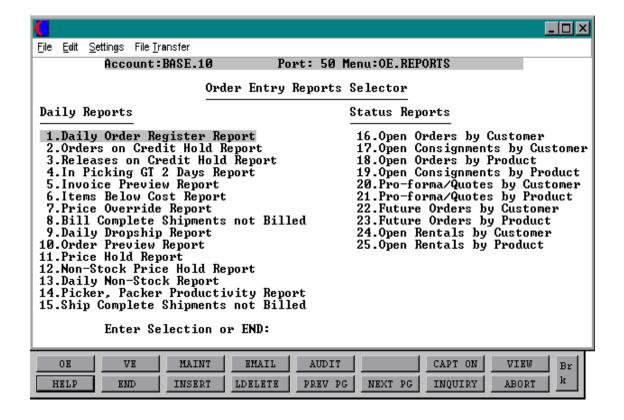
# THE SYSTEMS HOUSE MASTER DISTRIBUTION DOCUMENTATION

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## ORDER ENTRY REPORTS MENU



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

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

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

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

#### **DAILY ORDER REGISTER REPORT**

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

## ORDERS ON CREDIT HOLD REPORT

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

## **RELEASES ON CREDIT HOLD REPORT**

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

### IN PICKING GT 2 DAYS REPORT

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

## **INVOICE PREVIEW REPORT**

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

### ITEMS BELOW COST REPORT

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

#### PRICE OVERRIDE REPORT

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

### **BILL COMPLETE SHIPMENTS NOT BILLED**

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

#### DAILY DROPSHIP REPORT

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

### **ORDER PREVIEW REPORT**

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

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

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

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

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

## PICKER, PACKER PRODUCTIVITY REPORT

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

### SHIP COMPLETE SHIPMENTS NOT BILLED

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

### **OPEN ORDERS BY CUSTOMER**

A listing of all open orders by customer.

### **OPEN CONSIGNMENTS BY CUSTOMER**

A listing of all open consignments by customer.

### **OPEN ORDERS BY PRODUCT**

A listing of all open orders by product.

#### **OPEN CONSIGNMENTS BY PRODUCT**

A listing of all open consignments by product.

#### PRO-FORMA/QUOTES BY CUSTOMER

A listing of all open pro formas/quotations by customer

### PRO-FORMA/QUOTES BY PRODUCT

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

## **FUTURE ORDERS BY CUSTOMER**

A listing of all future orders by customer

## **FUTURE ORDERS BY PRODUCT**

A listing of all future orders by product.

## DAILY ORDER REGISTER REPORT

PROK NAME REPORTS ORDERREG.SETUP

SELECTION MENU-2

SELECTION NUMBER

FILES ACCESSED ORDER.REG

#### **OVERVIEW**

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

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

### **OPERATING INSTRUCTIONS**

## DAILY ORDER REGISTER HIT RETURN TO CONTINUE OR 'END':

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

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

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

## DAILY ORDER REGISTER REPORT

DATE 10:42:59 15 NOV 1997 DAILY ORDER REGISTER

COMPANY: THE SYSTEMS HOUSE 01

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

## ORDERS ON CREDIT HOLD REPORT

PROK NAME REPORTS CREDIT.HOLD.SETUP

PROGRAM NAME REPORTS CREDIT HOLD

SELECTION MENU-2

SELECTION NUMBER 2

FILES ACCESSED ORDER

CUST.MAST CUST.DET

### **OVERVIEW**

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

#### **OPERATING INSTRUCTIONS**

## CREDIT HOLD REPORT HIT RETURN TO CONTINUE OR 'END':

## ORDERS ON CREDIT HOLD REPORT

COMPANY 01	CUSTOMER CREDIT HOI	LD REPORT 16	NOV 1997	PAGE 1	
CUST# CUSTOMER NAME	CONTACT NAME PHONE	E NO LST PMT DT	& AMOUNT A/R BAL	CREDDLMT	OPEN ORD \$
CORBIN CORBIN CORP.	AL PALMER 212-5	585-2700	1397.61	1000	1060.80
ORD# 200011 ORDER\$ ORD# 200017 ORDER\$	448.80 OPEN \$ 624.00 OPEN \$		IPICKING \$ IPICKING \$		
CUSTOMER TOTALS	1072.80	1072.80	0.00		
* * * * * * * * * * * * * * * * * * *	*********	*******	* * * * * * * * * * * * * * * * * * * *	******	* * * * * * * * * * * *
COMPANY TOTALS # OF	CUSTOMERS 1 # OF C	ORDERS 2 ORIG ORD \$	1072.80 OPEN ORD	\$ 1072.80 SHI	IPPED \$ 0.00
TOTAL ALL COMPANIES # OF	CUSTOMERS 1 # OF C	ORDERS 2 ORIG ORD \$	1072.80 OPEN ORD	\$ 1072.80 SHI	IPPED \$ 0.00

## RELEASES ON CREDIT HOLD REPORT

PROK NAME REPORTS CREDIT.HOLD.REL.SETUP

PROGRAM NAME REPORTS CREDIT HOLD.REL

SELECTION MENU-2

SELECTION NUMBER 3

FILES ACCESSED ORDER

CUST.MAST CUST.DET

### **OVERVIEW**

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

## **OPERATING INSTRUCTIONS**

## CREDIT HOLD REPORT (RELEASE) HIT RETURN TO CONTINUE OR 'END':

## **RELEASES ON CREDIT HOLD REPORT**

COMPANY 01	CUSTOMER CREDIT H	HOLD REPORT (RELEASES	17 NOV 1997	PAGE: 1
CUST# CUSTOMER NAME	CONTACT NAME	PHONE NO LST PMT	DT & AMOUNT A/R BAL	CREDDLMT OPEN ORD \$
CHARMANT CHARMANT EYEWEAR	2			500.00 13.26
REL# 110009001 TOTA	L VALUE OF RELEASE	: \$ 13.26	RELEASE MERCHANDISE VALU	JE: \$ 13.26
CUSTOMER TOTALS		13.26		13.26
*********	******	*******	********	*******
CUST# CUSTOMER NAME	CONTACT NAME	PHONE NO LST PMT	DT & AMOUNT A/R BAL	CREDDLMT OPEN ORD \$
CORBIN CORBIN CORP	AL PALMER	212-585-2700 08/09	9/97 1400.00 25.56	1000 1640.80
	L VALUE OF RELEASE L VALUE OF RELEASE	1	RELEASE MERCHANDISE VALU	
CUSTOMER TOTALS		1652.80		1640.80
********	******	*******	*******	*******
COMPANY TOTALS #OF C	JSTOMERS 2 #OF REL	S 3 TOTAL RELEASE VA	ALUE \$ 1667.06 TOTAL MER	RCHANDISE VALUE \$ 1654.06
TOTAL ALL COMPANIES #OF C	JSTOMERS 2 #OF REL	S 3 TOTAL RELEASE VA	ALUE \$ 1667.06 TOTAL MER	RCHANDISE VALUE \$ 1654.06

## IN PICKING GT 2 DAYS REPORT

PROK NAME REPORTS IN.PICK-RPT.SETUP

SELECTION MENU-2

SELECTION NUMBER 4

FILES ACCESSED RELEASE

RELEASE.XREF

### **OVERVIEW**

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

## **OPERATING INSTRUCTIONS**

## **DAILY IN PICKING REPORT**

## HIT RETURN TO CONTINUE OR 'END':

## **IN PICKING GT 2 DAYS REPORT**

DAILY IN PICKI	DAILY IN PICKING REPORT		4:47 17 NOV 1997		PAGE:	1	
RELEASE	ORD#	A.CUST.NO	CUST.NAME	CUST.PO.NO	TOT.AMT	ORDER DATE	REL.DATE
01200007001	200007	ACME	ACME SUPPLY CORP.	GA 8997	2,171.83	05/14/97	05/14/97
01200009001	200009	UNITED	UNITED SUPPLY	RO 560	1,728.75	05/25/97	05/27/97
01200010001	200010	ACME	ACME SUPPLY CORP	GH 765	1,358.65	05/25/97	05/25/97
01200011001	200011	CORBIN	CORBIN CORP	B654	448.80	06/01/97	06/01/97
01200028001	200028	IDEAL	IDEAL DISTRIBUTION	9852	1,416.00	06/17/97	06/17/97
01200029001	200029	AJAX	AJAX INDUSTRIAL	654	212.49	06/25/97	06/27/97
01200030001	200030	ACME	ACME SUPPLY CORP.	GR 2495	648.57	07/15/97	07/15/97
***					7,985.09		

### **INVOICE PREVIEW REPORT**

PROK NAME REPORTS IN.PICK.RPT.SETUP PROGRAM NAME REPORTS INV.PREV.RPT

SELECTION MENU-2

SELECTION NUMBER 5

FILES ACCESSED RELEASE CUST.DET

COMPANY INV.UPDT.XREF SALES.3 WAREHOUSE

PROD.MAST PARAMETER

PRICE.1 TERMS

CUST.MAST SALESMAN SHIP.METHOD

### **OVERVIEW**

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

### **OPERATING INSTRUCTIONS**

## INVOICE PREVIEW REPORT HIT RETURN TO CONTINUE OR 'END':

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

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

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

## **INVOICE PREVIEW REPORT**

co:	01 THE S	SYSTEMS HC	OUSE IN	VOICE PRE	VIEW REP	ORT	ORDE	R NO	01-200	0028-001	DT 11/17/	97 PG1
CUSTON	MER: UNIT	ED SLSM	001 JIM B	BRANCA		M LIMIT 4 10000	ORD BAI 8581		R BAL 65.45	FUTURI		31-60 0.00
TO 8	UNITED SUP 35 CLARK S GARFIELD N	т.		_		ALE 11/0	HI 1/97 CR		4925	61-90 2365.0		OVER 120 0.00
·	GARL TEID IV	07003	GART IEEE	7 NO 07005	LAST P	AYT 10/2 MOUNT 255			STMT S	S/C B/ N Y	O INV/ORDE	?
	201-495-12 HARRY ROSE		s: 01 2/10	NET 30	SHIP V	IA 01 UPS						
CONT	MAKKI KOBE	ı		QTY	QTY	LAST	P LAST	LINE			COST LST CH	OLD OLD SUGG
LINE	ITEM#	DESCRIPT	ION	U/M ORD	SHIP T	'X PRICE	S SALE	VALUE	GP%	COST	CHG PRICE	COST G P %
1	NS-NFSU-C	STICK UP	DEODORANT	CS 100	100 Y	25.00	F	2500.0	0 100.	0		
			TOTAL VA	ALUE: 2.50	00.00	TOTAL	COST:	0.00	(	GROSS PR	OFIT %: 100	. 0
	THIS MO	LAST MO	YTD	LAST YTD	LAST Y	EAR YTD	ORDERS					
SALES	820.13	77.27	1157.68	422.32	771.78			JUN 94		SEP 66	_	MAR 68
COST PROFIT	473.33 346.80	75.92 1.35	583.86 573.82	179.13 243.19	460.88 310.90			JUL 58 AUG 1		OCT 56 NOV 48	JAN 84 FEB 47	APR 138
PCT	42.3	1.33	49.6	57.6	40.3	662.3		AUG I	1	.VUV 40	FED 4/	

## ITEMS BELOW COST REPORT

PROK NAME REPORTS N.ITEMS.BELOW.COST.SETUP

PROGRAM NAME REPORTS N.ITEMS.BELOW.COST

SELECTION MENU-2

SELECTION NUMBER 6

FILES ACCESSED RELEASE

COMPANY CUST.MAST PROD.MAST PARAMETER

## **OVERVIEW**

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

### **OPERATING INSTRUCTIONS**

# ITEMS BELOW COST REPORT HIT RETURN TO CONTINUE OR 'END':

## ITEMS BELOW COST REPORT

CO	01	THE SYS	TEMS HOUSE	*** ITEMS	BELOW COST RE	PORT ***	DA	ATE 24	NOV 1	1997	PAGE	1	
INVO	ICE-LN	CUST#	CUST NAME	PRODUCT	DESCRIPTION		QTY	PRICE	CUR	PRICE	COST	EXT EXT	COST
2000	18 1	IDEAL	IDEAL DISTRIBUTION	NS-NFSU	NO FRILLS STIC	CK UP MINT	1	175.00	17		160.00 150.00		160.00
2000	18 2	IDEAL	IDEAL DISTRIBUTION	NS-NFSE	NO FRILLS STIC	CK UP DEOD	2	125.00	11		110.00 105.00		110.00

## PRICE OVERRIDE REPORT

PROK NAME REPORTS PRICE.OVERRIDE.ETUP PROGRAM NAME REPORTS N.PRICE.OVERRIDE

SELECTION MENU-2

SELECTION NUMBER 7

FILES ACCESSED RELEASE

COMPANY CUST.MAST PROD.MAST PARAMETER

## **OVERVIEW**

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

### **OPERATING INSTRUCTIONS**

## PRICE OVERRIDE REPORT HIT RETURN TO CONTINUE OR 'END':

## PRICE OVERRIDE REPORT

CO 01	1	THE SYST	EMS HOUSE	*** PRICE OVE	RRIDE REPORT ***		DATE	24 NOV 19	97	PAGE 1	1	
INVOI	CE-LN	CUST#	CUST NAME	PRODUCT DESCRIPTI	ON	QTY	PRICE	PRICE.1	COST	EXT (	COST	EXT
200015	5 3	CORBIN	CORBIN CORP	NS-NFSU NO FRILLS	S STICK UP MINT	10	130.00	125.00	110.00	1100.		00.00
200017	7 4	CORBIN	CORBIN CORP	NS-NFSP NO FRILLS	S STICK UP SPRING	8	125.00	120.00	105.00	1150.	.00	.80.00

## BILL COMPLETE SHIPMENTS NOT BILLED

PROK NAME REPORTS BILL.SHIP.REG

SELECTION MENU-2

SELECTION NUMBER 8

FILES ACCESSED RELEASE

**INV.UPDT.XREF** 

### **OVERVIEW**

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

## **OPERATING INSTRUCTIONS**

# BILL COMPLETE SHIPMENTS NOT BILLED HIT RETURN TO CONTINUE OR 'END':

## **BILL COMPLETE SHIPMENTS NOT BILLED**

DATE 13:03:21	20 NOV 1997	BILL COMPLETE SHIPMEN	NTS NOT BILLED R	EGISTER PAGE 1
ORDER#	A.CUST.NO	CUST.NAME	SHIP.DATE	TOT.AMT
100645 001	SMITH	JOAN B. SMITH CO.	11/13/97	500.00
***				500.00
100677 001	SMITH	JOAN B. SMITH CO.	11/17/97	200.00
* * *				200.00
				700.00

## DAILY DROPSHIP REPORT

PROK NAME REPORTS DROPSHIP.SETUP

SELECTION MENU-2

SELECTION NUMBER 9

FILES ACCESSED ORDER

### **OVERVIEW**

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

## **OPERATING INSTRUCTIONS**

# DAILY DROP SHIPMENT REPORT HIT RETURN TO CONTINUE OR 'END':

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

### ENTER DATE FOR REPORT AS XX/XX/XX

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

## DAILY DROPSHIP REPORT

		DAILY DROP SHIPM	MENT F	REPORT	11/25	5/97 PAGE 1	
VENDOR NO	ITEM NO	DESCRIPTION	QTY	ORD.NO	CUST.NO	SHIP TO ADDRESS	ORDER DATE
A2000	ARWKCF14	CARPET FRESH 14 OZ	25	01-200025	UNITED	UNITED SUPPLY GARFIELD, NJ 07083	11/15/97
A2000	ARWKCF22	CARPET FRESH 22 OZ	100	01-200025	UNITED	UNITED SUPPLY GARFIELD, NJ 07083	11/15/97
A2000	ARWKCF16	CARPET FRESH 16 OZ	150	01-200025	UNITED	UNITED SUPPLY GARFIELD, NJ 07083	11/15/97

### ORDER PREVIEW REPORT

PROK NAME REPORTS ORD.PREV500.SETUP

PROGRAM NAME MDS.BP ORD.PREV500

SELECTION MENU-2

SELECTION NUMBER 10

FILES ACCESSED PROD.MAST

CUST.MAST SALESMAN TAX.RATE

SHIP.METHOD

**CUST.DET** 

**INV.UPDT.XREF** 

**RELEASE** 

RELEASE.XREF WAREHOUSE

### **OVERVIEW**

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

## **OPERATING INSTRUCTIONS**

### **ORDER PREVIEW PRINT PROGRAM**

### HIT RETURN TO CONTINUE OR 'END':

## **ORDER PREVIEW REPORT**

AJAX INDUSTRIAL SUPPLY

#### ORDER PREVIEW REPORT

AJAX INDUSTRIAL SUPPLY 12 MAIN STREET

12 MAIN STREET PLAINFIELD NJ 07013 PLAINFIELD NJ 07013

11/15/97 01200024

001 JIM BRANCA

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

## PRICE HOLD REPORT

PROK NAME REPORTS PRICE.HOLD-RPT.SETUP

PROGRAM NAME REPORTS PRICE.HOLD-RPT

SELECTION MENU-2

SELECTION NUMBER 11

FILES ACCESSED RELEASE

COMPANY SALESMAN PROD.MAST CUST.MAST PARAMETER INV.UPDT.XREF

## **OVERVIEW**

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

## **OPERATING INSTRUCTIONS**

# PRICE HOLD REPORT ENTER 'RETURN' TO CONTINUE OR 'END':

## PRICE HOLD REPORT

PRICE HOLD			OLD REPO	ORT			DA'	TE 11/	22/97		PAGE 1					
	SLS#001	JIM BRANCA	1													
	CUST #	CUSTOMER NAM	E	ORD	NO R	EL		PO NUMBE	:R							
AJAX AJAX INDUSTRIAL SUPPLY			LY 200	021 0	01											
	LINE	ITEM NUMBER	DESCRIPT	rion			UM	PRICE	COST	GP%	QTY	TOT PRICE	TOT COST	GRS PRFIT	GP%	Н
	2 3	513029-46 513029-48 513029-44 513029-42	OLYMPIC OLYMPIC OLYMPIC	UNISEX UNISEX	SWEAT	ER ER	EA EA EA	75.00 95.00 75.00 97.50	46.40 46.40 46.40 46.40	51.2 38.1	12 12	900.00 1140.00 900.00 1170.00	556.80 556.80 556.80 556.80	343.20 583.20 343.20 613.20	38.1 51.2 38.1 52.4	*
RELEASE TOTAL: SALESMAN TOTALS: GRAND TOTALS:										4110.00 4110.00 4110.00	2227.20 2227.20 2227.20	1882.80 1882.80 1882.80	45.8 45.8 45.8			

## NON-STOCK PRICE HOLD REPORT

PROK NAME REPORTS NS.PRICE.HOLD-RPT.SETUP

PROGRAM NAME REPORTS PRICE.HOLD-RPT

SELECTION MENU-2

SELECTION NUMBER 12

FILES ACCESSED RELEASE

DICT RELEASE COMPANY SALESMAN PROD.MAST CUST.MAST PARAMETER INV.UPDT.XREF

## **OVERVIEW**

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

## **OPERATING INSTRUCTIONS**

# NONSTOCK ORDERS NEEDING PRICES REPORT ENTER 'RETURN' TO CONTINUE OR 'END':

## NON-STOCK PRICE HOLD REPORT

NON STOCK OF	RDERS NEEDING PRICES REPO	RT	DATE	11/15/97	10:1	8:09	PAGE	1	
SLS# 001 JIM BRANC	A								
CUST# CUSTOMER NAI	ME ORD NO REL	F	PO NUMBER						
UNITED UNITED SUPP	LY 200014 001 NTH	NOTICE							
LINE ITEM NUMBER	DESCRIPTION	UM PI	RICE COS	T GP%	QTY	TOT PRICE	TOT COST	GRS PRFIT	GP% H
									11
1 NS-NFSU-M	NO FRILLS STICK UP MINT	CS 1:	25.00 110	.00 12.0	10	1250.00	1100.00	150.00	12.0
2 NS-NFSU-C	STICK UP CHERRY	CS 13	30.00 98	.00 24.6	10	1300.00	980.00	320.00	24.6
RELEASE TOTAL:						2550.00	2080.00	470.00	18.4
SALESMAN TOTALS:					2550.00	2080.00	470.00	18.4	
GRAND TOTALS:						2550.00	2080.00	470.00	18.4

## DAILY NON-STOCK REPORT

PROK NAME REPORTS STOCK.OO.SETUP

PROGRAM NAME MDS.BP STOCK.OO

SELECTION MENU-2

SELECTION NUMBER 13

FILES ACCESSED ORDER

PROD.MAST CUST.MAST

NON.STOCK.XREF

**PARAMETER** 

## **OVERVIEW**

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

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

### **OPERATING INSTRUCTIONS**

## DAILY NON-STOCK REPORT HIT 'RETURN' TO CONTINUE OR 'END':

## **DAILY NON-STOCK REPORT**

PAGE	1 ***	DAIL	Y NON	STOCK ITEMS	5 ***		16:3	8:28	11/22/97					
										0	RD	OPEN		
CO#	EXT PROD#	PROD D	ESCRIPTION	EXT CUST#	ORDER#	CUST	OMER NAME	ORD DATE	DUE DATE	WHSE	QTY	QTY	VALUE	SLSM
01	NS-NFSU-M	STICK	UP MINT	ACME	200013	ACME	SUPPLY	11/10/97	11/10/97	001	25	25	3375.00	002
01	NS-NFSU-C	STICK	UP CHERRY	ACME	200013	ACME	SUPPLY	11/10/97	11/10/97	001	25	25	2500.00	002
01	NS-NFSU-L	STICK	UP LEMON	ACME	200017	ACME	SUPPLY	11/15/97	11/15/97	001	1	0	150.00	001
01	NS-NFSU-S	STICK	UP SPRING	ACME	200017	ACME	SUPPLY	11/15/97	11/15/97	001	10	10	1250.00	001
											61	60	7275.00	
***	TOTALS FOR	R COMPA	MY# 01											
											61	60	7275.00	

## PICKER, PACKER PRODUCTIVITY REPORT

PROK NAME REPORTS PICK.RPT.SETUP

SELECTION MENU-2

SELECTION NUMBER 14 FILES ACCESSED PICK

### **OVERVIEW**

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

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

### **OPERATING INSTRUCTIONS**

### PICKER/PACKER PRODUCTIVITY REPORT

## HIT 'RETURN' TO CONTINUE OR 'END' TO RETURN TO SELECTOR:

## PICKER, PACKER PRODUCTIVITY REPORT

	DAILY PI	CKER - PACE	CER PRODUCTIV	ITY REPORT	17 NOV 1	1997	PAGE 1
EMP.NO	NAME	PIC	CKER		PA		
		LINES	MTD LINES	AVE/DAY	LINES	MTD LINES	AVE/DAY
1	JOHN JONES	115	502	100.4	0	0	0.0
2	PETER SMITH	0	1054	150.5	0	1781	254.4
		115	1556	250.9	0	1781	254.4

## SHIP COMPLETE SHIPMENTS NOT BILLED

PROK NAME REPORTS SHIP.COMP.REG.SETUP

SELECTION MENU-2

SELECTION NUMBER 15

FILES ACCESSED ORDER

### **OVERVIEW**

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

## **OPERATING INSTRUCTIONS**

# SHIP COMPLETE SHIPMENTS NOT BILLED HIT 'RETURN' TO CONTINUE OR 'END':

## SHIP COMPLETE SHIPMENTS NOT BILLED

DATE 09:54	1:35am 1	17 NOV	1997	SHIP	COMPLETE	SHIPMENTS	NOT	BILLED	REGISTER	PAGE	1
ORDER	A.CUST.No	O	CUST	NAME	ORD	DATE	7	TMA.TOT			
01122828	AJAX		AJAX	INDUSTRIAL	11/	01/97	2	275.00			
*** 1 records	1						2	275.00			
I records	iistea.										

### **OPEN ORDERS BY CUSTOMER**

PROK NAME REPORTS CUST.OO.SETUP

PROGRAM NAME REPORTS CUST.OO

SELECTION MENU-2

SELECTION NUMBER 16

FILES ACCESSED ORDER

PROD.MAST CUST.MAST PARAMETER

#### **OVERVIEW**

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

#### **OPERATING INSTRUCTIONS**

## OPEN ORDER BY CUSTOMER REPORT HIT 'RETURN' TO CONTINUE OR 'END':

## **OPEN ORDERS BY CUSTOMER**

PAGE 1	*** 0	PEN ORDE	R S B Y	C U S T O	M E R	* * *	10:44:18	L1/17/97		
								ORD OPEN		
CO# EXT CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	EXT PROD#	PROD DESCROPTION	QTY QTY	VALUE	S L SM
01 ACME	200007	ACME SUPPLY	11/01/97	11/01/97	001	ARWKSU-E	STICK UP DEOD EV	250 250	3 2 6 1 . 002	8 8
*** TOTALS FOR	R ORDER 1	NUMBER 200007						250 250	3261.88	
01 ACME	200010	ACME SUPPLY	11/10/97	11/10/97	001	ARWKSU-S	STICK UP SPRING	100 100	1500. 002	0 0
*** TOTALS FOR	R ORDER 1	NUMBER 200010						100 100	1500.00	
*** TOTALS FOR	R CUSTOME	ER# ACME						350 350	4761.88	

### **OPEN CONSIGNMENTS BY CUSTOMER**

PROK NAME REPORTS CUST.OC.SETUP

PROGRAM NAME REPORTS CUST.OC

SELECTION MENU-2

SELECTION NUMBER 17

FILES ACCESSED CONSIGNMENT

PROD.MAST CUST.MAST PARAMETER

#### **OVERVIEW**

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

#### **OPERATING INSTRUCTIONS**

## OPEN CONSIGNMENTS BY CUSTOMER REPORT HIT 'RETURN' TO CONTINUE OR 'END':

## **OPEN CONSIGNMENTS BY CUSTOMER**

PAGI	1	*** 0	PEN CONS	I G N M E	NTS BY	C US	STOMER	*** 23:05:27	11	/21/97	
CO#	EXT CUST#	CONS#	CUSTOMER NAME	CON DATE	RTN DATE	WHSE	EXT PROD#	PROD DESCRIPTION	ORD OF		S L SM
01	ACME	000017	ACME SUPPLY	11/01/97	02/01/98	001	513029-48	OLYMPIC SET	2 2	500.00	0 0
01	ACME	000017	ACME SUPPLY	11/01/97	02/01/98	001	514278-52	WEIGHT SET	1 1	200.00	0 0
***	TOTALS FO	R CONSIG	SNMENT NUMBER 00	0017					 3 3	700.00	
***										700.00	
									3 3		
*** TOTALS FOR COMPANY# 01										700.00	

### **OPEN ORDERS BY PRODUCT**

PROK NAME REPORTS PROD.OO.SETUP

PROGRAM NAME REPORTS PROD.OO

SELECTION MENU-2

SELECTION NUMBER 18

FILES ACCESSED ORDER

PROD.MAST CUST.MAST PARAMETER

#### **OVERVIEW**

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

#### **OPERATING INSTRUCTIONS**

## OPEN ORDER BY PRODUCT REPORT HIT 'RETURN' TO CONTINUE OR 'END':

## **OPEN ORDERS BY PRODUCT**

PAGE 1 *** OPEN ORDERS BYPRODUCT ***					10:52:18					
01 ARWKSU-HD	HEAVY DUTY STICK	AJAX 20000	)5 AJAX INDUSTRIAL	11/01/97	11/01/97	001	10	0	270.00	00
01 ARWKSU-HD	HEAVY DUTY STICK	CORBIN 2000	1 CORBIN CORP.	11/05/97	11/05/97	001	25	0	312.00	00
01 AEWKSU-HD	HEAVY DUTY STICK	UNITED 2000	3 UNITED SUPPLY	11/07/97	11/07/97	001	10	0	145.00	00
*** TOTALS F	OR PRODUCT NUMBER A	ARWKSU-HD					 45	0	727.00	
01 ARWKSU-E	STICK UP DEOD E	ACME 2000	7 ACME SUPPLY	11/10/97	11/10/97	001	250	250	3261.88	00
01 ARWKSU-E	STICK UP DEOD E	AJAX 20003	9 AJAX INDUSTRIAL	11/11/97	11/11/97	001	50	50	652.38	0 0 2
*** TOTALS F	OR PRODUCT NUMBER A	ARWKSU-E					300	300	3914.25	
*** TOTALS F	OR COMPANY 01						345	300	4641.25	

### **OPEN CONSIGNMENTS BY PRODUCT**

PROK NAME REPORTS PROD.OC.SETUP

PROGRAM NAME REPORTS PROD.OC

SELECTION MENU-2

SELECTION NUMBER 19

FILES ACCESSED CONSIGNMENT

PROD.MAST CUST.MAST PARAMETER

#### **OVERVIEW**

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

#### **OPERATING INSTRUCTIONS**

## OPEN CONSIGNMENTS BY PRODUCT REPORT HIT 'RETURN' TO CONTINUE OR 'END':

## **OPEN CONSIGNMENTS BY PRODUCT**

PAGE 1	ONSIGN	G N M E N T S B Y P R O D U C T ***			* *	23:15:27		11/21/97			
CO# EXT PROD#	PROD DESCRIPTION	EXT CUST#	CONS#	CUSTOMER NAME	CON DATE	RTN DATE	WHSE	ORD QTY	OPEN QTY	VALUE	SLSM
01 513029-48	OLYMPIC SET	ACME	000010	ACME SUPPLY	11/07/97	02/07/98	001	2	2	500.00	001
*** TOTALS FOR	PRODUCT NUMBER 5	13029-48						2	2	500.00	
01 ARWKSU-S	STICK UP SPRING	ACME	000017	ACME SUPPLY	11/10/97	02/10/98	001	120	120	150.00	002
*** TOTALS FOR	PRODUCT NUMBER A	RWKSU-S						120	120	150.00	
*** TOTALS FOR	COMPANY# 01							 122	 122	650.00	

### PRO-FORMA/QUOTES BY CUSTOMER

PROK NAME REPORTS PF.CUST.OO.SETUP

PROGRAM NAME REPORTS PF.CUST.OO

SELECTION MENU-2

SELECTION NUMBER 20

FILES ACCESSED PRO.FORMA

PROD.MAST CUST.MAST PARAMETER

#### **OVERVIEW**

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

#### **OPERATING INSTRUCTIONS**

## OPEN QUOTATIONS BY CUSTOMER REPORT HIT 'RETURN' TO CONTINUE OR 'END':

## PRO-FORMA/QUOTES BY CUSTOMER

PAGE 1	*** 0	PENQUOT	A T I O N	S B Y C	* 23:17:27	23:17:27 11/21					
CO# EXT CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	EXT PROD#	PROD DESCRIPTION		OPEN QTY	VALUE	S L SM
01 ALCO	100223	ALCO SUPPLY	11/01/97		001	101	RED PLASTIC DESK	3	0	615.00	0 0
01 ALCO	100223	ALCO SUPPLY	11/01/97		001	102	BLUE PLASTIC DESK	2	0	410.00	0 0
*** TOTALS FOR	R ORDER I	NUMBER 100223						5	0	1025.00	
*** TOTALS FOR	R CUSTOM	ER# ALCO						 5	0	1025.00	
01 ACME	100225	ACME SUPPLY	11/07/97		001	101	RED PLASTIC DESK	6	0	1230.00	0 0 2
*** TOTALS FOR	R ORDER I	NUMBER 100225						6	0	1230.00	
*** TOTALS FOR	R CUSTOMI	ER# ACME						6	0	1230.00	
*** TOTALS FOR	*** TOTALS FOR COMPANY# 01										

### PRO-FORMA/QUOTES BY PRODUCT

PROK NAME REPORTS PF.CUST.OO.SETUP

PROGRAM NAME REPORTS PF.CUST.OO

SELECTION MENU-2

SELECTION NUMBER 21

FILES ACCESSED PRO.FORMA

PROD.MAST CUST.MAST PARAMETER

#### **OVERVIEW**

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

#### **OPERATING INSTRUCTIONS**

## OPEN QUOTATIONS BY PRODUCT REPORT HIT 'RETURN' TO CONTINUE OR 'END':

## PRO-FORMA/QUOTES BY PRODUCT

PAGE 1	***	S BY PRODICT***	23:25:27 11/21/97

CO#	EXT PROD#	PROD DESCRIPTION	EXT CUST#	ORDER#	CUSTOMER NAME	ORD DATE	DUE DATE	WHSE	ORD QTY	OPEN QTY	VALUE	SLSM
01 01	101 101	RED PLASTIC DESK RED PLASTIC DESK			ALCO SUPPLY ACME SUPPLY	11/01/97 11/05/97		001 001	3 6	0	615.00 1230.00	
***	TOTALS FO	R PRODUCT NUMBER 1	101						9	0	1845.00	
01	102	BLUE PLASTIC DK	ALCO	100223	ALCO SUPPLY	11/01/97		001	2	0	450.00	001
***	TOTALS FO	R PRODUCT NUMBER 1	102						2	0	450.00	
de de de		D. GOMBANT 0.1										
~ ^ ^	IUIALS FOI	R COMPANY# 01							11	0	2295.00	

#### FUTURE ORDERS BY CUSTOMER

PROK NAME REPORTS CUST.FUT.SETUP

PROGRAM NAME REPORTS CUST.FUT

SELECTION MENU-2

SELECTION NUMBER 22

FILES ACCESSED ORDER

PROD.MAST CUST.MAST PARAMETER

#### **OVERVIEW**

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

#### **OPERATING INSTRUCTIONS**

## FUTURE ORDERS BY CUSTOMER REPORT HIT 'RETURN' TO CONTINUE OR 'END':

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

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

If you enter 'Y' you will be prompted:

#### **ENTER STARTING COMPANY #:**

#### **ENTER ENDING COMPANY #:**

Enter the starting and ending company numbers.

## **FUTURE ORDERS BY CUSTOMER**

PAGE	1 *** F U T U R E	ORDERS BY	CUSTOM	E R *** 2	4:25:27 11/21/9	7	
CO#	EXT CUST# ORDER# CUSTOMER	NAME ORD DATE DU	JE DATE WHSE	PRODUCT# P.	ROD DESCRIPTION	ORD OPEN QTY QTY	VALUE S L SM
01	ALCO 121912 ALCO SUPP	LY 11/07/97	001	101 R.	ED PLASTIC DESK	3 3	615.00 0 0
***	TOTALS FOR ORDER NUMBER 121	912				3 3	615.00
***	TOTALS FOR CUSTOMER# ALCO					3 3	615.00
01	ACME 122100 ACME SUPP	LY 11/09/97	001	101 R	ED PLASTIC DESK	6 6	1230.00 0 0 1
***	TOTALS FOR ORDER NUMBER 122	100				6 6	1230.00
***	TOTALS FOR CUSTOMER# ACME					6 6	1230.00
***	TOTALS FOR COMPANY# 01					9 9	1845.00

#### **FUTURE ORDERS BY PRODUCT**

PROK NAME REPORTS PROD.FUT.SETUP

PROGRAM NAME REPORTS PROD.FUT

SELECTION MENU-2

SELECTION NUMBER 23

FILES ACCESSED ORDER

PROD.MAST CUST.MAST PARAMETER

#### **OVERVIEW**

This is a listing of all future orders by product.

#### **OPERATING INSTRUCTIONS**

## FUTURE ORDERS BY PRODUCT REPORT HIT 'RETURN' TO CONTINUE OR 'END':

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

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

If you enter 'Y' you will be prompted:

#### **ENTER STARTING COMPANY #:**

#### **ENTER ENDING COMPANY #:**

Enter the starting and ending company numbers.

## **FUTURE ORDERS BY PRODUCT**

PAGE	1	***	F U T U	R E	0 1	RDE	R	S B	Y	P R	O D	U C T	***	27:2	7:27		11/2	1/97			
CO#	EXT PROD#	PROD	DESCRIPT	CION	EXT	CUST	# (	ORDEF	۲#	CUST	OMER	NAME	ORD	DATE	DUE	DATE	WHSE	ORD QTY	OPEN QTY	VALUE	SLSM
01	101	RED P	LASTIC I	DESK	ACMI	E		12191	L 5	ACME	SUPI	PLY	11/0	07/97			001	3	3	615.00	001
***	TOTALS FO	R PROD	UCT NUME	BER 1	.01													3	3	615.00	
01	102	BLUE	PLASTIC	C DK	ALC	)		12547	78	ALCO	SUPI	PLY	11/1	L0/97			001	2	2	500.00	002
***	TOTALS FO	R PROD	UCT NUME	BER 1	02													2	2	500.00	
* * *	TOTALS FO	R COMP.	ANY# 01															5	5	1115.00	

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