a list of orders that can be reprinted are displayed.

You will need to select a Pro Forma to reprint.

To select an order using the mouse - Click on the actual order number. Or, you may click on the line number that the order is on, then click on the 'SELECT' icon to highlight order number. You may select multiple orders to reprint.

To select an order using the keyboard functions - Type the line number the order is on and hit <ENTER>. Once there, then hit the Shift+'F1' function key (labeled SELECT), this will highlight the order number and bring you down one line. Once done selecting orders to reprint, hit the 'F2' function key to return to the bottom of the screen.

Notes:

documentation - [192.168.253.254-PROFORMA.REPRINT012\$1]

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer# IDEAL

IDEAL DISTRIBUTION CO

10 CLIFTON BLVD.

CLIFTON NJ 07015

Range of ProForma

Starting

Ending

Line	Tnx	Order #	Order Dt	Customer	P/O	Number	Order Amt
1.	OE	01100460	02/13/04				
2.	OE	01100418	08/05/03				
3.	OE	01100417	08/05/03				
4.	OE	01100415	07/03/03				
5.							
6.							
7.							
8.							
9.							
10.							

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pro Forma Reprint Inquiry

Operating Instructions

By Customer Number

To unselect an order using the mouse - Just click on the highlighted order you no longer want to reprint.

To unselect an order using the keyboard functions - Type the line number of the order you no longer want to reprint and hit <ENTER>. Then hit the Shift+'F2' function key (labeled UnSelect). Hit the 'F2' function key to return to the bottom of the screen.

To select all orders listed and reprint: Once the orders are listed, as shown in the example, click on the icon 'All On' or hit the Shift+'F5' function key. This will select all orders listed in the Inquiry to be reprinted.

To deselect all orders chosen to reprinted: To "unselect" orders that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift+'F6' function key.

After you have selected the order(s) to be reprinted:

Notes:

documentation - [172.168.233.234-PROFORMA.REPRINT(17251)]

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE
 Customer# IDEAL
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLV
 CLIFTON

Range of ProForma

Line	Tnx	Order #	Order Amt
1.	OE	01100460	
2.	OE	01100418	
3.	OE	01100417	
4.	OE	01100415	
5.			
6.			
7.			
8.			
9.			
10.			

Enter line number to toggle print on/off
 Enter Order# to Reprint: XXXXXXXXXXXX

Inquiry List

Settings Help

- Bypass Print
- Print PROFORMA
- Fax PROFORMA
- EMail PROFORMA
- Fax & Print
- EMail & Print

Add

OK Cancel

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pro Forma Reprint Inquiry Operating Instructions By Customer Number

After you have selected the order(s) to be reprinted, click on the 'PRINT' icon. Your choices will be displayed:

Bypass Print - If selected the order will not be reprinted.

Print - Click on 'PRINT PROFORMA' then click on 'OK'. Remember, if Report Capture is enabled, then the invoice will be sent there.

The following options are discussed on the following slides:

- Fax PROFORMA**
- Email PROFORMA**
- Fax & Print**
- Email & Print**

Notes:

documentation - [192.168.253.254-REPORT.MASTER.FAX012S1]

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

FAX Information Entry

1.FAX Phone Number 9737771483

2.Coversheet (Y/N) Y

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	PF.01100460	
8.Message		
9.Deliver to		
10.To Company	IDEAL	

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

1 re

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

**Pro Forma Reprint Inquiry
Operating Instructions
By Customer Number
Printing Options - FAX**

Click on 'FAX PROFORMA' then click on 'OK'.
Note: to Fax & Print an Invoice, you would follow the steps on this page.

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.

COVERSHEET 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 pro forma 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.

Notes:

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:

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

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Email Information Entry

1.Email Address johns.smith@abc.com

2.Sender Address support@tshinc.com

3.Subject PF.01100460

4.Message

PF.01100460

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

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

8.					
9.					
10.					

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

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

**Pro Forma Reprint Inquiry
Operating Instructions
By Customer Number
Printing Options - EMAIL**

Click on 'EMAIL PROFORMA' then click on 'OK'.
Note: to Email & Print a Pro Forma, you would follow the steps on this page.

- Email Address** - The customer's e-mail address from the customer master file.
- Sender Address** - The company's pick ticket e-mail reply address.
- Subject** - The pro forma number is referenced.
- Message** - The pro forma and company information is referenced.

ENTER LINE# TO CHANGE OR END TO SEND EMAIL:
Enter line number to change or type 'END' or '0' to send e-mail.
TYPE '0' AND HIT <ENTER>.

Notes:

documentation - [192.168.253.254-PROFORMA.REPRINT012\$1]

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of ProForma

Starting 01100415

Ending 01100418

Line	Tnx	Order #	Order Dt	Customer	P/O	Number	Order Amt
1.	OE	01100418	08/05/03				
2.	OE	01100417	08/05/03				
3.	OE	01100416	07/10/03				
4.	OE	01100415	07/03/03				
5.							
6.							
7.							
8.							
9.							
10.							

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pro Forma Reprint Inquiry Operating Instructions By Range of Release Numbers

Company - 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.

Customer - Hit <ENTER> to bypass entry. The system will now forward you to the "Starting" prompt.

Range of Release#

Starting - Enter the starting pro forma number you wish to reprint, then hit <ENTER>.

Ending - Enter the ending pro forma number you wish to reprint, then hit <ENTER>.

The pro forma's in that range will now be listed, as well as highlighted.

If you need to make any changes to pro forma that were selected:

To unselect an order using the mouse - Just click on the highlighted order you no longer want to reprint.

To unselect an order using the keyboard functions - Type the line number of the order you no longer want to reprint and hit <ENTER>. Then hit the Shift+'F2' function key (labeled UnSelect). Hit the 'F2' function key to return to the bottom of the screen.

Notes:

After you have selected the order(s) to be reprinted:

Notes:

documentation - [192.168.253.254-PROFORMA.REPRINT012\$1]

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of ProForma

Starting 01100415

Ending 01100418

Line	Tnx	Order #	Order Dt	Customer	P/O	Number	Order Amt
1.	OE	01100418	08/05/03				
2.	OE	01100417	08/05/03				
3.	OE	01100416	07/10/03				
4.	OE	01100415	07/03/03				
5.							
6.							
7.							
8.							
9.							
10.							

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Pro Forma Reprint Inquiry
Operating Instructions**

By Range of Release Numbers

To select all orders listed and reprint: Once the orders are listed, as shown in the example, click on the icon 'All On' or hit the Shift+'F5' function key. This will select all orders listed in the Inquiry to be reprinted.

To deselect all orders chosen to reprinted: To "unselect" orders that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift+'F6' function key.

After you have selected the order(s) to be reprinted:

Notes:

documentation - [192.168.253.254-PROFORMA.REPRINT012S1]

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of ProForma

Line	Tnx	Order #	ProForma	Order Amt
1.	OE	01100418	01100415	
2.	OE	01100417	01100418	
3.	OE	01100416		
4.	OE	01100415		
5.				
6.				
7.				
8.				
9.				
10.				

Enter line number to toggle print on/off
Enter Order# to Reprint: XXXXXXXXXXXX

Inquiry List

Settings Help

- Bypass Print
- Print PROFORMA
- Fax PROFORMA
- Email PROFORMA
- Fax & Print
- Email & Print

Add

OK Cancel

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pro Forma Reprint Inquiry Operating Instructions By Range of Pro Forma Numbers

After you have selected the order(s) to be reprinted, click on the 'PRINT' icon. Your choices will be displayed:

Bypass Print - If selected the order will not be reprinted.

Print - Click on 'PRINT PRO FORMA' then click on 'OK'. Remember, if Report Capture is enabled, then the pro forma will be sent there.

The following options are discussed on the following slides:

- Fax PROFORMA**
- Email PROFORMA**
- Fax & Print**
- Email & Print**

Notes:

documentation - [192.168.253.254-REPORT.MASTER.FAX012S1]

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

FAX Information Entry

1.FAX Phone Number 9737771483

2.Coversheet (Y/N) Y

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	PF.01100460	
8.Message		
9.Deliver to		
10.To Company	IDEAL	

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

1 re

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

**Pro Forma Reprint Inquiry
Operating Instructions
By Range of Pro Forma Numbers
Printing Options - FAX**

Click on 'FAX PROFORMA' then click on 'OK'.
Note: to Fax & Print a Pro Forma , you would follow the steps on this page.

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.

COVERSHEET 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 pro forma 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.

Notes:

TYPE '0' AND HIT <ENTER>.

Notes:

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

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Email Information Entry

1.Email Address johns.smith@abc.com

2.Sender Address support@tshinc.com

3.Subject PF.01100460

4.Message

PF.01100460

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

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

8.					
9.					
10.					

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

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

**Pro Forma Reprint Inquiry
Operating Instructions
By Range of Pro Forma Numbers
Printing Options - EMAIL**

Click on 'EMAIL PROFORMA' then click on 'OK'.
Note: to Email & Print a Pro Forma, you would follow the steps on this page.

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

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

Subject - The pro forma number is referenced.

Message - The pro forma 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:

documentation - [192.168.253.254-PROFORMA.REPRINT012\$1]

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

Proforma Reprint/Inquiry by Customer

Company# 00

Customer#

Range of ProForma

Starting

Ending

Line	Tnx	Order #	Order Dt	Customer	P/O	Number	Order Amt
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Enter line number to toggle print on/off

Enter Order# to Reprint:

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pro Forma Reprint Inquiry
Operating Instructions
By Pro Forma Number
Company - Hit <ENTER> to bypass entry.

Starting- Hit <ENTER> to bypass entry.
 The system will now forward you to the bottom of the screen.

Enter Order# to Reprint - Enter the pro forma number in this field and hit <ENTER>.

Notes:

documentation - [192.168.253.254-PROFORMA.REPRINT012\$1]

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

Proforma Reprint/Inquiry by Customer

Company# 00 []

Customer# []

Range of ProForma

Starting []

Ending []

Line	Tnx	Order #	Order Dt	Customer	P/O	Number	Order Amt
1.	OE	01100415	07/03/03				
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Enter line number to toggle print on/off

Enter Order# to Reprint: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Pro Forma Reprint Inquiry

Operating Instructions

By Pro Forma Number

The pro forma number entered, if valid, will now be displayed. You may enter more than 1 pro forma number to reprint.

If you need to make any changes to pro forma's that were selected:

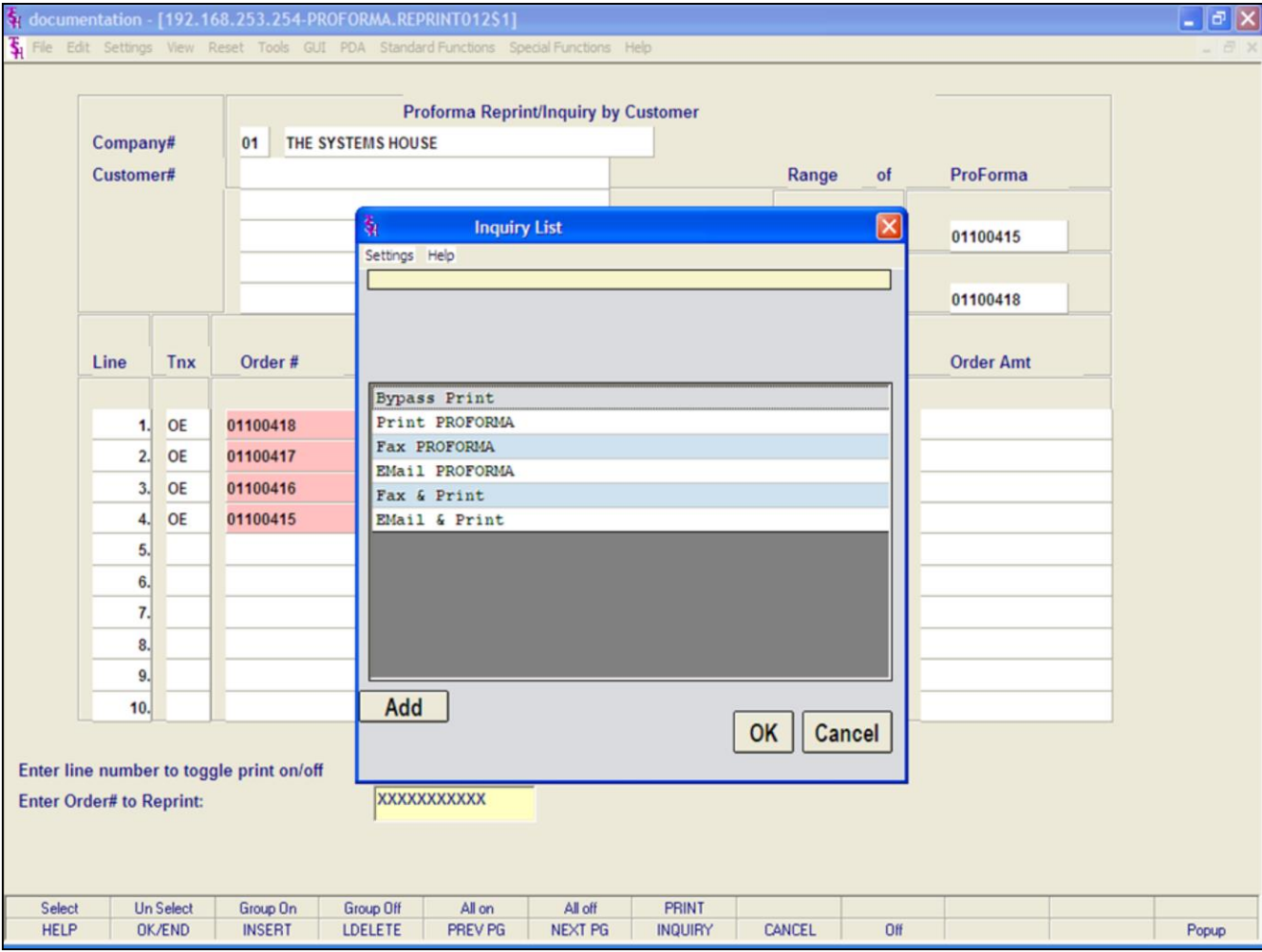
To unselect an order using the mouse - Just click on the highlighted order you no longer want to reprint.

To unselect an order using the keyboard functions - Type the line number of the order you no longer want to reprint and hit <ENTER>. Then hit the Shift+'F2' function key. Hit the 'F2' function key to return to the bottom of the screen.

To select all orders listed and reprint: Once the orders are listed, as shown in the example, click on the icon 'All On' or hit the Shift+'F5' function key. This will select all orders listed in the Inquiry to be reprinted.

To deselect all orders chosen to reprinted: To "unselect" orders that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift+'F6' function key.

Notes:



**Pro Forma Reprint Inquiry
Operating Instructions
By Pro Forma Number**

After you have selected the order(s) to be reprinted, click on the 'PRINT' icon. Your choices will be displayed:

Bypass Print - If selected the pro forma will not be reprinted.

Print - Click on 'PRINT PROFORMA' then click on 'OK'. Remember, if Report Capture is enabled, then the pro forma will be sent there.

The following options are discussed on the following slides:

- Fax PROFORMA**
- Email PROFORMA**
- Fax & Print**
- Email & Print**

Notes:

documentation - [192.168.253.254-REPORT.MASTER.FAX012S1]

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

FAX Information Entry

1.FAX Phone Number 9737771483

2.Coversheet (Y/N) Y

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	PF.01100460	
8.Message		
9.Deliver to		
10.To Company	IDEAL	

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

1 re

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

**Pro Forma Reprint Inquiry
Operating Instructions
By Pro Forma Numbers
Printing Options - FAX**

Click on 'FAX PROFORMA then click on 'OK'.

Note: to Fax & Print an Pro Forma, you would follow the steps on this page.

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.

COVERSHEET 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 pro forma 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.

Notes:

TYPE '0' AND HIT <ENTER>.

Notes:

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

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

Proforma Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Email Information Entry

1.Email Address johns.smith@abc.com

2.Sender Address support@tshinc.com

3.Subject PF.01100460

4.Message

PF.01100460

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

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

8.					
9.					
10.					

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

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

**Pro Forma Reprint Inquiry
Operating Instructions
By Pro Forma Number
Printing Options - EMAIL**

Click on 'EMAIL PROFORMA then click on 'OK'.
Note: to Email & Print a Pro Forma, you would follow the steps on this page.

- Email Address** - The customer's e-mail address from the customer master file.
- Sender Address** - The company's pick ticket e-mail reply address.
- Subject** - The pro forma number is referenced.
- Message** - The pro forma 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:

documentation - [192.168.253.254-INVOICE.REPRINT010\$1]

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

Invoice Reprint/Inquiry by Customer

Company#

Customer#

Range of Invoice# Release#

Starting

Ending

Line	Tnx	Invoice#	Release#	Inv Date	Customer	P/O Number	Invoice Amt
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Select Un Select Group On Group Off All on All off PRINT
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

Invoice Reprint Inquiry Overview

This routine allows the user to reprint, fax, and/or e-mail copies of invoices.

There are 3 ways to display the Invoices to reprint:

1. By customer number.
2. Inputting a range of invoice or release numbers.
2. Inputting the invoice number.

Notes:

documentation - [192.168.253.254-INVOICE.REPRINT010S1]

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer# IDEAL

IDEAL DISTRIBUTION CO

10 CLIFTON BLVD.

CLIFTON NJ 07015

Line	Tnx	Invoice#	Release#	Inv Date	Customer	P/O Number	Invoice Amt
1.	INV	01502196	01134323001	01/12/04	321-41821		460.00
2.	INV	01502178	01134542001	12/12/03	321324-114		86.70
3.	INV	01502177	01134540001	12/12/03	2347-4341		1,061.04
4.	INV	01502176	01134539001	12/12/03	3217-1442		171.22
5.	INV	01502175	01134532001	12/12/03	314-17182		23.74
6.	INV	01502167	01134466001	12/04/03	85246-641		62.03
7.	INV	01502164	01134435001	12/03/03	492-5402		62.03
8.	INV	01502140	01134187001	10/30/03	8561		197.50
9.	INV	01501904	01132609001	04/21/03	01		331.70
10.	INV	01501847	01132210001	02/28/03	1		166.73

Enter line number to toggle print on/off

Enter Tnx (INV,IV,C/M,C/V) Invoice# or Release# to re-print: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Invoice Reprint Inquiry Operating Instructions By Customer Number

Company - 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.

Customer - Enter the specific customer 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 customer number and name.

From here a list of invoices that can be reprinted are displayed.

You will need to select an Invoice to reprint.

To select an order using the mouse - Click on the actual invoice number. Or, you may click on the line number that the invoice is on, then click on the 'SELECT' icon to highlight invoice number. You may select multiple invoices to reprint.

To select an order using the keyboard functions - Type the line number the invoice is on and hit <ENTER>. Once there, then hit the Shift+'F1' function key (labeled SELECT), this will highlight the invoice number and bring you down one line. Once done selecting invoices to reprint, hit the 'F2' function key.

Notes:

documentation - [192.168.253.254-INVOICE.REPRINT010S1]

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE
 Customer# IDEAL
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON NJ 07015

Range of Invoice# Starting Ending Release#

Line	Tnx	Invoice#	Release#	Inv Date	Customer	P/O Number	Invoice	Amt
1.	INV	01502196	01134323001	01/12/04	321-41821			460.00
2.	INV	01502178	01134542001	12/12/03	321324-114			86.70
3.	INV	01502177	01134540001	12/12/03	2347-4341			1,061.04
4.	INV	01502176	01134539001	12/12/03	3217-1442			171.22
5.	INV	01502175	01134532001	12/12/03	314-17182			23.74
6.	INV	01502167	01134466001	12/04/03	85246-641			62.03
7.	INV	01502164	01134435001	12/03/03	492-5402			62.03
8.	INV	01502140	01134187001	10/30/03	8561			197.50
9.	INV	01501904	01132609001	04/21/03	01			331.70
10.	INV	01501847	01132210001	02/28/03	1			166.73

Enter line number to toggle print on/off
 Enter Tnx (INV,IV,C/M,C/V) Invoice# or Release# to re-print: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

Invoice Reprint Inquiry Operating Instructions By Customer Number

To unselect an invoice using the mouse - Just click on the highlighted invoice you no longer want to reprint.

To unselect an invoice using the keyboard functions - Type the line number of the invoice you no longer want to reprint and hit <ENTER>. Then hit the Shift+'F2' function key (labeled UnSelect). Hit the 'F2' function key to return to the bottom of the screen.

To select all invoice listed and reprint: Once the invoices are listed, as shown in the example, click on the icon 'All On' or hit the Shift+'F5' function key. This will select all invoices listed in the Inquiry to be reprinted.

To deselect all invoices chosen to reprinted: To "unselect" invoices that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift+'F6' function key.

After you have selected the invoice(s) to be reprinted:

Notes:

documentation - [192.168.253.254-INVOICE.REPRINT010S1]

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE
 Customer# IDEAL
 IDEAL DISTRIBUTION CO
 10 CLIFTON BLVD.
 CLIFTON

Range of Invoice# Release#

Line	Tnx	Invoice#	R	Invoice	Amt
1.	INV	01502196	011343		
2.	INV	01502178	011345		460.00
3.	INV	01502177	011345		86.70
4.	INV	01502176	011345		1,061.04
5.	INV	01502175	011345		171.22
6.	INV	01502167	011344		23.74
7.	INV	01502164	011344		62.03
8.	INV	01502140	011341		62.03
9.	INV	01501904	011326		197.50
10.	INV	01501847	011322		331.70
					166.73

Enter line number to toggle print on/off
 Enter Tnx (INV,IV,C/M,C/V) _Invoice# or Release# to re-print: XXXXXXXXXXXX

Select Un Select Group On Group Off All on All off PRINT
 HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

Inquiry List

Settings Help

- Bypass Print
- Print Invoice
- Fax Invoice
- Email Invoice
- Fax & Print
- Email & Print

Add OK Cancel

Invoice Reprint Inquiry Operating Instructions By Customer Number

After you have selected the invoice(s) to be reprinted, click on the 'PRINT' icon. Your choices will be displayed:

Bypass Print - If selected the invoice will not be reprinted.

Print - Click on 'Print Invoice' then click on 'OK'. Remember, if Report Capture is enabled, then the invoice will be sent there.

The following options are discussed on the following slides:

- Fax Invoice**
- Email Invoice**
- Fax & Print**
- Email & Print**

Notes:

documentation - [192.168.253.254-REPORT.MASTER.FAX012S1]

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

C

FAX Information Entry

1.FAX Phone Number 973-777-1483

2.Coversheet (Y/N) Y

L

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	INV.01502196	
8.Message		
9.Deliver to	RICHARD@GALVIN	
10.To Company	IDEAL DISTRIBUTION CO.	

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

1 re

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

**Invoice Reprint Inquiry
Operating Instructions
By Customer Number
Printing Options - FAX**

Click on 'FAX INVOICE' then click on 'OK'.
Note: to Fax & Print an Invoice, you would follow the steps on this page.

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.

COVERSHEET 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.

Notes:

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:

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

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

C

Email Information Entry

1.Email Address john.smith@ideal.com

2.Sender Address support@tshinc.com

3.Subject INV.01502196

L

4.Message

INV.01502196

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

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

						Amt
8.	INV	01502140	01134187001	10/30/03	8561	197.50
9.	INV	01501904	01132609001	04/21/03	01	331.70
10.	INV	01501847	01132210001	02/28/03	1	166.73

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

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

**Invoice Reprint Inquiry
Operating Instructions
By Customer Number
Printing Options - EMAIL**

Click on 'EMAIL INVOICE' then click on 'OK'.
Note: to Email & Print an Invoice, you would follow the steps on this page.

- Email Address** - The customer's e-mail address from the customer master file.
- Sender Address** - The company's invoice ticket 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' or '0' to send e-mail.

Notes:

documentation - [192.168.253.254-INVOICE.REPRINT010S1]

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of Invoice# Release#

Starting 01502175

Ending 01502178

Line	Tnx	Invoice#	Release#	Inv Date	Customer	P/O Number	Invoice	Amt
1.	IV	01502175	01134533001	12/12/03	314-17182			-23.74
2.	INV	01502175	01134532001	12/12/03	314-17182			23.74
3.	INV	01502176	01134539001	12/12/03	3217-1442			171.22
4.	INV	01502177	01134540001	12/12/03	2347-4341			1,061.04
5.	INV	01502178	01134542001	12/12/03	321324-114			86.70
6.								
7.								
8.								
9.								
10.								

Enter line number to toggle print on/off

Enter Tnx (INV,IV,C/M,C/V) Invoice# or Release# to re-print: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Invoice Reprint Inquiry Operating Instructions

By Range of Invoice or Release Numbers

Company - 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.

Customer - Hit <ENTER> to bypass entry. The system will now forward you to the "Starting" prompt.

Range of Invoice#

Starting - Enter the starting invoice number you wish to reprint, then hit <ENTER>.

Ending - Enter the ending invoice number you wish to reprint, then hit <ENTER>.

The invoices in that range will now be listed, as well as highlighted.

Notes:

documentation - [192.168.253.254-INVOICE.REPRINT010\$1]

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of Invoice#

Starting 01502175

Ending 01502178

Line	Tnx	Invoice#	Release#	Inv Date	Customer	P/O Number	Invoice Amt
1.	IV	01502175	01134533001	12/12/03	314-17182		-23.74
2.	INV	01502175	01134532001	12/12/03	314-17182		23.74
3.	INV	01502176	01134539001	12/12/03	3217-1442		171.22
4.	INV	01502177	01134540001	12/12/03	2347-4341		1,061.04
5.	INV	01502178	01134542001	12/12/03	321324-114		86.70
6.							
7.							
8.							
9.							
10.							

Enter line number to toggle print on/off

Enter Tnx (INV,IV,C/M,C/V) Invoice# or Release# to re-print: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Invoice Reprint Inquiry
Operating Instructions
By Range of Invoice or Release Numbers

If you did not choose to use the Invoice range, you may also choose to select a range of release numbers.

Range of Release#

Starting - Enter the starting release number you wish to reprint, then hit <ENTER>.

Ending - Enter the ending release number you wish to reprint, then hit <ENTER>.

The releases in that range will now be listed, as well as highlighted.

If you need to make any changes to releases that were selected:

To unselect an invoice using the mouse - Just click on the highlighted invoice you no longer want to reprint.

To unselect an invoice using the keyboard functions - Type the line number of the invoice you no longer want to reprint and hit <ENTER>. Then hit the Shift+'F2' function key. Hit the 'F2' function key to return to the bottom of the screen.

After you have selected the invoice(s) to be reprinted:

Notes:

documentation - [192.168.253.254-INVOICE.REPRINT010S1]

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of Invoice# Release#

Starting 01502175

Ending 01502178

Line	Tnx	Invoice#	Release#	Inv Date	Customer	P/O Number	Invoice	Amt
1.	IV	01502175	01134533001	12/12/03	314-17182			-23.74
2.	INV	01502175	01134532001	12/12/03	314-17182			23.74
3.	INV	01502176	01134539001	12/12/03	3217-1442			171.22
4.	INV	01502177	01134540001	12/12/03	2347-4341			1,061.04
5.	INV	01502178	01134542001	12/12/03	321324-114			86.70
6.								
7.								
8.								
9.								
10.								

Enter line number to toggle print on/off

Enter Tnx (INV,IV,C/M,C/V) Invoice# or Release# to re-print: XXXXXXXXXXXX

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Invoice Reprint Inquiry
Operating Instructions**

By Range of Release Numbers

To select all invoices listed and reprint: Once the invoices are listed, as shown in the example, click on the icon 'All On' or hit the Shift+'F5' function key. This will select all invoices listed in the Inquiry to be reprinted.

To deselect all invoices chosen to reprinted: To "unselect" invoices that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift+'F6' function key.

After you have selected the invoice(s) to be reprinted:

Notes:

documentation - [192.168.253.254-INVOICE.REPRINT010S1]

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

Customer#

Range of Invoice# Release#

Line	Tnx	Invoice#	R	Invoice	Amt
1.	IV	01502175	011345		
2.	INV	01502175	011345		-23.74
3.	INV	01502176	011345		23.74
4.	INV	01502177	011345		171.22
5.	INV	01502178	011345		1,061.04
6.					86.70
7.					
8.					
9.					
10.					

Enter line number to toggle print on/off
Enter Tnx (INV,IV,C/M,C/V) Invoice# or Release# to re-print: XXXXXXXXXXXX

Select Un Select Group On Group Off All on All off PRINT
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

Inquiry List

Settings Help

- Bypass Print
- Print Invoice
- Fax Invoice
- Email Invoice
- Fax & Print
- Email & Print

Add

OK Cancel

**Invoice Reprint Inquiry
Operating Instructions**

By Range of Invoice or Release Numbers

After you have selected the invoice(s) to be reprinted, click on the **'PRINT'** icon. Your choices will be displayed:

Bypass Print - If selected the invoice will not be reprinted.

Print - Click on **'Print Invoice'** then click on **'OK'**. Remember, if Report Capture is enabled, then the invoice will be sent there.

The following options are discussed on the following slides:

- Fax Invoice**
- Email Invoice**
- Fax & Print**
- Email & Print**

Notes:

documentation - [192.168.253.254-REPORT.MASTER.FAX012S1]

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

C

FAX Information Entry

1.FAX Phone Number 973-777-1483

2.Coversheet (Y/N) Y

L

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	INV.01502196	
8.Message		
9.Deliver to	RICHARD@GALVIN	
10.To Company	IDEAL DISTRIBUTION CO.	

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

1 re

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

**Invoice Reprint Inquiry
Operating Instructions
By Range of Invoice or Release Numbers
Printing Options - FAX**

Click on 'FAX INVOICE' then click on 'OK'.
Note: to Fax & Print an Invoice, you would follow the steps on this page.

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.

COVERSHEET 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.

Notes:

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:

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

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

C

Email Information Entry

1.Email Address john.smith@ideal.com

2.Sender Address support@tshinc.com

3.Subject INV.01502196

L

4.Message

INV.01502196

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

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

						Amt
8.	INV	01502140	01134187001	10/30/03	8561	197.50
9.	INV	01501904	01132609001	04/21/03	01	331.70
10.	INV	01501847	01132210001	02/28/03	1	166.73

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

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

**Invoice Reprint Inquiry
Operating Instructions
By Range of Invoice or Release Numbers
Printing Options - EMAIL**

Click on 'EMAIL INVOICE' then click on 'OK'.
Note: to Email & Print an Invoice, you would follow the steps on this page.

- Email 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' or '0' to send e-mail.

Notes:

documentation - [192.168.253.254-INVOICE.REPRINT010\$1]

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

Invoice Reprint/Inquiry by Customer

Company# 00 []

Customer# []

Range of Invoice# Release#

Starting [] []

Ending [] []

Line	Tnx	Invoice#	Release#	Inv Date	Customer	P/O Number	Invoice Amt
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Enter line number to toggle print on/off

Enter Tnx (INV,I/V,C/M,C/V)_Invoice# or Release# to re-print: [INV01502178]

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

**Invoice Reprint Inquiry
Operating Instructions
By Invoice Number**

Company - Hit <ENTER> to bypass entry.

Starting- Hit <ENTER> to bypass entry.
The system will now forward you to the bottom of the screen.

Enter line number to toggle print on/off
Enter Tnx (INV, I/V, C/M, C/V)_Invoice# or Release# to re-print - Enter the transaction type, INV = Invoice, I/V = Invoice Void, C/M = Credit Memo, and C/V = Credit Memo Void, followed by the invoice number. You may also enter a release number in this field. Then hit <ENTER>.

Notes:

documentation - [192.168.253.254-INVOICE.REPRINT010S1]

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

Invoice Reprint/Inquiry by Customer

Company# 00 []

Customer# []

Range of Invoice# Release#

Starting [] []

Ending [] []

Line	Tnx	Invoice#	Release#	Inv Date	Customer	P/O Number	Invoice Amt
1.	INV	01502178	01134542001	12/12/03	321324-114		86.70
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Enter line number to toggle print on/off

Enter Tnx (INV,IV,C/M,C/V) Invoice# or Release# to re-print: [XXXXXXXXXX]

Select	Un Select	Group On	Group Off	All on	All off	PRINT				
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Invoice Reprint Inquiry Operating Instructions

By Invoice or Release Number

The invoice number entered, if valid, will now be displayed. You may enter more than 1 invoice number or release number to reprint.

If you need to make any changes to releases that were selected:

To unselect an invoice using the mouse - Just click on the highlighted invoice you no longer want to reprint.

To unselect an invoice using the keyboard functions - Type the line number of the invoice you no longer want to reprint and hit <ENTER>. Then hit the Shift+'F2' function key (labeled UnSelect). Hit the 'F2' function key to return to the bottom of the screen.

To select all invoice listed and reprint: Once the invoices are listed, as shown in the example, click on the icon 'All On' or hit the Shift+'F5' function key. This will select all invoices listed in the Inquiry to be reprinted.

To deselect all invoice chosen to reprinted: To "unselect" invoices that were previously selected to be reprinted, click on the icon 'All Off' or hit the Shift+'F6' function key.

Notes:

documentation - [192.168.253.254-INVOICE.REPRINT010S1]

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

Invoice Reprint/Inquiry by Customer

Company# 00

Customer#

Range of Invoice#

Release#

Line	Tnx	Invoice#	R	Invoice	Amt
1.	INV	01502178	011345		86.70
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Enter line number to toggle print on/off

Enter Tnx (INV,IV,C/M,C/V) Invoice# or Release# to re-print: XXXXXXXXXXXX

Select Un Select Group On Group Off All on All off PRINT
HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off Popup

Inquiry List

Settings Help

- Bypass Print
- Print Invoice
- Fax Invoice
- Email Invoice
- Fax & Print
- Email & Print

Add

OK Cancel

Invoice Reprint Inquiry Operating Instructions

By Invoice or Release Number

After you have selected the invoice(s) to be reprinted, click on the 'PRINT' icon. Your choices will be displayed:

Bypass Print - If selected the invoice will not be reprinted.

Print - Click on 'Print Invoice' then click on 'OK'. Remember, if Report Capture is enabled, then the invoice will be sent there.

The following options are discussed on the following slides:

- Fax Invoice**
- Email Invoice**
- Fax & Print**
- Email & Print**

Notes:

documentation - [192.168.253.254-REPORT.MASTER.FAX012S1]

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

C

FAX Information Entry

1.FAX Phone Number 973-777-1483

2.Coversheet (Y/N) Y

L

	COVERSHEET	INFORMATION
3.Company Name	THE SYSTEMS HOUSE	
4.Sender Name	SY FERTIG	
5.Sender Phone	201-777-8050	
6.Sender Fax	973-777-3063	
7.Subject	INV.01502196	
8.Message		
9.Deliver to	RICHARD@GALVIN	
10.To Company	IDEAL DISTRIBUTION CO.	

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

1 re

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

**Invoice Reprint Inquiry
Operating Instructions
By Invoice or Release Numbers
Printing Options - FAX**

Click on 'FAX ORDER' then click on 'OK'.

Note: to Fax & Print an Invoice, you would follow the steps on this page.

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.

COVERSHEET 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.

Notes:

TYPE '0' AND HIT <ENTER>.

Notes:

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

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

Invoice Reprint/Inquiry by Customer

Company# 01 THE SYSTEMS HOUSE

C

Email Information Entry

1.Email Address john.smith@ideal.com

2.Sender Address support@tshinc.com

3.Subject INV.01502196

L

4.Message

INV.01502196

THE SYSTEMS HOUSE

1033 ROUTE 46 EAST

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

						Amt
8.	INV	01502140	01134187001	10/30/03	8561	197.50
9.	INV	01501904	01132609001	04/21/03	01	331.70
10.	INV	01501847	01132210001	02/28/03	1	166.73

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

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

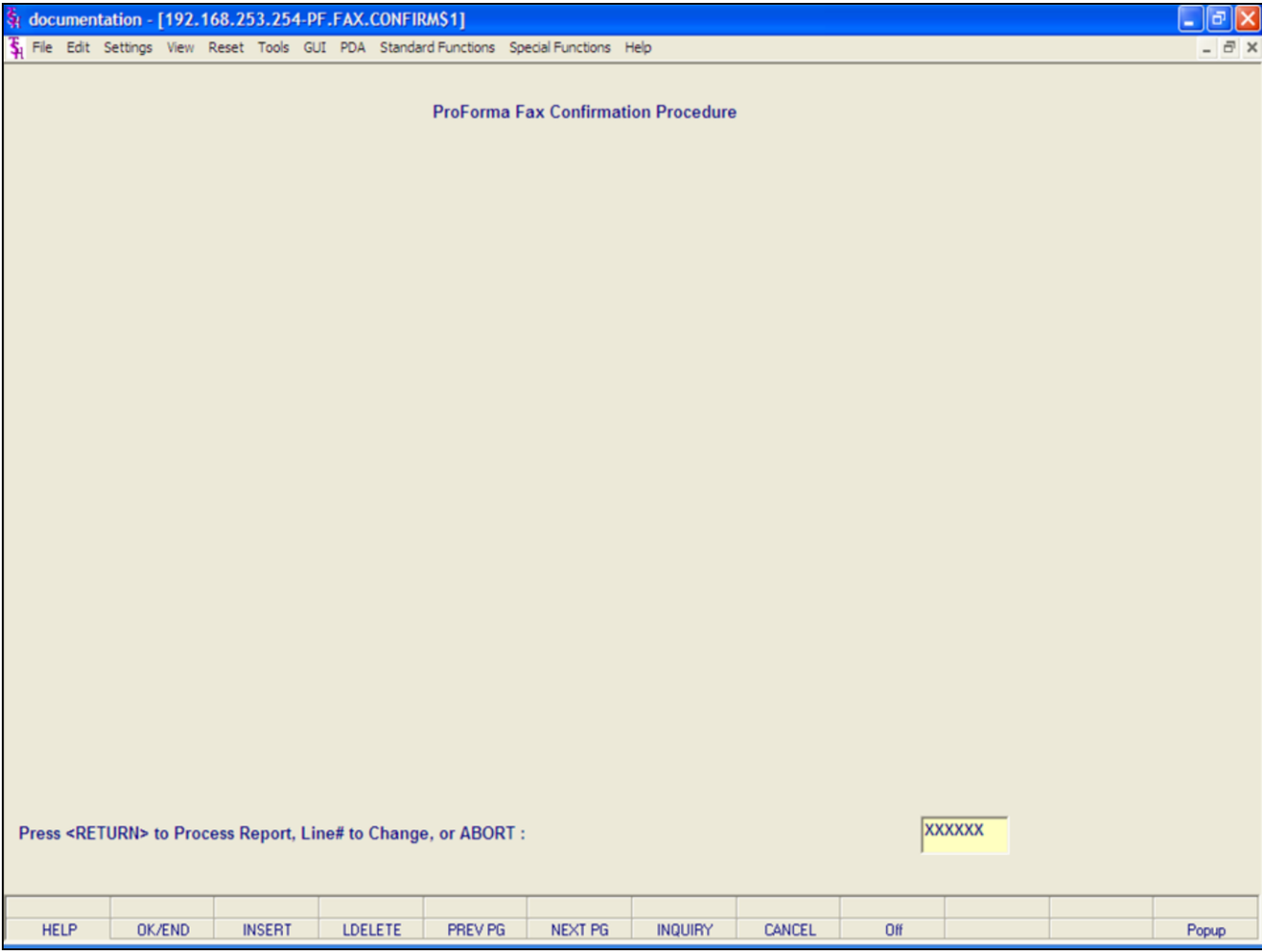
**Invoice Reprint Inquiry
Operating Instructions
By Release Number
Printing Options - EMAIL**

Click on 'EMAIL ORDER' then click on 'OK'.
Note: to Email & Print an Invoice, you would follow the steps on this page.

- Email 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:



Pro Forma Fax Confirmation Report

The Pro Forma Fax Confirmation Report, when ran, produces a report that displays the status of Pro Forma's that were faxed.

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

Hit <ENTER> to process the report. Remember, if Report Capture is enabled, the report will be sent there.

Notes:

Pro Forma Fax Confirmation Report



Pro Forma Fax Confirmation Report

The Pro Forma Fax Confirmation report displays the status of pro forma's that were faxed.

The report lists the pro forma number, date and time sent, the status, and the fax number.

If any errors are generated, a second report titled, Pro Forma Fax Error Report will have data inside it.

PROFORMA FAX TRANSMISSION CONFIRMATION REPORT

RUN 06 Apr 2004 TIME 04:47:26pm 06 Apr 2004 PAGE 1

ORD NUMBER TIME SENT..... DATE SENT STATUS... FAX PHONE...

PF.0110046 04:32:14pm 04/05/04 OK 973-777-1483

0

1 records listed.

MDS Order Entry Training Guide

Notes:



Invoice Fax Confirmation Report

The Invoice Fax Confirmation Report, when ran, produces a report that displays the status of Invoices that were faxed.

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

Hit <ENTER> to process the report. Remember, if Report Capture is enabled, the report will be sent there.

Notes:

Invoice Fax Confirmation Report



Invoice Fax Confirmation Report

The Invoice Fax Confirmation report displays the status of invoice's that were faxed.

The report lists the invoice number, date and time sent, the status, and the fax number.

If any errors are generated, a second report titled, Invoice Fax Error Report will have data inside it.

INVOICE FAX TRANSMISSION CONFIRMATION REPORT

RUN 06 Apr 2004 TIME 05:10:18pm 06 Apr 2004 PAGE 1

ORD NUMBER TIME SENT..... DATE SENT STATUS... FAX PHONE...

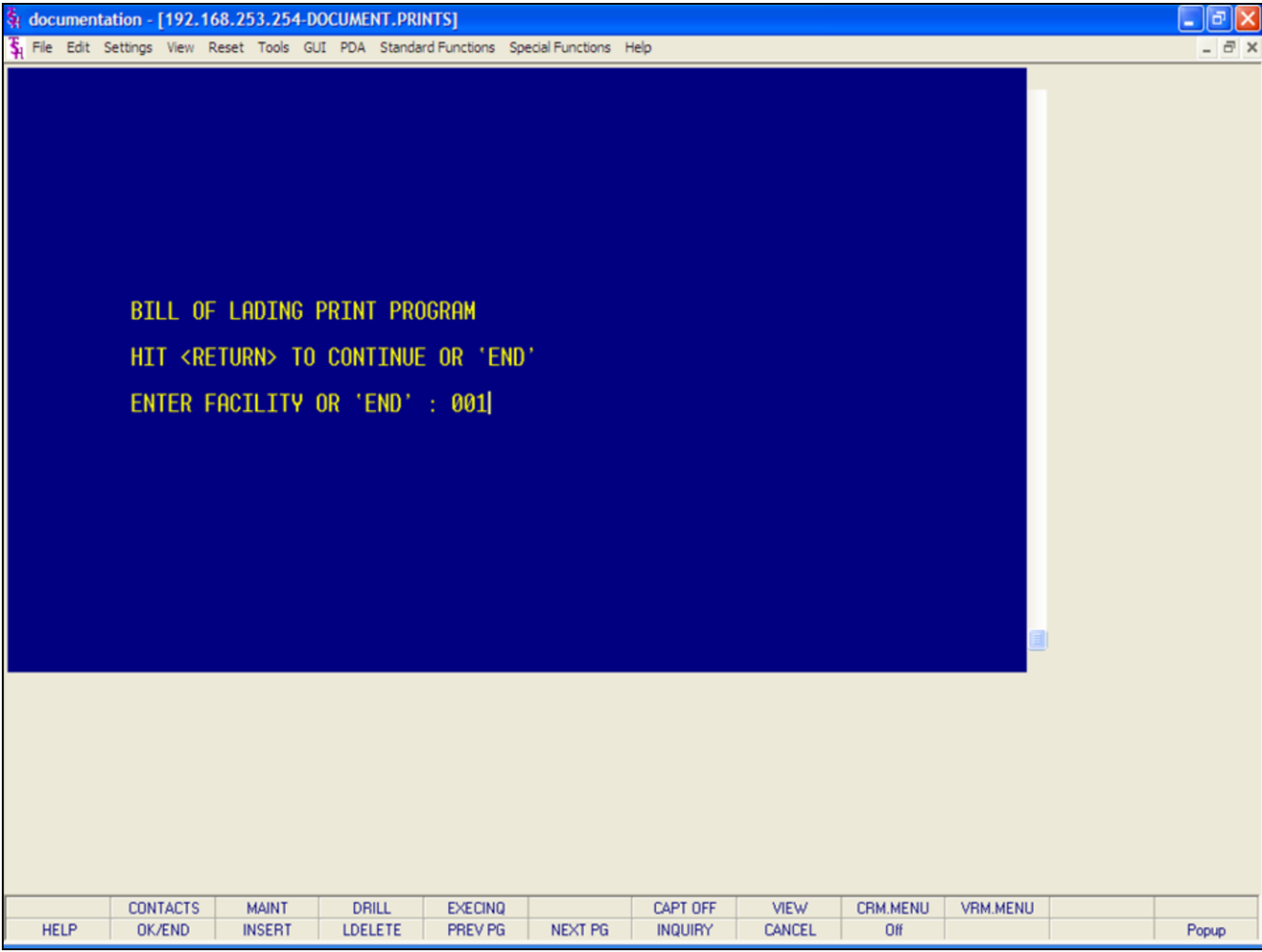
INV. 015021 05:08:26pm 04/06/04 OK 973-777-1483

96

1 records listed.

MDS Order Entry Training Guide

Notes:



Bill of Lading Print

The Bill of Lading Print Program prints all Bill of Lading's that's have not yet been printed.

Operating Instructions

BILL OF LADING PRINT PROGRAM

HIT <RETURN> TO CONTINUE OR 'END':

Hit <ENTER> to begin reprint program or type 'END' and hit <ENTER> to return to the menu.

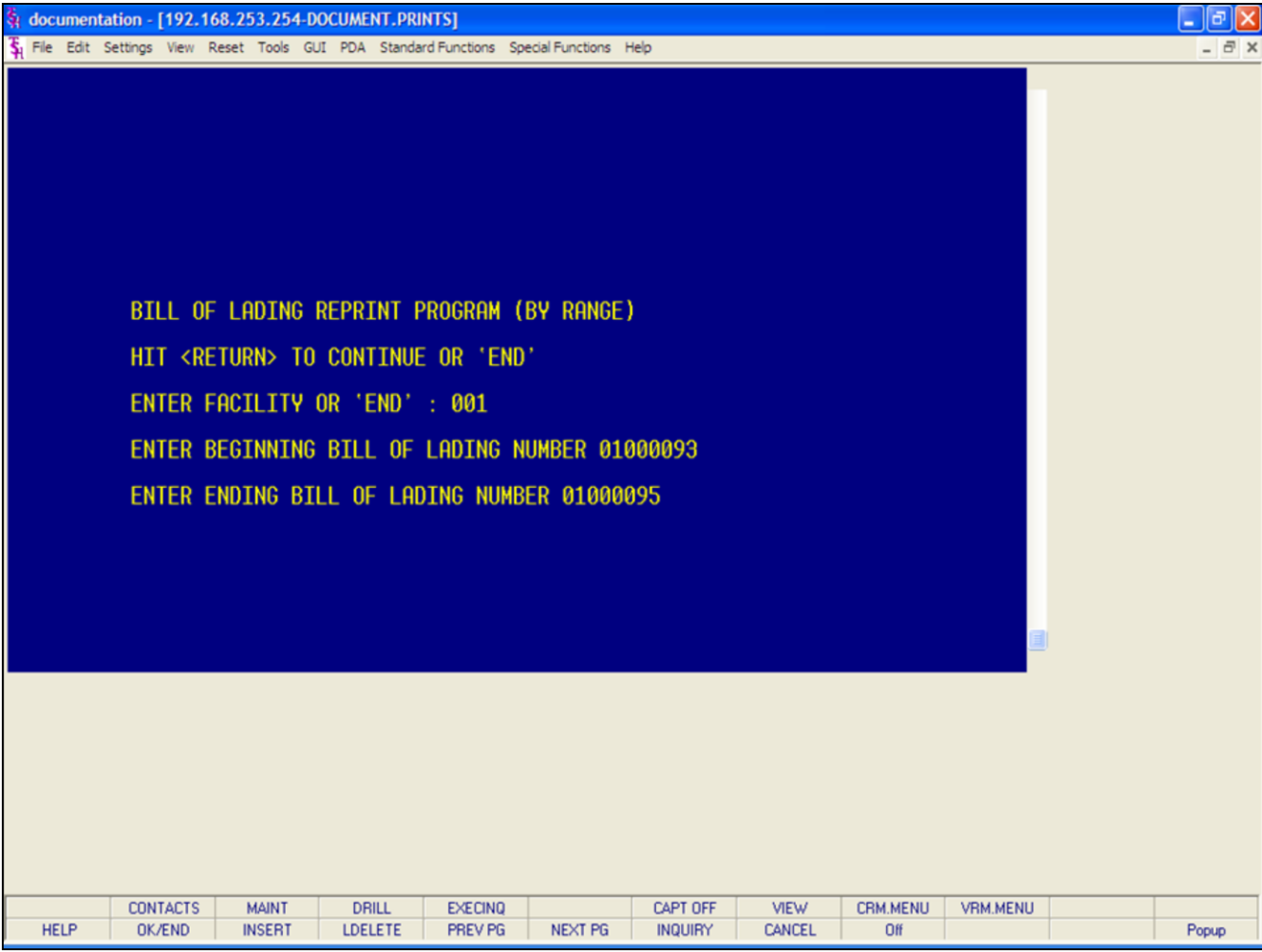
ENTER FACILITY OR 'END':

Enter the warehouse number.

The program now selects all Bill of Ladings that haven't been printed.

The Bill of Ladings selected will now be sent to the print queue specified in the Warehouse file.

Notes:



Bill of Lading Reprint by Range

This reprint program will allow the user to reprint a range of bill of lading's.

Operating Instructions

BILL OF LADING REPRINT PROGRAM (BY RANGE)

HIT <RETURN> TO CONTINUE OR 'END':

Hit <ENTER> to begin reprint program or type 'END' and hit <ENTER> to return to the menu.

ENTER FACILITY OR 'END':

Enter the warehouse number.

ENTER BEGINNING BILL OF LADING NUMBER

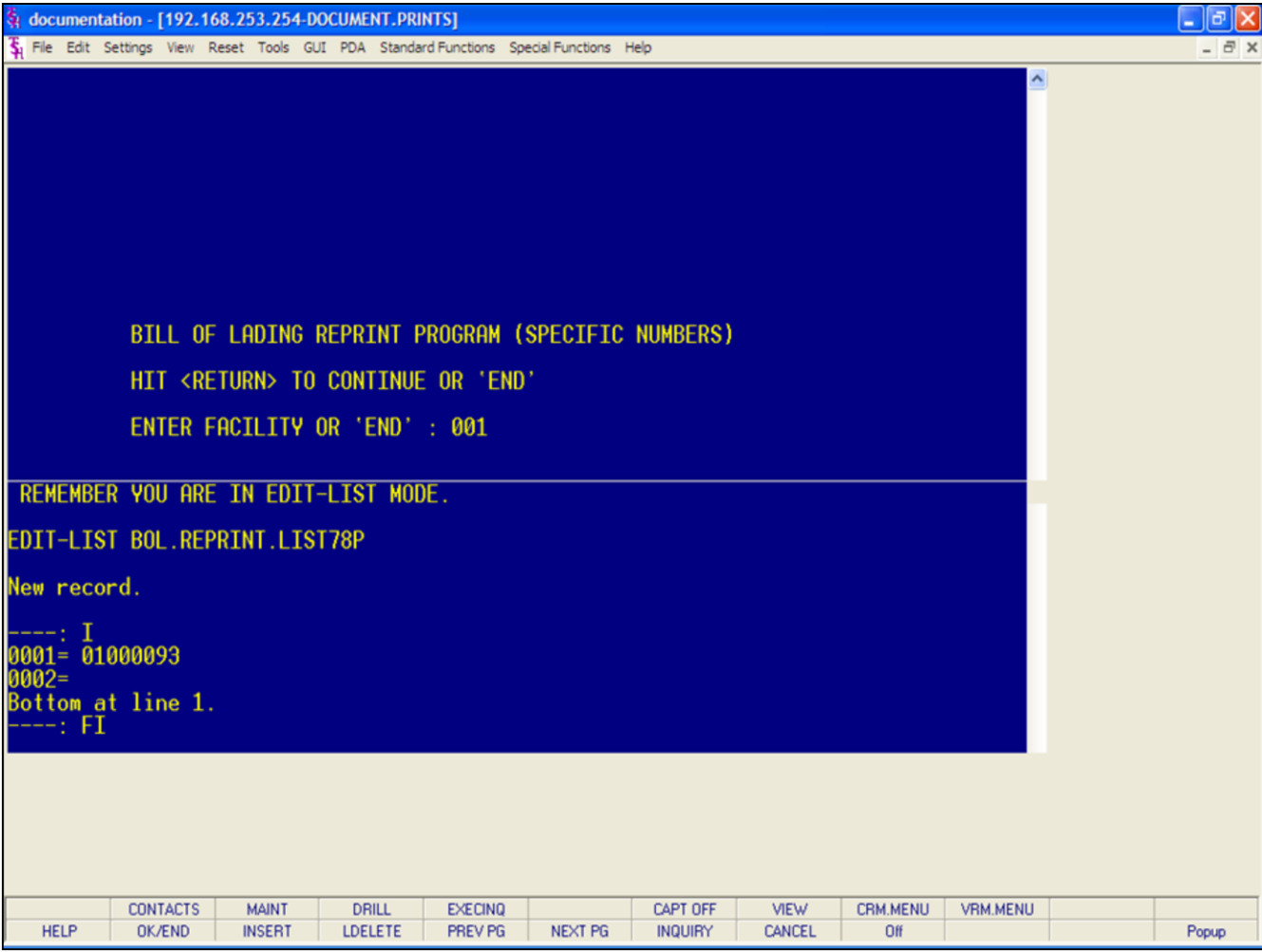
- Enter the beginning bill of lading number to reprint, then hit <ENTER>.

ENTER ENDING BILL OF LADING NUMBER -

Enter the ending bill of lading number to reprint, then hit <ENTER>.

The Bill of Ladings selected will now be reprinted to the print queue specified in the Warehouse file.

Notes:



Bill of Lading Reprint By Specific Number

This reprint program will allow the user to reprint specific bill of lading's.

Operating Instructions

BILL OF LADING REPRINT PROGRAM (SPECIFIC NUMBERS)

HIT <RETURN> TO CONTINUE OR 'END':

Hit <ENTER> to begin reprint program or type 'END' and hit <ENTER> to return to the menu.

ENTER FACILITY OR 'END':

Enter the warehouse number.

REMEMBER YOU ARE IN EDIT-LIST MODE.

EDIT-LIST BOL.REPRINT.LIST

New record.

----= Type 'I' and hit <ENTER>.

0001= Enter the first Bill of Lading number to reprint, then hit <ENTER>.

0002= Enter the next, if any, Bill of Lading number to reprint, then hit <ENTER>. Continue entering Bill of Lading numbers, then when completed hit <ENTER>. You will be at the prompt:

Bottom of line 1 (or the last line a Bill of Lading was entered on).

----: Type 'FI' and hit <ENTER>.

The Bill of Ladings selected will now be reprinted to the print queue specified in the Warehouse file.

Notes:

documentation - [192.168.253.254-FRT.AUDIT.MAINT010S1]

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

FREIGHT AUDIT MAINTENANCE

License/Release 01132230001*01

1.Release No 01132230001

Ship SAME Ship to Zone 001

Address Department No

Release Pur Ord# 1

Release Value 300.00

Relse Ship Mth 01

2.Update Ship Mth

3.Cartn Weight 3.5

4.Cartn Freight 7.46

5.Cartn COD 0.00

6.Cartn Insurance 1.50

7.Tracking No Z91134475211114

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

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

Freight Audit Maintenance Overview

This maintenance allows the operator to maintain specific freight audit records.

Notes:

documentation - [192.168.253.254-DET.REL.BOX.MAINT012\$1]

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

Box Freight Detail Maintenance

Release# 01133458001

Customer 01133458001

ST. MARYS MEDICAL CENTER

2600 CORPORATE AVENUE

RYE 17

Ship-To R

ST. MARYS MEDICAL CENTER

2600 CORPORATE AVENUE

RYE NY 17563

Ln#	Box Weight	Box Charge	-----Tracking Number-----	Box Date
1	1.00	14.75	1Z0678860140192928	06/20/03
2	NNNNNNNN			
3				
4				
5				

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

Box Freight Maintenance

This maintenance gives the user the ability to add additional shipping information to a release.

Release# - Enter the release number and hit <ENTER>.

The customer's information is displayed. The system will then take you to the '**BOX WEIGHT**' field.

Box Weight - Enter the weight of the box.

Box Charge - Enter the shipping charge for this box.

Tracking Number - Enter the tracking number

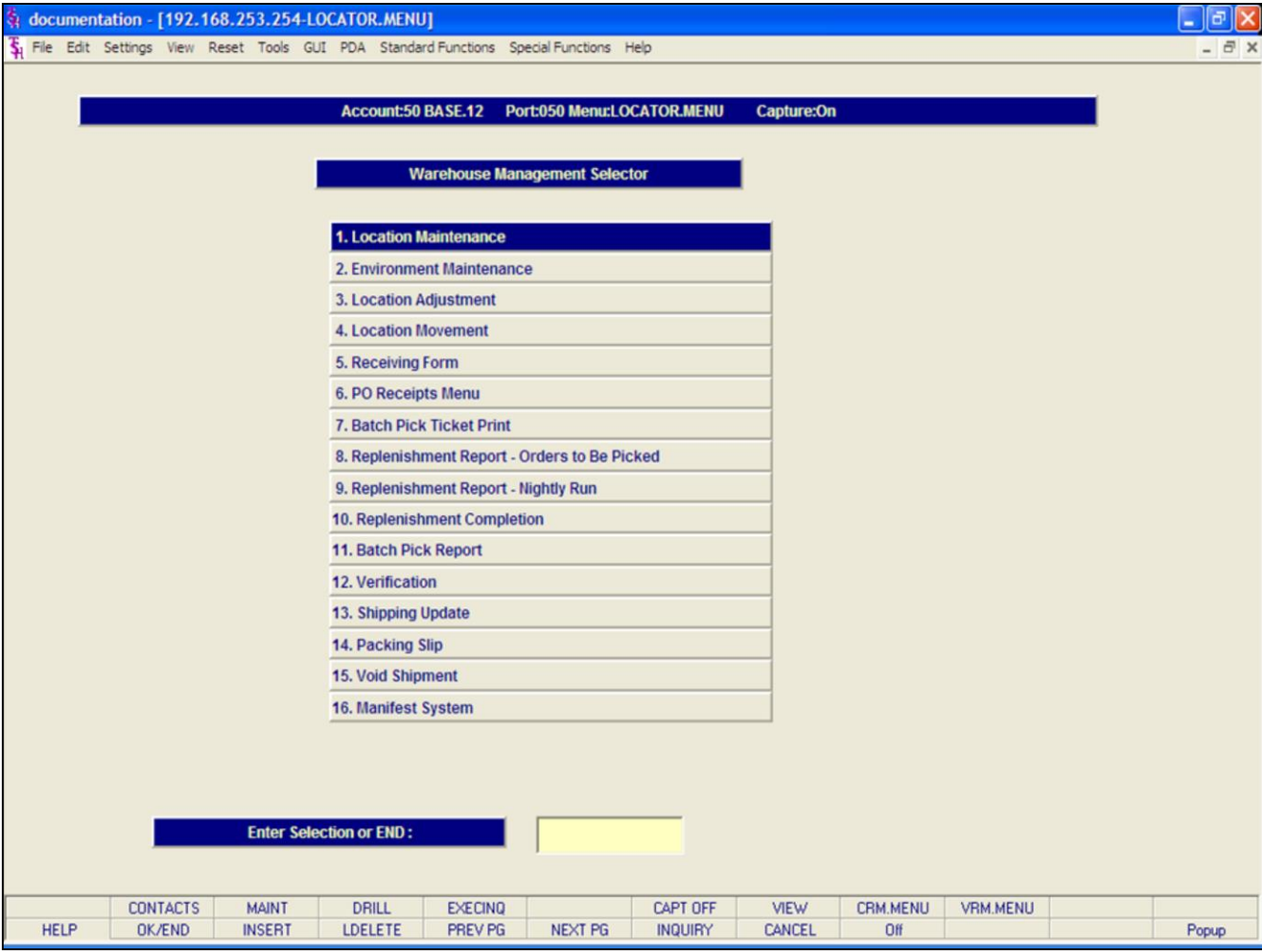
Box Date - Enter the date.

When you are finished adding any additional shipping records, hit <ENTER>.

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

Enter the line number to change. Enter 'DELETE' to delete the record. Enter '0' to accept to save the record.

Notes:

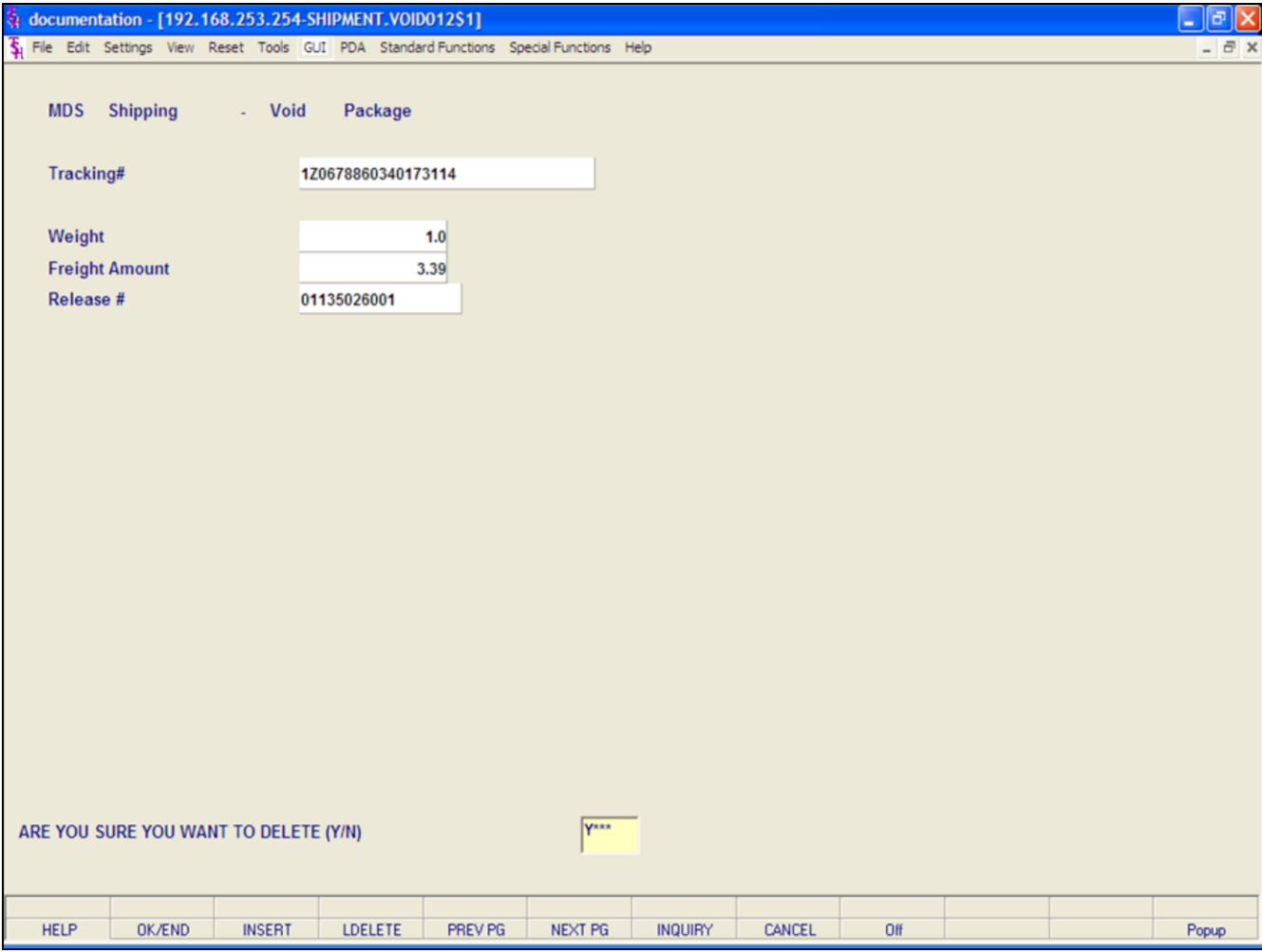


Warehouse Management

This module is not covered in the Order Entry section. Please refer to the Inventory/Warehouse Procedures Guide.

The Warehouse Management menu is also located off of the main menu from, Inventory/Warehouse Procedures.

Notes:



Void Shipment

This program will void a UPS shipment on the MDS system. Keep in mind, you will still need to void this from the UPS WorldShip system.

Tracking# - Type or scan in the UPS tracking number.

The following information will be displayed:

Weight - Box weight.

Freight Amount - Amount of shipment.

Release # - Release number.

Enter DELETE to VOID shipment:

To void this shipment, type 'DELETE' and hit <ENTER>.

If 'DELETE' was entered, the system will display:

ARE YOU SURE YOU WANT TO DELETE (Y/N)

To delete, enter 'Y***' and hit <ENTER>. Otherwise, enter 'N' and hit <ENTER>.

Notes:

Where to Get More Information



- Other training sessions
- List books, articles, electronic sources
- Consulting services, other sources

Notes:
