

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

TABLE OF CONTENTS

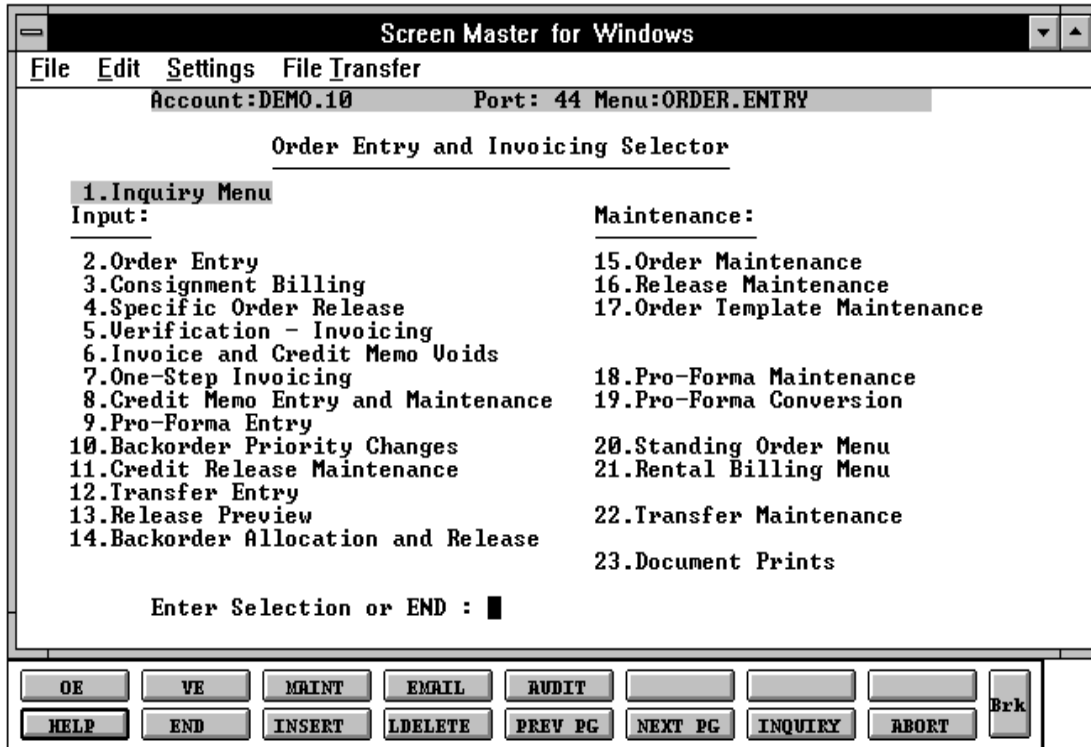
ORDER ENTRY MODULE INTRODUCTION	1
ORDER ENTRY OVERVIEW	2
PARAMETERS USED IN THE ORDER ENTRY MODULE	6
ORDER ENTRY ORDER FLOW	12
ORDER ENTRY MAINTENANCE PROCEDURES	20
HOW TO CANCEL	23
ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS	24
ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS	50
CONSIGNMENT BILLING	80
SPECIFIC ORDER RELEASE	96
VERIFICATION INVOICING	110
INVOICE AND CREDIT MEMO VOIDS	124
ONE STEP INVOICING	129
CREDIT MEMO ENTRY	156
PRO-FORMA ENTRY	172
PRO-FORMA MAINTENANCE	193
PRO-FORMA CONVERSION	214
BACKORDER PRIORITY CHANGES	218
CREDIT RELEASE MAINTENANCE	221
TRANSFER ENTRY	224
TRANSFER MAINTENANCE	252
RELEASE PREVIEW	268
ORDER ALLOCATION AND RELEASE	273
FUTURE ORDER CONVERSION	274
ORDER ALLOCATION PROCESS	277
MANUAL REALLOCATION PROCESS	283
RELEASE PROCESSING	286
ORDER MAINTENANCE	287
RELEASE MAINTENANCE	303
ORDER TEMPLATE MAINTENANCE	316
STANDING ORDER ENTRY	321
STANDING ORDER MAINTENANCE	343
STANDING ORDER ONE DATE REPORT	357
STANDING ORDER CONVERSION PROCESS	359
DOCUMENT PRINT	360
ORDER PRINT	361
ORDER REPRINT BY RANGE	363
ORDER REPRINT SPECIFIC NUMBERS	364
PRO-FORMA PRINT	366

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

TABLE OF CONTENTS

PRO-FORMA REPRINT BY RANGE	367
PRO-FORMA REPRINT BY SPECIFIC NUMBER	368
INVOICE REPRINT BY RANGE	369
INVOICE REPRINT SPECIFIC NUMBERS	371
ORDER ENTRY FILE DESCRIPTIONS	373

ORDER ENTRY MODULE INTRODUCTION



ORDER ENTRY OVERVIEW

ORDER ENTRY OVERVIEW

MDS offers several approaches to the order entry process which can be combined as needed to satisfy the needs of a particular customer.

TWO PASS INVOICING (COMPLETION BILLING)

This technique is used to produce separate picking and invoice documents. Availability is effected immediately upon the entry of an order while on hand is updated during the end of day process after the picking document has been verified. Orders due at a future date can be flagged as future and do not affect inventory availability until the future order conversion is run. The initial picking document is generated based on quantity available.

After the picking process has been completed, the picking document with any discrepancies annotated is posted to the system. This process called 'VERIFICATION' triggers the invoicing process for the units shipped. The unshipped quantities remain on the file as backorders for subsequent processing, if not canceled during verification.

The result of either of the following release procedures is the generation of another picking/packing slip identifying the initial order, and customer reference data to facilitate the shipment of the merchandise to the customer.

BACKORDER ALLOCATION UPON INVENTORY RECEIPT

When merchandise is received for a product with outstanding customer backorders, the system automatically triggers the release of those orders which can now be shipped. This procedure is run during end of day processing or from the order entry menu. The allocation of stock in situations where inventory is not sufficient to fulfill all customer backorders, can be customized to meet the needs of the MDS client. It is typically based on oldest open backorder within an order/cust priority code, with manual override capability available.

SPECIFIC ORDER/LINE

Specific orders or lines can be manually allocated and released through procedures provided for this purpose. This is usually used to release a backorder for a specific customer when the product has been received.

ORDER ENTRY OVERVIEW

ONE PASS INVOICING - ONE STEP (WITH BACKORDER CONTROL)

This processing method is employed when the customer desires a combination picking/invoicing set to be prepared simultaneously. The un-shipped quantity will be established on file as a backorder if the flag has been set (Parameter 96) to allow backorders during one step invoicing.

The subsequent release of backorders can be handled by any of the techniques described above, with the only difference being that an invoice document is created rather than a picking set.

ONE STEP INVOICING (NO BACKORDER CONTROL)

The order/invoice is entered in a single pass including all order information, quantities sold and shipped, etc. An invoice document is created, and the order information deleted from the file.

This procedure is used by those customers requiring a simplified billing procedure as their primary order entry mechanism. However, it can also be used by a customer using one of the other invoicing types to record miscellaneous sales or to rebill invoices that had to be voided due to an error.

ORDER ENTRY/FUTURE ORDERS

This approach is used by the organization who books orders for delivery at some future date. A due date is entered at order entry time, and the order remains on file until the due date is reached or the order is otherwise released. Inventory demand is not affected until the order has been triggered as due. Extensive reporting is available to allow proper ordering of inventory to satisfy order demands.

After the future order conversion is run a combination picking /packing slip is generated. The document, which can be printed in warehouse location sequence to facilitate picking, contains all the information necessary to fulfill the customer's order.

Subsequent releases of backorders are handled through the inventory receipt or specific order release process, as described previously.

CREDIT MEMOS

This procedure is provided to credit the customer for returned merchandise, defective material, price discrepancies, etc.

ORDER ENTRY OVERVIEW

CREDIT MEMOS (Continued)

The program provides the option whether or not to return the merchandise to inventory. The flag in the reason code used also determines if the sales quantity should be updated. The credit memo is designed to print on a regular invoice set (but clearly marked 'CREDIT MEMO') so as to avoid the necessity of ordering separate credit memo forms.

VOID PROCEDURES

Invoice and credit memo void procedures require only the input of the release associated with the credit memo or invoice number. As a result, all accounting, sales and inventory updates are reversed, with appropriate audit trails to indicate that a void has occurred.

PRO-FORMA/BID ENTRY

The pro-forma invoicing capability allows the preparation and maintenance 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 one-step invoicing with the important difference being that no files are updated by this program. If desired, the pro-forma invoice can be modified and/or converted to an actual order if the quotation is accepted by the customer.

TRANSFERS TO WAREHOUSE

The system provides the facility to control shipments of merchandise to other warehouse locations. The transfer entry and maintenance procedures are similar to order entry. A picking document is produced. During verification and end of day, inventories of the sending and receiving locations are updated to reflect the transfer of inventory. Transfer backorders are handled by the same procedures used to release customer backorders.

BACKORDER PRIORITY CHANGES

This procedure is used to change the priorities on outstanding backorders. It allows the MDS user to allocate merchandise to backorders as desired.

CREDIT HOLD RELEASE

Orders which fail the credit check are placed in a credit hold status. The picking document for the order is not produced, and instead appears on a credit exception report. The credit release procedure used by the credit department is used to either approve the order for shipment or to cancel the order.

ORDER ENTRY OVERVIEW

RELEASE PREVIEW

This procedure allows the MDS user to review selective or all orders. The procedure allows the user to convert all lines to backorders, change the backorder priority code, or approve the release for shipment.

CONSIGNMENT BILLING

The consignment subsystem is designed to enter consignment (sometimes referred to as a memo transaction) shipments, track outstanding consignment merchandise, and provide for their eventual conversion to a sale or return to inventory. In a consignment transaction, ownership of the merchandise remains with seller, even though it may be on the premises of the customer. Therefore, control is needed on both a piece basis as well as a dollar basis.

The initial entry of the consignment is done via order entry. The sale of the consignment is recorded using consignment billing.

STANDING ORDER ENTRY

This program was designed to eliminate the constant entry of duplicated orders. Once a standing order is converted to an actual order the items are automatically put on backorder, availability is effected immediately and the on hand is updated during the end of day process after the picking document has been verified.

PARAMETERS USED IN THE ORDER ENTRY MODULE

The following parameters are used by the order entry and/or sales order processing system.

ORDER ENTRY PARAMETERS

Attribute #

1. Is a customer item number used (Y or N).
2. Number of days in future an order must be before it is considered future. This parameter is checked in order entry header input.
3. Is a due date by line item entered (Y or N).
4. Is the price hold feature used (Y or N).
5. If price hold is used, what is the lower gross profit limit.
6. What the price hold higher gross profit limit.
7. Number of decimal places in the quantity input. Stored as an MR <MR2,MR3...ETC.>. MR2 = 2 decimal MR3 = 3 decimal
8. Number of decimal places in the quantity output display. Stored as an MR factor. <MR1,MR2....ETC.>. MR2 = 2 decimal MR3 = 3 decimal
9. Number of decimal places in price. Stored as an MR factor. <MR2,MR3...ETC.>MR2 = 2 decimal MR3 = 3 decimal
10. Number of decimal places in cost. Stored as an MR factor. <MR1,MR2....ETC.>. MR2 = 2 decimal MR3 = 3 decimal
11. What is the source of cost to be used for order entry and billing: (from Product Master (5), (6), (55))
 - 1-Standard cost PM(5)
 - 2-Last cost paid PM(6)
 - 3-Average cost PM(55)
12. Are warehouse productivity statistics to be maintained (Y or N).

PARAMETERS USED IN THE ORDER ENTRY MODULE**ORDER ENTRY PARAMETERS (Continued)**

Attribute #

15. On what base is commission computed:

S or null -Sales\$

G -Gross profit\$

16. Should actual freight be subtracted from the commissionable amount:

Y - subtract actual freight

N or null- do not subtract

17. Should cost display during order entry (Y or N).

21. Template - Template logic indicator

Y = Used

N = Not used

41. Consign - Consignment billing used (Y or N).

43. Scale - Scale system used (Y or N).

59. Should warehouse transfers immediately update the on-hand of the receiving warehouse (Y or N).

60. Should cost entry be allowed during warehouse transfers (Y or N).

63-67. The following parameters allow the user to select the CRT display. The following are the choices:

7 - Half tone

19 - Inverse video

20 - Regular

PARAMETERS USED IN THE ORDER ENTRY MODULE**ORDER ENTRY PARAMETERS (Continued)**

Attribute #

The Attributes to be used are as follows:

- 63. Order Entry
 - 64. Cash Application
 - 65. File Maintenance
 - 66. Inquiries
 - 67. Accounts Payable/General Ledger
-
- 85. SHIP.SELL - Different shipping warehouse versus selling warehouse (Y or N).
 - 87. LINE.FUT - Future order by line indicator
 - Y = Future by line
 - N = Future by order
 - 88. LINE.DS - Drop ship order by line indicator
 - Y = Drop ship by line
 - N = Drop ship by order
 - 89. COS - Cos system used indicator (Y or N).
 - 90. Is the Sales.4 file used (Y or N).
 - 91. Is the Sales.5 file used (Y or N).
 - 92. Is the Sales.6 file used (Y or N).
 - 93. Is the Sales.7 file used (Y or N).
 - 94. What is the Sales.4 update period:
 - M-Monthly
 - Q-Quarterly
 - 95. Should pro-forma prompt for warehouse (Y or N).

PARAMETERS USED IN THE ORDER ENTRY MODULE**ORDER ENTRY PARAMETERS (Continued)**

Attribute #

96. Should one step create backorders? (ABO) (Y or N).
97. Should one step update the Release.Xref file so that a picking document is created. This option is meaningful only if one step invoicing creates backorders.
- Y = Update Release.Xref
N or Null = Do not update
103. Option to update Price.1 file from pro-forma's
1. Update Price.1 in entry/maintenance
 2. Update in pro-forma conversion
104. Release processing combine indicator
- C = Normal combine logic
N = No combine logic
S = Single release created for each line
106. Allocation option
- 0 or Null = Allocate by stocking UM
1 = Allocate in whole selling UM
109. Immediate pick print
- 'Y' = Print pick ticket out of order entry
'N' = Batch print of pick tickets
110. Cost override (Y or N)
- 'Y' = Ability to override cost during order entry
'N' = Unable to override cost
111. Cost override password. When parameter 110 is set to 'Y' you have the option of entering a password when overriding the cost.

PARAMETERS USED IN THE ORDER ENTRY MODULE**ORDER ENTRY PARAMETERS (Continued)**

Attribute #

112. Price override (Y or N)

'Y' = Ability to override price during order entry

'N' = Unable to override price.

113. Price override password. When parameter 112 is set to 'Y' you have the option of entering a password when overriding the price.

LOT LOGIC PARAMETERS

Attribute #

19. Should the backorder quantity be reduced if an over shipment occurs on the initial shipment during verification.

Y - Reduce backorder on over shipment

N - Do not reduce backorder on over shipment

20. Is the lot cost stored at the lot level, (i.e., A separate cost is maintained for each lot) or at the product level (Y or N).

25. Is lot logic used (Y or N).

98. Is the lot information entered at order entry time (N), or at verification time (Y). The former would be used if the lot is specified before shipment, the later is the picker can pick any item, but then records which have been selected - such as with serial number control.

99. Lot entry type indicator

Y = Use inquiry version

N OR NULL = Use line item entry for lots only

102. When parameter 98 is set to a 'N' and 102 = 'Y' then auto assignment of lots will be done and will ask for approval. If 'N' or 'Null' is in 102 the operator will enter lot information. If 98 = 'Y' then auto lot will not be done and field 98 is checked first and is the 'Driver'.

PARAMETERS USED IN THE ORDER ENTRY MODULE**CREDIT CARD CONTROL PARAMETERS**

Attribute #

119. Credit Card Indicator (I,B,A,N)

I = Interactive Mode

B = Batch Mode

A = Auto Ship Interactive Mode

N = Not Used

120. Credit Card Processor Id. Credit card service bureau identification number. Use 5 alphanumeric characters.

121. Credit Card Cycle Time. Cycle time in minutes, for credit card processing in batch mode (Parameter 119).

122. Credit Card Wait Time. Wait time in seconds, for credit card response from service bureau.

ORDER ENTRY ORDER FLOW

The MDS System is based upon two-pass invoicing. In addition, specialized procedures such as one step invoicing, credit memos, and voids are also provided. The purpose of this section is to describe the inter-relationship between the various programs and the steps necessary to deal with normal system functions.

This section assumes a basic understanding of the MDS programs, and therefore will prove to be of most value after the user has become familiar with the programs discussed here.

TWO-PASS INVOICING FLOW

Basic to the understanding of MDS is the Order/Release file relationship. The Open Order file serves as the controlling document for each customer order entered into the system. There is always a one-to-one relationship between the customer order and the Order record. It contains the original order quantities, and in summary fashion, all data pertaining to backorders, shipments and canceled quantities. The key to the Order file is CO#:ORDER#: nn:nnnnnn.

While identical in format to the Order file, the Release file serves a different function. It corresponds to each shipment of an order, and therefore whenever a backorder results there will be more Release records than Order records. Each record in this file will ultimately result in the creation of an invoice to the customer. The key to the file is composed of CO#:ORDER#:SEQ# (01:999999:999), the sequence number representing the number of this shipment for this order.

As an order is processed through the various stages, these records are internally updated, and their status changed as appropriate. To improve system response, two Cross Reference files are used extensively. Their key corresponds to the Release file, and contain the status of the record. In this way a portion of the file can be selected quickly. For example, all release awaiting the printing of a picking document. The Release.Xref is used in the pre-invoice stage, Inv.Updt.Xref is used to track the release after verification. The status codes used in the two files are as follows:

	RELEASE.XREF	INV.UPDT.XREF
Initial Status (unprinted)	O	
Credit Hold	C	
Deleted	D	
Printed	P	P
Verified	V1	V
Bulk Verified		O
Price Hold	H	H
Updated		U

ORDER ENTRY ORDER FLOW

Following is a description of the steps that occur during the processing of a single customer order.

ORDER ENTRY

Order entry is the primary input program in the system, and is discussed in detail in the order entry input section. At the completion of order entry, the following has occurred:

The Order file is created.

The Release file is created, if any items on the order are shippable.

Exceptions: No Release record is created if there are no shippable line items, or if the order is DIRECT SHIP or FUTURE.

The Release.Xref record is created at the same time as the Release record. The status code of the record may be as follows:

Initial Status (unprinted)	O
Credit Hold	C
Price Hold	H

ORDER PRINT

The next step in the order entry cycle is the printing of a picking document. While several approaches may be utilized to print the form, (i.e., immediate or batch), the procedure selects the Release.Xref file with status "O", and it changes to:

Printed	P
---------	---

VERIFICATION

After the printing of the picking document, the order is picked, packed and prepared for shipment in the warehouse. The verification program is used to indicate to the system any change that may have occurred to the order in the warehouse. This may include short picks, add-on items, picker and/or packer statistics, and freight and other shipment data (freight carrier, number of cartons).

ORDER ENTRY ORDER FLOW

VERIFICATION (Continued)

At this point all invoicing information has been entered into the system. The Inv.Updt.Xref file is initially established at this time, and the Release.Xref record updated.

RELEASE.XREF	
Verified	V1

This is the final update to the Release.Xref file.

INV.UPDT.XREF	
Verified	V
Price hold	H (where applicable)

BULK VERIFICATION

All final updating to the Order, Release, Customer, Product and Cross Reference files occur during bulk verification as part of end of day. It should be noted that this delay in final update carries virtually no penalty, since neither customer credit status nor inventory availability is affected by any of the update procedures. All Inv.Updt.Xref records with a Stat.Code of "V1" are selected for processing. After the process has been completed, the Stat.Code is changed to "O".

INVOICE UPDATE

The invoice update process completes the update of release information to all other files in the system. This includes detailed and summary sales history, invoice and accounts receivable analysis, as well as commission calculations. All the Inv.Updt.Xref records with a Stat.Code of "O" are selected. After the update, the Stat.Code is changed to "U".

This program selects the Inv.Updt.Xref file with status code "O".

RELEASE OF BACKORDERS

Backorders may be released by either the specific order release program, or in batch, via the order allocation module. In either case, an additional Release record is created, with the same status as if it had just been created by order entry. The release number is incremented by one, for each backorder shipment. It then follows through the system in exactly the same manner as an original release. The picking document will only print the items allocated on this release.

ORDER ENTRY ORDER FLOW

SPECIAL HANDLING OF DROP SHIPS AND FUTURE ORDERS

These two categories of orders do not follow the normal order flow. In both cases no immediate shipment will occur, and therefore special processing is indicated.

FUTURE ORDERS

Future orders are logged as a customer open order, rather than as a backorder. Therefore they do not affect item availability, but do appear on inquiries and open reports.

Future orders can be for an entire order or on a line by line basis. If Parameter (87) is set to 'Y' the future flag may be set by line item. If the parameter is set to 'N' the order can not contain both future and currently due items. The order would have to be separated into two orders, future on one order and currently due items on another order.

If the entire order is a future order at the point of order entry only an Order record is created. No Release record is created and a picking document is not printed.

The program future order conversion (Menu-1.14.1) changes all "Future" orders due before an input due date to a current status. At this point they are treated as regular order and availability is checked and a release (picking document) will be produced if items are available.

Order maintenance has the ability to convert a single order from future to current status. All converted lines are placed on backorder so that they can be released through either specific order release or backorder allocation.

DROP SHIPMENTS

Vendor drop shipments are shipped directly to the customer, and do not pass through the distribution warehouse. Therefore, once again they are logged as a customer open order, rather than as a backorder. Item availability is not affected, and they appear on and open reports.

Drop ship orders can be on an entire order or on a line by line basis. If Parameter (88) is set to 'Y' the drop ship flag may be set on a line item basis. If the parameter is set to 'N' the order can not contain both drop ship and non drop ship items. The order would have to be separated into two orders, drop ship items on one order and non drop ship items on another order.

ORDER ENTRY ORDER FLOW

DROP SHIPMENTS (Continued)

If all items on the order are drop ship (DS) at the point of order entry only an Order record is created. No Release record is created and no picking document is printed.

When the vendor confirms shipment to the customer, the purchase order receipts posting for dropship only is used to initiate an invoice to the customer , as well as create a voucher for the merchandise.

ONE-STEP INVOICING

One step invoicing is an alternate method of performing the order entry function. In this method verification is not used. The end of day job stream will produce invoices for orders entered through one step invoicing as it does for verified orders. One step may be utilized with and without backorder control. If backorder control is in effect, at the completion of entry, the following has occurred:

The Order file is created if any backorder results.

The Release file is created if there is anything shippable.

One step invoicing with automatic backorder provides an option to print a separate picking document. The Release.Xref file is created only if the parameter is set to produce the picking document, and is used strictly to print the picking document. The Inv.Updt.Xref file is created with the status code "O". This corresponds to a regular order having passed bulk verification, and ready for Inv.Updt.

If One step invoicing is used and backorder control is not in effect, the entry has the following results:

The Order file is not created since a backorder cannot result.

The Release file is always created.

The Inv.Updt.Xref record is created with status code "O", or "H" if on price hold. Credit hold is not allowed in these procedures.

ORDER ENTRY ORDER FLOW

CREDIT MEMOS

Credit memos may be issued against a specific invoice or as a stand alone credit memo. The credit memo can be maintained until the end of day job stream is run. Each line on the credit memo can be a return or non-return stock to inventory. The flag in the credit memo Reason Code record will determine if the sales quantities should be updated. The Order file is not created, but the Release file is always created. The Inv.Updt.Xref file is created with a status code of "O". The end of day job stream will produce the credit memo document.

VOID PROCESSING FLOW

The void function in MDS is designed to be totally automatic, and designed to work directly off the document (i.e., the corresponding Release record) to obtain all its information. Therefore the following is true:

An invoice or credit may not be voided after purge from the Release file or before the original invoice or credit has been processed by Inv.Updt.

The void module marks the original Release record as void ("V" in attr 9), and creates a new Release record, with all quantity signs reversed.

The Inv.Updt.Xref record is created with status code "O". The next step is the void's processing by Inv.Updt.

CONSIGNMENT ENTRY/ORDER ENTRY

This program is used to enter the consignment order. The program functions in an identical manner to order entry and, as such, all normal order entry functions such as credit checking, availability checking, and customer pricing are performed. One additional field, the projected return date, is entered on the header screen.

As a result of consignment entry, the Order and Release records are established (with a consignment order flag, transaction code COE). A picking document for the shippable merchandise is created and backorders established for the non-shippable portion. The consignment can later be billed through the consignment billing program.

ORDER ENTRY ORDER FLOW

STANDING ORDER ENTRY/ORDER ENTRY

This program was designed to eliminate the constant entry of duplicated orders. Once a standing order is converted to an actual order the items are automatically put on backorder, availability is effected immediately and the on hand is updated during the end of day process after the picking document has been verified. As a result of standing order entry, the Standing Order record is converted to an actual order and the Order record shows a transaction code of "ROW".

ORDER ENTRY PRICING CALCULATION

Depending on the needs of the client, one of the following pricing methodologies may be selected for use. Each method provides for the following:

CONTRACT PRICING

Specific customers receive guaranteed prices for specific items for a specific length of time. The contract may be priced for a specific customer or for a specific group of customers all under the same contract number.

PRICING CALCULATION

Version 006.1

Each customer is coded to receive one pricing and/or discount category. Up to 15 columns may be stored.

Version 006.2

This method combines quantity break and price pointer logic. The program interprets the price pointer as the starting point for quantity breaks. In this way, several price schedules may be used (i.e., one for the dealer, the other for retail) up to a maximum of 15 prices.

Version 006.3

A Price Matrix file is established for each customer identifying by product class the discount the customer is to receive from the base price.

ORDER ENTRY ORDER FLOW

PRICING CALCULATION (Continued)

Version 006.4

This version uses straight quantity break logic to determine the pricing.

Version 006.5

This method utilizes a Price Matrix file which specifies for each customer by product class:

1. The base price to be used. (Code O uses cost as a base)
2. The +/- discount percent.
3. The +/- cents addition.

This method is by far the most flexible, but requires significant effort to maintain.

In addition, for each item it is possible to manually enter a special price. If discount, price, or cost is overridden, the customer order will be flagged for audit trail purposes.

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 initially entered item, the system can automatically scan the inventories of the substitutes until it locates one with inventory. If no inventory is found, the line item is backordered under the original product number.

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.

ORDER ENTRY MAINTENANCE PROCEDURES

The MDS system offers a number of maintenance procedures. While there is some overlap in capability, there are different procedures designed to handle different situations. As in the previous section, a basic understanding of the MDS programs involved is assumed, and therefore this section will probably prove to be of most value after the user has become familiar with the programs discussed here.

ORDER MAINTENANCE - PREVIEW MODE

Order maintenance has two modes of operation, (P)review, and (M)aintenance. In the preview mode, the program allows the user to maintain simultaneously both the order and Release record. This capability, however, is only available if only the first release (001) has been created and verification of the release has not occurred. This procedure will be most useful to those customers wishing to review all orders before issuing picking documents to the warehouse.

The "CANCEL" option will cancel both the order and the release.

ORDER MAINTENANCE - MAINTENANCE MODE

In the maintenance mode, the program allows the user to maintain backorders of open orders. However, quantities currently in pick may not be maintained since a picking document is out in the warehouse, and the ordered merchandise may be shipped regardless of any computer maintenance performed. Any lines entered during order maintenance (maintenance mode) will be backordered.

The Order record only is maintained.

Because this procedure is available to many departments, order maintenance does not have the ability to remove an order from credit hold status.

The "CANCEL" option will cancel only open backorders. Any quantities in pick, will remain in pick.

RELEASE PREVIEW

Release preview is designed to guard against uneconomical small shipments. It provides the ability to review all lines on a release, and convert all shipped lines to backorder status. A cancellation option is not provided.

ORDER ENTRY MAINTENANCE PROCEDURES

RELEASE MAINTENANCE

Release maintenance is designed to maintain releases that have been verified, run through end of day and have not been invoiced due to price hold, invalid terms, etc.

Any change performed is updated to both the Release and Order file. No cancellation option is provided.

VERIFICATION

The verification program, is designed to allow virtually any change to a specific release (or shipment). The capability is provided to:

1. Cancel or change ship quantities line by line
2. Add line items to the order
3. Force backorders, and/or over ship on any line
4. Change price or any other field on the release

The order and current Release record (only) are maintained as appropriate. Only the inpick quantities can be changed, the open quantities (backorders) can not be changed.

The "CANCEL" option will cancel the verification entry only. The Order and Release records remain on file.

CREDIT RELEASE MAINTENANCE

While credit release maintenance is designed to deal with credit exceptions, it does have significant order cancellation capabilities, which can be used on orders that are not on credit hold.

A. CREDIT RELEASE MAINTENANCE APPROVAL

When the procedure on the order entry menu is used, the release is approved for shipment, but the balance of the order remains on credit hold.

The procedure on the accounts receivable menu (requiring AR operator capability), approves both the release as well as the balance of the order.

B. CREDIT RELEASE MAINTENANCE CANCEL

Cancellation applies to the release only. Any in-pick quantities are logged as lost sales. The backorders remain open, but on credit hold, and must be canceled by order maintenance.

ORDER ENTRY MAINTENANCE PROCEDURES

STANDING ORDER MAINTENANCE

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.

HOW TO CANCEL

This section answers several questions regarding cancellation and/or deletion of orders and backorders.

HOW TO CANCEL AN ORDER WITH A PICKING DOCUMENT IN THE WAREHOUSE

If this is the initial release, then order preview will do the job. Otherwise, credit release maintenance allows cancellation of the release and all in-pick quantities. Order maintenance can then cancel any backorders.

HOW TO CANCEL BACKORDERS

Order maintenance can cancel any backorders.

WHAT IS THE AFFECT OF THE "CANCEL" OPTION IN---

Order Entry:	Cancels order.
Order Maintenance:	Cancels order and/or any open backorders.
Order Preview:	Cancels both the order and release.
Verification:	Cancels the work done, release and order remains unchanged.
Specific Release:	Cancels the work done, order remains the same.
Consignment:	Cancels the work done, consignment remains unchanged.
Release Maintenance:	Cancels the work done, release remains unchanged.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

The order entry module contains special features within the individual programs. These features allow the user greater flexibility, and a simplistic approach towards the MDS software system in general. Although we speak of the order entry module in the chapter regarding these functions, many of the features listed are also valid in other modules of the MDS system too.

Some of the 'Special Features' include:

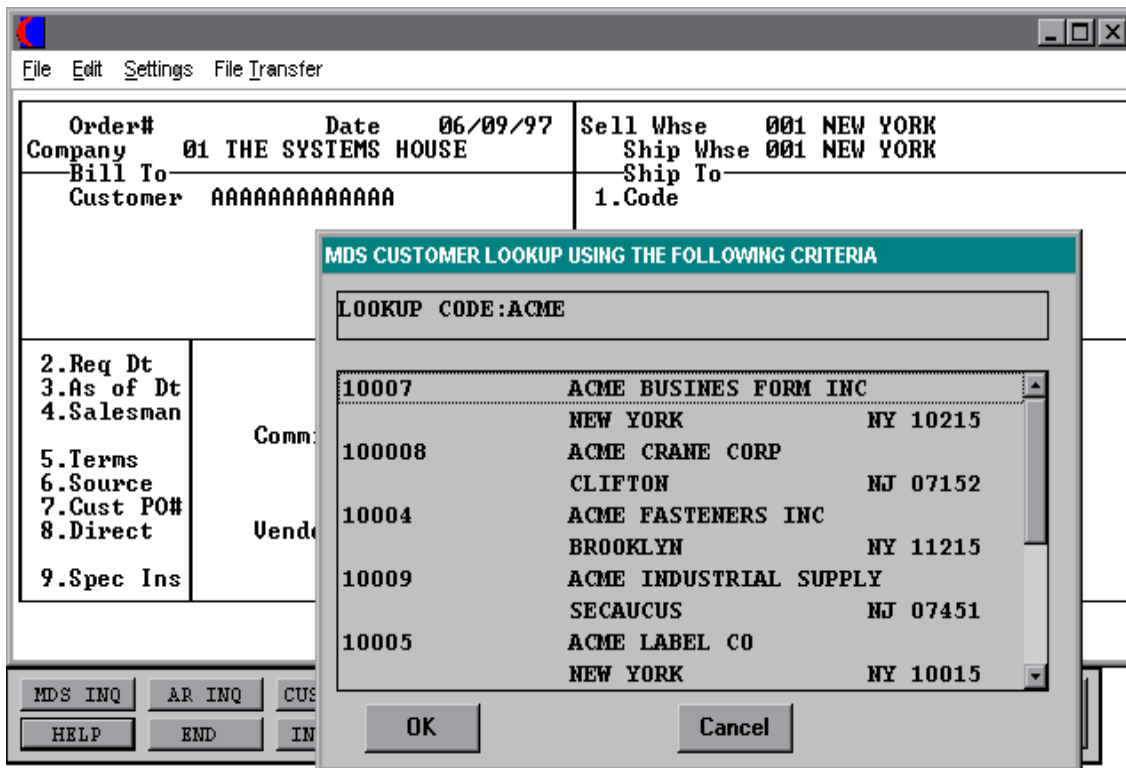
1. Customer lookup
2. Addition of new customers in the order entry programs
3. Ship-to lookup
4. Product lookup
5. Inquiry
6. Group logic
7. Repeat function
8. Addition of non-stock product numbers
9. Message and text lines
10. Substitutions

This section of the order entry module documentation will explain in depth the use of each of these 'Special Functions'. The individual chapters of each program (i.e., order entry, order maintenance etc.) will refer you to this section for instructions whenever a 'Special Function' is valid within a program.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

CUSTOMER LOOKUP SCREEN

The following screen is used for the customer lookup function.



ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

CUSTOMER LOOKUP

The customer lookup routine is used in most order entry programs. To access the lookup features, inquiries, etc. enter one of the following at the customer number prompt:

1. Enter 'INQ' or 'Shift F7' for inquiry selector. The entry of 'INQ' or 'shift F7' at the customer number prompt initiates the inquiry selector. After completing the inquiry, the program returns to the customer number prompt on the header screen.
2. Enter '*' to repeat the header (customer) information from the previous order.
3. Enter 'F7' for lookup routine. If you press 'F7' for lookup you will then be prompted for a 4 character lookup code, which can be any word in the first line of the customers name or you can also lookup by state, city or zip code.

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:

TSH	(Initials)
SYSTEMS	(First Significant Name)
HOUSE, S	(Last Name, First Initial)
SYST07013..	(Last Name, Zip Code)
2017778050	(Telephone Number)

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 entry of an 'F7' brings into play the generic customer lookup routine. This method allows the lookup of customers based upon the entry of the first four characters in any word of the customer name. For example:

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS**CUSTOMER LOOKUP (Continued)****MEDICAL-SUPPLY HOUSE, INC.**

Can be accessed by:

**MEDI
SUPP
HOUS**

OR

This method also allows the lookup of customers based by the entry of state, city or zip code.

The program which generates these additional lookups is independent of the customer maintenance programs. It generates all relevant lookups without any additional effort on the part of the MDS customer. In the process, common prefixes such as Mr., Mrs., Dr., Inc., Co., are eliminated. Of course, this program can be customized to meet the needs of the individual client.

At the customer prompt enter 'F7' and enter the customer lookup code of your choice (4 characters of any word in the customer name, state, city or zip code) or enter 'END' to end the program and return to the header screen.

Once the customers are displayed select the customer by using the arrow keys and highlighting the customer you want and hit 'RETURN'.

Enter F2 to return to the program with no selection.

ABILITY TO ADD NEW CUSTOMERS DURING ORDER ENTRY

A new customer can be created during order entry by entering the new customer number at the customer number prompt.

The maintenance element provides for the entry of customer bill-to and ship-to data as well as credit card information and pricing data.

This routine is designed to accommodate the MDS customer in a true interactive order entry environment (orders taken over the phone).

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

CUSTOMER MAINTENANCE SCREEN

The previous screen is used for the customer maintenance function. It is a combination of Customer Master and Customer Detail.

CUST #

The external customer number is the customer ID or account number. In addition to the external customer identification as entered by the operator, the system will generate a 6-digit "INTERNAL" number. This sequential "INTERNAL" customer number is used to store data for this account in an efficient way. The operators and users, however, need never concern themselves with this "INTERNAL" number, always referencing the account via the "EXTERNAL" customer ID that they assign.

Whenever the entry of a customer ID is required, whether in a file maintenance program, in order entry, or elsewhere, the same procedure is followed. The operator enters a customer ID. That ID is checked in a cross reference file (Alpha.Cust) which provides the system with one or more internal customer numbers. The name and address of each of these accounts is displayed for the operator, one at a time. The operator can indicate the correct account and processing will continue. Note that this method of customer account access allows a great deal of flexibility. The same "NAME" can be used to find several related accounts, or multiple ID's can be created for the same account. In fact, in addition to the customer ID initially specified by the operator, an additional lookup is automatically created, using the data from field 9, the phone number.

In order to allow control of the format of the customer number, the maintenance procedures use two fields from the Company file. These fields can be used to precisely define the format and pattern which will be accepted for a new customer number.

SOLD TO NA

Enter the sold to name.

SOLD TO A1

Enter the sold to address line 1.

SOLD TO A2

Enter the sold to address line 2.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS**CUSTOMER MAINTENANCE SCREEN (Continued)****SOLD TO A3**

Enter the sold to address line 3.

CITY

Enter the sold to city name.

STATE

Enter the state code (2 alpha). This field is required and is validated against a state code table. For non-us addresses, use state code "FF".

ZIP

Enter the sold to zip code.

DEA CODE

Enter the DEA code (1 char).

A/R CONT

Enter the accounts receivable contact name (max 20 char).

PHONE#

Enter the accounts receivable contact phone number.

FAX#

Enter the fax# (optional).

MASTER AR

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 on the Customer Master file.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS**CUSTOMER MAINTENANCE SCREEN (Continued)****CUST CLS**

Enter the customer class pertaining to this customer (2 digit numeric).

CUST TYPE

Enter the customer type pertaining to this customer (2 digit numeric).

TERRITORY

Enter the territory (2 digit numeric).

SPEC INST

This free text field is used only for printing on orders and/or invoices.

CONTRACT#

Enter the contract number used in conjunction with contract pricing logic.

PUR CONT

Enter the purchasing contact name (max 20 char).

PUR PHONE

Enter the purchasing contact's phone number.

D+B CODE

Enter the Dunn & Bradstreet credit rating code.

SALESMAN

Enter the 3 digit salesman number.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS**CUSTOMER MAINTENANCE SCREEN (Continued)****SHIPTO CODE**

Enter the default ship-to code. This field is used by the order entry subsystem to determine the ship-to information. (It may, of course, be changed by the operator during order processing.) Valid values are:

1. 'R' will repeat the sold to as the ship-to.
2. 'S' will print the word 'SAME' as the ship-to.

SHIP METHOD

Enter a valid ship method code. The key to the Ship.Method file combined with ship zone is the key to the Ship.Rate file. Enter a valid ship method code for this account. Order entry will automatically pick up this ship method and combined with the ship zone and rate calculate the correct shipping charges for the order. In addition, an override is available in order entry to change ship code from default entered in this field.

SHIP ZONE

Combined with the Ship.Method, it is the key to the Ship.Rate file.

TERMS CODE

This field is validated against the Terms Master file. Enter the default terms code for this customer (0-99).

TAXABLE

Taxable (Y/N). If 'Y' is entered a tax jurisdiction code must also be entered.

TAX JURIS

The Tax Jurisdiction code is used to find tax % from the Tax.Rate or Tax.Matrix file.

TAX EXEMPT#

Enter the tax exemption number.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS**CUSTOMER MAINTENANCE SCREEN (Continued)****SERV.CHG**

Service charge flag (Y/N). Service charge on overdue invoices. This field controls the automatic calculation of service charges on overdue A/R items.

CREDIT METH

This code indicates the method of credit check for this account (0-5).

CREDIT LIM

Enter the dollar value credit limit for the account.

CREDIT HOLD

Credit hold (Y/N). A "Y" in this field means all orders entered for this account will automatically be placed on hold, regardless of the result of any credit checks.

ACCEPT B/O

Accept back orders (Y/N). A "N" in this field means that the order entry subsystem will cancel any quantities which would normally become backorders.

ACCEPT PART

Accept partial (Y/N). A "N" in this field means order entry will put the entire quantity for a line into either the "TO BE PICKED" category or the "BACKORDER" category.

ACCEPT SUBS

Accept substitutions (Y/N). A "N" in this field will inhibit both automatic and manual review of substitutions during order entry.

INV COPIES

This field is used only in custom situations where multiple invoices are needed (Range 0 to 9).

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS**CUSTOMER MAINTENANCE SCREEN (Continued)****DEPT#**

Enter customer's department number (max 5 char).

PRC HLD XMPT

Price hold exempt (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 is used in the allocation programs. This field controls the allocation of new receipts for all open backorders. Within a given priority level, backorders are filled on the basis of age, oldest first.

DUNNING FLAG

Dunning flag (Y/N). A "N" in this field indicates that dunning letters are not desired for this account.

MBIND

Monthly billing indicator (Y/N). A "Y" in this field indicates that the customer is a monthly billing customer. An invoice for this customer will be produced once a month, normally at month end. If "N" is entered, the customer will be invoiced in the normal fashion.

PRICE POINTER

This field is used for customized pricing logic.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

SHIP-TO LOOKUP

At the following prompt enter line # 1 to access the ship-to lookup routine.

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

Enter 1-17 to change a line. Enter '0' to accept the header and proceed to the product entry screen. Enter line # 1 to change ship-to.

If Line # 1 is entered a SHIP-TO CODE menu will be displayed:

Enter the ship-to number for this order.

Enter 'R' to repeat the sold to address.

Enter 'S' to use literal SAME.

Enter 'M' to manually input ship-to address

Function 7 (F7) for Lookup, "*" at lookup code = ALL (ship-to's for this customer).

SHIP-TO LOOKUP

The Ship-To may be coded in the Customer file as

'S' for sold to and ship-to the same

Blank means there is no ship-to

Specific Ship-to number which accesses the Ship-To file

This may be overridden by one of the following ways :

If 'R' is selected the bill to address will appear as the ship-to address.

If 'S' is selected the word 'SAME' will appear in the ship-to name field on the order and, if applicable, the picking documents and invoices.

If 'M' manual entry is selected, you need to manually enter ship-to address.

ENTER FUNCTION 7 (F7) TO LIST SHIP-TO'S

Enter Function 7 (F7) for lookup, "*" at lookup code for all ship-to's to display and select from the display. Once you select a ship-to, it will display the new ship-to address.

Enter a specific ship-to number if known.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

CREDIT CARD POP UP BOX

The following screen is used to enter the credit card information when the proper terms code is used.

.concord.ini			
File Edit Settings File Transfer			
Order# 124090	Date 09/08/98	Sell Whse 001 NEW YORK	
Company 01 THE SYSTEMS HOUSE		Ship Whse 001 NEW YORK	
Bill To		Ship To	
Customer IDEAL		1.Code TO NAME	
DRESS1	CITY	ST SAME	
MONROE	NJ ~1	~100000 3 RIDGE R	
CLIFTON	NJ 07015		
2.Reg Dt	Future N		11.Ship Via 01 UPS CONS
3.As of Dt			
4.Salesman 001	JIM BRANCA		Credit Card Entry
	Commission % 5.00		1.Type XXXXX
5.Terms 53	NET 60		2.Number
6.Source 01	MAIL		3.Name
7.Cust PO# 1			4.Exp Dt
8.Direct	Vendor		5.Address 10 CLIFTON BLUD.
9.Spec Ins			6.Zipcode 07015
10.Caller	XXXXXXXXXXXXXXXXXXXXXXXXXXXX		

HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Br k
------	-----	--------	---------	---------	---------	---------	-------	---------

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS**CREDIT CARD POP UP BOX****TYPE**

Enter the type of credit card being used for this order. Must be a valid value on the Credit Card Control file.

NUMBER

Enter the credit card number or press <F7> inquiry to display a list of valid credit card numbers on file for this customer.

NAME

Enter the full name on the credit card.

EXP DT

Enter the expiration date for the credit card being used.

ADDRESS

Enter the street address for the card holder.

ZIP

Enter the zip code for the address of the card holder.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

ITEM LOOKUP

The following screen is used for the item lookup function.

The screenshot shows a software window titled "MDS PRODUCT LOOKUP USING THE FOLLOWING CRITERIA". At the top, there is a menu bar with "File", "Edit", "Settings", and "File Transfer". Below the menu bar, the window displays the following information:

CO 01 WHSE 001 CUSTOMER GRACE GRACE TEST CUSTOMER ORD# 12176
 Order Entry Detail

1 PROD# NNNNNN---
 ORD: / DS: UEND#: FUT: CODE: PRICE: COMM%:
 SHIP: / BAQ: WHSE: DUE: DISC%: PH: TAX:
 P/O: DEPT. CUST#- COST-

The main data area contains a table with the following columns: VEND#, ITEM NUMBER, GP%, COST, SELL PRC, ONHAND, AVAIL, ON ORD.

VEND#	ITEM NUMBER	GP%	COST	SELL PRC	ONHAND	AVAIL	ON ORD
***** NO CUSTOMER HISTORY *****							
ACC11038		4.76	2.00	2.10	970	970	
UNS	205 EA COVER,REP,20PT,5.5X8.5,RD						
ACC14038		00.00		2.30	990	990	
UNS	205 EA COVER,REP,20PT,6X9.5,RD						
ACC16058		00.00		2.28	980	970	
				LST SOLD	5EA ON	04/24/97	

At the bottom of the window, there are two buttons: "OK" and "Cancel".

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

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 might be used to record:

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

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

FUNCTION 7 (F7) - PRODUCT LOOKUP

At the product number prompt enter F7 to access the lookup routine. To support interactive order entry, extensive product lookup capabilities have been built into the order entry module.

By entering F7 at the product number prompt, the product lookup screen is displayed which allows access to products by:

- 1 First four characters of any word in the product description
- 2 Product's base code, which allows for the display of all sizes (for example) or colors of a product
- 3 By vendor code
- 4 By product class

Thus, a specific product can be accessed by:

513029-42	Full Product Code
513029	Which Displays All Sizes on File
SWEA	Part of Description
004	Product Class
17000	Vendor

In addition to displaying the range of products available, the lookup inquiry screen provides pricing and inventory availability information, including the date the next receipt is due on.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

PRODUCT LOOKUP (Continued)

ENTER LOOKUP CODE OR 'END' TO END:

Enter the lookup code or 'END' to end the program and return to the order entry screen.

When the product is found select the product by using the arrow keys and highlighting the product and hit 'RETURN'. Enter F2 to return to the program with no selection.

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 (See discussion below on special items).

INQUIRY

The entry of 'INQ' or Shift F1 at the product number prompt initiates the inquiry selector. After completing the inquiry, you are returned to the product number prompt.

GROUP LOGIC

Enter Shift F3 for group logic programming. Group logic facilitates the entry of products sold in either a size or color spread. The 'base code' of the product line is entered, and then the operator is prompted for the sizes and quantity of each 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.

Group logic is entered by the input of Shift F3 at the item number prompt. It is exited when 'END' is entered at the item number prompt, after the last group number is entered.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

PRODUCT LOOKUP (Continued)

'*' - REPEAT FUNCTION

Enter '*' for 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 in its entirety is repeated, and the operator is prompted only for a separate due date. The intent is to facilitate the entry of a scheduled order, i.e., where a set quantity of a product to be delivered on a monthly basis. Once entered, the line item is processed, exactly as if it had been entirely hand entered.

NON STOCK AND SPECIAL ITEMS

The following screen is used for non stock product additions.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

File Edit Settings File Transfer

NON STOCK PRODUCT ADDITION

EX PROD #: NS-1000 INT PROD #: 100437

1.DESC. 1 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 2.DESC. 2
 3.UENDOR #
 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% 0.00
 13.PROD CLASS
 14.PROD TYPE
 15.TAXABLE
 16.QTY FACTOR 0.00

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

NON-STOCK AND SPECIAL ITEMS

All non-stock and/or special items must be prefaced by an 'NS'. If the special item feature is enabled (existence of the special item element in the Order Entry Control record), the special item screen is called. The following fields are entered:

DESC.1

Enter a description of the product.

DESC.2

Additional description field.

VENDOR #

Enter the vendor number for the vendor from whom this item is normally purchased.

BOX QTY

Enter the quantity that corresponds to the unit of measure of "BX".

CASE QTY

Enter the quantity that corresponds to the unit of measure of "CS".

STOCK UM

Enter the standard unit in which inventory of this product is maintained.

PRC/COST UM

Enter the unit of measure that this product is priced by for order entry.

STD SELL UM

Enter the unit of measure that this product is normally sold in for order entry.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS**NON-STOCK AND SPECIAL ITEMS (Continued)****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 %. When 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.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

NON-STOCK AND SPECIAL ITEMS (Continued)

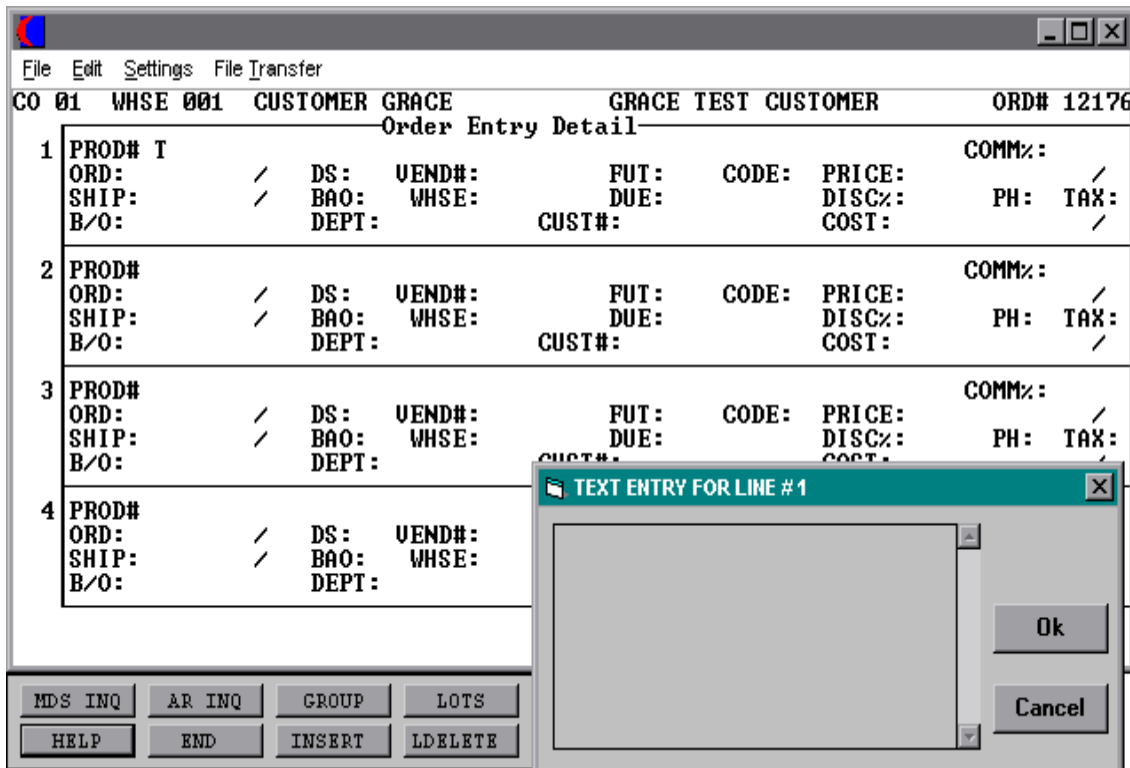
An Item record is written to the Alpha.Prod, Prod.Mast, Prod.Det files. These records will remain on file until purged, and may be used for other orders as an existing item.

A purge program is provided to delete the special items from the master file as desired. The recommended time to run the purge is after a year end so as not to lose the value of special sales on year end sales reports.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

TEXT ENTRY SCREEN

The following screen is used for text entry.



ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

TEXT AND COMMENT ENTRY

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

1. Multiple line text message

The entry of an 'T' at the item number prompt, allows the entry of a multiple line message by the operator. The screen shown on the previous page is used for this purpose.

2. Multiple line comment message

Comments are attached to a specific product line number. When entering a product, press Shift F5 for comments, a comment box will appear showing which product line number your attaching this comment to. After entering your comment hit "RETURN" a message will appear:

ENTER 0 TO ACCEPT, C TO CHANGE OR DELETE:

'0'

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

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

If you enter 'P' for pick this comment will print only on the pick ticket.

If you enter 'I' for invoice this comment will print only on the invoice.

If you enter 'B' for both this comment will print on the pick ticket and the invoice.

If you enter 'N' for none this comment will not print on either.

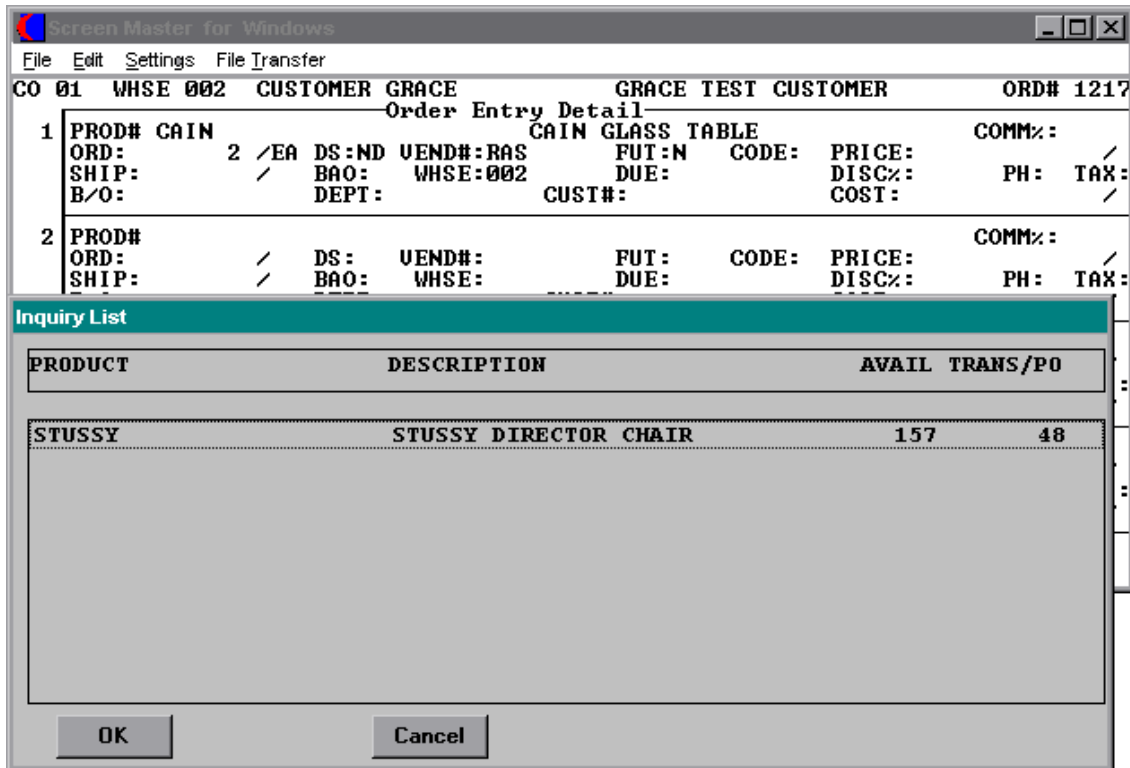
'CHANGE'

If you enter 'C' at this time you can make changes to your comment.

'DELETE'

If you enter 'DELETE' this comment will be deleted.

ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS



ORDER ENTRY MODULE SPECIAL FEATURES AND FUNCTIONS

SUBSTITUTIONS

Acceptable substitutes for a product can be coded into the Product Master file. If substitutes are being used you can choose automatic substitution whenever insufficient quantity is available, or display a list of substitutes at the time of order entry. The Customer Master file also determines whether or not a customer will accept substitute products. In the event inventory is not available on the initially entered item, the system will automatically scan the inventories of the substitutes until it locates one with inventory. If no inventory is found, the line item is backordered under the original product number. This screen will be displayed for manual review.

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

Hit 'RETURN' to display the substitutes or 'N' to accept substitute without display.

Once the substitute screen is displayed, using the arrow keys, highlight the product you want to substitute (if multiple substitutes are available all will be displayed, and the operator will have the option of selecting any one of the substitute items). Once you select a substitute a message will appear:

SUBSTITUTION MADE. HIT <RETURN>:

An entry of F2 will select no substitutes and return to the order entry line item screen.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

PROGRAM NAME	ELEMENT10 OE.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	2
FILES ACCESSED	CONTROL PARAMETER ORDER ENTRY RELATED

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 canceled 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 order is converted (future order conversion program) to a current order. An order with all items 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 ordered is in stock (available).
2. The entire order is NOT flagged as a 'future order'.
3. The entire order is NOT flagged as a 'drop ship order'.
4. The customer is NOT on credit hold.

This document, which can be printed in warehouse location sequence to facilitate picking, contains all the information necessary to fulfill the customer's order.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

OVERVIEW (Continued)

Subsequent releases of backorders are handled through the backorder process or specific order release process, as described later in this document.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Customer Lookup
2. Addition of New Customers in the Entry/Maintenance Programs.
3. Ship-to Lookup
4. Product Lookup
5. Inquiry
6. Group Logic
7. Repeat Function
8. Addition of Non-Stock Product Numbers.
9. Comments and Text Line Entry
10. Product Substitutions

See the order entry Documentation Introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

Screen Master for Windows

File Edit Settings File Transfer

MDS Order Entry Logon Screen

1.Operator XXX

2.Company

3.Sell Warehouse

4.Ship Warehouse

5.Order Date

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****LOG-ON**

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

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.

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 as MM/DD/YY or hit 'RETURN' for the system date.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

Screen Master for Windows			
File Edit Settings File Transfer			
Order#	Date 04/04/96	Sell Whse 001 NEW YORK	Ship Whse 001 NEW YORK
Company 01 THE SYSTEMS HOUSE		Ship To	
Bill To		1.Code	
Customer AAAANNNNN			
2.Reg Dt	Future	10.Ship Via	
3.As of Dt		11.Cash	
4.Salesman	Commission % 0.00	Check#	Dept# Bank
5.Terms		12.M/Bill	Return Date
6.Source		Req#	
7.Cust PO#	Vendor	13.Cons/Rent	
8.Direct		14.Inv Comp	
9.Spec Ins		15.Dea#	
		16.Ship Comp	

MDS INQ	AR INQ	CUSTOMER								Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT			

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

HEADER DISPLAY AND INPUT

The customer number input mask is displayed from the Company file. Using any of the available customer lookup routines, the customer to be billed is identified. The ship-to and all data such as salesman, commission %, ship via, etc., for this customer is displayed from the master files.

After all entries have been entered, changes can be made to any of the header screen fields, including ship-to data.

CUSTOMER

Enter a specific customer number, you will then bypass the customer lookup routine and proceed with the order entry program. The customers sold to name and address will be displayed and you will be prompted:

'IS THIS THE CORRECT CUSTOMER (CR/N)?'

Hit 'RETURN' 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.

Entering any customer number not on file at the customer number prompt during order entry allows the addition of a new customer onto the master file.

Enter 'END' to return to order entry logon screen.

Enter 'INQ' or Shift F1 for inquiry selector. The entry of 'INQ' or Shift F1 at the customer number prompt initiates the inquiry selector. After completing the inquiry, the program returns to the customer number prompt on the header screen. The details for use of this prompt can be found in the order entry introduction.

Enter '*' to repeat the header (customer) information from the previous order. The details for use of this prompt can be found in the order entry introduction section.

Hit F7 for lookup routine. If you enter 'F7' for lookup you will then be prompted for a 4 character code, which can be any word in the first line of the customers name or you can also lookup by state, city or zip code. The details for use of this prompt can be found in the order entry introduction section.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

HEADER DISPLAY AND INPUT (Continued)

ORDER NUMBER

The next order number for this company and/or warehouse is now assigned. The assignment of all sequence numbers is controlled by the Finder and Sequence Control files.

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

If the order fails credit check the available options are - 'A' to authorize, 'C' to cancel, or 'H' to put on hold if the order is authorized you are required to enter a password and who authorized the release.

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.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****HEADER DISPLAY AND INPUT (Continued)****CREDIT CHECK (Continued)**

The order is accepted as entered and put on a credit hold status. 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.

SHIP-TO

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

'S' for sold to and ship-to the same
Blank means there is no ship-to
Specific ship-to number which accessed the Ship-To file

The ship-to may be overridden by one of the following ways:

A SHIP-TO CODE menu will be displayed:

Enter the ship-to number for this order.
Enter 'R' to repeat the sold to address.
Enter 'S' to use literal SAME.
Enter 'M' to manually input ship-to address.
Function 7 (F7) for lookup, "*" at lookup code = ALL (ship-to's for this customer).

REQ DT

This input field on the header input screen is to identify when the order is due. If 'RETURN' 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.

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).

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****HEADER DISPLAY AND INPUT (Continued)****FUTURE (Continued)**

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 on the header screen as well.

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.

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.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****HEADER DISPLAY AND INPUT (Continued)****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. 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. Valid credit card information will need to be entered. The information entered will be validated against the Credit Card Control file.

SOURCE

Enter the source of this order or hit 'RETURN' for no source code. 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: re-orders, phone orders, walk-in etc.)

CUST PO#

Enter the customer purchase order number (up to 25 characters). The customer purchase order number is optional and can be used to access orders through the detailed order inquiry program. After the entry of a purchase order number the system will display any other order numbers that this purchase order was entered on.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****HEADER DISPLAY AND INPUT (Continued)****DIRECT**

Orders which are to be drop shipped directly from the vendor to the customers can be entered through the normal order 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.

SPEC INS

The special instructions will display from the Customer Master file. If you want to change the special instructions, you can enter new special instructions.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****HEADER DISPLAY AND INPUT (Continued)****CALLER**

The person from whom the order is being taken from should be entered here. This field will take alpha numeric characters and is a required field. This field will help in the tracking of who placed the order in the event that a question arises regarding this order.

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. If you enter 'M' for manual entry, you will be prompted for the ship via description.

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 time of 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 customer.

M/BILL

The monthly billing flag 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.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****HEADER DISPLAY AND INPUT (Continued)****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 the requisition number or hit 'RETURN' for no number. (optional)

CONS/RENT

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 'RETURN' if this order is not a consignment or rental order. If the order is a consignment order, enter the date that the items are to be returned or hit 'RETURN' for 30 days after the required date system default.

INV COMP

The invoice complete indicator will be displayed from the Customer file. The program will default to the flag set in the master file however, you may override the flag for individual orders at this time.

LIC #

Enter optional license number.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****HEADER DISPLAY AND INPUT (Continued)****DEA #**

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

SHIP COMP

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

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

Enter 1-17 to change a line. Enter 0 to accept the header and proceed to the product entry screen.

'0'

If you enter '0' to accept you are then prompted:

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

If 'RETURN' 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 and the order is flagged as a canceled order.

If parameter (21) is set to 'Y' for template orders and you hit 'RETURN' and this customer has an order template you will be prompted:

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

If you hit 'RETURN' the customers order template will be displayed on the order entry line item screen. Once displayed it may be changed or accepted as is. If 'N' is selected, the program continues to the next item. If you enter 'INQUIRY' or F7 for inquiry the template list will be displayed. At this point you could select the template you want by using the arrow keys and highlight the template.

Each product on the template will be displayed along with the last quantity ordered. You will then input the quantity for this order.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

Screen Master for Windows

File Edit Settings File Transfer

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO ORD# 121950

LN#	PRODUCT# DESCRIPTION	ORDER/UM	SHIP/UM	BO/UM	PRICE/UM COST	WHS MORE
1	█-----	/	/	/	/	/
2		/	/	/	/	/
3		/	/	/	/	/
4		/	/	/	/	/

UM ONHAND INPICK AVAIL BCKORD ON ORD NEXT PO

MDS INQ AR INQ GROUP LOTS COMMENTS PAGE END
 HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

Screen Master for Windows

File Edit Settings File Transfer

CO	DESCRIPTION	UNIT	PRICE/UM	WHS
1	1.DIRECT SHIP: 2.VENDOR#: A4000 3.FUTURE: N 4.DUE DATE:	/	35.00/DZ	001
2	5.PRICE SOURCE: 3 6.DISCOUNT%: 20.00	/	22.80/DZ	**
3	11.COMMISSION%: 25.00	/		
4	8.DEPARTMENT: 9.CUST ITEM:	/		
	7.TAXABLE: Y 10.BILL AS ORD.:			

ENTER LINE # TO CHANGE, 0 TO ACCEPT :

0

ORD# 121974

TIION CO

BO/UM

PRICE/UM WHS

COST MORE

MDS INQ AR INQ GROUP LOTS COMMENTS PRC INQ

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Br k

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

LINE ITEM DISPLAY AND INPUT

ITEM LOOKUP

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

The details for the item lookup, inquiry, text, etc can be found in the order entry introduction section.

Enter a valid item number for manual input of item number. Non-stock or special items not on file may be entered with an 'NS' prefix. The details for use of this prompt can be found in the order entry introduction.

Enter 'F7' to access the generic lookup routine. To support interactive order entry, extensive product lookup capabilities have been built into the order entry module. The details for use of this prompt can be found in the order entry introduction.

The entry of 'SHIFT F1' at the item number prompt initiates the inquiry selector. After completing the inquiry, you are returned to the item number prompt on the header screen. The details for use of this prompt can be found in the order entry introduction.

Enter 'SHIFT F3' for group logic programming. Group logic facilitates the entry of products sold in either a size or color spread. The 'base code' of the product line is entered, and then the operator is prompted for the sizes and quantity of each required. The details for use of this prompt can be found in the order entry introduction.

Enter '*' for repeat option. The repeat function is designed to allow the operator to repeat the previous line item. The details for use of this prompt can be found in the order entry introduction.

The entry of 'SHIFT F5' at the item number prompt, allows the entry of multiple comment message. Comments are attached to a specific product line number. The details for use of this prompt can be found in the order entry introduction.

The entry of 'T' at the item number prompt, allows the entry of a multiple line message by the operator. The screen shown below is used for this purpose. The details for use of this prompt can be found in the order entry introduction.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****AVAILABILITY**

The quantity ordered is entered, and is compared to the quantity available to determine the inventory to be shipped and back ordered.

Upon entering the product number a box displays showing unit of measure, on hand quantity, inpick, availability, backorder quantity, on order and next purchase order date for this particular product.

Availability is computed as:

ON HAND - BACK ORDERED - IN PICKING

The availability check is not performed when the inventory bypass indicator in the Prod. Mast file is set to 'Y'. Therefore, all inventory will be considered available. If the negative on hand 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 coded to automatically make the substitution or to display the substitutions for manual review (The details for use of this prompt can be found in the order entry introduction section). No backorders or partial shipments will be created if the customer has the backorder or partial ship flag set to 'N' in the Customer Master file.

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 columns and will not affect availability. The future orders will affect availability when they are converted.

ORDER

Enter the order quantity. The unit of measure will display from the Prod.Mast file.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****SHIP**

The ship quantity is displayed based upon availability. The unit of measure will display from the Prod.Mast file.

BO

The backorder quantity is displayed based upon availability. The unit of measure will display from the Prod.Mast file.

PRICE

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

1. Customer price/discount pointer
2. Quantity break logic
3. Customer/customer class - item/item class matrix logic
4. Contract pricing

The price will be displayed depending on which pricing logic is being used. At this point you could override the price. The pricing unit of measure will display from the Prod.Mast file.

WHS

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.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****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. This is an optional check which is coded in the Parameter record (4) (5) and (6) and may be overridden on a line item basis.

The exception can be handled in either of the following manners:

1. The operator is alerted, but override is allowed.
2. 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 release maintenance procedure, prices and costs can be maintained.

MORE (>+)

If you enter + and hit return a secondary menu will appear giving the following options:

1. DIRECT SHIP:

If the line is a drop ship, enter 'DS'. If this line will be shipped from the warehouse and the header was not set to DS, hit 'RETURN' for 'ND' (non-direct) shipment. If this line should be shipped from the warehouse and the order header has been flagged as DS, enter NS at the line item prompt. This is valid only if the Parameter record is set to allow entry of DS by line (parameter 88).

2. VENDOR#:

The vendor number shown for the line item is displayed from Product Master file for this item. You may override the vendor number but the new number entered must be a valid vendor number. Purchase orders may be created for the drop ship lines entered on an order.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

LINE ITEM DISPLAY AND INPUT (Continued)

MORE (>+) (Continued)**3. FUTURE:**

The future order indicator is displayed from the header screen and may be changed per line item. If this line should be considered a future line, and the future flag was set to 'N' enter 'Y' at the prompt. If this line is not a future line item and the future flag was not set to 'Y' on the header screen, hit 'RETURN' to set the line as a non-future line item. If the future flag was a 'Y' on the header screen and this line is a future line, hit 'RETURN' for 'Y'

4. 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.

5. PRICE SOURCE:

Price source can be overridden, codes used are:

C	Contract price
F	Price from Product file
P	Price pointer override
D	Discount override
1-9	Price pointers

6. DISCOUNT%:

The discount percent is displayed and can be overridden only if the price has been overridden.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

LINE ITEM DISPLAY AND INPUT (Continued)

MORE (>+) (Continued)**11. COMMISSION%:**

The commission percent is displayed and can be overridden only if the price has been overridden.

8. 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 allow override.

9. CUST ITEM:

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

7. TAXABLE:

An item is coded as 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 in order entry only if the price has been overridden.

10. BILL AS ORD:

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 than the ordered quantity.

ITEM UPDATE

The Item record is updated to reflect the entered line item. Quantity available for sale is decreased, as the quantity in pick and/or backordered is increased.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

File Edit Settings File Transfer

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO ORD# 121976

LN# PRODUCT# ORDER/UM SHIP/UM BO/UM PRICE/UM WHS

Lot Inventory/Availability Inquiry

ORDERED QUANTITY : #####
 STOCKING ORD QTY : /
 LOT QUANTITY :
 REMAINING QUANTITY :

WHSE	QTY AVAIL	QTY B/O	ADJ QTY	TRANSFERS	ON ORDER	EARLIEST DELIVERY
001	2500					

LN	LOT# / LENGTH	LOCATION	SERIAL	AVAIL ORD QTY	SHIP	COST
1						
2						
3						
4						
5						

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****LINE ITEM DISPLAY AND INPUT****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.

ORDERED QUANTITY

Enter the quantity ordered for the product.

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 for the lot to use.

ORD QTY

Enter the pick quantity for this lot. The remaining quantity open will be canceled.

After you have completed the release and entered 'END' at the line number prompt you will proceed to line change mode.

ENTER LINE# TO CHANGE OR 0 TO ACCEPT:

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.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****LINE CHANGE MODE**

When the last lot has been entered, enter 'END' at the lot number prompt. The program will then redisplay the product line below the last lot so that the remainder of line item processing can occur. The quantity ordered and shipped are set equal to the total of the respective lot quantities. An override of the ordered quantity will have the effect of establishing a backorder at the product level. The backorder quantity is set equal to the difference between quantity ordered and shipped.

At this point the program proceeds through pricing, costing, and item and order update logic as described above for regular line items.

KIT ITEMS

The details for use of 'KIT ITEMS' can be found in the order entry introduction.

SUBSTITUTIONS

If the item ordered is out of stock and a substitute is valid the following prompts will display:

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

Hit 'RETURN' to display the substitutes or 'N' not to accept substitutes.

Once the substitute screen is displayed, highlight the product you want to substitute (if multiple substitutes are available all will be displayed). An entry of 'F2' will select no substitutes and return to the order entry line item screen. The details for use of 'SUBSTITUTIONS' can be found in the order entry introduction.

The entry of 'END' at the line item number prompt initiates the line item change mode.

ENTER LINE # TO CHANGE or 0 TO ACCEPT:

Enter the line number to be changed.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)**

To specify a change to a lot line, the convention followed is to enter the line as NNN.LL where NNN is the order entry line number, and LL is the specific lot already entered for that line item. For example, to change line 2 the third lot line enter 2.3

'0'

The entry of '0' will initiate the total screen.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ORDER ENTRY

Screen Master for Windows							
File Edit Settings File Transfer						ORDER#	
CO 01 WHSE 001 CUSTOMER 1010				ST. MICHAELS HOSPITAL		119826	
Order Entry							
LINES	ORDER	QTY	SHIP	QTY	OPEN	QTY	DOLLARS
0							0.00
1.	TRADE DISC%	0.00					0.00
2.	SHIP VIA	01	UPS				
3.	SHIP ZONE	001					
4.	FREIGHT						0.00
5.	TAX JURIS	2	NEW YORK CITY				
	TAX %	0.000	ON		0.00		0.00
6.	MISC CHARGE						0.00
7.	CASH DISC%	2.00			0.00		
					TOTAL:		0.00
8.	SPEC INS						
9.	SALESMAN	001	JIM BRANCA		COMMISSION %		0.00
ORDER DATE							
ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER :							

MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING			Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****TOTAL INPUT**

The total number of lines, quantity ordered and shipped, and ordered merchandise amount is displayed.

TRADE DISC%

The trade discount percentage will be displayed from the Customer file or can be manually input. Only discountable items will be included in the trade discount amount.

SHIP VIA

The ship method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone in the Customer Ship-To file so that each time an order is entered the correct ship zone will be displayed. The calculated freight is displayed and can be overridden. The ship zone may be overridden at this time.

FREIGHT

The system has the ability to store and calculate the freight charges associated with a customer's order. 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 (usually at verification time).

TAX JURIS

The tax jurisdiction is validated to the Tax.Rate file from the Customer and/or Ship-To file or manually input.

TAX %

The tax percentage is displayed from the Tax.Rate file.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****TOTAL INPUT (Continued)****SALES TAX CALCULATION**

Based upon the tax jurisdiction stored in the Customer and/or Ship-To file, or overridden, the tax amount is computed. The tax percent is obtained from the Tax Jurisdiction file, and is applied to the taxable amount of the order. The tax base will include all taxable items. Any product classes that have a tax matrix for the customers tax jurisdiction will be excluded from the tax base. The percentage, taxable base and tax amount are displayed.

MISC CHARGE

A miscellaneous charge and description may be added to the order if necessary.

CASH DISC%

The cash discount will be calculated and the discount percentage and amount will be displayed. If any changes are necessary, enter '7' and hit 'RETURN' to enter the cash discount information

SPEC INS

The special instructions are displayed from the Customer Master file or manually inputted.

SALESMAN

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

COMMISSION %

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

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ORDER ENTRY****TOTAL INPUT (Continued)****ORDER MINIMUMS**

A minimum order amount can be specified in the Company file. At the completion of the order, the total order amount (exclusive of backorders) is compared to the minimum amount. If the order fails the minimum check, one of the following four actions can be taken:

1. BO - All items on the order can be converted to backorders.
2. RETURN - The order may be approved as is.
3. S - A surcharge may be added to the order amount.
4. C - The order may be canceled.
5. A - To add lines to the detail of the order.

END OF ORDER

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

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER:

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

If the order is canceled, all quantities committed during this order will be released.

The Shift F3 option returns program control to order entry line item screen, and allows for the change to the line items.

Enter '0' and the Customer, Order, Release, and Order Cross-Reference records are now updated. The program will then return to the header screen to initiate input of the next order.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

CONSIGNMENT BILLING

PROGRAM NAME	ELEMENT10 CON.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	3
FILES ACCESSED	CONTROL PARAMETER CONSIGNMENT C.INVOICE

OVERVIEW

The consignment billing program is designed to work in conjunction with, and is fully interfaced to the other MDS modules such as order entry, backorder allocation, accounts receivable, and general ledger.

The consignment subsystem is designed to enter consignment (sometimes referred to as a memo transaction) shipments, track outstanding consignment merchandise, and provide for their eventual conversion to a sale or return to inventory. In a consignment transaction, ownership of the merchandise remains with seller, even though it may be on the premises of the customer. Therefore, control is needed on both a unit basis as well as on a dollar control basis. Parameter (41) must be set to 'Y' to utilize the consignment billing programs.

CONSIGNMENT ENTRY

The order entry program is used to enter the consignment order. The program inputs are identical to order entry and, as such, all normal order entry functions such as credit checking, availability checking, and customer pricing are performed. The difference in consignments/regular orders are the consignment (C/N) and the projected return date fields, which are flagged by the operator for consignment orders only on the header screen.

Please note that consignment orders/releases are identical to regular orders with the exception of the consignment flag and return dates.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**CONSIGNMENT BILLING****CONSIGNMENT ENTRY (Continued)**

As a result of consignment order entry, the Order and Release records are established (with a consignment order flag, transaction code COE). 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. All normal updating occurs as with regular customer orders.

END OF DAY

After consignment entry and verification, all releases pass through the end of day process. Consignment shipments will process as follows:

1. Accounts receivable is not updated.
2. The transaction is assigned a consignment invoice number from a separate series of consignment invoice numbers (C.INVOICE).
3. A Consignment record is created. The only information updated to the Consignment record is shipment information. Backorder tracking occurs through the normal Order Entry files.

The key to the Consignment file is the consignment invoice number, and thus a separate record is created for each consignment invoice generated (i.e., even for 'backorder' shipments).

4. To facilitate inquiry, two cross reference files are established:

CON.CUST.INQ - Open consignments by customer

CON.ITEM.INQ - Open consignments by product

5. A separate Consignment Invoice Register file is created with the transaction (CSH) for consignment shipment.
6. Sales History files are not updated on consignment invoices.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**CONSIGNMENT BILLING****END OF DAY (Continued)**

7. Customer and Item file updating is altered to update only the consignment fields rather than `sold fields`.
8. The invoice print will occur with the legend `consignment shipment`.

UPDATES AND FLOW

This program is used to convert an outstanding consignment invoice into an accounts receivable invoice. Based upon information contained in the Consignment file and modified by operator input, the following occurs:

- a. A Release record is generated using as the key the consignment number and a sequential counter for each shipment (the program must check to insure that an overwrite condition does not occur).
- b. All information necessary to record the billing is stored in the newly created Consignment record.

The consignment billing program allows the posting of the sale of merchandise and/or recording of the return of product.

If the merchandise is returned, the on hand will be increased by the returned quantity during the end of day procedure. The sales quantity month-to-date and year-to-date will be increased by the invoiced quantity.

END OF DAY

The consignment invoice will not require a separate verification process and, therefore, will be updated by invoice update (end of day) at its next running.

The following updates occur:

1. Accounts receivable is updated for the invoiced amount. The accounts receivable reference field will contain the source consignment invoice number.
2. The invoice number assigned is from the regular invoice number series.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**CONSIGNMENT BILLING****END OF DAY (Continued)**

3. The Consignment record is updated by line item showing the quantity, amount, and date invoiced. The invoice number created is also stored in the Consignment record. The quantity on consignment is reduced as well.

In addition, the total amount invoiced, assigned invoice number, and invoice date are stored in the Consignment record on a total basis (value marked).

4. A regular Invoice record is generated. In addition, a transaction reflecting the value invoiced is written to the Consignment Invoice file with the transaction code (CIV) consignment invoice.
5. Sales history is updated at this time.
6. Customer updating occurs as with regular invoices. The appropriate fields in the Customer record are updated. If merchandise is returned the on hand in the Product Detail record is updated.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

CONSIGNMENT BILLING

MDS Consignment Billing Logon Screen

1.Operator 3XX

2.Company

3.Sell Warehouse

4.Invoice Date

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**CONSIGNMENT BILLING****LOG-ON**

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

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 warehouse number entered is validated to the Warehouse file. 1 - 999 may be entered.

INVOICE DATE

Enter the date as MM/DD/YY or hit 'RETURN' for the system date.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

CONSIGNMENT BILLING

Consignment Header Input		Consign#
Company :01 THE SYSTEMS HOUSE	Sell Whse 001 NEW YORK	NNNNN
Bill To:	1.Ship To:	Release#
2.Ship Date 3.Commission% 0.00 4.As of Date 5.Salesman 6.Ship Via 7.Terms 8.Spec Ins 9.Order Source 10.Cust PO# 11.Department 12.Monthly Bill		Date

MDS INQ.	AR INQ						Er
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	k

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**CONSIGNMENT BILLING****HEADER DISPLAY AND INPUT****CONSIG#**

The operator inputs the consignment number, and the corresponding record is accessed from the Consignment file. A new Release record is constructed. The new release number will appear in the top right corner as in order entry. The verification header screen and logic utilized to allow changes to the customer related header fields.

IS THIS THE CORRECT CONSIGNMENT (Y/N)?

Hit 'RETURN' to accept the consignment order and continue with the program. Enter 'N' to re-enter a new consignment order number.

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

Enter the line number you wish to change (1-12) or enter '0' to advance to the next screen. Any other field (except customer) on the header screen may be changed.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

CONSIGNMENT BILLING

File		Edit		Settings		File Transfer	
CO 01	WHSE 001	CUSTOMER IDEAL			IDEAL DISTRIBUTION CO		REL# 121798-0
1	Prod#:		Price :		Cust#:		
	Open :	/	Discount:	/	Comm%:		Tax:
	Invoice:		Cost :	/			PH :
	Return :						
2	Prod#:		Price :		Cust#:		
	Open :	/	Discount:	/	Comm%:		Tax:
	Invoice:		Cost :	/			PH :
	Return :						
3	Prod#:		Price :		Cust#:		
	Open :	/	Discount:	/	Comm%:		Tax:
	Invoice:		Cost :	/			PH :
	Return :						
4	Prod#:		Price :		Cust#:		
	Open :	/	Discount:	/	Comm%:		Tax:
	Invoice:		Cost :	/			PH :
	Return :						
Enter Line# to Release or <CR> for Sequential :							
MDS INQ.	AR INQ.		LOTS				Er
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	k

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**CONSIGNMENT BILLING****LINE ITEM DISPLAY AND INPUT/LINE CHANGE MODE****ENTER LINE # TO RELEASE <CR> FOR SEQUENTIAL:**

Enter the line number you want to release or change. An explanation of each of the fields displayed can be found in the previous order entry section. The line number and product information will be displayed and modifications can be made if there are any open quantities.

Hit 'RETURN' to start sequentially with the first open line on the release and modify all the lines on the release. The line item information will be displayed and modifications can be made.

Enter 'END' to advance to the totals screen.

The program displays the open lines from the Consignment record. Three columns are provided for:

OPEN

The open quantity on consignment is displayed.

INVOICE

Enter the quantity to invoice in the invoice column.

RETURN

Enter the returned quantity, if any, in the return column.

The quantity to be invoiced must be input either in a sequential manner or by the input of a specific line number. Partial invoicing is allowed, but the amount invoiced cannot exceed the quantity on consignment.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**CONSIGNMENT BILLING****LINE ITEM DISPLAY AND INPUT/LINE CHANGE MODE (Continued)**

As each line is displayed, you will be prompted:

IS THIS THE CORRECT LINE (Y/N):

If 'RETURN' is hit the program will stop at each field to allow input of invoice quantity, return quantity, etc.

If 'N' is selected you will return to the line number prompt.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

CONSIGNMENT BILLING

CO 01 WHSE 001 CUSTOMER IDEAL				IDEAL DISTRIBUTION CO	
RELEASE TOTALS:				LINES	DOLLARS
				1	0.00
				SHIP QTY	
				1	
1. TRADE DISC%	0.00				0.00
2. SHIP VIA	04	FEDERAL EXPRESS			
3. SHIP ZONE	001				
4. FREIGHT					12.50
5. TAX JURIS	1	NEW JERSEY			
TAX %	7.000	ON	0.00		0.00
6. MISC CHARGE					0.00
7. CASH DISC%	0.00		0.00		
				TOTAL:	12.50
8. SPEC INS					
9. SALESMAN	001	JIM BRANCA		COMMISSION %	5.00
10. ACT. FRT.					
11. PICKER		13. WEIGHT			
12. PACKER		14. CARTONS			
ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER :					

MDS INQ.	AR INQ	DETAIL	CANCEL	HEADER				Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**CONSIGNMENT BILLING****TOTAL INPUT**

The total number of lines, quantity invoiced, and invoiced merchandise amount is displayed. If stored in the Customer record, the trade discount is computed and displayed.

TRADE DISC%

The trade discount percentage is displayed from the Customer file or manually input. Only discountable items will be included in the trade discount amount.

SHIP VIA

The ship method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone in the customer Ship-to file so that each time an order is entered the correct ship zone will be displayed. The calculated freight is displayed and can be overridden. The ship zone may be overridden at this time.

FREIGHT

The system has the ability to store and calculate the freight charges associated with a customer's order. 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 at this time.

TAX JURIS

The tax jurisdiction is validated to the Tax.Rate file from the Customer and/or Ship-To files or manually input.

TAX %

The tax percentage is displayed from the Tax.Rate file.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**CONSIGNMENT BILLING****TOTAL INPUT (Continued)****SALES TAX CALCULATION**

Based upon the tax jurisdiction stored in the Customer and/or Ship-To file, or overridden, the tax amount is computed. The tax percent is obtained from the Tax Jurisdiction file, and is applied to the taxable amount of the order. The tax base will include all taxable items. Any product classes that have a tax matrix for the customers 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 invoice if necessary.

CASH DISC%

The cash discount will be calculated and the discount percentage and amount will be displayed. If any changes are necessary, enter '7' and hit 'RETURN' to enter the cash discount information.

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

SALESMAN

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

COMMISSION %

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

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**CONSIGNMENT BILLING****TOTAL INPUT (Continued)****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 the merchandise. This is validated to the Picker file. This is only used if the Parameter record is set for picker/packer statistics.

WEIGHT

The weight of the products will be displayed or can be entered.

CARTONS

Enter the number of cartons for this shipment or hit 'RETURN'.

END OF INVOICE

All updating will occur at end of day. Therefore, to prevent multiple releases of the same Consignment record, a lock flag will be written to the Consignment file which will be released at end of day.

The final invoice prompt allows the operator to accept, cancel or change the consignment billing.

ENTER LINE # TO CHANGE, 0 TO ACCEPT ORDER:

Enter the line number to change. This option allows a change to any of the total screen entries.

Enter Shift F3 to return program control to the order entry line item screen, and allows for the change to, or addition of line items, and all entries on the total screen will be cleared. When you return to the totals screen you will have to reenter any changed that were made before.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**CONSIGNMENT BILLING****END OF INVOICE (Continued)**

Enter 'CANCEL' to cancel the session. If the invoice is canceled, all quantities committed during this order will be released.

Enter '0' to accept the consignment order. The Customer, Consignment, Release, and Cross-Reference files are now updated. The program will then return to the header screen to initiate input of the next consignment invoice.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

SPECIFIC ORDER RELEASE

PROGRAM NAME	ELEMENT10 SP.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	4
FILES ACCESSED	ORDER ENTRY RELATED

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.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Ship-To Lookup

See the order entry documentation introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

SPECIFIC ORDER RELEASE

Screen Master for Windows

File Edit Settings File Transfer

MDS SPECIFIC ORDER RELEASE LOGON

1. OPERATOR XXX

2. COMPANY

3. SELL WAREHOUSE

4. SHIP WAREHOUSE

5. ORDER DATE

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**SPECIFIC ORDER RELEASE****LOG-ON**

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. 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 'RETURN' for the system date.

The initial prompt is for an order number. The order must be on file and have open lines (backorder quantities). The company and warehouse entered on the header screen must match the company and warehouse in the Order record.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

SPECIFIC ORDER RELEASE

Screen Master for Windows

File Edit Settings File Transfer

OE CO 01 THE SYSTEMS HOUSE WHSE 001 NEW YORK DT 04/04/96

BILL TO: 1.SHIP TO: ORDER#-REL
#####-

CUSTOMER

2. ORD SRC

3. CUST PO#

4. AS OF DT

5. SALESMAN

6. COMMISSION

7. SHIP VIA

8. TERMS

9. SPEC INS

10. DEPT

11. M/BILL

MDS INQ. RR INQ. CANCEL Brk

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**SPECIFIC ORDER RELEASE****HEADER DISPLAY AND INPUT****ORDER# - REL**

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.

IS THIS THE CORRECT ORDER (Y/N)?

If 'RETURN' 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.

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

Enter the line number you wish to change (1-11) or enter '0' to advance to the next screen.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

SPECIFIC ORDER RELEASE

Screen Master for Windows							
File Edit Settings File Transfer							
CO 01		WHSE 001		CUSTOMER GRACE		GRACE TEST CUSTOMER	
						ORD# 12187	
LN#	1	PROD#	AQUA-01/01	20G STER.	OUERWRAPPED		
		OPEN:	2/EA	PRICE:	12.00/EA	CD:1	
		PICK:		DISC%:		CUST ITEM:	TAX:Y
		CNCL:		COST:	9.00/EA	COMM%:	PH:
	2	PROD#		PRICE:		CD:	
		OPEN:	/	DISC%:		CUST ITEM:	TAX:
		PICK:		COST:		COMM%:	PH:
	3	PROD#		PRICE:		CD:	
		OPEN:	/	DISC%:		CUST ITEM:	TAX:
		PICK:		COST:		COMM%:	PH:
	4	PROD#		PRICE:		CD:	
		OPEN:	/	DISC%:		CUST ITEM:	TAX:
		PICK:		COST:		COMM%:	PH:

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

MDS INQS	AR INQ	COMMENTS					Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	k

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**SPECIFIC ORDER RELEASE****LINE ITEM DISPLAY AND INPUT****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 in the previous order entry section. 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 'RETURN' if this is the line to release. Enter 'N' to return to the previous prompt.

FORCE SHIPMENT OF XX <Y/N>?

You can force shipment by entering 'Y'. The pick quantity cannot be more than the open quantity.

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 introduction.

CANCEL QUANTITY

Enter the quantity to cancel. 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.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

SPECIFIC ORDER RELEASE

Screen Master for Windows

File Edit Settings File Transfer

CO 01 WHSE 001 CUSTOMER AJAX AJAX INDUSTRIAL SUPPLY ORD# 12187

LOT INVENTORY AVAILABILITY INQUIRY / SELECTION ORDERED QUANTITY : 2
 LOT QUANTITY :
 REMAINING QUANTITY : 2

WHSE	QTY AVAIL	QTY B/O	ADJ QTY	TRANSFERS	ON ORDER	EARLIEST DELIVERY
001	7-	6			240	

LN	LOT# / LENGTH	LOCATION	SERIAL	AVAIL	ORD QTY	SHIP	COST
1	Z001	S-10		1			200.00
2	Z002	S-10		1			200.00
3	Z003	S-10		1			200.00
4	Z004	S-11		1			200.00
5	Z005	S-11		1			200.00
6	Z006	S-12		1			200.00
7	Z007	S-12		1			200.00
8	Z008	S-13		1			200.00
9	Z009	S-14		1			200.00
10	Z010	S-15		1			200.00

ENTER LINE NUMBER TO CHANGE, 0 TO ACCEPT OR ABORT TO CANCEL :

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**SPECIFIC ORDER RELEASE****LOT LOGIC**

If the product to be released 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 and specific order release, or at the point of verification. If Parameter 98 is set to 'N', then lot processing does not occur at order entry, or specific order release.

ORDERED QUANTITY

Enter the quantity ordered for the product.

LOT#/LENGTH

Enter the lot number for this item.

LOCATION

Enter the warehouse location or hit 'RETURN' for 'NONE' for this lot.

ORD QTY

Enter the pick quantity for this lot.

You can then enter additional lots for this product or 'END' at the lot number prompt when you have completed your lot entries for this product. The totals for the lines will then be calculated.

At this point the program proceeds through pricing, costing, and item and order update logic as with for regular line items.

If the remaining quantity open is to be canceled, the quantity to be canceled should be entered in the cancel quantity field.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**SPECIFIC ORDER RELEASE****LINE CHANGE MODE**

After you have completed the release and entered 'END' at the line number prompt you will proceed to line change mode.

ENTER LINE# TO '0' TO ACCEPT:

If you need to change a line, enter the line number, and you will be prompted as follows or '0' to advance to the totals screen.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

SPECIFIC ORDER RELEASE

Screen Master for Windows

File Edit Settings File Transfer

CO 01 WHSE 001 CUST ACME UNIVERSITY MEDICAL CENTER

RELEASE# 200007-002

LINES	ORDER	QTY	SHIP	QTY	OPEN	QTY	DOLLARS
1		250		250			0.00

1. TRADE DISC% 4.00 0.00

2. SHIP VIA 01 UPS

3. SHIP ZONE

4. FREIGHT 0.00

5. TAX JURIS 12 WESTCHESTER COUNTY N

TAX % 7.000 ON 0.00 0.00

6. MISC CHARGE 0.00

7. CASH DISC% 2.00 0.00

TOTAL: 0.00

8. SPEC INS RAIL

9. SALESMAN 002 EUGENE FORREST COMMISSION % 5.00

ORDER DATE 10/28/94

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER :

MDS INQ AR INQ DETAIL CANCEL HEADER

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**SPECIFIC ORDER RELEASE****END OF ORDER**

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.

If the trade discount was entered in the original order, the discount is re-computed for this release and displayed.

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.

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 system has the ability to store and calculate the freight charges associated with a 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 (usually at verification time).

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.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**SPECIFIC ORDER RELEASE**

END OF ORDER (Continued)

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. If any changes are necessary, enter '7', hit 'RETURN' and enter the cash discount information.

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

SALESMAN

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

COMMISSIONS %

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

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**SPECIFIC ORDER RELEASE**

END OF ORDER (Continued)

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.

The Shift F3 option returns program control to the specific order release line item screen, and allows for the change to the line items.

If the release is correct, enter '0' and the Customer, Order, Release, and Order Cross-Reference files will be updated. The program will then return to the header screen to initiate input of the next order. If no items are available to be shipped, a release will not be created and the program will display an error message. Any releases created during this session will print during the next print of the picking documents as long as the release is not on credit hold.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

VERIFICATION INVOICING

PROGRAM NAME	ELEMENT10 VE.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	5
FILES ACCESSED	CONTROL ORDER ENTRY RELATED

OVERVIEW

After the picking process has been completed, verification is used to prepare releases for invoice processing and enter the picking discrepancies into the system and to prepare the release for the invoicing process.

This is the last step before invoicing, and triggers the invoicing process for the units shipped. The remaining quantities will either remain on the file as backorders for subsequent processing or be canceled. The backorders can then be released through the order and release allocation or specific order release programs.

Verification is also used to invoice direct shipment invoices.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Ship-to Lookup
2. Product Lookup
3. Inquiry
4. Group Logic
5. Repeat Function
6. Addition of Non-Stock product numbers.
7. Comment and Text Line Entry

See the order entry documentation introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

VERIFICATION INVOICING

Screen Master for Windows

File Edit Settings File Transfer

MDS VERIFICATION LOGON

1. OPERATOR 3XX

2. COMPANY

3. SHIP WHSE

4. INVOICE DATE

5. QUICK VERIFY

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**VERIFICATION INVOICING****VERIFICATION LOG-ON**

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

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.

SHIP WAREHOUSE

The warehouse number entered is validated to the Warehouse file. 1 - 999 may be entered.

INVOICE DATE

Enter the date as MM/DD/YY or hit 'RETURN' for the system date.

QUICK VERIFY

This option allows the operator to quickly verify the release with no shipment changes. Enter hit 'RETURN' for full prompting during this session. Enter 'Y' to quickly verify the releases with no shipment changes.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

VERIFICATION INVOICING

Screen Master for Windows

File
Edit
Settings
File Transfer

OE CO	WHSE	DT
BILL TO:	1.SHIP TO:	RELEASE# #####-###
CUSTOMER 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.DEPT 12.M/BILL		

MDS INQ.	AR INQ							Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**VERIFICATION INVOICING****HEADER DISPLAY AND INPUT****RELEASE#**

Enter the 9 digit release number or the 6 digit order number for drop ship orders.

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

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

Enter 0 to accept if the header information is correct, or enter line number you wish to change (1-12).

BYPASS DETAIL (Y/<RETURN>) ?

If there are no changes to the line items, the line screen may be bypassed by entering 'Y'. Hit 'RETURN' to proceed to the line item screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

VERIFICATION INVOICING

Screen Master for Windows										
File Edit Settings File Transfer										
CO 01 WHSE 001 CUSTOMER AJAX					AJAX INDUSTRIAL SUPPLY REL# 121807-06					
1	Prod#:403	BROWN DESK TOP								
	Order :	2 /EA	Code:F	Price :		/EA	Cust#:			
	Ship :	2		Discount:			Comm%:		Tax:Y	
	Cancel:			Cost :		48.00/EA			PH :	
2	Prod#:									
	Order :	/	Code:	Price :		/	Cust#:			
	Ship :			Discount:			Comm%:		Tax:	
	Cancel:			Cost :		/			PH :	
3	Prod#:									
	Order :	/	Code:	Price :		/	Cust#:			
	Ship :			Discount:			Comm%:		Tax:	
	Cancel:			Cost :		/			PH :	
4	Prod#:									
	Order :	/	Code:	Price :		/	Cust#:			
	Ship :			Discount:			Comm%:		Tax:	
	Cancel:			Cost :		/			PH :	
Enter Line# to Change, or 0 to Accept :										
MDS INQ	AR INQ	GROUP	LOTS	COMMENTS	SERIAL#S				Br	
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT		k	

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**VERIFICATION INVOICING****LINE ITEM DISPLAY AND INPUT (Continued)****LINE CHANGE MODE**

This routine is used to change the quantity to be shipped due to a change made 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 'RETURN' is hit at the 'CANCEL' quantity, the remaining quantity will be backordered. Only the pick quantity can be changed. The open quantity can not be adjusted. The shipping warehouse is displayed for each line item.

ENTER LINE # TO CHANGE, OR 0 TO ACCEPT:

As each line is displayed, you will be prompted:

DO YOU WANT TO SUBSTITUTE ON LINE XX (Y/RETURN)?

Enter 'Y' if a substitute should be made and then enter the product at the product prompt. Hit 'RETURN' to bypass substitutions.

Enter the line number you want to change. An explanation of each of the fields displayed can be found in the previous order entry section. The line number and product information will be displayed and modifications can be made if there are any pick quantities

Hit 'RETURN' if you need to partially invoice this line, enter the invoice quantity in the 'SHIP' column. The remaining quantity can be a backorder by hitting 'RETURN' at the cancel quantity. The remaining quantity can be canceled by entering the quantity in the 'cancel' column. These changes will be reflected on the Invoice, Customer, Sales and Product records at end of day.

Enter 'LOT' if lots were entered during order entry. This will allow changes and/or additions to the lot information.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**VERIFICATION INVOICING****LINE CHANGE MODE (Continued)**

You can not ship (invoice) more than the pick quantity. The following message will display:

CANNOT INVOICE MORE THAN ORDERED

Hit 'RETURN' and you can re-enter the quantity to invoice.

Enter line number to modify all the lines on the release. The line item information will be displayed and modifications can be made. You can then hit 'RETURN' until you reach the information you need to change.

Additional items may be added to the release as desired. The routines described in order entry are used for item lookup, pricing and discounting, costing, substitutions, etc. The additional lines will appear on the invoice.

Enter 'END' to advance to the totals screen.

VERIFICATION LOT LOGIC**ADJUSTMENTS TO INVOICE QUANTITY****LOTS ENTERED DURING ORDER ENTRY OR SPECIFIC ORDER RELEASE**

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 'Y', then lot processing occurs at verification. Parameter (19) determines if any over shipments of lot items should reduce the backorder quantities in the order.

LOTS ENTERED AT VERIFICATION:

If lots are entered at verification, the program will prompt:

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**VERIFICATION INVOICING****LOT LOGIC (Continued)****LOT INFORMATION MUST BE ENTERED FOR LINE # XX, HIT <RETURN>**

The system will allow the entry of lots as described in the order entry section. The difference between the sum of the lot invoiced quantity and the in pick quantity is considered to be a backorder unless cancellation is specified.

This processing will occur for each line item requiring lot information.

If lot information was entered during order entry the invoice quantity for the lot can be changed by entering line number and lot number. For example, to change the second line first lot of the product, enter 2.1. Once the line and lot is selected, you can then modify the invoice quantity and cancel quantity for the lot by inputting the correct invoice and/or cancel quantity.

Enter the line number associated with that lot product. You will then enter the following information:

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. Thus if 10 pieces of L20 (length 20') pipe is sold, the total quantity is 200 linear feet of pipe (10X20). After the last lot is entered, 'END' is input. The lot number is combined with the warehouse location to form the key to the Lot record.

LOCATION

The warehouse location is a required field. If 'RETURN' is entered, the program uses a warehouse location of 'NONE'. The warehouse location is combined with the lot or length code to form the key to the Lot file. If no such Lot record is on file, an error condition is indicated, and the operator is prompted to enter another lot combination.

If the lot entered is valid, the program proceeds to the ordered quantity prompt.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**VERIFICATION INVOICING****LOT LOGIC (Continued)****ORD QTY**

The invoice and cancel quantities can then be entered in the appropriate columns. The end of day update will put the lot quantities not shipped back into available. Any lot that is added during verification will have the available quantity reduced by the invoiced quantity. End of day will also reduce inpick quantity by the invoiced quantity.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

VERIFICATION INVOICING

Screen Master for Windows				
File Edit Settings File Transfer				
CO	WHSE 001	CUSTOMER CORBIN	CORBIN CORP	
RELEASE TOTALS:		LINES 2	SHIP QTY	DOLLARS 0.00
1.	TRADE DISC%	0.00		0.00
2.	SHIP VIA	01 UPS		
3.	SHIP ZONE			
4.	FREIGHT			0.00
5.	TAX JURIS	2 NEW YORK CITY		
	TAX %	8.250 ON	0.00	0.00
6.	MISC CHARGE			0.00
7.	CASH DISC%	2.00	0.00	
			TOTAL:	0.00
8.	SPEC INS			
9.	SALESMAN	002 EUGENE FORREST	COMMISSION %	5.00
10.	ACT. FRT.			
11.	PICKER	13.WEIGHT		
12.	PACKER	14.CARTONS		
ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER :				

MDS INQ.	AR INQ	DETAIL	CANCEL	HEADER				Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**VERIFICATION INVOICING****TOTAL SCREEN INSTRUCTIONS**

The total screen is displayed and changes are allowed to the total screen. The cancellation option provided only cancels the verification. It does not cancel the order or the release.

If stored in the Release record, the trade discount is re-computed and displayed.

TRADE DISCOUNT%

The trade discount is displayed from the release. Only discountable items will be included in the trade discount amount.

SHIP VIA

The ship method from the header screen will be displayed. 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 system has the ability to store and calculate the freight charges associated with a 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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**VERIFICATION INVOICING****TOTAL SCREEN INSTRUCTIONS (Continued)****SALES TAX CALCULATION**

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.

CASH DISC%

The cash discount will be calculated and the discount percentage and amount will be displayed. If any changes are necessary, enter '7' and hit 'RETURN' to enter the cash discount information.

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

SALESMAN

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

COMMISSIONS %

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

ACT FRT

Actual freight can be used to calculate the salesmen commission or for comparison of freight paid vs. freight charged.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**VERIFICATION INVOICING****TOTAL SCREEN INSTRUCTIONS (Continued)****PICKER/PACKER**

Enter the code for the individual who picked the merchandise. This is validated to the Picker file. This is only used if the parameter is set for picker/packer statistics.

WEIGHT

The weight of the products will be displayed or can be entered. If weight is not used hit 'RETURN' to bypass the field.

CARTONS

Enter the number of cartons for this shipment or hit 'RETURN'.

END OF VERIFICATION

The final verification prompt allows the operator to accept, cancel or change the verification.

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER:

Enter 'LINE #' (1-14) to change to any of the total screen entries.

Enter 'CANCEL' to cancel this verification. The cancellation option provided only cancels the verification -- It does not cancel the order or the release.

Enter Shift F3 to return program control to the verification line item screen, and allow for the change to, or addition of line items.

Enter '0' to update the Customer, Order, Release, and Product files. The program will then return to the header screen to initiate input of the next verification.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**INVOICE AND CREDIT MEMO VOIDS**

PROGRAM NAME	ELEMENT10 VOID.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	6
FILES ACCESSED	CONTROL ORDER ENTRY RELATED

OVERVIEW

The invoice and credit memo void procedure is used to void an invoice or credit memo that has gone through end of day.

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 end of day procedure and an invoice or credit memo has been generated.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

INVOICE AND CREDIT MEMO VOIDS

Screen Master for Windows

File Edit Settings File Transfer

MDS INVOICE & CREDIT MEMO VOID

1. OPERATOR **3XX**

2. COMPANY

3. WAREHOUSE

4. VOID DATE

SF1 SF2 SF3 SF4 SF5 SF6 SF7 SF8 Brk

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**INVOICE AND CREDIT MEMO VOIDS****LOG-ON**

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 'RETURN' for the system date.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

INVOICE AND CREDIT MEMO VOIDS

The screenshot shows a terminal window with a menu bar containing 'File', 'Edit', 'Settings', and 'File Transfer'. The main display area contains the following text:

```
MDS INVOICE & CREDIT MEMO VOID

ORDER NO      NNNNNNNNN      CUST NO
TRANS TYP                                CUST NAME
INU OR C/M#
INU REF
TOTAL AMOUNT      0.00
```

At the bottom of the window is a control panel with the following buttons: HELP, END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, ABORT, and a button labeled 'Br k'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**INVOICE AND CREDIT MEMO VOIDS****DISPLAY AND INPUT**

This program prompts for release number, it must be entered as Co#, Order#, Release# (0199999999). 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 invoice or credit memo has not run through an end of day it 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, 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***' is this is the correct release and the invoice or credit memo will be voided.
Enter 'N' to reenter 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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ONE STEP INVOICING

PROGRAM NAME	ELEMENT10 OE.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	7
FILES ACCESSED	CONTROL ORDER ENTRY RELATED

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.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Customer Lookup
2. Addition of New Customers in the Entry/Maintenance Programs.
3. Ship to Lookup
4. Product Lookup
5. Inquiry
6. Group Logic
7. Repeat Function
8. Addition of Non-Stock Product Numbers.
9. Comment and Text Line Entry
10. Product Substitutions

See the order entry documentation introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ONE STEP INVOICING

Screen Master for Windows

File Edit Settings File Transfer

MDS One Step Invoicing Logon Screen

1.Operator XXX

2.Company

3.Sell Warehouse

4.Ship Warehouse

5.Order Date

SF1 SF2 SF3 SF4 SF5 SF6 SF7 SF8

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****ONE STEP ENTRY LOG-ON**

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

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 'RETURN' for the system date.

Product record for all items on the order must exist for both the selling and shipping warehouse if they are different.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ONE STEP INVOICING

Screen Master for Windows			
File Edit Settings File Transfer			
Order#	Date 04/08/96	Sell Whse 001 NEW YORK	
Company 01 THE SYSTEMS HOUSE		Ship Whse 001 NEW YORK	
Bill To		Ship To	
Customer JAAANNNNN		1.Code	
2.Reg Dt	Future	10.Ship Via	
3.As of Dt		11.Cash	
4.Salesman		Check#	
	Commission % 0.00	12.M/Bill	Dept# Bank
5.Terms		Req#	
6.Source		13.Cons/Rent	Return Date
7.Cust PO#		14.Inv Comp	
8.Direct	Vendor	15.Dea#	
9.Spec Ins		16.Ship Comp	
MDS INQ AR INQ CUSTOMER			
SF1	SF2	SF3	SF4
SF5	SF6	SF7	SF8
HELP	END	INSERT	LDELETE
PREV PG	NEXT PG	INQUIRY	ABORT
			Brk

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****HEADER DISPLAY AND INPUT**

The customer number input mask is displayed from the Company file. Using any of the available customer lookup routines, the customer to be billed is identified. The ship-to and all data such as salesman, commission %, ship via, etc., for this customer is displayed from the master files.

After all entries have been entered, changes can be made to any of the header screen fields, including ship-to data.

CUSTOMER

Enter a specific customer number, you will then bypass the customer lookup routine and proceed with the order entry program. The customers sold to name and address will be displayed and you will be prompted

'IS THIS THE CORRECT CUSTOMER (CR/N)?'

Hit 'RETURN' 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.

Entering any customer number not on file at the customer number prompt during one step entry allows the addition of a new customer onto the master file.

Enter 'END' to return to one step-logon

Enter 'INQ' or Shift F1 for inquiry selector. The entry of 'INQ' or Shift F1 at the customer number prompt initiates the inquiry selector. After completing the inquiry, the program returns to the customer number prompt on the header screen.

Enter '*' to repeat the header (customer) information from the previous order.

Enter F7 for lookup routine. If you enter 'F7' for lookup you will then be prompted for a 4 character code, which can be any word in the first line of the customers name or you can also lookup by state, city or zip code.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ONE STEP INVOICING

HEADER DISPLAY AND INPUT

RELEASE NUMBER

The next release number for this company and/or warehouse is now assigned. The assignment of all sequence numbers is controlled by the Finder and Sequence Control files.

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, at the end of an order or at both times. The customer's 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

Action - 'A' to authorize, 'C' to cancel, or 'B' to backorder. If the order is authorized you are required to enter a password and who authorized the release.

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 a system audit file.
2. The order can be entered on credit hold as a backorder.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****HEADER DISPLAY AND INPUT****SHIP-TO**

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

- 'S' for sold to and ship-to the same
- Blank means there is no ship-to
- Specific ship-to number which accessed the Ship-To file

The ship-to may be overridden by one of the following ways:

A SHIP-TO CODE menu will be displayed:

- Enter a ship-to number for this order.
- Enter 'R' to repeat the sold to address.
- Enter 'S' to use literal SAME.
- Enter 'M' to manually input ship-to address
- Function 7 (F7) for lookup, "*" at lookup code - ALL (ship-to's for this customer).

REQ DT

The required date is to identify when the order is due. If a 'RETURN' is input 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.

FUTURE

One step invoices can not be flagged as 'future' orders.

AS OF DATE

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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****HEADER DISPLAY AND INPUT (Continued)****SALESMAN**

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

1. PARAM(15) - Should commission be based on Sales\$ (S), or Gross Profit (G)
2. PARAM(16) - Should actual freight (less freight charged) be subtracted from the commissionable amount.

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. If you need to change the terms, you can enter a valid terms code. If a valid credit card term code is set up and used the program will prompt the operator for the credit card information., The information entered will be validated against the Credit Card Control file.

SOURCE

Enter the source of this order or hit 'RETURN' for no source code. 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#

Enter the customer purchase order number (up to 25 characters). The customer purchase order number is optional and can be used to access orders through the detailed order inquiry program.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****HEADER DISPLAY AND INPUT (Continued)****DIRECT**

Orders which are to be drop shipped directly from the vendor to the customers can be entered through the normal one step 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.

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.

SPECIAL INS

The special instructions will display from the Customer Master record. If you want to change the special instructions, you can enter new special instructions.

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. If you enter 'M' for manual entry, you will be prompted for the ship via description.

CASH

Cash sales are handled by the appropriate procedures (i.e., order entry, invoicing). At the time of entry, the cash received (or credit card amount charged) is entered. The amount of cash received is reflected in the daily cash receipts report, and its source as a cash sale identified.

The handling of cash sales by the system is rather sophisticated, in that it allows cash to be received and applied at time of order before the invoice debit to accounts receivable 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 customer.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****HEADER DISPLAY AND INPUT (Continued)****M/BILL**

The monthly billing flag 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.

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 the requisition number or hit 'RETURN' for no number. (optional)

CONS/RENT

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 'RETURN' if this order is not a consignment or rental order. If the order is a consignment order enter the return date for the items or 'RETURN' for system default of 30 days after the required date.

INV COMP

The invoice complete indicator will be 'N' for all one step invoices.

LIC #

Enter options license number.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****HEADER DISPLAY AND INPUT (Continued)****DEA #**

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

SHIP COMP

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

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

Enter 1-17 to change a line. Enter '0' to accept the header and proceed to the product entry screen.

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

If 'RETURN' is entered 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 order header and the order is flagged as a canceled order.

If parameter (21) is set to 'Y' for template orders and you hit 'RETURN' and this customer has an order template you will be prompted:

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

If you hit "RETURN" the customer's order template will be displayed on the order entry line item screen. Once displayed it may be changed or accepted as is. If 'N' is selected, the program continues to the next item. If you enter 'INQUIRY' or 'F7' for inquiry the template list will be displayed. At this point you could select the template you want by using the arrow keys and highlight the template.

Each product on the template will be displayed along with the last quantity ordered. You will then input the quantity for this order. When the template is complete for this order you can then enter additional products.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ONE STEP INVOICING

Screen Master for Windows

File Edit Settings File Transfer

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO ORD# 121950

LN#	PRODUCT# DESCRIPTION	ORDER/UM	SHIP/UM	BO/UM	PRICE/UM COST	WHS MORE
1	█-----	/	/	/	/	/
2		/	/	/	/	/
3		/	/	/	/	/
4		/	/	/	/	/

UM ONHAND INPICK AVAIL BCKORD ON ORD NEXT PO

MDS INQ AR INQ GROUP LOTS COMMENTS PAGE TWO

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ONE STEP INVOICING

Screen Master for Windows

File Edit Settings File Transfer

CO	DESCRIPTION	UNIT	PRICE/UM	WHS
1	1.DIRECT SHIP: 2.VENDOR#: A4000 3.FUTURE: N 4.DUE DATE:	/	35.00/DZ	001
2	5.PRICE SOURCE: 3 6.DISCOUNT%: 20.00	/	22.80/DZ	**
3	11.COMMISION%: 25.00	/		
4	8.DEPARTMENT: 9.CUST ITEM:	/		
	7.TAXABLE: Y 10.BILL AS ORD.:			

ENTER LINE # TO CHANGE, 0 TO ACCEPT :

0

ORD# 121974

PRC INQ

Br k

MDS INQ AR INQ GROUP LOTS COMMENTS PRC INQ

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ONE STEP INVOICING

LINE ITEM DISPLAY AND INPUT

ITEM NUMBER

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

The entry of 'INQ' or Shift F1 at the item number prompt initiates the inquiry selector. After completing the inquiry, you are returned to the item number prompt on the header screen.

Enter Shift F3 for group logic programing. Group logic facilitates the entry of products sold in either a size or color spread. The 'base code' of the product line is entered, and then the operator is prompted for the sizes and quantity of each required.

Enter '*' for repeat option. The repeat function is designed to allow the operator to repeat the previous line item.

Enter F7 to access the generic lookup routine. To support interactive order entry, extensive product lookup capabilities have been built into the order entry module.

The entry of an Shift F5 at the item number prompt, allows the entry of multiple comment line message. Comments are attached to a specific product line number.

The entry of an 'T' at the item number prompt, allows the entry of a multiple line message by the operator.

AVAILABILITY

If the ABO flag is set to 'Y', the quantity ordered is entered, and is compared to the quantity available to ship-to determine the inventory to be shipped and back ordered.

Upon entering the product number a box displays showing unit of measure, on hand quantity, inpick, availability, backorder quantity, on order and next purchase order date for this particular product.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****LINE ITEM DISPLAY AND INPUT (Continued)****AVAILABILITY (Continued)**

Availability is computed as:

ON HAND - BACK ORDERED - IN PICKING

The availability check is not performed when the indicator inventory bypass in the Prod.Mast file is set to 'Y' or the ABO parameter is set to 'N'. Therefore, all inventory will be considered available. If the negative on hand 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 coded to automatically make the substitution or to display the substitutions for manual review (SEE BELOW). No backorders or partial shipments will be created if the customer has the backorder or partial ship flag set to 'N' in the Customer Master record.

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.

ORDER

Enter the order quantity. The unit of measure will display from the Prod.Mast file.

SHIP

The ship quantity is displayed based upon availability. The unit of measure will display from the Prod.Mast file.

BO

The backorder quantity is displayed based upon availability. The unit of measure will display from the Prod.Mast file.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ONE STEP INVOICING****LINE ITEM DISPLAY AND INPUT (Continued)****PRICE**

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

1. Customer price/discount pointer
2. Quantity break logic
3. Customer/customer class - item/item class matrix logic
4. Contract pricing

The price will be displayed depending on which pricing logic is being used. At this point you could override the price. The pricing unit of measure will display from the Prod.Mast file.

WHS

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 prestored low-high parameters. This is an optional check which is coded in the Parameter record (4) (5) and (6) and may be overridden on a line item basis.

The exception can be handled in either of the following manners:

1. The operator is alerted, but override is allowed.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**ONE STEP INVOICING****LINE ITEM DISPLAY AND INPUT (Continued)****PROFITABILITY CHECK AND PRICE HOLD (Continued)**

2. 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 release maintenance procedure, prices and costs can be maintained.

MORE (>+)

If you enter + and hit return a secondary menu will appear giving the following options:

1. DIRECT SHIP:

If the line is a drop ship, enter 'DS'. If this line will be shipped from the warehouse and the header was not set to DS, hit 'RETURN' for 'ND' (non-direct) shipment. If this line should be shipped from the warehouse and the order header has been flagged as DS, enter NS at the line item prompt. This is valid only if the Parameter record is set to allow entry of DS by line (parameter 88).

2. VENDOR#:

The vendor number shown for the line item is displayed from Product Master file for this item. You may override the vendor number but the new number entered must be a valid vendor number. Purchase orders may be created for the drop ship lines entered on an order.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ONE STEP INVOICING

LINE ITEM DISPLAY AND INPUT (Continued)

MORE (>+) (Continued)**3. FUTURE:**

The future order indicator is displayed from the header screen and may be changed per line item. If this line should be considered a future line, and the future flag was set to 'N' enter 'Y' at the prompt. If this line is not a future line item and the future flag was not set to 'Y' on the header screen, hit 'RETURN' to set the line as a non-future line item. If the future flag was a 'Y' on the header screen and this line is a future line, hit 'RETURN' for 'Y'

4. 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.

5. PRICE SOURCE:

Price source can be overridden, codes used are:

C	Contract price
F	Price from Product file
P	Price pointer override
D	Discount override
1-9	Price pointers

6. DISCOUNT%:

The discount percent is displayed and can be overridden only if the price has been overridden.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

ONE STEP INVOICING

LINE ITEM DISPLAY AND INPUT (Continued)

MORE (>+) (Continued)**11. COMMISSION%:**

The commission percent is displayed and can be overridden only if the price has been overridden.

8. 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 allow override.

9. CUST ITEM:

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

7. TAXABLE:

An item is coded as 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 in order entry only if the price has been overridden.

10. BILL AS ORD:

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 than the ordered quantity.

ITEM UPDATE

The Item record is updated to reflect the entered line item. Quantity available for sale is decreased, as the quantity in pick and/or backordered is increased.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ONE STEP INVOICING

The screenshot shows a window with a menu bar (File, Edit, Settings, File Transfer) and a main display area. The main display contains the following text:

```

CO 01 WHSE 001 CUSTOMER IDEAL          IDEAL DISTRIBUTION CO          ORD# 121976
LN# PRODUCT#                ORDER/UM  SHIP/UM  BO/UM  PRICE/UM  WHS
Lot Inventory/Availability Inquiry      ORDERED QUANTITY : #####
                                           STOCKING ORD QTY : /
                                           LOT QUANTITY :
                                           REMAINING QUANTITY :

WHSE  QTY AVAIL  QTY B/O  ADJ QTY  TRANSFERS  ON ORDER  EARLIEST DELIVERY
001   2500

LN LOT# / LENGTH  LOCATION  SERIAL  AVAIL ORD QTY  SHIP  COST
1
2
3
4
5
    
```

At the bottom of the window is a control panel with the following buttons:

HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Br k
------	-----	--------	---------	---------	---------	---------	-------	---------

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****LINE ITEM DISPLAY AND INPUT (Continued)****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.

LOT# OR 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. Thus if 10 pieces of L20 (length 20') pipe is sold, the total quantity is 200 linear feet of pipe (10X20). After the last lot is entered, 'END' is input. The lot number is combined with the warehouse location to form the key to the Lot record.

LOCATION

The location is a required field. If 'RETURN' is entered, the program uses a warehouse location of 'NONE'. The warehouse location is combined with the lot or length code to form the key to the Lot file. If no such Lot record is on file, an error condition is indicated, and the operator is prompted to enter another lot combination. If the lot entered is valid, the program proceeds to the ordered quantity prompt.

ORD QTY

A positive quantity must be entered. The quantity entered is compared to the quantity available in the lot. If the quantity available is less than the ordered quantity, the available quantity is shown in the ship quantity field. If sufficient quantity is available, the ordered quantity is shown in the ship quantity field.

SHIP QTY

The ship quantity can be overridden if the amount displayed does not match the quantity to be shipped. For example, if a 20' length is being cut to a 15' length to meet a customer order. The overridden quantity ship cannot exceed the available quantity of the lot. If the input quantity exceeds the available quantity, the program will prompt:

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****LINE ITEM DISPLAY AND INPUT (Continued)****LOT LOGIC (Continued)****CAN NOT SHIP MORE THAN AVAILABLE. HIT RETURN**

Backorders are maintained at the product level rather than at the lot level. Thus any quantity not shipped will be placed in backorder at the product level.

ADJUSTMENT LOTS

As indicated above, if a length code is used, the quantity ordered is multiplied by the length to determine the billing quantity. To indicate to the system that a portion of a reel of wire (or length of pipe) is being shipped, the operator overrides the quantity shipped to the quantity desired. In the example given above, the operator would enter a quantity ship of 15. The program would then prompt:

DO YOU WANT TO CREATE AN ADJUSTMENT LOT OF (#) (CR/N)

If the operator hits 'RETURN' the program will create an adjustment lot of the quantity displayed at the same location.

It should be noted that if an adjustment lot is required, the entry should be on a separate lot line. For example, if the customer requires 2 - 15' lengths that will be cut from two different 20' lengths, they must be entered on two separate lines. If the operator entered it as a single transaction, the entry of 30' as the quantity shipped does not adequately specify what is to occur. Perhaps one full length of 20' is to be shipped, with another of length 10'.

END OF LINE ITEM LOT ENTRY

When the last lot has been entered, the operator enters 'END' at the lot number prompt. The program then redisplay the product line below the last lot so that the remainder of line item processing can occur. The quantity ordered and shipped are set equal to the total of the respective lot quantities. The operator may override the ordered quantity which would have the effect of establishing a backorder at the product level. The backorder quantity is set equal to the difference between quantity ordered and shipped.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****LINE ITEM DISPLAY AND INPUT (Continued)****LOT LOGIC (Continued)**

At this point the program proceeds through pricing, costing, and item and order update logic as described above. For regular line items.

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 initially entered item, the system will automatically scan the inventories of the substitutes until it locates one with inventory. If no inventory is found, the line item is backordered under the original product number. This screen will be displayed for manual review.

CHANGE MODE

The entry of 'END' at the line item number prompt initiates the line item change mode.

ENTER LINE # TO CHANGE OR 0 TO ACCEPT:

Enter the number of the line to be changed.

To specify a change to a lot line, the convention followed is to enter the line as NNN.LL where NNN is the order entry line number, and LL is the specific lot already entered for that line item.

'0'

The entry of '0' will initiate the total screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ONE STEP INVOICING

Screen Master for Windows						
File Edit Settings File Transfer						
CO 01	WHSE 001	CUSTOMER 1010	ST. MICHAELS HOSPITAL		ORDER#	119827
One Step Invoicing						
LINES ORDER QTY SHIP QTY OPEN QTY				DOLLARS		
0				0.00		
1.	TRADE DISC%	0.00			0.00	
2.	SHIP VIA	01 UPS				
3.	SHIP ZONE	001				
4.	FREIGHT				0.00	
5.	TAX JURIS	2 NEW YORK CITY				
	TAX %	0.000 ON	0.00	0.00		
6.	MISC CHARGE				0.00	
7.	CASH DISC%	2.00	0.00	0.00		
				TOTAL:	0.00	
8.	SPEC INS					
9.	SALESMAN	001 JIM BRANCA	COMMISSION %		0.00	
ORDER DATE 04/08/96						
ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER :						
MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING	
SF1	SF2	SF3	SF4	SF5	SF6	SF7
SF8	Brk	HELP	END	INSERT	LDELETE	PREV PG
NEXT PG	INQUIRY	ABORT				

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****TOTAL INPUT**

The total number of lines, quantity ordered and shipped, and ordered merchandise amount is displayed.

If stored in the Customer record, the trade discount is computed and displayed.

TRADE DISC%

The trade discount is displayed from the Customer and/or Ship-To file or manually input. Only discountable items will be included in the trade discount amount.

SHIP VIA

The ship method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone in the Customer Ship-To file so that each time an order is entered the correct ship zone will be displayed. The calculated freight is displayed and can be overridden. The ship zone may be overridden at this time.

FREIGHT

The system has the ability to store and calculate the freight charges associated with a customer's order. 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.

TAX JURIS

The tax jurisdiction is validated to the Tax.Rate file from the Customer file or manually input.

TAX %

The tax percentage is displayed from the Tax.Rate file.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****ONE-STEP INVOICING TOTAL INPUT (Continued)****SALES TAX CALCULATION**

Based upon the tax jurisdiction stored in the Customer record, or overridden, the tax amount is computed. The tax percent is obtained from the Tax Jurisdiction file, and is applied to the taxable amount of the release. The tax base will include all taxable items. Any product classes that have a tax matrix for the customers 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 order if necessary.

CASH DISC%

The cash discount will be calculated and the discount percentage and amount will be displayed. If any changes are necessary, enter '7' and hit 'RETURN' to enter the cash discount information

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

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 % from the Salesman record will be displayed. If the commission % should be changed, enter a new commission %.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ONE STEP INVOICING****ONE-STEP INVOICING TOTAL INPUT (Continued)****ORDER MINIMUMS**

A minimum order amount can be specified. At the completion of the order, the total order amount (exclusive of backorders) is compared to the minimum amount. If the order fails the minimum check, one of the following four actions can be taken:

11. BO - All items on the order can be converted to backorders.
2. RETURN - The order may be approved as is.
12. S - A surcharge may be added to the order amount.
4. C - The order may be canceled.
5. A - To add lines to the detail of the order.

END OF ORDER**ENTER LINE # TO CHANGE, 0 TO ACCEPT ORDER:**

Enter 'LINE # (1-9) to change to any of the total screen entries.

If you cancel this order/invoice all quantities committed during this order will be released.

Enter Shift F3 to return program control to the one step line item screen, and allow for the change to, or addition of line items.

Enter '0' to update the Customer, Order, Release and Order Cross-Reference records. The program will then return to the header screen to initiate input of the next invoice.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

CREDIT MEMO ENTRY

PROGRAM NAME	ELEMENT10 CM.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	8
FILES ACCESSED	CONTROL ORDER ENTRY RELATED

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. The credit memo is designed to print on a regular invoice set so as to avoid the necessity of ordering separate credit memo forms. Credit memos may be maintained before end of day has been run.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Customer Lookup
2. Ship-to Lookup
3. Product Lookup
4. Inquiry
5. Group Logic
6. Repeat Function
7. Addition of Non-Stock Product Numbers.
8. Comment and Text Line Entry

See the order entry documentation introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

CREDIT MEMO ENTRY

The screenshot shows a window titled "Screen Master for Windows" with a menu bar containing "File", "Edit", "Settings", and "File Transfer". The main area displays "MDS Credit Memo Screen" with the following fields:

- 1.Operator 3XX
- 2.Company
- 3.Sell Warehouse
- 4.Ship Warehouse
- 5.Order Date

At the bottom of the window is a control panel with buttons for "HELP", "END", "INSERT", "LDELETE", "PREV PG", "NEXT PG", "INQUIRY", "ABORT", and "Brk".

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT MEMO ENTRY****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 'RETURN' 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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

CREDIT MEMO ENTRY

Screen Master for Windows			
File Edit Settings File Transfer			
OE Credit Memo Header Input			
Credit # NNNNNNNN	Date 04/08/96	Sell Whse 001 NEW YORK	
Company 01 THE SYSTEMS HOUSE		Ship To	
Bill To	Customer		
Class		1.Code	
Enter Credit Memo Number (Release Number) or enter NEW for new credit memo.			
2.Rtn/No		10.M/Bill	Dept
3.Reason		Req	
4.Return #			
5.Invoice #			
6.Salesman	Commission % 0.00		
7.Cust PO#	Vendor		
8.Direct			

MDS INQ.	RR INQ							Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

CREDIT MEMO ENTRY

HEADER DISPLAY AND INPUT

ENTER CREDIT MEMO NUMBER (RELEASE NUMBER) OR ENTER NEW FOR NEW CREDIT MEMO.

Enter an existing credit memo number or 'NEW' to issue a new credit memo. Enter 'END' to exit the program with no entry.

If you enter an existing credit memo number that has not been updated to accounts receivable the detail of the credit memo will be displayed and you will advance to the header change procedure.

CREDIT MEMO NUMBER

If this is a new credit memo the next order number for this company and/or warehouse is now used to assign a release to this credit memo. The assignment of all sequence numbers is controlled by the Finder and Seq.Control files.

The key to the Finder file is co#:warehouse# 99:999

The keys to the Sequence Control, General Ledger Control, and Control Total files are arbitrary numbers assigned when the system is started. Thus the designer has the flexibility of having all companies share a common pool of numbers, each have unique sets of number series, or any combination that is appropriate to the client's needs.

I.e.	Common numbers			Different numbers		
Finder key	01:001	01:002	02:001	01:001	01:002	02:001
1-sequence #:	001	001	001	001	002	003
2-G/L #	001	001	002	001	001	002

CUSTOMER

Enter a specific customer number, you will then bypass the customer lookup routine and proceed with the credit memo entry program.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT MEMO ENTRY****HEADER DISPLAY AND INPUT (Continued)**

The customers sold to name and address will be displayed and you will be prompted:

IS THIS THE CORRECT CUSTOMER (CR/N)?

Hit 'RETURN' 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.

Enter 'END' to return to credit memo-logon.

Enter 'INQ' or Shift F1 for inquiry selector. The entry of 'INQ' or Shift F1 at the customer number prompt initiates the inquiry selector. After completing the inquiry, the program returns to the customer number prompt on the header screen.

Enter '*' to repeat the header (customer) information from the previous credit memo.

Enter F7 for lookup routine. If you enter 'F7' for lookup you will then be prompted for a 4 character code, which can be any word in the first line of the customers name or you can also lookup by state, city or zip code.

SHIP-TO

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

'S' for sold to and ship-to the same

Blank means there is no ship-to

Specific ship-to number which accessed the Ship-To file

The ship-to may be overridden by one of the following ways:

A SHIP-TO CODE menu will be displayed:

Enter the ship-to number for this order.

Enter 'R' to repeat the sold to address.

Enter 'S' to use literal SAME.

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

Function 7 (F7) for lookup, "*" at lookup code = ALL (ship-to's for this customer).

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT MEMO ENTRY****HEADER DISPLAY AND INPUT (Continued)****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.

REASON

If a reason code is entered it is validated to the Reason.Code file. 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.

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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT MEMO ENTRY****HEADER DISPLAY AND INPUT (Continued)****COMMISSIONS %**

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.

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 'RETURN' 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:

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT MEMO ENTRY****HEADER DISPLAY AND INPUT (Continued)****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 'RETURN' for no number (optional).

After all entries have been entered, changes can be made to any of the header screen fields, including ship-to data.

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

Enter 1-10 to change a line. Enter '0' to accept the header and proceed to the product entry screen.

Once the header information is entered you will be prompted:

IS THE CREDIT MEMO CORRECT TO THIS POINT (Y/N):

If 'RETURN' 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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

CREDIT MEMO ENTRY

File Edit Settings File Transfer		CO 01 Whse 001 Customer IDEAL		IDEAL DISTRIBUTION CO		ORD# 121811	
Credit Memo Line Input							
1	Product#:		Code:	Price:		Return/Non :	
	Quantity :	/		Value:	0.00	Discount%:	
	Reason Code:	002 PRICE ERROR		Cost :		Taxable :	
	Cust#:		Comm%:			Lot:	
2	Product#:		Code:	Price:		Return/Non :	
	Quantity :	/		Value:	0.00	Discount%:	
	Reason Code:			Cost :		Taxable :	
	Cust#:		Comm%:			Lot:	
3	Product#:		Code:	Price:		Return/Non :	
	Quantity :	/		Value:	0.00	Discount%:	
	Reason Code:			Cost :		Taxable :	
	Cust#:		Comm%:			Lot:	
4	Product#:		Code:	Price:		Return/Non :	
	Quantity :	/		Value:	0.00	Discount%:	
	Reason Code:			Cost :		Taxable :	
	Cust#:		Comm%:			Lot:	

MDS INQS	AR INQ		LOTS	COMMENTS				Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT MEMO ENTRY****LINE ITEM DISPLAY AND INPUT****ITEM NUMBER**

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

The entry of 'INQ' or Shift F1 at the item number prompt initiates the inquiry selector. After completing the inquiry, you are returned to the item number prompt on the header screen.

Enter '*' for repeat option. The repeat function is designed to allow the operator to repeat the previous line item.

Enter F7 to access the generic lookup routine. To support interactive order entry, extensive product lookup capabilities have been built into the order entry module.

The entry of Shift F5 at the item number prompt, allows the entry of multiple comment line message. Comments are attached to a specific product line number.

The entry of 'T' at the item number prompt, allows the entry of a multiple line message by the operator.

LOT ITEMS

If the entered product is a lot item, you will be prompted for lot information after the price, etc., has been entered. The quantity will not be entered but calculated as a total of all lots.

LOT#/LENGTH

Enter the lot number for this item. If the lot is not on file you will be prompted:

LOT NOT ON FILE, DO YOU WANT TO ADD ? (Y/N)

Enter 'Y' to add the lot, or 'N' to return to the lot number prompt for reentry of a new or correct lot number.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT MEMO ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****LOCATION**

Enter the warehouse location or hit 'RETURN' for 'NONE' for this lot.

LOT QTY

Enter the credit memo quantity for the product and lot.

You can then enter additional lots for this product or enter 'END' at the lot number prompt when you have completed your lot entries for this product. The totals for the lines will then be calculated.

LINE CHANGE MODE

The entry of 'END' at the line item number prompt initiates the line item change mode.

ENTER LINE # TO CHANGE OR 0 TO ACCEPT:

Enter the number of the line to be changed.

To specify a change to a lot line, the convention followed is to enter the line as NNN.LL where NNN is the order entry line number, and LL is the specific lot already entered for that line item. The lot product line must be deleted and reentered.

'DO YOU WANT TO DELETE THIS LINE (Y/N/SEE)'

'Y***', Will delete the line;

'0'

The entry of '0' will initiate the total screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

CREDIT MEMO ENTRY

Screen Master for Windows				
File	Edit	Settings	File Transfer	
CO 01	Whse 001	Customer 1010	ST. MICHAELS HOSPITAL	Order# 119828
	Lines 1	Ship Qty	Dollars	0.00
1.	Trade Disc%	0.00		0.00
2.	Ship Via	01 UPS		
3.	Ship Zone	001		
4.	Freight			0.00
5.	Tax Juris	2 NEW YORK CITY		
	Tax %	0.000 On:	0.00	0.00
6.	Misc Charge			0.00
7.	Cash Disc%	0.00	0.00	
		Total:		0.00
8.	Spec Ins			
9.	Salesman 001 JIM BRANCA		Commission %	0.00
Enter Line# to Change, or 0 to Accept Credit Memo :				
MDS INQ.	AR INQ	DETAIL	CANCEL	Brk
HELP	END	INSERT	LDELETE	PREV PG
				NEXT PG
				INQUIRY
				ABORT

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT MEMO ENTRY****TOTAL INPUT**

The total number of lines, quantity credited, and merchandise amount is displayed.

If stored in the Customer record, the trade discount is computed and displayed.

TRADE DISC%

The trade discount is displayed from the Customer and/or Ship-To file or manually input. Only discountable items will be included in the trade discount amount.

SHIP VIA

The ship method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone in the Customer Ship-To file so that each time an order is entered the correct ship zone will be displayed. The calculated freight is displayed and can be overridden. The ship zone may be overridden at this time.

FREIGHT

The system has the ability to store and calculate the freight charges associated with a customer's order. 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 (usually at verification time).

TAX JURIS

The tax jurisdiction is validated to the Tax.Rate file from the Customer file or manually input.

TAX %

The tax percentage is displayed from the Tax.Rate file.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT MEMO ENTRY****CREDIT MEMO TOTAL INPUT (Continued)****SALES TAX CALCULATION**

Based upon the tax jurisdiction stored in the Customer record, or overridden, the tax amount is computed. The tax percent is obtained from the Tax Jurisdiction file, and is applied to the taxable amount of the release. The tax base will include all taxable items. Any product classes that have a tax matrix for the customers 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 credit memo if necessary.

CASH DISC%

The cash discount will be calculated and the discount percentage and amount will be displayed. If any changes are necessary, either '7' and hit 'RETURN' to enter the cash discount information.

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

SALESMAN

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

COMMISSIONS %

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

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT MEMO ENTRY****END OF INVOICE**

The final credit memo prompt allows the operator to accept, cancel or change the credit memo.

ENTER LINE # TO CHANGE, OR 0 TO ACCEPT CREDIT MEMO:

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

If the invoice is canceled, all quantities committed during this procedure will be released.

This F3 option returns program control to the credit memo line item screen, and allows for the change to, or addition of line items.

Enter '0' and the Customer, Order, Release, and Order Cross-Reference records are now updated. The program will then return to the header screen to initiate input of the next credit memo.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA ENTRY

PROGRAM NAME	ELEMENT10 OE.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	9
FILES ACCESSED	ORDER ENTRY RELATED

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 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.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Customer Lookup
2. Addition of New Customers in the Entry/Maintenance Programs.
3. Ship-to Lookup
4. Product Lookup
5. Inquiry
6. Group Logic
7. Repeat Function
8. Addition of Non-Stock Product Numbers.
9. Comment and Text Line Entry

See the order entry documentation introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA ENTRY

Screen Master for Windows

File Edit Settings File Transfer

MDS Pro-Forma Entry Logon Screen

1.Operator XXX

2.Company

3.Sell Warehouse

4.Ship Warehouse

5.Order Date

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABOET Brk

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA ENTRY****PRO-FORMA LOGON**

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. 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 'RETURN' for the system date.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA ENTRY

Screen Master for Windows			
File Edit Settings File Transfer			
Order#	Date 04/08/96	Sell Whse 001 NEW YORK	
Company 01 THE SYSTEMS HOUSE		Ship Whse 001 NEW YORK	
Bill To		Ship To	
Customer 000000000		1.Code	
2.Reg Dt	Future	10.Ship Via	
3.As of Dt		11.Cash	
4.Salesman		Check#	Dept# Bank
5.Terms	Commission % 0.00	12.M/Bill	
6.Source		Req#	Return Date
7.Cust PO#		13.Cons/Rent	
8.Direct	Vendor	14.Inv Comp	
9.Spec Ins		15.Dea#	
		16.Ship Comp	

MDS INQ	AR INQ	CUSTOMER							Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT		

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA ENTRY****HEADER DISPLAY AND INPUT**

The following are the header input prompts:

CUSTOMER

Enter a valid customer number, Function 7 (F7) for the lookup routine, or enter a new customer number. If a new customer number is entered you will be prompted for Customer Master file information. (See order entry introduction documentation for details) Once the customer number is entered you will be prompted:

IS THIS THE CORRECT CUSTOMER (CR/N)?

Enter 'Y' to accept the customer and continue with the pro forma or 'N' to re-enter a new customer number.

SHIP-TO

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

'S' for sold to and ship-to the same

Blank means there is no ship-to

Specific ship-to number which accessed the Ship-To file

The ship-to may be overridden by one of the following ways:

Enter the ship-to number for this order.

Enter 'R' to repeat the sold to address.

Enter 'S' to use literal SAME.

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

Function 7 (F7) for lookup, "*" at lookup code = ALL (ship-to's for this customer).

REQ DT

The required date on the header input screen is to identify when the pro-forma is due. If a 'RETURN' is input for the required date, the pro-forma is assumed to be due immediately, and a due date equal to the pro-forma date from the header screen is assigned.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA ENTRY****HEADER DISPLAY AND INPUT (Continued)****FUTURE**

Pro-formas received far in advance of their due date may be entered into the system using any of the normal pro-forma entry procedures. When the pro-forma is converted the pro-formas due date is compared to the current date, the system determines those pro-formas which are to be considered 'FUTURE' (Parameter 2).

After the pro-forma is converted, 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 on the header screen as well.

AS OF DATE

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 Customer Detail record will be displayed. If the salesman number should be changed, enter a valid 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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA ENTRY****HEADER DISPLAY AND INPUT (Continued)****TERMS**

The terms code and description will be displayed from the Customer Master record. If you need to change the terms, you can enter a valid terms code.

SOURCE

Enter the source of this order or hit 'RETURN' for no source code. 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#

Enter the customer purchase order number (up to 25 characters). The customer purchase order number is optional and can be used to access orders through the detailed order inquiry program when the pro-forma is converted.

DIRECT

Pro-formas which are to be drop shipped directly from the vendor to the customers can be entered through the normal pro-forma entry procedure. When the pro-forma is converted 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 pro-forma.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA ENTRY****HEADER DISPLAY AND INPUT (Continued)****SPEC INS**

The special instructions will display from the Customer Master record. If you want to change the special instructions, you can enter new special instructions.

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. If you enter 'M' for manual entry, you will be prompted for the ship via description.

CASH

Cash sales are not entered during pro-forma entry.

M/BILL

The monthly billing flag 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 pro-formas at this time.

DEPT#

Enter an optional department number if necessary.

REQ#

Enter the requisition number or hit 'RETURN' for no number. (optional)

CONS/RENT

Enter 'C' at this prompt if the pro-forma you are entering is a consignment order. Enter 'R' at this prompt if the pro-forma you are entering is a rental order. Hit 'RETURN' if this pro-forma is not a consignment or rental order. If the pro-forma is a consignment order enter the return date for the items or 'RETURN' for 30 days after the required date, as a system default.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA ENTRY****HEADER DISPLAY AND INPUT (Continued)****INV COMPLETE**

The invoice complete indicator will be displayed from the Customer file. The program will default to the flag set in the master file, however you may override the flag for individual orders at this time.

LIC #

Enter optional license number.

DEA #

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

SHIP COMP

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

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

Enter 1-17 to change a line. Enter '0' to accept the header and proceed to the product entry screen.

Once the header information is entered you will be prompted:

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

If 'RETURN' 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 pro-forma header and the pro-forma is flagged as a canceled order.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA ENTRY

Screen Master for Windows

File Edit Settings File Transfer

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO ORD# 121950

LN#	PRODUCT# DESCRIPTION	ORDER/UM	SHIP/UM	BO/UM	PRICE/UM COST	WHS MORE
1	█-----	/	/	/	/	/
2		/	/	/	/	/
3		/	/	/	/	/
4		/	/	/	/	/

UM ONHAND INPICK AVAIL BCKORD ON ORD NEXT PO

MDS INQ AR INQ GROUP LOTS COMMENTS PAGE TWO

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA ENTRY

Screen Master for Windows

File Edit Settings File Transfer

CO		TIION CO	ORD# 121974
LN#	1.DIRECT SHIP:	BO/UM	PRICE/UM WHS
1	2.UENDOR#: A4000	/	COST MORE
	3.FUTURE: N	/	35.00/DZ 001
2	4.DUE DATE:	/	22.80/DZ ++
	5.PRICE SOURCE: 3	/	/
3	6.DISCOUNT%: 20.00	/	/
	11.COMMISION%: 25.00	/	/
4	8.DEPARTMENT:	/	/
	9.CUST ITEM:	/	/
	7.TAXABLE: Y		
	10.BILL AS ORD.:	0	
ENTER LINE # TO CHANGE,0 TO ACCEPT :			

MDS INQ AR INQ GROUP LOTS COMMENTS PRC INQ Br

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA ENTRY****LINE DISPLAY AND INPUT (Continued)****PROD #**

Enter a valid product number, 'L' for the lookup routine, or 'NSXXX' for non stock product number entry.

Upon entering the product number a box displays showing unit of measure, on hand quantity, inpick, availability, backorder quantity, on order and next purchase order date for this particular product.

AVAILABILITY

Availability is not checked during pro-forma entry. The pro-forma conversion will convert the pro-forma to an order. When the pro-forma is converted no backorders will be created for discontinued items. If there is no available 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 columns and will not affect availability. The future orders will affect availability when they are converted. During conversion availability will be checked for any non-drop ship and non-future lines on the pro-forma.

ORDER

Enter the order quantity. The unit of measure will display from the Prod.Mast file.

SHIP

The ship quantity is displayed based upon availability. The unit of measure will display from the Prod.Mast file.

BO

The backorder quantity is displayed based upon availability. The unit of measure will display from the Prod.Mast file.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**PRO-FORMA ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****PRICE**

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

1. Customer price/discount pointer
2. Quantity break logic
3. Customer/customer class - item/item class matrix logic
4. Contract pricing

The price will be displayed depending on which pricing logic is being used. At this point you could override the price. The pricing unit of measure will display from the Prod.Mast file.

WHS

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. This is an optional check which is coded in the Parameter record (4) (5) and (6) and may be overridden on a line item basis.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

PRO-FORMA ENTRY

LINE ITEM DISPLAY AND INPUT (Continued)

PH (PROFITABILITY CHECK AND PRICE HOLD) (Continued)

The exception can be handled in either of the following manners:

1. The operator is alerted, but override is allowed.
2. 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 release maintenance procedure, prices and costs can be maintained.

MORE (>+)

If you enter + and hit return a secondary menu will appear giving the following options:

1. DIRECT SHIP:

If the line is a drop ship, enter 'DS'. If this line will be shipped from the warehouse and the header was not set to DS, hit 'RETURN' for 'ND' (non-direct) shipment. If this line should be shipped from the warehouse and the order header has been flagged as DS, enter NS at the line item prompt. This is valid only if the Parameter record is set to allow entry of DS by line (parameter 88).

2. VENDOR#:

The vendor number shown for the line item is displayed from Product Master file for this item. You may override the vendor number but the new number entered must be a valid vendor number. Purchase orders may be created for the drop ship lines entered on an order.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

PRO-FORMA ENTRY

LINE ITEM DISPLAY AND INPUT (Continued)

MORE (>+) (Continued)**3. FUTURE:**

The future order indicator is displayed from the header screen and may be changed per line item. If this line should be considered a future line, and the future flag was set to 'N' enter 'Y' at the prompt. If this line is not a future line item and the future flag was not set to 'Y' on the header screen, hit 'RETURN' to set the line as a non-future line item. If the future flag was a 'Y' on the header screen and this line is a future line, hit 'RETURN' for 'Y'

4. 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.

5. PRICE SOURCE:

Price source can be overridden, codes used are:

C	Contract price
F	Price from Product file
P	Price pointer override
D	Discount override
1-9	Price pointers

6. DISCOUNT%:

The discount percent is displayed and can be overridden only if the price has been overridden.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

PRO-FORMA ENTRY

LINE ITEM DISPLAY AND INPUT (Continued)

MORE (>+) (Continued)**11. COMMISSION%:**

The commission percent is displayed and can be overridden only if the price has been overridden.

8. 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 allow override.

9. CUST ITEM:

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

7. TAXABLE:

An item is coded as 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 in order entry only if the price has been overridden.

10. BILL AS ORD:

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 than the ordered quantity.

ITEM UPDATE

The Item record is updated to reflect the entered line item.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA ENTRY****CHANGE MODE**

The entry of 'END' at the line item number prompt initiates the line item change mode.

ENTER LINE # TO CHANGE, 0 TO ACCEPT:

Enter the number of the line to be changed.

'0'

The entry of '0' will initiate the total screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA ENTRY

Screen Master for Windows

File Edit Settings File Transfer

CO 01 WHSE 001 CUSTOMER 1010 ST. MICHAELS HOSPITAL ORDER# 100112

Pro Forma Entry

LINES	ORDER	QTY	SHIP	QTY	OPEN	QTY	DOLLARS
0							0.00

ORDER DATE 04/08/96

1. TRADE DISC% 0.00 0.00

2. SHIP VIA 01 UPS

3. SHIP ZONE 001

4. FREIGHT 0.00

5. TAX JURIS 2 NEW YORK CITY

TAX % 0.000 ON 0.00 0.00

6. MISC CHARGE 0.00

7. CASH DISC% 2.00 0.00

TOTAL: 0.00

8. SPEC INS

9. SALESMAN 001 JIM BRANCA COMMISSION % 0.00

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER :

MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING			Brk
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA ENTRY****TOTAL INPUT**

The total number of lines, quantity ordered and shippable, and pro-forma merchandise amount is displayed.

If stored in the Customer record, the trade discount is computed and displayed.

TRADE DISC%

The trade discount is displayed from the Customer and/or Ship-To file or manually input. Only discountable items will be included in the trade discount amount.

SHIP VIA

The ship method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone in the Customer Ship-To file so that each time an order is entered the correct ship zone will be displayed. The calculated freight is displayed and can be overridden. The ship zone may be overridden at this time.

FREIGHT

The system has the ability to store and calculate the freight charges associated with a customer's pro-forma. 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 (usually at verification time).

TAX JURIS

The tax jurisdiction is validated to the Tax.Rate file from the Customer file or manually input.

TAX %

The tax percentage is displayed from the Tax.Rate file.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA ENTRY****TOTAL INPUT (Continued)****SALES TAX CALCULATION**

Based upon the tax jurisdiction stored in the Customer and/or Ship-To record, or overridden, the tax amount is computed. The tax percent is obtained from the Tax Jurisdiction file, and is applied to the taxable amount of the order. The tax base will include all taxable items. Any product classes that have a tax matrix for the customers 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 pro-forma if necessary.

CASH DISC%

The cash discount will be calculated and the discount percentage and amount will be displayed. If any changes are necessary, enter '7' and hit 'RETURN' to enter the cash discount information

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

SALESMAN

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

COMMISSIONS %

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

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA ENTRY****TOTAL INPUT (Continued)****ORDER MINIMUMS**

A minimum order amount can be specified. At the completion of the order, the total order amount (exclusive of backorders) is compared to the minimum amount. If the order fails the minimum check, one of the following four actions can be taken:

1. BO - All items on the order can be converted to backorders.
2. RETURN - The order may be approved as is.
3. S - A surcharge may be added to the order amount.
4. C - The order may be canceled.
5. A - To add lines to the detail of the order.

END OF ORDER

The next pro-forma prompt allows the operator to accept, cancel or change the pro-forma.

ENTER LINE # TO CHANGE, 0 TO ACCEPT ORDER:

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

If the pro-forma is canceled, the pro-forma will be recorded as a canceled item.

The Function 3 (F3) option returns program control to the pro-forma line item screen, and allows for the change to, or addition of line items.

Enter 0 and the pro-forma is now updated.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA MAINTENANCE

PROGRAM NAME	ELEMENT10 OE.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	18
FILES ACCESSED	ORDER ENTRY RELATED

OVERVIEW

This program provides the ability to modify existing pro-formas. If desired the pro-forma invoice can be converted to an actual order if the quotation is accepted by the customer.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Customer Lookup
2. Ship-to Lookup
3. Product Lookup
4. Inquiry
5. Group Logic
6. Repeat Function
7. Addition of Non-Stock Product Numbers.
8. Comment and Text Line Entry

See the order entry documentation introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA MAINTENANCE

File Edit Settings File Transfer

MDS Pro-Forma Maintenance Logon Screen

1.Operator 3XX

2.Company

3.Sell Warehouse

4.Ship Warehouse

5.Order Date

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA MAINTENANCE****LOGON**

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. 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 'RETURN' for the system date.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA MAINTENANCE

File Edit Settings File Transfer			
Order# NNNNNN		Date 06/10/97	Sell Whse 001 NEW YORK
Company 01 THE SYSTEMS HOUSE		Ship Whse	
Bill To Customer		Ship To	1.Code
2.Reg Dt	Future	10.Ship Via	
3.As of Dt		11.Cash	
4.Salesman	Commission % 0.00	Check#	Dept# Bank
5.Terms		12.M/Bill	
6.Source	Vendor	Req#	Return Date
7.Cust PO#		13.Cons/Rent	
8.Direct		14.Inv Comp	
9.Spec Ins		15.LIC#	
		16.Dea#	
		17.Ship Comp	
MDS INQ	AR INQ	CUSTOMER	
HELP	END	INSERT	LDELETE
		PREV PG	NEXT PG
		INQUIRY	ABORT
			Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA MAINTENANCE

HEADER DISPLAY AND INPUT

The pro-forma number is input and validated to the Pro-forma file.

The customer, ship-to and all static data such as slsm, comm %, ship via, etc., for this customer is displayed from the Pro-Forma record.

SHIP-TO

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

- 'S' for sold to and ship-to the same
- Blank means there is no ship-to
- Specific ship-to number which accessed the Ship-To file

The ship-to may be overridden by one of the following ways:

- Enter the ship-to number for this order.
- Enter 'R' to repeat the sold to address.
- Enter 'S' to use literal SAME.
- Enter 'M' to manually input ship-to address.
- Function 7 (F7) for lookup, "*" at lookup code = ALL (ship-to's for this customer).

REQ DT

The required date field on the header input screen is to identify when the pro-forma is due. If 'RETURN' is hit for the required date, the pro-forma is assumed to be due immediately, and a due date equal to the pro-forma date from the header screen is assigned.

FUTURE

Pro-formas received far in advance of their due date may be entered into the system using any of the normal pro-forma entry procedures. When the pro-forma is converted, the due date is compared to the current date, the system determines those pro-formas which are to be considered 'FUTURE' (Parameter 2).

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****FUTURE (Continued)**

After the pro-forma is converted, 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 on the header screen as well.

AS OF DATE

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 Customer Detail record will be displayed. If the salesman number should be changed, enter a valid 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 record. If you need to change the terms, you can enter a valid terms code.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****SOURCE**

Enter the source of this order or hit 'RETURN' for no source code. 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#

Enter the customer purchase order number (up to 25 characters). The customer purchase order number is optional and can be used to access orders through the detailed order inquiry program when the pro-forma is converted.

DIRECT

Pro-formas which are to be drop shipped directly from the vendor to the customers can be entered through the normal pro-forma entry procedure. When the pro-forma is converted 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 pro-forma.

SPEC INS

The special instructions will display from the Customer Master record. If you want to change the special instructions, you can enter new special instructions.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****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. If you enter 'M' for manual entry, you will be prompted for the ship via description.

CASH

Cash sales are not entered during pro-forma entry.

M/BILL

The monthly billing flag 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 pro-formas at this time.

DEPT#

Enter an optional department number if necessary.

REQ#

Enter the requisition number or hit 'RETURN' for no number. (optional)

CONS/RENT

Enter 'C' at this prompt if the pro-forma you are entering is a consignment order. Enter 'R' at this prompt if the pro-forma you are entering is a rental order. Hit 'RETURN' if this pro-forma is not a consignment or rental order. If the pro-forma is a consignment order enter the return date for the items or 'RETURN' for 30 days after the required date, as a system default.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****INV COMP**

The invoice complete indicator will be displayed from the Customer file. The program will default to the flag set in the master file, however you may override the flag for individual orders at this time.

LIC #

Enter optional license number.

DEA #

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

SHIP COMP

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

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

Enter 1-17 to change a line. Enter '0' to accept the header and proceed to the product entry screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA MAINTENANCE

LN#	PRODUCT#	ORDER/UM	SHIP/UM	BO/UM	PRICE/UM	WHS
1	ARWKCF14 6ARPET FRESH 14 OZ	15 /EA	15 /EA	/EA	25.00/DZ	001
2		/	/	/		/
3		/	/	/		/
4		/	/	/		/

UM	ONHAND	INPICK	AVAIL	BCKORD	ON ORD	NEXT PO
						02/16/42

ENTER LINE# TO CHANGE OR 0 TO ACCEPT :█

MDS INQ	AR INQ	GROUP	LOTS	COMMENTS	PRC INQ			Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA MAINTENANCE

CO	DESCRIPTION	UNIT	PRICE/UM	WHS
1	1.DIRECT SHIP: 2.UENDOR#: A4000 3.FUTURE: N 4.DUE DATE:	/EA	25.00/DZ 17.76/DZ	001 ++
2	5.PRICE SOURCE: 3	/	/	/
3	6.DISCOUNT%: 20.00 11.COMMISION%: 25.00	/	/	/
4	8.DEPARTMENT: 9.CUST ITEM:	/	/	/
	7.TAXABLE: Y 10.BILL AS ORD.:			

ENTER LINE # TO CHANGE, 0 TO ACCEPT :

0
2

ORD# 121979

FILE EDIT SETTINGS FILE TRANSFER

MDS INQ AR INQ GROUP LOTS COMMENTS PRC INQ

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA MAINTENANCE****LINE DISPLAY AND INPUT (Continued)****PROD#**

Enter a valid product number, 'L' for the lookup routine, or 'NSXXX' for non stock product number entry.

Upon entering the product number a box displays showing unit of measure, on hand quantity, inpick, availability, backorder quantity, on order and next purchase order date for this particular product.

AVAILABILITY

Availability is not checked during pro-forma entry. The pro-forma conversion will convert the pro-forma to an order. When the pro-forma is converted no backorders will be created for discontinued items. If there is no available quantity to pick, 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 columns and will not affect availability. The future orders will affect availability when they are converted. During conversion availability will be checked for any non-drop ship and non-future lines on the pro-forma

ORDER

Enter the order quantity. The unit of measure will display from the Prod.Mast file.

SHIP

The ship quantity is displayed based upon availability. The unit of measure will display from the Prod.Mast file.

BO

The backorder quantity is displayed based upon availability. The unit of measure will display from the Prod.Mast file.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**PRO-FORMA MAINTENANCE****LINE ITEM DISPLAY AND INPUT (Continued)****PRICE**

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

1. Customer price/discount pointer
2. Quantity break logic
3. Customer/customer class - item/item class matrix logic
4. Contract pricing

The price will be displayed depending on which pricing logic is being used. At this point you could override the price. The pricing unit of measure will display from the Prod.Mast file.

WHS

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 prestored low-high parameters. This is an optional check which is coded in the Parameter record (4) (5) and (6) and may be overridden on a line item basis.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS**PRO-FORMA MAINTENANCE****LINE ITEM DISPLAY AND INPUT (Continued)****PH (PROFITABILITY CHECK AND PRICE HOLD) (Continued)**

The exception can be handled in either of the following manners:

1. The operator is alerted, but override is allowed.
2. 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 release maintenance procedure, prices and costs can be maintained.

MORE (>+)

If you enter + and hit 'RETURN' a secondary menu will appear giving the following options:

1. DIRECT SHIP:

If the line is a drop ship, enter 'DS'. If this line will be shipped from the warehouse and the header was not set to DS, hit 'RETURN' for 'ND' (non-direct) shipment. If this line should be shipped from the warehouse and the order header has been flagged as DS, enter NS at the line item prompt. This is valid only if the Parameter record is set to allow entry of DS by line (Parameter 88).

2. VENDOR#:

The vendor number shown for the line item is displayed from Product Master file for this item. You may override the vendor number but the new number entered must be a valid vendor number. Purchase orders may be created for the drop ship lines entered on an order.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

PRO-FORMA MAINTENANCE

LINE ITEM DISPLAY AND INPUT (Continued)

MORE (>+) (Continued)**3. FUTURE:**

The future order indicator is displayed from the header screen and may be changed per line item. If this line should be considered a future line, and the future flag was set to 'N' enter 'Y' at the prompt. If this line is not a future line item and the future flag was not set to 'Y' on the header screen, hit 'RETURN' to set the line as a non-future line item. If the future flag was a 'Y' on the header screen and this line is a future line, hit 'RETURN' for 'Y'

4. 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.

5. PRICE SOURCE:

Price source can be overridden, codes used are:

C	Contract price
F	Price from Product file
P	Price pointer override
D	Discount override
1-9	Price pointers

6. DISCOUNT%:

The discount percent is displayed and can be overridden only if the price has been overridden.

ORDER ENTRY/HEADER, DETAIL, AND TOTAL SCREENS

PRO-FORMA MAINTENANCE

LINE ITEM DISPLAY AND INPUT (Continued)

MORE (>+) (Continued)**11. COMMISSION%:**

The commission percent is displayed and can be overridden only if the price has been overridden.

8. 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 allow override.

9. CUST ITEM:

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

7. TAXABLE:

An item is coded as 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 in order entry only if the price has been overridden.

10. BILL AS ORD:

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 than the ordered quantity.

ITEM UPDATE

The Item record is updated to reflect the entered line item.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA MAINTENANCE****CHANGE MODE**

The entry of 'END' at the line item number prompt initiates the line item change mode.

ENTER LINE # TO CHANGE OR 0 TO ACCEPT:

Enter the number of the line to be changed.

'0'

The entry of '0' will initiate the total screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA MAINTENANCE

CO 01		WHSE 001		CUSTOMER IDEAL		IDEAL DISTRIBUTION CO	
Pro Forma Entry							
ORDER#		100151					
ORDER DATE		06/10/97					
LINES	ORDER QTY	SHIP QTY	OPEN QTY	DOLLARS			
1	3	3		0.00			
1.	TRADE DISC%		0.00	0.00			
2.	SHIP VIA		04	FEDERAL EXPRESS			
3.	SHIP ZONE		001				
4.	FREIGHT			12.50			
5.	TAX JURIS		1	NEW JERSEY			
	TAX %		0.000	ON	0.00	0.00	
6.	MISC CHARGE			0.00			
7.	CASH DISC%		0.00	0.00			
				TOTAL:	12.50		
8.	SPEC INS						
9.	SALESMAN		001	JIM BRANCA		COMMISSION % 5.00	
ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER : █							
MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING		Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA MAINTENANCE****TOTAL INPUT**

The total number of lines, quantity ordered and shippable, and pro-forma merchandise amount is displayed.

If stored in the Customer record, the trade discount is computed and displayed.

TRADE DISC%

The trade discount is displayed from the Customer and/or Ship-To file or manually input. Only discountable items will be included in the trade discount amount.

SHIP VIA

The ship method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone in the Customer Ship-To file so that each time an order is entered the correct ship zone will be displayed. The calculated freight is displayed and can be overridden. The ship zone may be overridden at this time.

FREIGHT

The system has the ability to store and calculate the freight charges associated with a customer's pro- forma. 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 (usually at verification time).

TAX JURIS

The tax jurisdiction is validated to the Tax.Rate file from the Customer file or manually input.

TAX %

The tax percentage is displayed from the Tax.Rate file.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA MAINTENANCE****TOTAL INPUT (Continued)****SALES TAX CALCULATION**

Based upon the tax jurisdiction stored in the Customer and/or Ship-To record, or overridden, the tax amount is computed. The tax percent is obtained from the Tax Jurisdiction file, and is applied to the taxable amount of the order. The tax base will include all taxable items. Any product classes that have a tax matrix for the customers 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 pro-forma if necessary.

CASH DISC%

The cash discount will be calculated and the discount percentage and amount will be displayed. If any changes are necessary, enter '7' and hit 'RETURN' to enter the cash discount information

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

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 % from the Salesman record will be displayed. If the commission % should be changed, enter a new commission %.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA MAINTENANCE****TOTAL INPUT (Continued)****ORDER MINIMUMS**

A minimum order amount can be specified. At the completion of the order, the total order amount (exclusive of backorders) is compared to the minimum amount. If the order fails the minimum check, one of the following four actions can be taken:

1. BO - All items on the order can be converted to backorders.
2. RETURN - The order may be approved as is.
3. S - A surcharge may be added to the order amount.
4. C - The order may be canceled.
5. A - To add lines to the detail of the order.

END OF ORDER

The next pro-forma prompt allows the operator to accept, cancel or change the pro-forma.

ENTER LINE # TO CHANGE, 0 TO ACCEPT ORDER:

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

If the pro-forma is canceled, the pro-forma will be recorded as a canceled item.

The F3 option returns program control to the pro-forma line item screen, and allows for the change to, or addition of line items.

Enter '0' and the pro-forma is now updated.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA CONVERSION**

PROGRAM NAME	ELEMENT10 PRO.FORM.CONV-MAINT010
SELECTION	MENU-1
SELECTION NUMBER	19
FILES ACCESSED	ORDER ENTRY RELATED

OVERVIEW

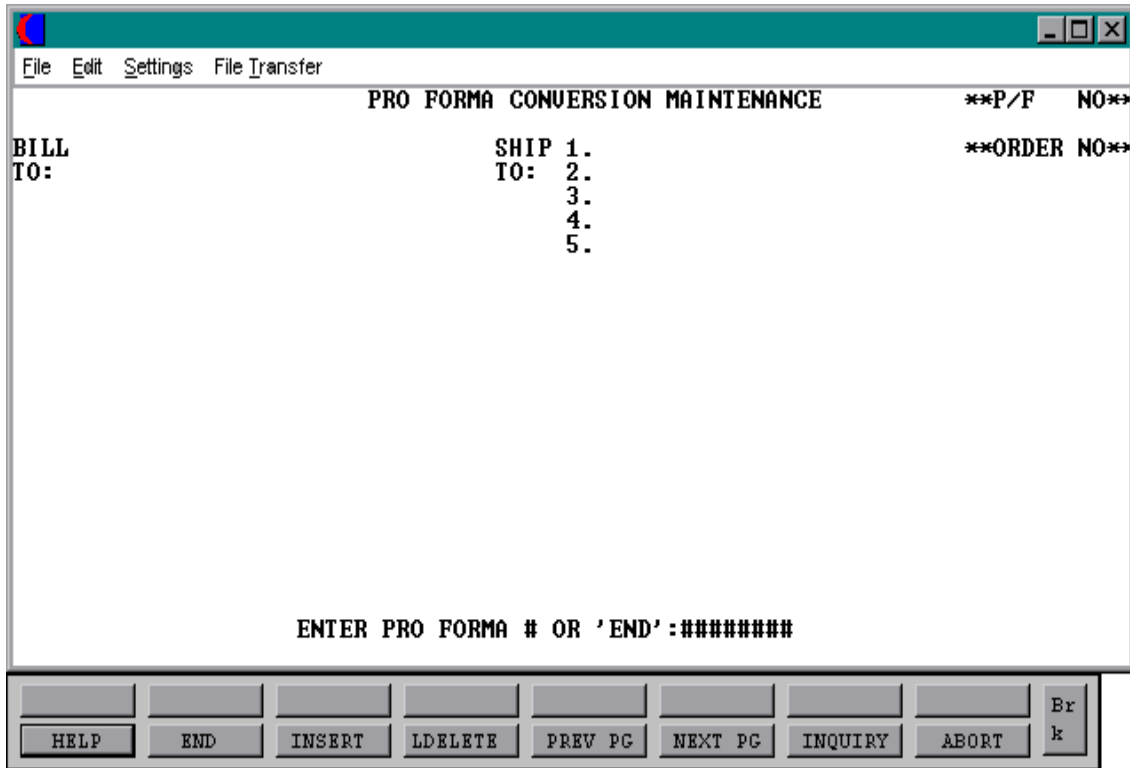
The purpose of this procedure is to convert a previously entered pro-forma entry into an actual order. The conversion will check availability and create a release record for the products that can be shipped. After conversion, the pro-forma may be left on the Pro-Forma file or deleted.

ENTER OPERATORS INITIALS OR 'END'

Enter a valid operator code or 'END' to return to the order entry menu. The operator code entered is validated to the Operator file for access code 'OE'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

PRO-FORMA CONVERSION



ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA CONVERSION****DISPLAY AND INPUT****ENTER PRO-FORMA # OR 'END':**

Enter a valid pro-forma number or 'END' to return to the menu.

**ENTER 'DELETE' TO DELETE PRO-FORMA.
'CT' TO CONVERT OR 'CD' TO CONVERT & DELETE PRO-FORMA.
'END' TO END.**

Enter 'DELETE' to delete the pro-forma. Enter 'CT' to convert the pro-forma into an order and retain the pro-forma. Enter 'CD' to convert the pro-forma into an order and delete the pro-forma. Enter 'END' to return to the order entry menu.

The option to change the ship-to is provided, to allow the pro-forma conversion routine to handle distribution orders (i.e., the same merchandise to several locations).

DO YOU WISH TO CHANGE THE SHIP-TO <Y/N>:

If 'Y' is entered the ship-to lookup routine is accessed.

**THE CURRENT SELLING WHSE IS XXX. DO YOU WISH TO CHANGE
<Y/N>?**

The program gives the operator the option to change the original selling warehouse. Enter 'Y' to change the warehouse, 'N' to bypass the prompt.

WHAT IS THE NEW SELLING WHSE NUMBER:

If 'Y' was selected you will be prompted for the new selling warehouse. Enter a valid warehouse number.

**THE CURRENT SHIPPING WHSE IS XXX. DO YOU WISH TO CHANGE
<Y/N>?**

The program gives the operator the option to change the original shipping warehouse. Enter 'Y' to change the warehouse, 'N' to bypass the prompt.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**PRO-FORMA CONVERSION****DISPLAY AND INPUT (Continued)****WHAT IS THE NEW SHIPPING WHSE NUMBER:**

If 'Y' is selected you will be prompted for the new selling warehouse. Enter a valid warehouse number.

PRO-FORMA HAS BEEN CONVERTED. HIT RETURN.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**BACKORDER PRIORITY CHANGES**

PROGRAM NAME	SSS.BP GEN.MASTER
	SSS.BP.PRI.MAINT010
SELECTION	MENU-1
SELECTION NUMBER	10
FILES ACCESSED	ORDER
	SCREEN
	CUST.MAST
	PARAMETER

OVERVIEW

This procedure is used to change the backorder priority of an order for back order allocation. You are prompted to enter the header data and priority code are displayed. You may only change the priority code. The backorder allocation procedure releases orders based on the priority code and order date.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

BACKORDER PRIORITY CHANGES

Screen Master for Windows

File Edit Settings File Transfer

B/O PRIORITY CODE MAINTENANCE

ORDER#	WHSE	DATE	CUSTOMER	SHIP TO:
NNNNNNNN		DUE		

CUST REF:

1.B/O PRIORITY CODE:

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**BACKORDER PRIORITY CHANGES****CHANGE DISPLAY AND INPUT****ENTER OPERATOR INITIALS**

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

ORDER#

Enter the 8 digit order number. The order header and priority code will be displayed.

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

Enter line# 1 to change the backorder priority code and then enter the priority code. You will then hit 'RETURN' to change the priority code. Enter '0' to accept the priority code.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT RELEASE MAINTENANCE**

PROK NAME	PROK CRM.OE
PROGRAM NAME	ELEMENT10 CRM.MAINT10
SELECTION	MENU-1
SELECTION NUMBER	11
FILES ACCESSED	CONTROL PARAMETER OPERATOR

OVERVIEW

This procedure is designed to allow orders on credit hold to be released or canceled. When the release is removed from credit hold a picking ticket will print. Only the release is removed from credit hold. All backorders for the order will remain on credit hold. It is used in conjunction with the orders on credit hold report.

ENTER OPERATORS INITIALS

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

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

CREDIT RELEASE MAINTENANCE

The screenshot shows a window titled "CREDIT HOLD RELEASE MAINTENANCE" with a menu bar (File, Edit, Settings, File Transfer). The main area displays the following data:

```

<<< CREDIT HOLD RELEASE MAINTENANCE >>>
Order# / Release#: #####

Customer#:          Internal#:          Terms:
Name   :
Address :

Salesman   :                               Last Payment Date   :
Credit Method:                               Last Payment Amount : 0.00
Credit Limit : 0                               Sales Dollars YTD   : 0.00
Credit Hold  :                               Amount Paid YTD     : 0.00
A/R Balance : 0.00                           Highest Credit      : 0
Open Order $ : 0.00                           Avg. Payment Days   : 0
In Picking $ : 0.00                           Oldest Invoice Date  :
Total Amount : 0.00                           Amt. of Oldest Invoice: 0.00
Customer Create Date :
    
```

At the bottom, there is a control panel with buttons for HELP, END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, ABORT, and a keyboard shortcut Br k.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**CREDIT RELEASE MAINTENANCE****DISPLAY AND INPUT**

Enter release number (11 digits) and the release on 'credit hold' will be displayed. The entry is validated against the Release file, it can not be a verified release. The release data is displayed. Enter 'END' to return to the order entry menu.

ENTER CREDIT RELEASE PASSWORD OR END

Enter the credit release password or 'END' to return to the menu.

ENTER <R> TO REMOVE CREDIT HOLD, <C> TO CANCEL RELEASE OR <END> TO END

Enter 'R' to remove the release from credit hold. Enter 'C' to cancel the release or 'END' to exit the program. If 'R' is entered you will also be prompted:

ENTER NEW TERMS CODE OR HIT RETURN:

The current terms code for the order is displayed, hit 'RETURN' to accept the current terms or enter a new valid terms code.

Once the release has been removed from credit hold the following message will display:

RELEASE 9999999999 NOW OFF CREDIT HOLD !

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER ENTRY

PROGRAM NAME	ELEMENT10 OE.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	12
FILES ACCESSED	CONTROL ORDER ENTRY RELATED

OVERVIEW

Transfer entry 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 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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****BACKORDER PROCESSING**

Transfer backorders are handled by the same procedures used to release and ship customer backorders.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Customer Lookup
2. Addition of New Customers in the Entry/Maintenance Programs.
3. Ship-to Lookup
4. Product Lookup
5. Inquiry
6. Group Logic
7. Repeat Function
8. Addition of Non-Stock Product Numbers.
9. Comment and Text Line Entry
10. Product Substitutions

See the order entry documentation introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER ENTRY

MDS Transfer Billing Logon Screen

1.Operator XXX

2.Company

3.Sell Warehouse

4.Ship Warehouse

5.Order Date

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****LOG-ON**

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

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 - 99 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 'RETURN' for the system date.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER ENTRY

Screen Master for Windows			
File Edit Settings File Transfer			
Order#	Date 06/13/97	Sell Whse 001 NEW YORK	
Company 01 THE SYSTEMS HOUSE		Ship Whse 001 NEW YORK	
Bill To		Ship To	
Recv Whse 00000000000000000000		1.Code	
2.Reg Dt	Future	10.Ship Via	
3.As of Dt		11.Cash	
4.Salesman	Commission % 0.00	Check#	Dept# Bank
5.Terms		12.M/Bill	
6.Source	Vendor	Req#	Return Date
7.Cust PO#		13.Cons/Rent	
8.Direct		14.Inv Comp	
9.Spec Ins		15.LIC#	
		16.Dea#	
		17.Ship Comp	
MDS INQ	AR INQ	CUSTOMER	Br
HELP	END	INSERT	LDELETE
		PREV PG	NEXT PG
		INQUIRY	ABORT
			k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****HEADER DISPLAY AND INPUT**

The customer number input mask is displayed from the Company file. Using any of the available customer lookup routines, the customer/receiving warehouse to be billed is identified. The ship-to and all data such as salesman, commission %, ship via, etc., for this customer is displayed from the master files.

After all entries have been entered, changes can be made to any of the header screen fields, including ship-to data.

ENTER CUSTOMER/RECV WHSE NUMBER

Enter a specific customer/receiving warehouse number, you will then bypass the customer lookup routine and proceed with the order entry program.

The customers sold to name and address will be displayed and you will be prompted :

'IS THIS THE CORRECT WAREHOUSE (CR/N)?'

Hit 'RETURN' 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.

Entering any customer number not on file at the customer number prompt during order entry allows the addition of a new customer onto the master file.

Enter 'END' to return to OE-logon.

Enter 'INQ' or Shift F1 for inquiry selector. The entry of 'INQ' or Shift F1 at the customer number prompt initiates the inquiry selector. After completing the inquiry, the program returns to the customer number prompt on the header screen.

Enter '*' to repeat the header (customer) information from the previous order.

Hit F7 for lookup routine. If you enter 'F7' for lookup you will then be prompted for a 4 character code, which can be any word in the first line of the customers name, or you can also lookup by city, state or zip code.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER ENTRY

HEADER DISPLAY AND INPUT (Continued)

ORDER NUMBER

The next order number for this company and/or warehouse is now assigned. The assignment of all sequence numbers is controlled by the Finder and Seq.Control files.

The key to the Finder file is co#:warehouse# 99:999

The keys to the Sequence Control, General Ledger Control, and Control Total files are arbitrary numbers assigned when the system is started. Thus the designer has the flexibility of having all companies share a common pool of numbers, each have unique sets of number series, or any combination that is appropriate to the client's needs.

I.e.,	Common numbers	Different numbers
Finder key	01:001 01:002 02:001	01:001 01:002 02:001
1-sequence #:	001 001 001	001 002 003
2-G/L #	001 001 002	001 001 002

SHIP-TO

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

- 'S' for sold to and ship-to the same
- Blank means there is no ship-to
- Specific ship-to number which accessed the Ship-To file

The Ship-to may be overridden by one of the following ways:

- Enter the ship-to number for this order.
- Enter 'R' to repeat the sold to address.
- Enter 'S' to use literal SAME.
- Enter 'M' to manually input ship-to address.
- Function 7 (F7) for lookup, "*" at lookup code = ALL (ship-to's for this customer).

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****HEADER DISPLAY AND INPUT (Continued)****REQ DT**

The required date input field on the header input screen is to identify when the order is due. If a 'RETURN' is input 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.

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 transfer 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 transfer lines are released. Transfers may also be manually flagged as future on the header screen as well.

AS OF DATE

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 Customer Detail record will be displayed. If the salesman number should be changed, enter a valid salesman number.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****HEADER DISPLAY AND INPUT (Continued)****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 source of this order or hit 'RETURN' for no source code. 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#

Enter the customer purchase order number (up to 25 characters). The customer purchase order number is optional and can be used to access orders through the detailed order inquiry program.

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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****HEADER DISPLAY AND INPUT (Continued)****DIRECT (Continued)**

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.

SPEC INS

The special instructions will display from the Customer Master record. If you want to change the special instructions, you can enter new special instructions.

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. If you enter 'M' for manual entry, you will be prompted for the ship via description.

CASH

Cash sales may not be entered for warehouse transfers.

M/BILL

The monthly billing flag 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 transfers at this time.

DEPT#

Enter an optional department number if necessary.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****HEADER DISPLAY AND INPUT (Continued)****REQ#**

Enter the requisition number or hit 'RETURN' for no number. (optional)

CONS/RENT

Enter 'C' at this prompt if the pro-forma you are entering is a consignment order. Enter 'R' at this prompt if the pro-forma you are entering is a rental order. Hit 'RETURN' if this pro-forma is not a consignment or rental order. If the pro-forma is a consignment order enter the return date for the items or hit 'RETURN' for 30 days after the required date, as a system default.

INV COMP

The invoice complete indicator will be displayed from the Customer file. The program will default to the flag set in the master file, however you may override the flag for individual orders at this time.

LIC #

Enter optional license number.

DEA #

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

SHIP COMP

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

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

Enter 1-17 to change a line. Enter '0' to accept the header and proceed to the product entry screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****HEADER DISPLAY AND INPUT (Continued)**

Once the header information is entered you will be prompted:

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

If 'RETURN' 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 transfer header and the transfer is flagged as a canceled order.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER ENTRY

Screen Master for Windows

File Edit Settings File Transfer

CO 01 WHSE 002 CUSTOMER WO.BENJI NEW YORK WAREHOUSE ORD# 121991

LN#	PRODUCT# DESCRIPTION	ORDER/UM	SHIP/UM	BO/UM	PH	PRICE/UM COST	WH# MORI
1	█-----	/	/	/		/	
2		/	/	/		/	
3		/	/	/		/	
4		/	/	/		/	

UM ONHAND INPICK AVAIL BCKORD ON ORD NEXT PO

MDS INQ AR INQ GROUP LOTS COMMENTS PRC INQ

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER ENTRY

Screen Master for Windows

File Edit Settings File Transfer

CO		OUSE	ORD# 121991
LN#	1.DIRECT SHIP:	BO/UM PH	PRICE/UM WHS
	2.VENDOR#: RAS		COST MORE
1	3.FUTURE: N	/EA Y	75.00/EA 002
	4.DUE DATE: 07/11/97		75.00/EA ++
2	5.PRICE SOURCE: F	/	/
	6.DISCOUNT%:		
3	11.COMMISION%:	/	/
	8.DEPARTMENT:		
4	9.CUST ITEM:	/	/
	7.TAXABLE: Y		
	10.BILL AS ORD.:		
	ENTER LINE # TO CHANGE, 0 TO ACCEPT :	0	
		2	

MDS INQ AR INQ GROUP LOTS COMMENTS PRC INQ

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****LINE ITEM DISPLAY AND INPUT****ITEM NUMBER**

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

The entry of 'INQ' or Shift F1 at the item number prompt initiates the inquiry selector. After completing the inquiry, you are returned to the item number prompt on the header screen.

Enter Shift F3 for group logic programing. Group logic facilitates the entry of products sold in either a size or color spread. The 'base code' of the product line is entered, and then the operator is prompted for the sizes and quantity of each required.

Enter '*' for repeat option. The repeat function is designed to allow the operator to repeat the previous line item. The entry of 'M' at the item number prompt, allows the entry of a single line message by the operator.

The entry of 'T' at the item number prompt, allows the entry of a multiple line message by the operator.

Upon entering the product number a box displays showing unit of measure, on hand quantity, inpick, availability, backorder quantity, on order and next purchase order date for this particular product.

AVAILABILITY

The quantity ordered is entered, and is compared to the quantity available to ship-to determine the inventory to be shipped and back ordered.

Availability is computed as:

$$\text{ON HAND} - \text{BACK ORDERED} - \text{IN PICKING}$$

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

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)**

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 coded to automatically make the substitution or to display the substitutions for manual review (SEE BELOW). No backorders or partial shipments will be created if the customer has the backorder or partial ship flag set to 'N' in the Customer Master record.

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 columns and will not affect availability. The future orders will affect availability when they are converted.

ORDER

Enter the order quantity. The unit of measure will display from the Prod.Mast file.

SHIP

The ship quantity is displayed based upon availability. The unit of measure will display from the Prod.Mast file.

BO

The backorder quantity is displayed based upon availability. The unit of measure will display from the Prod.Mast file.

PRICE

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

1. Customer price/discount pointer
2. Quantity break logic
3. Customer/customer class - item/item class matrix logic
4. Contract pricing

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****PRICE (Continued)**

The price will be displayed depending on which pricing logic is being used. At this point you could override the price. The pricing unit of measure will display from the Prod.Mast file.

WHS

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 prestored low-high parameters. This is an optional check which is coded in the Parameter record (4) (5) and (6) and may be overridden on a line item basis.

The exception can be handled in either of the following manners:

1. The operator is alerted, but override is allowed.
2. 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 release maintenance procedure, prices and costs can be maintained.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****MORE (>+)**

If you enter + and hit 'RETURN' a secondary menu will appear giving the following options:

1. DIRECT SHIP:

If the line is a drop ship, enter 'DS'. If this line will be shipped from the warehouse and the header was not set to DS, hit 'RETURN' for 'ND' (non-direct) shipment. If this line should be shipped from the warehouse and the order header has been flagged as DS, enter NS at the line item prompt. This is valid only if the Parameter record is set to allow entry of DS by line (Parameter 88).

2. VENDOR#:

The vendor number shown for the line item is displayed from Product Master file for this item. You may override the vendor number but the new number entered must be a valid vendor number. Purchase orders may be created for the drop ship lines entered on an order.

3. FUTURE:

The future order indicator is displayed from the header screen and may be changed per line item. If this line should be considered a future line, and the future flag was set to 'N' enter 'Y' at the prompt. If this line is not a future line item and the future flag was not set to 'Y' on the header screen, hit 'RETURN' to set the line as a non-future line item. If the future flag was a 'Y' on the header screen and this line is a future line, hit 'RETURN' for 'Y'

4. 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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER ENTRY

LINE ITEM DISPLAY AND INPUT (Continued)

MORE (>+) (Continued)**5. PRICE SOURCE:**

Price source can be overridden, codes used are:

C	Contract price
F	Price from Product file
P	Price pointer override
D	Discount override
1-9	Price pointers

6. DISCOUNT%:

The discount percent is displayed and can be overridden only if the price has been overridden.

11. COMMISSION%:

The commission percent is displayed and can be overridden only if the price has been overridden.

8. 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 allow override.

9. CUST ITEM:

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

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER ENTRY

LINE ITEM DISPLAY AND INPUT (Continued)

MORE (>+) (Continued)**7. TAXABLE:**

An item is coded as 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 in order entry only if the price has been overridden.

10. BILL AS ORD:

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 than the ordered quantity.

ITEM UPDATE

The Item record is updated to reflect the entered line item. Quantity available for sale is decreased, as the quantity in pick and/or backordered is increased.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER ENTRY

Screen Master for Windows

File Edit Settings File Transfer

CO 01 WHSE 002 CUSTOMER WO.BENJI NEW YORK WAREHOUSE ORD# 121991

LN#	PRODUCT#	ORDER/UM	SHIP/UM	BO/UM	PH	PRICE/UM	WHS
Lot Inventory/Availability Inquiry							
						ORDERED QUANTITY :	#####
						STOCKING ORD QTY :	/
						LOT QUANTITY :	
						REMAINING QUANTITY :	
WHSE	QTY AVAIL	QTY B/O	ADJ QTY	TRANSFERS	ON ORDER	EARLIEST DELIVERY	
002	3000						
LN	LOT# / LENGTH	LOCATION	SERIAL	AVAIL	ORD QTY	SHIP	COST
1							
2							
3							
4							
5							

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****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.

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. Thus if 10 pieces of L20 (length 20') pipe is sold, the total quantity is 200 linear feet of pipe (10X20). After the last lot is entered, 'END' is input. The lot number is combined with the warehouse location to form the key to the Lot record.

LOCATION

The location is a required field. If 'RETURN' is entered, the program uses a warehouse location of 'NONE'. The warehouse location is combined with the lot or length code to form the key to the Lot file. If no such Lot record is on file, an error condition is indicated, and the operator is prompted to enter another lot combination. If the lot entered is valid, the program proceeds to the ordered quantity prompt.

ORD QTY

A positive quantity must be entered. The quantity entered is compared to the quantity available in the lot. If the quantity available is less than the ordered quantity, the available quantity is shown in the ship quantity field. If sufficient quantity is available, the ordered quantity is shown in the ship quantity field.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****LOT LOGIC (Continued)****SHIP QTY**

The ship quantity can be overridden if the amount displayed does not match the quantity to be shipped. For example, if a 20' length is being cut to a 15' length to meet a customer order. The overridden quantity shipped cannot exceed the available quantity of the lot. If the input quantity exceeds the available quantity, the program will prompt:

CAN NOT SHIP MORE THAN AVAILABLE. HIT RETURN

Backorders are maintained at the product level rather than at the lot level. Thus any quantity not shipped will be placed in backorder at the product level.

ADJUSTMENT LOTS

As indicated above, if a length code is used, the quantity ordered is multiplied by the length to determine the billing quantity. To indicate to the system that a portion of a reel of wire (or length of pipe) is being shipped, the operator overrides the quantity shipped to the quantity desired. In the example given above, the operator would enter a quantity ship of 15. The program would then prompt:

DO YOU WANT TO CREATE AN ADJUSTMENT LOT OF (CR/N)

If the operator enters a 'RETURN' the program will create an adjustment lot of the quantity displayed at the same location. However since the actual cut has not yet occurred, the adjustment lot is not available for sale until verification has confirmed that the adjustment lot has been created.

It should be noted that if an adjustment lot is required, the entry should be on a separate lot line. For example, if the customer requires 2 - 15' lengths that will be cut from two different 20' lengths, they must be entered on two separate lines. If the operator entered it as a single transaction, the entry of 30' as the quantity shipped does not adequately specify what is to occur. Perhaps one full length of 20' is to be shipped, with another of length 10'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY**

LINE ITEM DISPLAY AND INPUT (Continued)

LOT LOGIC (Continued)

END OF LINE ITEM LOT ENTRY

When the last lot has been entered, the operator enters 'END' at the lot number prompt. The program then redisplay the product line below the last lot so that the remainder of line item processing can occur. The quantity ordered and shipped are set equal to the total of the respective lot quantities. The operator may override the ordered quantity which would have the effect of establishing a backorder at the product level. The backorder quantity is set equal to the difference between quantity ordered and shipped. By definition there is no backorder at the lot level. At this point the program proceeds through pricing, costing, and item and order update logic as described above for regular line items.

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. Sales dollars are updated in the kit item, while inventory and sales units are updated in the component item.

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 initially entered item, the system will automatically scan the inventories of the substitutes until it locates one with inventory. If no inventory is found, the line item is backordered under the original product number.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****CHANGE MODE**

The entry of 'END' at the line item number prompt initiates the line item change mode.

ENTER LINE # TO CHANGE OR 0 TO ACCEPT:

Enter the number of the line to be changed.

To specify a change to a lot line, the convention followed is to enter the line as NNN.LL where NNN is the order entry line number, and LL is the specific lot already entered for that line item. For example, to change the second lot line on the first line of the order, enter 1.2.

'0'

The entry of '0' will initiate the total screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER ENTRY

CO 01 WHSE 001 CUSTOMER 001							SAM NORRIS		ORDER#	
Transfer Entry									121850	
LINES	ORDER	QTY	SHIP	QTY	OPEN	QTY	DOLLARS			
0							0.00		ORDER DATE	
1.	TRADE DISC%	0.00					0.00			
2.	SHIP VIA	01	UPS							
3.	SHIP ZONE									
4.	FREIGHT						0.00			
5.	TAX JURIS									
	TAX %	0.000	ON		0.00		0.00			
6.	MISC CHARGE						0.00			
7.	CASH DISC%	0.00			0.00					
TOTAL:								0.00		
8.	SPEC INS									
9.	SALESMAN	001	JIM BRANCA				COMMISSION % 0.00			

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

MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING			Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****TOTAL INPUT**

The total number of lines, quantity ordered and shipped, and ordered merchandise amount is displayed.

If stored in the Customer record, the trade discount is computed and displayed.

TRADE DISC%

There is no trade discount for transfers.

SHIP VIA

The ship method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone in the Customer Ship-To file so that each time an order is entered the correct ship zone will be displayed. The ship zone may be overridden at this time.

FREIGHT

No freight charges will be generated for transfers.

TAX JURIS

There is no tax jurisdiction for transfers.

TAX %

There is no tax percentage for transfers.

SALES TAX CALCULATION

No sales tax calculation for transfers.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER ENTRY****TOTAL INPUT (Continued)****MISC CHARGE**

No miscellaneous charges will be generated for transfers.

CASH DISC%

No cash discount will be generated for transfers.

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

SALESMAN

The salesman from the Detail record will be displayed.

COMMISSION %

There is no commission % for transfers.

END OF TRANSFER

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

ENTER LINE # TO CHANGE, 0 TO ACCEPT ORDER:

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

If the order is canceled, all quantities committed during this order will be released.

The F3 option returns program control to the transfer entry line item screen, and allows for the change to, or addition of line items.

Enter '0' and the Customer, Order, Release, and Cross-Reference files are now updated. The program will then return to the header screen to initiate input of the next transfer.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER MAINTENANCE

PROGRAM NAME	ELEMENT10 OE.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	22
FILES ACCESSED	CONTROL ORDER ENTRY RELATED

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.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Ship-to Lookup
2. Product Lookup
3. Inquiry
4. Group Logic
5. Repeat Function
6. Addition of Non-Stock Product Numbers.
7. Comment and Text Line Entry

See the order entry documentation introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER MAINTENANCE

File Edit Settings File Transfer

MDS Transfer Billing Maintenance Logon Screen

1.Operator 3XX

2.Company

3.Sell Warehouse

4.Ship Warehouse

5.Order Date

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER MAINTENANCE****LOG-ON**

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

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 'RETURN' for the system date.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER MAINTENANCE

File Edit Settings File Transfer			
Order# 000000 Date 06/13/97		Sell Whse 001 NEW YORK	
Company 01 THE SYSTEMS HOUSE		Ship Whse 001 NEW YORK	
Bill To		Ship To	
Recv Whse		1.Code	
2.Reg Dt	Future	10.Ship Via	
3.As of Dt		11.Cash	
4.Salesman	Commission % 0.00	Check#	Dept# Bank
5.Terms		12.M/Bill	
6.Source	Vendor	Req#	Return Date
7.Cust PO#		13.Cons/Rent	
8.Direct		14.Inv Comp	
9.Spec Ins		15.LIC#	
		16.Dea#	
		17.Ship Comp	
MDS INQ	AR INQ	CUSTOMER	
HELP	END	INSERT	LDELETE
		PREV PG	NEXT PG
		INQUIRY	ABORT
			Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER MAINTENANCE****HEADER DISPLAY AND INPUT**

Enter the order number , the customer number/recv whse input mask is displayed from the Company file. Using any of the available customer lookup routines, the customer to be billed is identified. The ship-to and all data such as salesman, commission %, ship via, etc., for this customer is displayed from the master files.

After all entries have been entered, changes can be made to any of the header screen fields, including ship-to data.

When the program displays the header input screen the following prompt will appear:

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

The input fields are displayed and may be changed by entering a line number to correspond to the field to be changed. The following is a list of fields and descriptions.

CUSTOMER NUMBER/RECV WHSE

Customer/recv whse number is displayed from the original Transfer record and can not be changed.

REQ DT

The required date input field on the header input screen is to identify when the transfer is due. The required date is displayed from the Transfer record.

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 transfer 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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****FUTURE (Continued)**

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

AS OF DATE

No Accounts Receivable records are created, therefore as of date is not entered.

SALESMAN

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

COMMISSION%

No commissions will be calculated for warehouse transfers.

TERMS

The terms code and description will be displayed from the Transfer record. The terms however, will not be necessary because no Accounts Receivable record will be generated.

SOURCE

The order source code is displayed from the Transfer record. 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 number is displayed from the Transfer record. The customer purchase order number is optional and can be used to access orders through the detailed order inquiry program.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER MAINTENANCE****TRANSFER MAINTENANCE HEADER DISPLAY AND INPUT (Continued)****DIRECT**

Drop shipments are displayed but may not be changed.

SPEC INS

The special instructions will display from the Transfer record. If you want to change the special instructions, you can enter new special instructions.

SHIP VIA

The ship via from the Transfer 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.

CASH

Cash sales are not used in transfer entry.

M/BILL

The monthly billing flag from the Customer Master file will be displayed.

DEPT#

The department number is displayed from the Transfer record.

REQ#

Enter the requisition number or hit 'RETURN' for no number. (optional)

CONS/RENT

No consignments/rentals are used in warehouse transfers.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****INV COMP**

The invoice complete indicator will be displayed from the Customer file. The program will default to the flag set in the master file, however you may override the flag for individual orders at this time.

LIC #

Enter optional license number.

DEA #

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

SHIP COMP

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

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

Enter 1-17 to change a line. Enter '0' to accept the header and proceed to the product entry screen.

If '0' is entered the header is accepted and the program will continue.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

CO 01 WHSE 002 CUSTOMER WO.BENJI NEW YORK WAREHOUSE ORD# 121991

LN#	PRODUCT# DESCRIPTION	ORDER/UM	SHIP/UM	BO/UM PH	PRICE/UM COST	WHS MORE
1	STUSSY STUSSY DIRECTOR CHAIR	2 /EA	2 /EA	/EA	75.00/EA 75.00/EA	002
2		/	/	/	/	/
3		/	/	/	/	/
4		/	/	/	/	/

UM ONHAND INPICK AVAIL BCKORD ON ORD NEXT PO
11/20/42

ENTER LINE# TO CHANGE OR 0 TO ACCEPT :█

MDS INQ	AR INQ	GROUP	LOTS	COMMENTS	PRC INQ			Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER MAINTENANCE

Screen Master for Windows

File Edit Settings File Transfer

CO		OUSE	ORD# 121991
LN#	1.DIRECT SHIP:	BO/UM PH	PRICE/UM WHS
	2.VENDOR#: RAS		COST MORE
1	3.FUTURE: N	/EA Y	75.00/EA 002
	4.DUE DATE: 07/11/97		75.00/EA ++
2	5.PRICE SOURCE: F	/	/
	6.DISCOUNT%:		
3	11.COMMISION%:	/	/
	8.DEPARTMENT:		
4	9.CUST ITEM:	/	/
	7.TAXABLE: Y		
	10.BILL AS ORD.:		
	ENTER LINE # TO CHANGE,0 TO ACCEPT :	0	
		2	

MDS INQ AR INQ GROUP LOTS COMMENTS PRC INQ

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER MAINTENANCE****LINE ITEM DISPLAY AND INPUT**

The line item information is displayed and the program will prompt:

DO YOU WANT TO OK THIS ORDER (CR/N)

Hit 'RETURN' to accept the order and advance to the totals screen or enter 'N' to allow line item changes.

AVAILABILITY

The quantity ordered is entered, and is compared to the quantity available to ship-to determine the inventory to be shipped and back ordered.

Availability is computed as:

ON HAND - BACK ORDERED - IN PICKING

The availability check is not performed when the indicator inventory bypass in the Prod.Mast file is set to 'Y'. Therefore, all inventory will be considered available. If the negative on hand 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 coded to automatically make the substitution or to display the substitutions for manual review (SEE BELOW). No backorders or partial shipments will be created if the customer has the backorder or partial ship flag set to 'N' in the Customer Master record.

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 columns and will not affect availability. The future orders will affect availability when they are converted.

DEPT

If the department was entered during the header input or on the previous line, it will display and allow override.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER MAINTENANCE****LINE ITEM DISPLAY AND INPUT (Continued)****DS**

The direct ship indicator is displayed from the header input screen. If the line is a drop ship enter 'DS'. If this line will be shipped from the warehouse and the header was not set to DS, hit 'RETURN' for 'ND' (non-direct) shipment. If this line should be shipped from the warehouse and the transfer header has been flagged as DS, enter NS at the line item prompt. This is valid only if the Parameter record is set to allow entry of DS by line (parameter 88).

VEND#

The vendor number shown for the line item is displayed from the Product Master for this item. You may override the vendor number but the new number entered must be a valid vendor number. Purchase orders may be created for the drop ship lines entered on a transfer.

FUT

The future order indicator is displayed from the header screen and may be changed per line item. If this line should be considered a future line enter 'Y' at the prompt. If this line is not a future line item and the future flag was not set to 'Y' on the header screen, hit 'RETURN' to set the line as a non-future line item.

DUE

The due date of an order is normally specified on the header screen, and applies to the entire transfer. 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 transfer with multiple due dates.

PRICE

Since the transfer is an intra-company transaction, the "selling price" is set equal to the cost.

COST

The cost is taken from the item file according to the Parameter record or can be overridden during order entry.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER MAINTENANCE****LINE ITEM DISPLAY AND INPUT (Continued)****TAX**

The transfer will be a non-taxable transfer between warehouses.

CUST#

This is an optional entry which is coded in the Parameter record (1). If a Contract record contains the customer item number, the customer item number will be displayed.

CHANGE MODE

The entry of 'END' at the line item number prompt initiates the line item change mode.

ENTER LINE # TO CHANGE OR 0 TO ACCEPT:

Enter the number of the line to be changed.

To specify a change to a lot line, the convention followed is to enter the line as NNN.LL where NNN is the order entry line number, and LL is the specific lot already entered for that line item.

'0'

The entry of '0' will initiate the total screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

TRANSFER MAINTENANCE

CO 01 WHSE 001 CUSTOMER 001							SAM NORRIS		ORDER#
Transfer Entry									121850
LINES	ORDER	QTY	SHIP	QTY	OPEN	QTY	DOLLARS		
0							0.00		ORDER DATA
1.	TRADE DISC%	0.00					0.00		
2.	SHIP VIA	01	UPS						
3.	SHIP ZONE								
4.	FREIGHT						0.00		
5.	TAX JURIS								
	TAX %	0.000	ON		0.00		0.00		
6.	MISC CHARGE						0.00		
7.	CASH DISC%	0.00			0.00				
							TOTAL:	0.00	
8.	SPEC INS								
9.	SALESMAN	001	JIM BRANCA				COMMISSION %	0.00	

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER :

MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING			Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER MAINTENANCE****TOTAL INPUT**

The total number of lines, quantity ordered and shipped, and ordered merchandise amount is displayed. If stored in the Customer record, the trade discount is computed and displayed.

TRADE DISC%

There is no trade discount for transfers.

SHIP VIA

The ship method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone in the Customer Ship-To file so that each time an order is entered the correct ship zone will be displayed. The ship zone may be overridden at this time.

FREIGHT

No freight charges will be generated for transfers.

TAX JURIS

There is no tax jurisdiction for transfers.

TAX %

There is no tax percentage for transfers.

SALES TAX CALCULATION

No sales tax calculation for transfers.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**TRANSFER MAINTENANCE****TOTAL INPUT (Continued)****MISC CHARGE**

No miscellaneous charges will be generated for transfers.

CASH DISC%

No cash discount will be generated for transfers.

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

SALESMAN

The salesman from the Detail record will be displayed.

COMMISSION %

There is no commission % for transfers.

END OF TRANSFER

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

ENTER LINE # TO CHANGE, 0 TO ACCEPT ORDER:

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

If the order is canceled, all quantities committed during this order will be released.

This F3 option returns program control to the transfer entry line item screen, and allows for the change to, or addition of line items.

Enter '0' and the Customer, Order, Release, and Cross-Reference files are now updated. The program will then return to the header screen to initiate input of the next transfer.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**RELEASE PREVIEW**

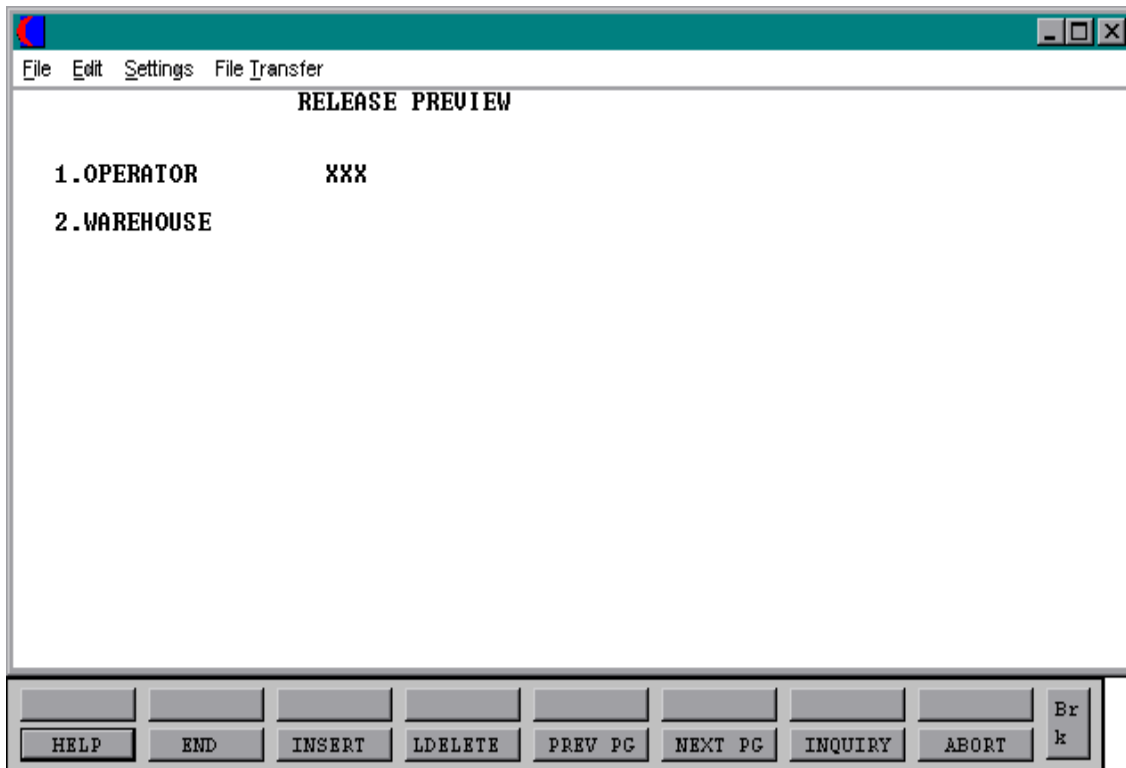
PROGRAM NAME	ELEMENT10 RP.DRIVER10	
SELECTION	MENU-1	
SELECTION NUMBER	13	
FILES ACCESSED	RELEASE	RELEASE.XREF
	OPERATOR	CONTROL
	ORDER	CUST.MAST
	CUST.DET	

OVERVIEW

This procedure is used to view all line items of releases prior to picking document print.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

RELEASE PREVIEW



ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**RELEASE PREVIEW****LOG-ON**

The log-on screen is used to validate the operator's access to the order module.

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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

RELEASE PREVIEW

Release Preview							
Co#	Release#	Order Dt	Ship Dt	InoComp	Sell Whse	001 NEW YORK	
01	121702-001	06/03/97		N	Ship Whse	001 NEW YORK	
Bill To:1010					Ship To: PED		
ST. MICHAELS HOSPITAL					ST. MICHAELS HOSPITAL		
16405 EAST 56TH STREET					PEDIATRICS		
NEW YORK					16407 EAST 56TH STREET		
NY 10036					FIFTH FLOOR		
NEW YORK					NEW YORK		
NY 10036					NY 10036		
	Item Number	Description		UM	Order	Ship	B/O
1	AQUAPHOR-GAUZE	MOISTURIZING GAUZE		EA	1	1	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

Enter END to exit, NEXT PG or PREU PG :

HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	Br k
------	-----	--------	---------	---------	---------	---------	-------	---------

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**RELEASE PREVIEW****DISPLAY AND INPUT****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 picking document print for the log on warehouse will be sequentially displayed. After each release is displayed, you will be prompted:

ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter '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.

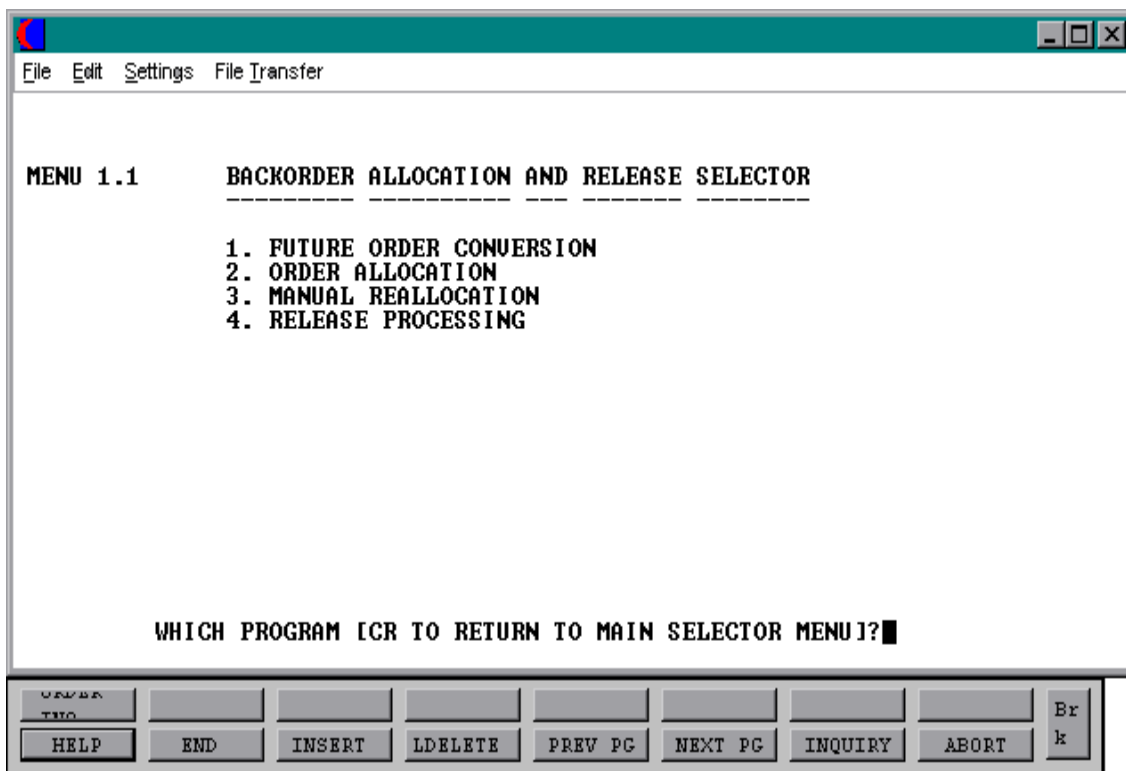
If you select 'REMOVE SHIP COMPETE' it will remove the ship complete flag from the release.

If you select 'END' it will end the program and return to the release number prompt.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER ALLOCATION AND RELEASE

PROK NAME PROK MENU-1.1
 SELECTION MENU-1
 SELECTION NUMBER 14



ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**FUTURE ORDER CONVERSION**

PROK NAME	PROK O.1
PROGRAM NAME	MDS.BP FUT.CV
SELECTION	MENU-1.14
SELECTION NUMBER	1
FILES ACCESSED	ORDER ENTRY RELATED

OVERVIEW

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 ship 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.

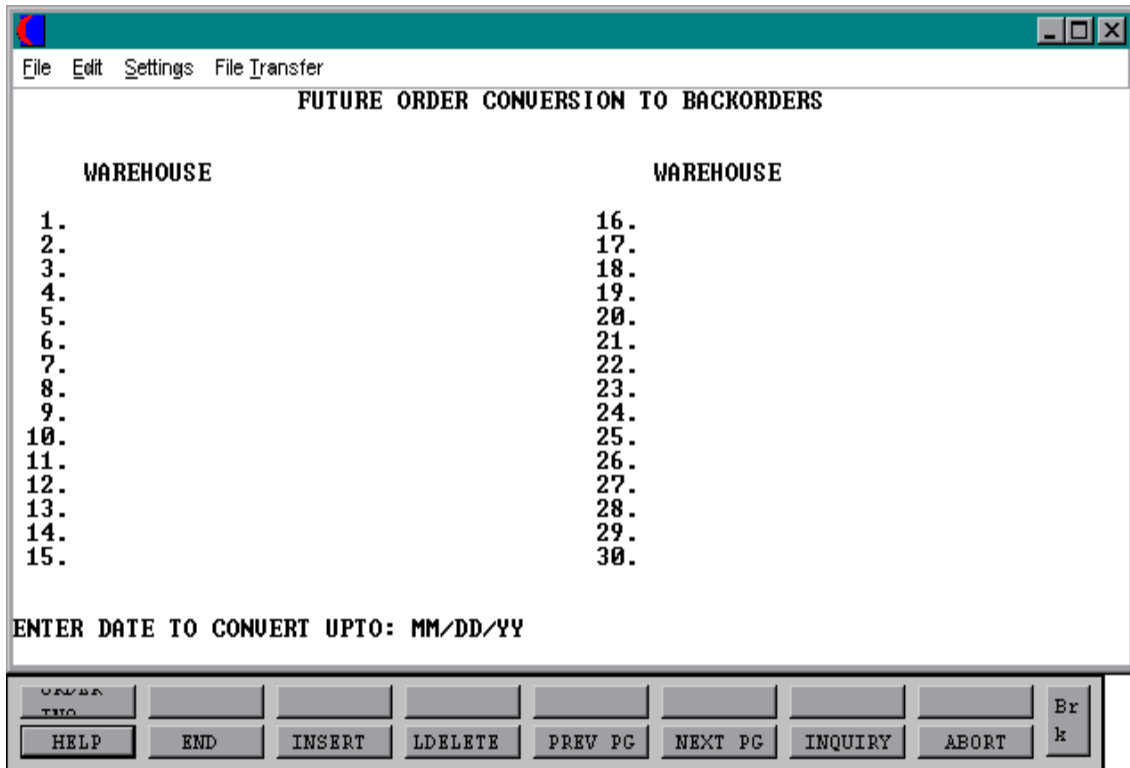
Availability for each product would be decreased by the converted quantity. The backorders can then be released via specific order release or backorder allocation.

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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

FUTURE ORDER ALLOCATIONS



ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**FUTURE ORDER ALLOCATIONS****DISPLAY AND INPUT****ENTER DATE TO CONVERT UP TO:**

Enter the date to use for the future order conversion. All orders with a due date less than or equal to the input date will be converted.

(S)PECIFIC WAREHOUSE, (ALL) WAREHOUSES OR (END):

Enter a series of specific warehouses or 'ALL' for all warehouses. If specific warehouses are entered only orders or line items on orders with those ship warehouses will be selected for conversion.

Enter 'END' to return to order allocation and release selector.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER ALLOCATION PROCESS

PROK NAME	PROK O.29
PROGRAM NAME	MDS.BP PROD.AVAIL
SELECTION	MENU-1.14
SELECTION NUMBER	2
FILES ACCESSED	ORDER ENTRY RELATED

OVERVIEW

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.

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.

NOTE: The specific order release program should not be run during the order allocation process, as specific order release also release backorders.

The program also contains a lock which will prevent more than one user from running this procedure at any given time.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER ALLOCATION PROCESS

PORT: 50 ORDER ALLOCATIONS

SHIPPING WAREHOUSE	SHIPPING WAREHOUSE
1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

<S>PECIFIC WAREHOUSES, <ALL> WAREHOUSES OR <END>:

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ORDER ALLOCATION PROCESS****DISPLAY AND INPUT****(S)PECIFIC WAREHOUSE, (ALL) WAREHOUSES OR (END):**

Enter a series of specific warehouses or 'ALL' for all warehouses. If specific warehouses are entered only orders or line items on orders with those ship warehouses will be selected for allocation.

When the program is complete, run release processing to produce releases for the order allocated.

Enter 'END' to return to order allocation and release selector.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER ALLOCATION PROCESS

WHSE 001 NEW YORK DAILY ALLOCATION REPORT 08/27/97

ITEM NO	DESCRIPTION	KIT	O/H	B/O	IN PCK	AVL	ORD#	LN#	ORD DATE	PR
ARWKSU-E	STICK UP DEOD EVERGREEN		250	420	130	120	01200007	03	08/13/97	5
ARWKSU-E	STICK UP DEOD EVERGREEN		250	430	135	115	01-20010	02	08/13/97	5
ARWKSU-S	STICK UP DEOD SPRING		300	100	50	150	01200018	01	08/14/97	5
ARWCKF14	CARPET FRESH 14 OZ		38	10	13	15	01200027	02	08/15/97	5
ARWCKF16	CARPET FRESH 16 OZ		50	25	15	10	01000033	01	05/20/97	5

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER ALLOCATION PROCESS

WHSE 001 NEW YORK

ALLOCATION REPORT - - BY CUSTOMER

08/27/97

ITEM NO	DESCRIPTION	ORD#	LN#	SHIP DATE	PR	CUST NO	NAME
ARWKCF14	CARPET FRESH 14 OZ	01100042	003	08/17/97	5	100008	ACME CRANE
NFSU-RE	NO FRILLS REF. STICK UP	01100042	004	08/17/97	5	100008	ACME CRANE
NFSU-S	NO FRILLS STICK UP SPRING	01100042	005	08/17/97	5	100008	ACME CRANE
ARWKCF14	CARPET FRESH 14 OZ	01100057	001	08/20/97	5	100017	IDEAL SUPPLY
ARWKSU-E	STICK UP DEOD EVERGREEN	01100057	003	08/20/97	5	100017	IDEAL SUPPLY
ARWKSU-S	STICK UP DEOD SPRING	01100057	007	08/20/97	5	100017	IDEAL SUPPLY
NFSU-S	NO FRILLS SICK UP SPRING	01100068	002	08/23/97	6	100037	UNITED

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER ALLOCATION PROCESS

ALLOCATION RECAP REPORT - - BY PRODUCT TYPE 08/27/97

PROD TYPE ----	PRODUCT TYPE DESCRIPTION -----	NUMBER OF ORDERS -----	TOTAL REL QTY -----	TOTAL VALUE -----
001	ROOM DEODORIZERS	5	350	5,159.50
002	CLEANERS/SOLVENTS	2	85	2,125.00
		---	----	-----
		7	435	7,284.50

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**MANUAL REALLOCATION PROCESS**

PROK NAME	PROK O.6
PROGRAM NAME	MDS.BP MAN.RV
SELECTION	MENU-1.14
SELECTION NUMBER	3
FILES ACCESSED	ORDER ENTRY RELATED

OVERVIEW

This program allows the manual reallocation of a product from one order to another. 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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

MANUAL REALLOCATION PROCESS

Manual Allocations				
Company XX		Customer		
Order Number	Line Number	Warehouse		
Change Qty	Back Order	Orig Qty Alloc	New Alloc	
Product				
On Hand	Back Order	Qty to Alloc	Qty Alloc	

								Er
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**MANUAL REALLOCATION PROCESS****DISPLAY AND INPUT****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.

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.

HIT 'RTN' IF OK ELSE 'N'

Hit 'RETURN' to accept the new allocation. Enter 'N' to ignore the change and return to the company # prompt to either restart the program or 'END' to exit to the menu.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**RELEASE PROCESSING**

PROK NAME	PROK RELEASE9
PROGRAM NAME	ELEMENT RE.DRIVER8
SELECTION	MENU-1.14
SELECTION NUMBER	4
FILES ACCESSED	ORDER ENTRY RELATED

OVERVIEW

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 release processing run.

The program also contains a lock which will prevent more than one user from running this procedure at any given time.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER MAINTENANCE

PROGRAM NAME	ELEMENT10 OE.DRIVER10
SELECTION	MENU-1
SELECTION NUMBER	16
FILES ACCESSED	CONTROL ORDER ENTRY RELATED

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.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Ship-to Lookup
2. Product Lookup
3. Inquiry
4. Group Logic
5. Repeat Function
6. Addition of Non-Stock Product Numbers.
7. Comment and Text Line Entry
8. Product Substitutions

See the order entry documentation introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER MAINTENANCE

File Edit Settings File Transfer

MDS Order Maintenance Logon Screen

1.Operator XXX

2.Company

3.Sell Warehouse

4.Ship Warehouse

5.Order Date

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ORDER MAINTENANCE****LOG-ON**

The log-on screen is used to validate the operator's access to the order maintenance module, as well as enter the company, warehouse, and order dating information. The preview or maintenance mode is selected on this screen as well.

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 'RETURN' for the system date.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER MAINTENANCE

Order# NNNNNN Date 06/13/97 Sell Whse 001 NEW YORK Company 01 THE SYSTEMS HOUSE Ship Whse Bill To Ship To Customer 1.Code			
2.Reg Dt 3.As of Dt 4.Salesman 5.Terms 6.Source 7.Cust PO# 8.Direct 9.Spec Ins	Future Commission % 0.00 Vendor	10.Ship Via 11.Cash Check# 12.M/Bill Req# 13.Cons/Rent 14.Inv Comp 15.LIC# 16.Dea# 17.Ship Comp	Bank Dept# Return Date

MDS INQ	AR INQ	CUSTOMER						Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ORDER MAINTENANCE****HEADER DISPLAY AND INPUT**

The order number is input and validated to the Order file.

The ship-to and all static data such as slsm, comm %, ship via, etc., for this customer is displayed from the Order record.

SHIP-TO

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

‘S’ for sold to and ship-to the same

Blank means there is no ship-to

Specific ship-to number which accessed the Ship-To file

The ship-to may be overridden by one of the following ways:

Enter the ship-to number for this order.

Enter ‘R’ to repeat the sold to address.

Enter ‘S’ to use literal ‘SAME’.

Enter ‘M’ to manually input ship-to address.

Function 7 (F7) for lookup, “*” at lookup code = ALL (ship-to’s for this customer).

REQ DT

The required date field on the header input screen is to identify when the order is due. Required date may be changed in the maintenance program.

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). Orders may also be manually changed to future on the header screen as well.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ORDER MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****AS OF DATE**

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. This field may be maintained in order maintenance.

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 is displayed from the original order. 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 order. If you need to change the terms, you can enter a valid terms code.

SOURCE

The order source code is displayed from the order. If an order source is changed 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 number is optional and can be used to access orders through the detailed order inquiry program.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ORDER MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****DIRECT**

Orders which are to be drop shipped directly from the vendor to the customers can be entered through the normal order entry procedure. The drop ship indicator will be displayed, however it may not be changed in order maintenance.

SPEC INS

The special instructions will be displayed from the order. If you want to change the special instructions, you can enter new special instructions.

SHIP VIA

The ship via entered on the order 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.

CASH

Cash sales are handled by the appropriate procedures (i.e, order entry, invoicing). At the time of order entry or maintenance, the cash received (or credit card amount charged) is entered. The amount of cash received is reflected in the daily cash receipts report, and its source as a cash sale identified.

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

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ORDER MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****M/BILL**

The monthly billing flag from the Customer Master file will be displayed. The program will display the entry in the master file, however you may not override the flag for individual orders at this time.

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 the requisition number or hit 'RETURN' for no number. (optional)

CONS/RENT

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 'RETURN' if this order is not a consignment or rental order. If the order is a consignment order enter the return date for the items or 'RETURN' for system default of 30 days after the required date.

RETURN DATE

The consignment return date is displayed from the original order.
individual orders at this time.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ORDER MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****INV COMP**

The invoice complete indicator will be displayed from the Customer file. The program will default to the flag set in the master file, however you may override the flag for

LIC #

Enter optional license number.

DEA #

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

SHIP COMP

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

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

Enter 1-17 to change a line.

Enter '0' to accept the header and proceed to the product entry screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER MAINTENANCE

LN#	PRODUCT#	ORDER/UM	SHIP/UM	BO/UM	PRICE/UM	WHS
1	ARWKCF14 6ARPET FRESH 14 OZ	15 /EA	15 /EA	/EA	25.00/DZ 17.76/DZ	001
2		/	/	/	/	/
3		/	/	/	/	/
4		/	/	/	/	/

UM ONHAND INPICK AVAIL BCKORD ON ORD NEXT PO
02/16/42

ENTER LINE# TO CHANGE OR 0 TO ACCEPT :█

MDS INQ	AR INQ	GROUP	LOTS	COMMENTS	PRC INQ			Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER MAINTENANCE

CO	DESCRIPTION	UNIT	PRICE/UM	WHS
1	1.DIRECT SHIP: 2.VENDOR#: A4000 3.FUTURE: N 4.DUE DATE:	/EA	25.00/DZ 17.76/DZ	001 ++
2	5.PRICE SOURCE: 3	/	/	/
3	6.DISCOUNT%: 20.00 11.COMMISION%: 25.00	/	/	/
4	8.DEPARTMENT: 9.CUST ITEM:	/	/	/
	7.TAXABLE: Y 10.BILL AS ORD.:			

ENTER LINE # TO CHANGE, 0 TO ACCEPT : █

0
2

ORD# 121979

FILE EDIT SETTINGS FILE TRANSFER

MDS INQ AR INQ GROUP LOTS COMMENTS PRC INQ

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT

Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ORDER MAINTENANCE****LINE ITEM DISPLAY AND INPUT****ENTER LINE # TO CHANGE OR 0 TO ACCEPT:**

Enter the number of the line to be changed.

To specify a change to a lot line, the convention followed is to enter the line as NNN.LL where NNN is the order entry line number, and LL is the specific lot already entered for that line item.

'0'

The entry of '0' will initiate the total screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER MAINTENANCE

CO 01 WHSE 001 CUSTOMER IDEAL IDEAL DISTRIBUTION CO							ORDER#
Order Preview							121851
LINES	ORDER	QTY	SHIP	QTY	OPEN	QTY	DOLLARS
0							0.00
1.	TRADE DISC%	0.00					0.00
2.	SHIP VIA	04	FEDERAL EXPRESS				
3.	SHIP ZONE	001					
4.	FREIGHT						12.50
5.	TAX JURIS	1	NEW JERSEY				
	TAX %	0.000	ON		0.00		0.00
6.	MISC CHARGE						0.00
7.	CASH DISC%	0.00			0.00		
TOTAL:							12.50
8.	SPEC INS						
9.	SALESMAN	001	JIM BRANCA				COMMISSION % 5.00
ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER : █							

MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING			Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ORDER MAINTENANCE****TOTAL INPUT**

The total number of lines, quantity ordered and shipped, and ordered merchandise amount is displayed.

TRADE DISC%

The trade discount is displayed from the Customer and/or Ship-To file or manually input. Only discountable items will be included in the trade discount amount.

SHIP VIA

The ship method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone in the Customer Ship-To file so that each time an order is entered the correct ship zone will be displayed. The calculated freight is displayed and can be overridden. The ship zone may be overridden at this time.

FREIGHT

The system has the ability to store and calculate the freight charges associated with a customer's order. 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 (usually at verification time).

TAX JURIS

The tax jurisdiction is validated to the Tax.Rate file from the Customer file or manually input.

TAX %

The tax percentage is displayed from the Tax.Rate file.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ORDER MAINTENANCE**

TOTAL INPUT (Continued)

SALES TAX CALCULATION

Based upon the tax jurisdiction stored in the Customer record, or overridden, the tax amount is computed. The tax percent is obtained from the Tax Jurisdiction file, and is applied to the taxable amount of the order. The tax base will include all taxable items. Any product classes that have a tax matrix for the customers 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 order if necessary.

CASH DISC%

The cash discount will be calculated and the discount percentage and amount will be displayed. If any changes are necessary, enter '8' and hit 'RETURN' to enter the cash discount information

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

SALESMAN

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

COMMISSIONS %

The commission % from the Salesman record will be displayed, or input a new commission %.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER MAINTENANCE

ORDER MINIMUMS

A minimum order amount can be specified. At the completion of the order, the total order amount (exclusive of backorders) is compared to the minimum amount. If the order fails the minimum check, one of the following four actions can be taken:

1. BO - All items on the order can be converted to backorders.
2. RETURN - The order may be approved as is.
3. S - A surcharge may be added to the order amount.
4. C - The order may be canceled.
5. A - To add lines to the detail of the order.

END OF ORDER

The final order prompt allows the operator to accept, cancel or change the order maintenance entry.

ENTER LINE # TO CHANGE, 0 TO ACCEPT ORDER:

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

If cancel is entered the order will cancel if there are no picking quantities and the 'Preview' mode was used. If there are backorder and inpick quantities only the backorder quantities will be canceled if the 'Maintenance' mode is used.

The Shift F3 option returns program control to the order maintenance line item screen, and allows for the change to, or addition of line items.

Enter '0' and the Customer, Product, Order, Release, and Order Cross-Reference files are now updated. The program will then return to the header screen to initiate input of the next maintenance entry.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

RELEASE MAINTENANCE

PROGRAM NAME	ELEMENT RM.DRIVER9
SELECTION	MENU-1
SELECTION NUMBER	16
FILES ACCESSED	CONTROL PARAMETER RELEASE

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.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Ship-to Lookup

See the order entry documentation introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

RELEASE MAINTENANCE

Acct:BASE.10 Port: 49 Process:RM 13 JUN 97

File Edit Settings File Transfer

MDS Release Maintenance Logon Screen

1.Operator ■--

2.Company

3.Warehouse

4.Invoice Date

5.Quick Verify

UE.LOGON008

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Er k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**RELEASE MAINTENANCE****LOG-ON SCREEN**

This procedure is used to make corrections to releases that have gone through verification and end of day (with errors or price hold). No quantities may be modified.

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.

WAREHOUSE

The warehouse number entered is validated to the Warehouse file. 1 - 999 may be entered.

INVOICE DT

Enter the date as MM/DD/YY or hit 'RETURN' for the system date.

QUICK VERIFY

If 'Y' is entered no changes are made to the header data. You will be brought directly to the detail screen. Enter 'N' or hit 'RETURN' to modify header screen.

ENTER RELEASE NUMBER OR END:

Enter a valid release (company no, order no, release no) that has gone through verification. Enter 'END' to return to the selector.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

RELEASE MAINTENANCE

Acct:BASE.10 Port: 28 Process:RM 13 JUN 97						
File Edit Settings File Transfer						
CO 01	THE SYSTEMS HOUSE	WHSE001	NEW YORK			DT 06/13/97
BILL TO:	AJAX INDUSTRIAL SUPPLY	SHIP	AJAX INDUSTRIAL SUPPLY			*ORDER NO**
	12 MAIN ST		12 MAIN ST			121857-00
	PLAINFIELD NJ 02001		PLAINFIELD NJ 02001			
	CUSTOMER AJAX					
	1. SHIP DT					
	2. COMM %					
	3. AS OF DT					
	4. SLSM					
	5. SHIP VIA					
	6. TERMS					
	7. SPEC INST					
	8. ORD SRC					
	9. CUST PO#					
	10. DEPT #					
	11. M/BILL					
	12. CONSIGNMENT RETURN DATE					
IS THE SHIP TO CORRECT <CR/N>? █						
UE.HDR008						
						Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY
						k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**RELEASE MAINTENANCE****HEADER INPUT****IS THE SHIP-TO CORRECT (CR/N)?**

If you enter 'N' it brings up a ship-to menu:

ENTER M-MANUEL ENTRY
S-SAME
N-REPEAT SOLD TO AS SHIP-TO
N-NEXT SHIP-TO
999999 FOR SPECIFIC SHIP-TO

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.

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.

SLSM

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.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**RELEASE MAINTENANCE****HEADER INPUT (Continued)****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.

DEPT#

The department number is displayed from the release.

M/BILL

The monthly billing flag from the Customer Master file will be displayed.

CONSIGNMENT

The consignment is displayed but may not be changed.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**RELEASE MAINTENANCE****HEADER INPUT (Continued)****RETURN DATE**

The consignment return date us displayed from the original order.

IS THE ABOVE CORRECT (CR/N)?

If 'N' is selected the program will prompt :

LINE# TO CHANGE, 0 TO ACCEPT:

Enter 1-12 to change a line.

Enter '0' to accept the header and proceed to the product line change screen.

If 'RETURN' is selected the program will prompt:

BYPASS THE DETAILS (Y/CR)?

'Y' will bypass the line item screen, and proceed to the total screen.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

RELEASE MAINTENANCE

LN	PRODUCT	OPEN	PICK	INU	CANCEL	PRICE	DISC%	COST	T/E
001	ARWKSU-HD	0	0	4	0	12.53DZ	21.50	32.411	
	DZ HUY DUTY STICK UP								

DO YOU WANT TO OK THIS RELEASE <Y/CR>? █

RM.DRIVER9

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**RELEASE MAINTENANCE****LINE ITEM DISPLAY AND INPUT**

The first 8 lines of the release will be displayed and the following prompt will appear.

DO YOU WANT TO OKAY THE RELEASE (Y/CR)

Enter 'Y' to go to the totals screen. Hit 'RETURN' to advance to the next prompt:

'ENTER LINE # TO CHANGE,'SEQ' FOR SEQUENTIAL

Enter the number of the line to be changed. The entire page that the line is on will be displayed.

'SEQ'

Enter 'SEQ' (sequential) and the program will display each line on the release in sequential order allowing changes to each line.

'END'

The entry of 'END' will initiate the total screen.

If 'LINE#' or 'SEQ' are selected, you will be stepped through the product information that can be changed at this time. Items such as price, discount percent, cost, tax indicator, customer item number, and price hold indicator may be changed. Lot information may not be changed during release maintenance.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

RELEASE MAINTENANCE

RELEASE TOTALS: LINES		QUANTITY	DOLLARS
		2	39.34
1. TRADE DISC	0.00		0.00
2. TAX JURIS	1 NEW JERSEY		
3. TAX%	ON 39.34		0.00
4. SHIP VIA	02 UPS BLUE		
5. SHIP ZONE	001	6. FREIGHT	16.25
7. MISC CHARGE			0.00
8. CASH DISC	2.00 0.79	TOTAL:	39.34
9. ACT FRT	0.00		
10. PICKER			
11. PACKER			
12. WEIGHT	6.0		
13. # CTNS	1		

ENTER LINE# TO CHANGE,<CANCEL> TO CANCEL,<CL> FOR DETAIL LINES,<0> TO ACCEPT: █
VE.TOT.INPUT008

OE	VE	MAINT	EMAIL	AUDIT				Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**RELEASE MAINTENANCE****TOTAL INPUT**

The total number of lines, quantity ordered and shipped, and ordered merchandise amount is displayed.

TRADE DISC

The trade discount is displayed from the Release record. Only discountable items will be included in the trade discount amount.

TAX JURIS

The tax jurisdiction is validated to the Tax.Rate file from the Customer file or manually input.

TAX %

The tax percentage is displayed from the Tax.Rate file.

SALES TAX CALCULATION

Based upon the tax jurisdiction stored in the Release record, or overridden, the tax amount is computed. The tax percent is obtained from the Tax Jurisdiction file, and is applied to the taxable amount of the order. The tax base will include all taxable items. Any product classes that have a tax matrix for the customers tax jurisdiction will be excluded from the tax base. The percentage, taxable amount and tax amount are displayed.

SHIP VIA

The ship method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone in the Customer Ship-to file so that each time an order is entered the correct ship zone will be displayed. The calculated freight is displayed and can be overridden. The ship zone may be overridden at this time.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**RELEASE MAINTENANCE****TOTAL INPUT (Continued)****FREIGHT**

The freight charges will be displayed from the release. The system has the ability to store and calculate the freight charges associated with a customer's order. 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 (usually at verification time).

MISC CHARGE

Any miscellaneous charges will be displayed. 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. If any changes are necessary, enter '8' and hit 'RETURN' to enter the cash discount information.

ACT FRT

The actual freight from the release is displayed. Actual freight can be used to calculate the salesman's commissions or for comparison of freight paid vs. freight charged.

PICKER/PACKER

The picker and packer will be displayed. Enter the code for the individual who picked the merchandise. This is validated to the Picker file. This is only used if the parameter is set for picker/packer statistics.

WEIGHT

The weight of the products will be displayed or can be entered.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

RELEASE MAINTENANCE

TOTAL INPUT (Continued)

#CTNS

The number of cartons will be displayed.

END OF ORDER

The final prompt allows the operator to accept, cancel or change the release maintenance entry.

ENTER LINE# TO CHANGE, <CANCEL> TO CANCEL, <CL> FOR DETAIL LINES, <0> TO ACCEPT:

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

Enter 'CANCEL' and this will cancel the maintenance, and leaves the Release record in its original state.

This F3 option returns program control to the release maintenance line item screen, and allows for the change to, or addition of line items.

Enter '0' and the Customer, Product, Order, Release, and Order Cross-Reference files are now updated. The program will then return to the header screen to initiate input of the next maintenance entry.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER TEMPLATE MAINTENANCE

PROGRAM NAME	SSS.BP GEN.MASTER
	ORD.TEMPLATE.MAINT010
SELECTION	MENU-1
SELECTION NUMBER	17
FILES ACCESSED	ORDER ENTRY RELATED

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.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Master File Function Keys

See the order entry documentation Introduction section for operating instruction on the 'Special Features'.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER TEMPLATE MAINTENANCE

Acct:BASE.10 Port: 28 Process:RM 13 JUN 97

File Edit Settings File Transfer

COMPANY/ORDER TEMPLATE MAINTENANCE

CO#	TEMPLATE#	1. DESC	2. PRODUCT#	PRODUCT DESCRIPTION	M/C	TEMP	QTY	U/
-----	-----------	---------	-------------	---------------------	-----	------	-----	----

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS**ORDER TEMPLATE MAINTENANCE****DISPLAY AND INPUT****CO#**

Enter the company number.

TEMPLATE#

Enter the template number for the order template.

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.

U/M

The unit of measure is displayed from the Product Master file and may be overridden.

ORDER ENTRY/HEADER, DETAIL & TOTAL SCREENS

ORDER TEMPLATE MAINTENANCE

DISPLAY AND INPUT (Continued)

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'.

STANDING ORDER MENU

Acct:BASE.10 Port: 28 Process:RM 13 JUN 97

File Edit Settings File Transfer

Account:28 BASE.10 Port: 28 Menu:ST.ORDER.MENU010

Standing Order Menu

1.Standing Order Entry

2.Standing Order Maintenance

3.Standing Order One Date Report

4.Standing Order Conversion Process

Enter Selection or END : █

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER ENTRY

PROGRAM NAME	ELEMENT10 STO.DRIVER010
SELECTION	MENU-1,20
SELECTION NUMBER	1
FILES ACCESSED	ST.ORDER CONTROL ORDER ENTRY RELATED

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.

Once a standing order is converted to an actual order the items are automatically put on backorder, availability is effected immediately and the on hand is updated during the end of day process after the picking document has been verified. A release is created only if at least one item ordered is available. 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 canceled against the order.

A picking ticket is generated only if the following conditions are met:

11. At least one item ordered is in stock (available).
12. The entire order is NOT flagged as a 'future order'.
13. The entire order is NOT flagged as a 'drop ship order'.
14. The customer is NOT on 'credit hold'.

This document, which can be printed in warehouse location sequence to facilitate picking, contains all the information necessary to fulfill the customer's order.

Subsequent releases or backorders are handled through the backorder process or specific order release process.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****SPECIAL FEATURES**

The following 'Special Features' are available in this program.

1. Customer Lookup
2. Addition of New Customers
3. Ship-to Lookup
4. Product Lookup
5. Inquiry
6. Group Logic
7. Repeat Function
8. Addition of Non-Stock Product Numbers
9. Comment and Text Line Entry

See the order entry introduction section for operating instruction on the 'Special Features'.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER ENTRY

Acct:BASE.10 Port: 28 Process:RM 13 JUN 97

File Edit Settings File Transfer

MDS Standing Order Entry Logon Screen

1.Operator 3XX

2.Company

3.Sell Warehouse

4.Ship Warehouse

5.Order Date

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****LOG-ON**

The log-on screen is used to validate the operators access to the order module, as well as the company, warehouse, and order dating information for the batch of orders.

OPERATOR

The operator code 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. 1-99 may be entered.

SHIP WAREHOUSE

The shipping warehouse number entered is validated to the Warehouse file. 1-99 may be entered.

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 as MM/DD/YY or hit 'RETURN' for the system date.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER ENTRY

Standing Order Header Input			
Order#	Date 06/13/97	Sell Whse 001 NEW YORK	
Company 01 THE SYSTEMS HOUSE		Ship Whse 001 NEW YORK	
Bill To		Ship To	
Customer JAAAAAAAAAAAAA		1.Code	
2.Reg Dt	Commission % 0.00	10.Instr	
3.Salesman			
4.Terms	Vendor	Dept#	
5.Source			
6.Cust PO#			
7.Direct		Req#	
8.Ship Via		11.LIC#	
9.Dea#			

MDS INQ	AR INQ	CUSTOMER						Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER ENTRY

HEADER DISPLAY AND INPUT

The customer number input mask is displayed from the Company file. Using any of the available customer lookup routines, the customer to be billed is identified. The ship-to and all data such as salesman, commission %, ship via, etc., for this customer is displayed from the master files.

After all entries have been entered, changes can be made to any of the header screen fields, including ship-to data.

CUSTOMER

Enter a specific customer number, you will then bypass the customer lookup routine and proceed with the standing order entry program. The customers sold to name and address will be displayed and you will be prompted:

IS THIS THE CORRECT CUSTOMER (CR/N)?

Hit 'RETURN' to proceed to the required date prompt and continue with the standing order. If 'N' is entered the next customer with that number will be displayed.

Entering any customer number not on file at the customer number prompt allows the addition of a new customer onto the master file.

Enter 'END' to return to standing order log-on.

Enter 'INQ' or Shift F1 for inquiry selector. The entry of 'INQ' or Shift F1 at the customer number prompt initiates the inquiry selector. After completing the inquiry, the program returns to the customer number prompt on the header screen. The details for use of this prompt can be found in the order entry introduction section.

Enter '*' to repeat the header (customer) inform from the previous order. The details for use of this prompt can be found in the order entry introduction section.

Enter F7 for lookup routine. If you enter F7 for lookup you will then be prompted for a 4 character code, which can be any work in the first line of the customers name, or you can also lookup by city, state or zip code. The details for use of this prompt can be found in the order entry introduction section.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****HEADER DISPLAY AND INPUT (Continued)****ORDER#**

The next order number for this company and/or warehouse is now assigned. The assignment of all sequence numbers is controlled by the Finder and Sequence Control files.

SHIP-TO

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

‘S’ for sold to and ship-to the same.

Blank means there is no ship-to.

Specific ship-to number which accessed the Ship-To file.

The ship-to may be overridden by one of the following ways:

Enter the ship-to number for this order.

Enter ‘R’ to repeat the sold to address.

Enter ‘S’ to use literal SAME.

Enter ‘M’ to manually input ship-to address.

Function 7 (F7) for lookup, “*” at lookup code = ALL (ship-to’s for this customer).

REQ DT

The required date input field on the header input screen is to identify when the standing order is due.

SALESMAN

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

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****HEADER DISPLAY AND INPUT (Continued)****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 record. If you need to change the terms, you can enter a valid terms code.

SOURCE

Enter the source of this standing order or hit 'RETURN' for no source code. If a 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: re-order, phone orders, etc.).

CUST PO#

Enter the customer purchase order number (up to 25 characters). The customer purchase order number is optional and can be used to access orders through the detailed order inquiry program.

DIRECT

Standing orders which are to be drop shipped directly from the vendor to the customers can be entered through the normal standing order procedure. After a standing order is converted and the order is selected by the release date and has processed through end of day, 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.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****HEADER DISPLAY AND INPUT (Continued)****DIRECT (Continued)**

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 flag can be established for each line on the standing order.

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. If you enter 'M' for manual entry, you will be prompted for the ship via description.

INSTR

The instructions will display from the special instructions field in the Customer Master record. If you want to change the instructions, you can enter new instructions.

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 the requisition number or hit 'RETURN' for no number. (optional)

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER ENTRY

HEADER DISPLAY AND INPUT (Continued)

LIC#

Enter optional license number.

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

Enter 1-11 to change a line. Enter '0' to accept the header and proceed to the product entry screen.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****HEADER DISPLAY AND INPUT (Continued)****IS THE ORDER CORRECT AT THIS POINT (CR/N)?**

If 'RETURN' 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 standing order header.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER ENTRY

Acct:BASE.10 Port: 28 Process:RM 13 JUN 97																													
File Edit Settings File Transfer																													
CO 01		WHSE 001		CUSTOMER AJAX			AJAX INDUSTRIAL SUPPLY		ORD# 12185																				
Standing Order Entry																													
1	PROD#		DS:	UEND#:		CODE:	PRICE:	COMM%:																					
	ORD:	/	BAO:	WHSE:			DISC%:	PH:	TAX:																				
	SHIP:	/	DEPT:		CUST#:		COST:		/																				
	B/O:								/																				
2	PROD#		DS:	UEND#:		CODE:	PRICE:	COMM%:																					
	ORD:	/	BAO:	WHSE:			DISC%:	PH:	TAX:																				
	SHIP:	/	DEPT:		CUST#:		COST:		/																				
	B/O:								/																				
3	PROD#		DS:	UEND#:		CODE:	PRICE:	COMM%:																					
	ORD:	/	BAO:	WHSE:			DISC%:	PH:	TAX:																				
	SHIP:	/	DEPT:		CUST#:		COST:		/																				
	B/O:								/																				
4	PROD#		DS:	UEND#:		CODE:	PRICE:	COMM%:																					
	ORD:	/	BAO:	WHSE:			DISC%:	PH:	TAX:																				
	SHIP:	/	DEPT:		CUST#:		COST:		/																				
	B/O:								/																				
ENTER LINE# TO CHANGE OR 0 TO ACCEPT :█																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>MDS INQ</td> <td>AR INQ</td> <td>GROUP</td> <td>LOTS</td> <td>COMMENTS</td> <td></td> <td></td> <td></td> <td></td> <td>Br</td> </tr> <tr> <td>HELP</td> <td>END</td> <td>INSERT</td> <td>LDELETE</td> <td>PREV PG</td> <td>NEXT PG</td> <td>INQUIRY</td> <td>ABORT</td> <td></td> <td>k</td> </tr> </table>										MDS INQ	AR INQ	GROUP	LOTS	COMMENTS					Br	HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT		k
MDS INQ	AR INQ	GROUP	LOTS	COMMENTS					Br																				
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT		k																				

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****LINE ITEM DISPLAY AND INPUT****ITEM NUMBER**

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

The entry of 'INQ' or Shift F1 at the item number prompt initiates the inquiry selector. After completing the inquiry, you are returned to the item number prompt on the header screen.

Enter Shift F3 for group logic programming. Group logic facilitates the entry of products sold in either a size or color spread. The 'base code' of the product line is entered, and then the operator is prompted for the sizes and quantity of each required.

Enter '*' for repeat option. The repeat function is designed to allow the operator to repeat the previous line item.

Enter F7 to access the generic lookup routine. To support interactive order entry, extensive product lookup capabilities have been build into the order entry module.

The entry of Shift F5 at the item number prompt, allows the entry of multiple comment messages. Comments are attached to a specific product line number.

The entry of an 'T' at the item number prompt, allows the entry of a multiple line message by the operator.

AVAILABILITY

Once a standing order is converted to an actual order the items are automatically put on backorder, availability is effected immediately and the on hand is updated during the end of day process after the picking document has been verified. A release is created only if at least one item ordered is available. 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 canceled against the order.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****DEPT**

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 allow override.

WHSE

The selling warehouse can be entered on a line by line basis. If the line should be shipped from the shipping warehouse entered on the header screen hit return to default. If the shipping warehouse is not correct, enter the shipping warehouse. This option is only available for non-direct shipments.

DS

The direct ship indicator is displayed from the header input screen. If the line is a drop ship enter 'DS'. If this line will be shipped from the warehouse and the header was not set to DS, hit 'RETURN' for 'ND' (non-direct) shipment. If this line should be shipped from the warehouse and the order header has been flagged as DS, enter NS at the line item prompt.

This is valid only if the Parameter record is set to allow entry of DS by line (Parameter 88).

VEND #

The vendor number shown for the line item is displayed from the Product Master for this item. You may override the vendor number but the new number entered must be a valid vendor number. Purchase orders may be created for the drop ship lines entered on an order.

FUT

One step invoices can not be flagged as 'future' orders.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****DUE**

The due date of an order is normally specified on the header screen, and applies to the entire order.

PRICING/DISCOUNTING

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

1. Customer price/discount pointer
2. Quantity break logic
3. Customer/customer class - item/item class matrix logic
4. Contract pricing

The order entry introduction contains the details of each pricing option. 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 the entry of a 'RETURN'. Override to any of the displayed fields is accomplished via the entry of an 'O', and then 'RETURN' until the cursor is positioned to the appropriated field.

A valid price pointer may also be entry at the 'CODE' prompt. If the pointer is entered, the corresponding price will be used.

After computation of the price, an audit trail describing how the price was computed is displayed, and stored in the Order record.

Codes used are:

- O Override
- C Contract price
- F Price from product file
- P Price pointer override
- D Discount override
- 1-9 Price Pointers

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****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. This is an optional check which is coded in the Parameter record (4) (5) and (6) and may be overridden on a line item basis.

The exception can be handled in either of the following manners:

1. The operator is alerted, but override is allowed.
2. The order is processed 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 release maintenance procedure, prices and costs can be maintained.

COST

The cost is taken from the Product Master record according to the Parameter record or can be overridden during order entry.

Parameter(11)	1 - standard cost
	2 - last cost paid
	3 - average cost

TAX

An item is coded as 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 in order entry.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****LINE ITEM DISPLAY AND INPUT (Continued)****CUST#**

This is an optional entry which is coded in the Parameter record Parameter (1). If a Contract record contains the customer item number, the customer item number will be displayed.

ITEM UPDATE

The Item record is updated to reflect the entered line item. Quantity available for sale is decreased, as the quantity in pick and/or backordered is increased.

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.

If Parameter 98 is set to a "N" lot information only entered at verification time and Parameter 102 is set to a 'Y' then auto assignment of lots will be done and ask for approval. If Parameter 102 is set to a "N" or "NULL" then the operator will enter lot information at verification time.

CHANGE MODE

The entry of 'END' at the line item number prompt initiates the line item change mode.

ENTER LINE # TO CHANGE OR 0 TO ACCEPT:

Enter the number of the line to be changed.

'0'

The entry of '0' will initiate the total screen.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER ENTRY

CO 01		WHSE 001		CUSTOMER AJAX		AJAX INDUSTRIAL SUPPLY		ORDER#
Order Entry								121858
LINES	ORDER	QTY	SHIP	QTY	OPEN	QTY	DOLLARS	ORDER DATE
0							0.00	06/13/97
1.	TRADE DISC%	0.00					0.00	
2.	SHIP VIA	02	UPS BLUE					
3.	SHIP ZONE	001						
4.	FREIGHT						0.00	
5.	TAX JURIS	1	NEW JERSEY					
	TAX %	0.000	ON		0.00		0.00	
6.	MISC CHARGE						0.00	
7.	CASH DISC%	2.00			0.00			
TOTAL:							0.00	
8.	SPEC INS							
9.	SALESMAN	001	JIM BRANCA				COMMISSION % 0.00	
ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER : █								

MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING			Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****TOTAL INPUT**

The total number of lines, quantity ordered and ordered merchandise amount is displayed.

TRADE DISC%

The trade discount percentage will be displayed from the Customer record or can be manually input. Only discountable items will be included in the trade discount amount.

SHIP VIA

The ship method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone on the Customer Ship-To file so that each time a standing order is entered the correct ship zone will be displayed. The calculated freight is displayed and can be overridden. The ship zone may be overridden at this time.

FREIGHT

The system has the ability to store and calculate the freight charges associated with a customer's order. The calculation is based on the shipping zone of the customer and the weight or value of the shipment. The calculation freight is displayed and can be overridden. The freight can also be manually entered (usually at verification 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 percentage is displayed form the Tax.Rate file.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY**

TOTAL INPUT (Continued)

MISC CHARGE

The miscellaneous charge and description may be added if necessary.

CASH DISC%

The cash discount will be calculated and the discount percentage and amount will be displayed. If any changes are necessary, enter '*' and hit 'RETURN' to enter the cash discount information.

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

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 % from the Salesman record will be displayed. If the commission % should be changed, enter a new commission %.

ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER:

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

If cancel is entered, this will cancel the standing order

The F3 option returns program control to the standing order line item screen, and allows for the change to the line items.

Enter '0' and this will take you to the release date input screen.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER ENTRY****RELEASE DATE INPUT****RELEASE DATE**

Enter the date or dates that this standing order should be released as an actual order or orders.

The entry of 'END' at the date line prompt initiates the date change mode.

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

Enter a specific line number and this allows a change of any date, or to add additional dates.

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.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER ENTRY

Acct:BASE.10 Port: 28 Process:RM 13 JUN 97

File Edit Settings File Transfer

MDS Standing Order Release Dates

1. Release Date
1. MM/DD/YY
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Br k

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER MAINTENANCE

PROGRAM NAME	ELEMENT10 STO.DRIVER010
SELECTION	MENU-1,20
SELECTION NUMBER	2
FILES ACCESSED	ST.ORDER CONTROL

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.

SPECIAL FEATURES

The following 'Special Features' are available in this program.

1. Ship-to Lookup
2. Product Lookup
3. Inquiry
4. Group Logic
5. Repeat Function
6. Addition of Non-Stock Product Numbers
7. Comment and Text Line Entry
8. Product Substitutions

See the order entry introduction section for operating instructions on the 'Special Features'.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER MAINTENANCE

Acct:BASE.10 Port: 28 Process:RM 13 JUN 97

File Edit Settings File Transfer

MDS Standing Order Maintenance Logon Screen

1.Operator XXX

2.Company

3.Sell Warehouse

4.Ship Warehouse

5.Order Date

HELP END INSERT LDELETE PREV PG NEXT PG INQUIRY ABORT Brk

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER MAINTENANCE****LOG-ON**

The log-on screen is used to validate the operator's access to the standing order maintenance module, as well as entering 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. 1-99 may be entered.

SHIP WAREHOUSE

The shipping warehouse number entered is validated to the Warehouse file. 1-99 may be entered.

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 as MM/DD/YY or hit 'RETURN' for the system date.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER MAINTENANCE

Standing Order Header Maintenance			
Order# JNNNNN	Date 06/13/97	Sell Whse 001	NEW YORK
Company 01	THE SYSTEMS HOUSE	Ship Whse	
Bill To Customer		Ship To 1.Code	
2.Reg Dt	Commission % 0.00	10.Instr	
3.Salesman			
4.Terms	Vendor	Dept#	
5.Source			
6.Cust PO#		Req#	
7.Direct		11.LIC#	
8.Ship Via			
9.Dea#			

MDS INQ	AR INQ	CUSTOMER							Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT		k

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER MAINTENANCE****HEADER DISPLAY AND INPUT****ORDER#**

The standing order number is input and validated to the Standing Order file.

The ship-to and all static data such as salesman, commission %, ship via, etc., for this customer is displayed from the Standing Order record.

SHIP-TO

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

‘S’ for sold to and ship-to the same.

Blank means there is no ship-to.

Specific ship-to number which accessed the Ship-To file.

The ship-to may be overridden by one of the following ways:

A SHIP-TO CODE menu will be displayed:

Enter the ship-to number for this order.

Enter ‘R’ to repeat the sold to address.

Enter ‘S’ to use literal SAME.

Enter ‘M’ to manually input ship-to address.

Function 7 (F7) for lookup, “*” at lookup code = ALL (ship-to’s for this customer).

REQ DT

The required date field on the header input screen is to identify when the standing order is due. Required date may be changed in the maintenance program.

SALESMAN

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

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****COMMISSION%**

The commission is displayed from the original standing order. 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 salesman, and/or product/customer.

TERMS

The terms code and description will be displayed from the standing order. If you need to change the terms, you can enter a valid terms code.

SOURCE

The order source code is displayed from the standing order. If an order source is changed 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 number is optional and can be used to access orders through the detailed order inquiry program.

DIRECT

Orders which are to be drop shipped directly from the vendor to the customers can be entered through the standing order entry procedure. The drop ship indicator will be displayed, however it may not be changed in standing order maintenance.

SHIP VIA

The ship via entered on the standing order 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.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER MAINTENANCE****HEADER DISPLAY AND INPUT (Continued)****INSTR**

The special instructions will be displayed from the standing order. If you want to change the instructions, you can enter new special instructions.

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 the requisition number or hit 'RETURN' for no number. (optional)

LIC#

Enter optional license number.

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

Enter 1-11 to change a line. Enter '0' to accept the header and proceed to the product entry screen.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER MAINTENANCE

Acct:BASE.10 Port: 28 Process:RM 13 JUN 97																													
File Edit Settings File Transfer																													
CO 01		WHSE 001		CUSTOMER AJAX			AJAX INDUSTRIAL SUPPLY		ORD# 12185																				
Standing Order Entry																													
1	PROD#		DS:	UEND#:		CODE:	PRICE:	COMM%:																					
	ORD:	/	BAO:	WHSE:			DISC%:	PH:	TAX:																				
	SHIP:	/	DEPT:		CUST#:		COST:		/																				
	B/O:								/																				
2	PROD#		DS:	UEND#:		CODE:	PRICE:	COMM%:																					
	ORD:	/	BAO:	WHSE:			DISC%:	PH:	TAX:																				
	SHIP:	/	DEPT:		CUST#:		COST:		/																				
	B/O:								/																				
3	PROD#		DS:	UEND#:		CODE:	PRICE:	COMM%:																					
	ORD:	/	BAO:	WHSE:			DISC%:	PH:	TAX:																				
	SHIP:	/	DEPT:		CUST#:		COST:		/																				
	B/O:								/																				
4	PROD#		DS:	UEND#:		CODE:	PRICE:	COMM%:																					
	ORD:	/	BAO:	WHSE:			DISC%:	PH:	TAX:																				
	SHIP:	/	DEPT:		CUST#:		COST:		/																				
	B/O:								/																				
ENTER LINE# TO CHANGE OR 0 TO ACCEPT :█																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>MDS INQ</td> <td>AR INQ</td> <td>GROUP</td> <td>LOTS</td> <td>COMMENTS</td> <td></td> <td></td> <td></td> <td></td> <td>Br</td> </tr> <tr> <td>HELP</td> <td>END</td> <td>INSERT</td> <td>LDELETE</td> <td>PREV PG</td> <td>NEXT PG</td> <td>INQUIRY</td> <td>ABORT</td> <td></td> <td>k</td> </tr> </table>										MDS INQ	AR INQ	GROUP	LOTS	COMMENTS					Br	HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT		k
MDS INQ	AR INQ	GROUP	LOTS	COMMENTS					Br																				
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT		k																				

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER MAINTENANCE****LINE ITEM DISPLAY AND INPUT****ENTER LINE # TO CHANGE OR 0 TO ACCEPT:**

Enter the number of the line to be changed.

'0'

The entry of '0' will initiate the total screen.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER MAINTENANCE

Acct:BASE.10		Port: 28 Process:RM 13 JUN 97			
File Edit Settings File Transfer					
CO 01	WHSE 001	CUSTOMER AJAX		AJAX INDUSTRIAL SUPPLY	
Order Entry					ORDER# 121858
LINES	ORDER QTY	SHIP QTY	OPEN QTY	DOLLARS	
0				0.00	
1.	TRADE DISC%	0.00		0.00	
2.	SHIP VIA	02	UPS BLUE		
3.	SHIP ZONE	001			
4.	FREIGHT			0.00	
5.	TAX JURIS	1	NEW JERSEY		
	TAX %	0.000	ON	0.00	0.00
6.	MISC CHARGE			0.00	
7.	CASH DISC%	2.00		0.00	
TOTAL:				0.00	
8.	SPEC INS				
9.	SALESMAN	001	JIM BRANCA	COMMISSION %	0.00
ORDER DATE 06/13/97					
ENTER LINE# TO CHANGE, 0 TO ACCEPT ORDER : █					

MDS INQ	AR INQ	DETAIL	CANCEL	HEADER	SHIPPING			Br
HELP	END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	ABORT	k

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER MAINTENANCE****TOTAL INPUT**

The total number of line, quantity ordered and ordered merchandise amount is displayed.

TRADE DISC%

The trade discount is displayed from the Customer record or can be manually input. Only discountable items will be included in the trade discount amount.

SHIP VIA

The ship via method from the header screen will be displayed. 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. If multiple zones are valid for a customer you may enter the zone on the Customer Ship-To file so that each time an standing order is entered the correct ship zone will be displayed. The calculation freight is displayed and can be overridden. The ship zone may be overridden at this time.

FREIGHT

The system has the ability to store and calculate the freight charges associated with a customer's order. The calculation is based on the shipping zone of the customer and the weight or value of the shipment. The calculation freight is displayed and can be overridden. The freight can also be manually entered (usually at verification time).

TAX JURIS

The tax jurisdiction is validated to the Tax.Rate file from the Customer and/or Ship-To record or manually input.

TAX %

the tax percentage is displayed from the Tax.Rate file.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER MAINTENANCE****TOTAL INPUT (Continued)****MISC CHARGE**

The miscellaneous change and description may be changed or added if necessary.

CASH DISC%

The cash discount will be calculated and the discount percentage and amount will be displayed. If any changes are necessary, enter '*' and hit 'RETURN' to enter the cash discount information.

SPEC INS

The special instructions is displayed from the Customer Master file or manually inputted.

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 % from the Salesman record will be displayed, or input a new commission %.

This prompt allows the operator to accept, cancel or change the standing order:

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

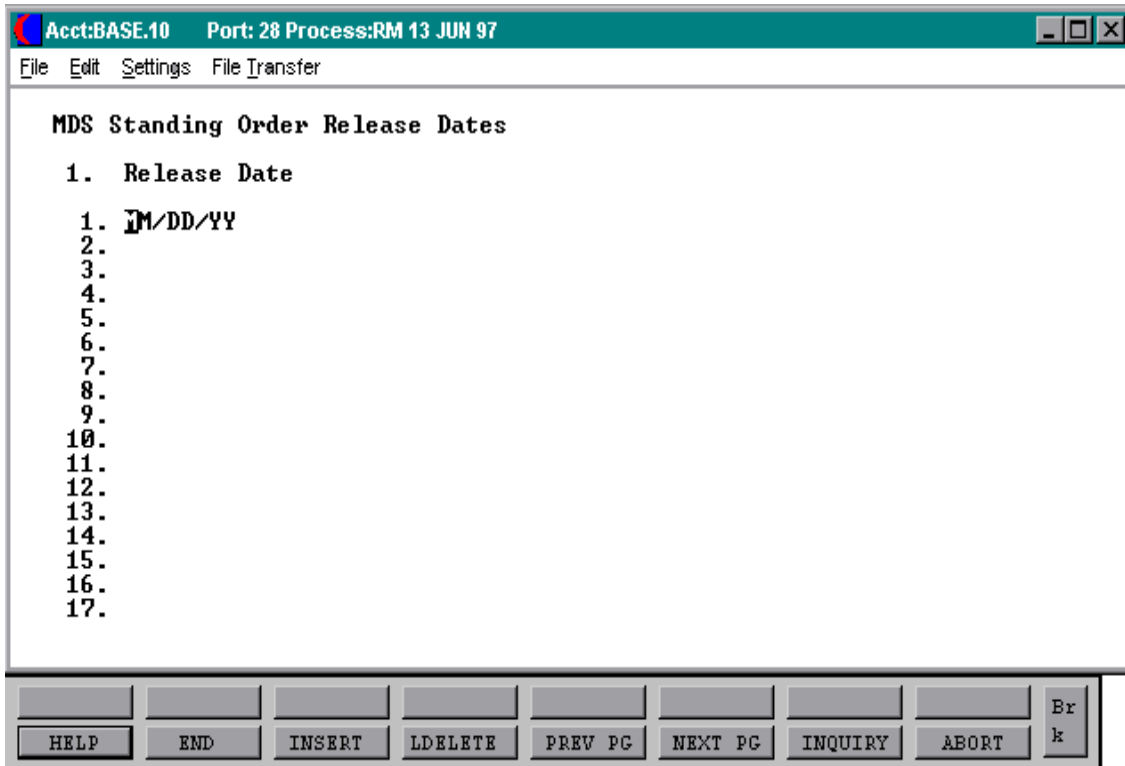
Enter a specific line number on the total screen to change any of the total screen entries.

Enter cancel and the standing order will be canceled.

Enter '0' and this will take you to the release date input screen.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER MAINTENANCE



STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES**STANDING ORDER MAINTENANCE****RELEASE DATE INPUT****RELEASE DATE**

Select a line number to change any exiting dates, or add addition dates.

The entry of 'END' at the date line prompt initiates the last prompt.

'ENTER LINE # TO CHANGE, 0 TO ACCEPT'

Enter a specific line number, this option allows a change of any date, or to add additional dates.

If you enter '0' to accept, the program will then return to the header screen.

**STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE
DATES****STANDING ORDER ONE DATE REPORT**

PROGRAM NAME	MDS.BP ONE.DATE.RPT010
SELECTION	MENU-1,20
SELECTION NUMBER	3
FILES ACCESSED	ST.ORDER

OVERVIEW

This report gives a list of standing orders with one or no release dates left.

OPERATING INSTRUCTIONS**STANDING ORDER ONE DAY REPORT
HIT <CR> TO CONTINUE OR 'END'**

Hit return to print report or 'END' to return to the menu.

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

DATE: 08/15/97

STANDING ORDERS WITH ONE OR NO RELEASE DATE LEFT

PAGE: 1

COMPANY 01 THE SYSTEMS HOUSE

STANDING ORDER#	ENTERED DATE	REMAIN REL DATE	CUSTOMER NUMBER	CUSTOMER NAME
01113771	01/07/97	09/07/97	ACME	ACME BOUND BOARD
01113789	03/15/97	09/15/97	IDEAL	IDEAL DISTRIBUTION CO.
01114712	04/01/97	10/01/97	IDEAL	IDEAL DISTRIBUTION CO.
01115711	05/10/97	10/10/97	ALCO	ALCO SUPPLY COMPANY
01116421	07/15/97	12/15/97	ALCO	ALCO SUPPLY COMPANY
01117712	08/01/97	10/01/97	AJAX	AJAX INDUSTRIAL SUPPLY

STANDING ORDER ENTRY/HEADER, DETAIL, TOTAL SCREENS & RELEASE DATES

STANDING ORDER CONVERSION PROCESS

PROGRAM NAME	MDS.BP STO.CONV010
SELECTION	MENU-1,20
SELECTION NUMBER	4
FILES ACCESSED	ST.ORDER CONTROL ORDER ENTRY RELATED

OVERVIEW

This process converts standing orders into actual orders.

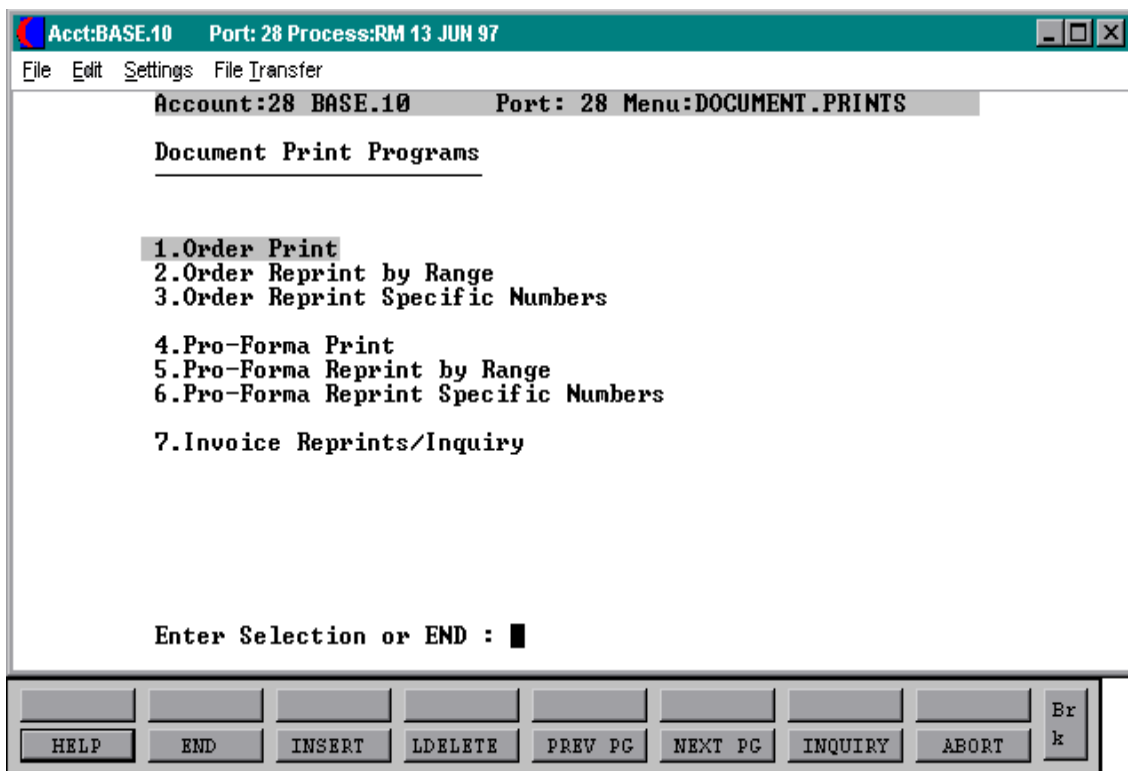
OPERATING INSTRUCTIONS

STANDING ORDER CONVERSION PROCEDURE CONTINUE (Y/N)

If you select 'Y***' the process will run and convert the standing orders into actual orders.
If you select 'N' it will return you to the menu.

DOCUMENT PRINT

Please note that any special forms (i.e., invoices, pick tickets, etc.) are unique to each individual client. Therefore we have not included any sample documents in this section of the documentation. If samples are needed your analyst will be able to supply them for you and assist in any necessary programming changes and/or design.



DOCUMENT PRINT**ORDER PRINT**

PROK NAME	PROK PORD.PRT
	PROK BTCH.PICK.RPT
PROGRAM NAME	DOCUMENT.PRINT ORD.PRT.010
	MDS.BP WHSE.SETPTR-ORD
SELECTION	MENU-1,23
SELECTION NUMBER	1
FILES ACCESSED	RELEASE
	RELEASE.XREF
	CUST.MAST
	SALESMAN
	SHIP.METHOD
	CUST.DET
	WAREHOUSE
	TERMS
	PROD.MAST
	PARAMETER

OVERVIEW

This routine prints all releases not on credit hold that have not been printed. After they have been printed they can only be reprinted by range or by specific numbers. The picking documents will be generated to a hold 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 normally run first thing in the morning, following the end of day procedure, to print the documents.

OPERATING INSTRUCTIONS**ORDER PRINT PROGRAM****HIT <NL> TO CONTINUE OR 'END'**

Hit 'RETURN' to run the print program or 'END' to return to the menu.

ENTER FACILITY OR <END>:

Enter warehouse number or 'END' to return to the menu.

DOCUMENT PRINT**ORDER PRINT (Continued)****OPERATING INSTRUCTIONS (Continued)**

After the picking documents have been generated you will be prompted:

DO YOU WANT TO PRINT THE BATCH PICKING REPORT (Y/N)?

Enter 'Y' to generate the batch picking report. Enter 'N' to return to the document print menu without print the report.

DOCUMENT PRINT**ORDER REPRINT BY RANGE**

PROK NAME	PROK PORD.REPRINT	
PROGRAM NAME	DOCUMENT.PRINT ORD.PRT010	
SELECTION	MENU-1,23	
SELECTION NUMBER	2	
FILES ACCESSED	RELEASE	PROD.MAST
	RELEASE.XREF	PARAMETER
	CUST.MAST	
	SALESMAN	
	SHIP.METHOD	
	CUST.DET	
	WAREHOUSE	
	TERMS	

OVERVIEW

This routine will reprint release within a range of numbers. Release on credit hold will not reprint.

OPERATING INSTRUCTIONS**ORDER REPRINT PROGRAM
MOUNT FORMS AND HIT <NL> OR 'END':**

Hit 'RETURN' to continue with the reprint or 'END' to return to the document print menu.

ENTER BEGINNING RELEASE NUMBER

Enter the beginning release number to reprint.

ENTER ENDING RELEASE NUMBER

Enter the ending release number to reprint.

DOCUMENT PRINT**ORDER REPRINT SPECIFIC NUMBERS**

PROK NAME	PROK PORD.REPRINT.LIST
PROGRAM NAME	DOCUMENT.PRINT ORD.PRT010
SELECTION	MENU-1,23
SELECTION NUMBER	3
FILES ACCESSED	RELEASE
	RELEASE.XREF
	PROD.MAST
	PARAMETER
	CUST.MAST
	SALESMAN
	SHIP.METHOD
	CUST.DET
	WAREHOUSE
	TERMS

OVERVIEW

This routine will print or reprint specific releases.

OPERATING INSTRUCTIONS

ORDER REPRINT PROGRAM
MOUNT FORMS AND HIT <NL> OR 'END':

Hit 'RETURN' to continue or 'END' to return to the document print menu.

REMEMBER YOU ARE NOW IN EDIT MODE
ENTER 'I' TO INSERT

New item	This will be displayed
Top	
.	Enter 'I' cr
001+	Will be displayed

The operator will then enter release# 'RETURN', release# 'Return' until all orders to be printed are entered, then hit 'RETURN'.

DOCUMENT PRINT

ORDER REPRINT SPECIFIC NUMBERS (Continued)

OPERATING INSTRUCTIONS (Continued)

Top This will be displayed

Type in 'FI' to file list and run program. All entries are sent to a hold entry unless otherwise specified.

DOCUMENT PRINT**PRO-FORMA PRINT**

PROK NAME	PROK PRO.FORMA.PRT
PROGRAM NAME	DOCUMENT.PRINT PRO.FORMA008
SELECTION	MENU-1,23
SELECTION NUMBER	4
FILES ACCESSED	PRO.FORMA PRO.FORMA.XREF

OVERVIEW

This program will generate documents for all pro-formas that have not yet been printed.

OPERATING INSTRUCTIONS**PRO-FORMA PRINT PROGRAM
MOUNT FORMS AND HIT <NL> OR 'END':**

Hit 'RETURN' to continue with the pro-forma print or 'END' to return to the document print menu.

All entries are sent to a hold entry unless otherwise specified.

DOCUMENT PRINT

PRO-FORMA REPRINT BY RANGE

PROK NAME	PROK PRO.FORMA.REPRINT
PROGRAM NAME	DOCUMENT.PRINT PRO.FORMA008
SELECTION	MENU-1,23
SELECTION NUMBER	5
FILES ACCESSED	PRO.FORMA PRO.FORMA.XREF

OVERVIEW

This program will print or reprint pro-formas within a range of numbers.

OPERATING INSTRUCTIONS

PRO-FORMA PRINT PROGRAM MOUNT FORMS AND HIT <NL> OR 'END':

Hit 'RETURN' to continue with the pro-forma print or 'END' to return to the document print menu.

ENTER BEGINNING PRO-FORMA NUMBER

Enter the starting release number to reprint.

ENTER ENDING PRO-FORMA NUMBER

Enter the ending release number to reprint.

All entries are sent to a hold entry unless otherwise specified.

DOCUMENT PRINT**PRO-FORMA REPRINT BY SPECIFIC NUMBER**

PROK NAME	PROK PRO.FORMA.REPRINT.LIST
PROGRAM NAME	DOCUMENT.PRINT PRO.FORMA008
SELECTION	MENU-1,23
SELECTION NUMBER	6
FILES ACCESSED	PRO.FORMA

OVERVIEW

This routine will print or reprint specific pro-formas.

OPERATING INSTRUCTIONS

**PRO-FORMA REPRINT PROGRAM
MOUNT FORMS AND HIT <NL> OR 'END':**

Hit 'RETURN' to continue or 'END' to return to the document print menu.

**REMEMBER YOU ARE NOW IN EDIT MODE
ENTER 'I' TO INSERT**

New item	This will be displayed
Top	
.	Enter 'I' cr
001+	Will be displayed

The operator will then enter pro-forma number 'RETURN', pro-forma number 'Return' until all orders to be printed are entered, then hit 'RETURN'.

Top	This will be displayed
-----	------------------------

Type in 'FI' to file list and run program.

All entries are sent to a hold entry unless otherwise specified.

DOCUMENT PRINT**INVOICE REPRINT BY RANGE**

PROGRAM NAME	SSS.BP GEN.MASTER	
	INVOICE.REPRINT010	
SELECTION	MENU-1,23	
SELECTION NUMBER	7	
FILES ACCESSED	INV.UPDT.XREF	PROD.MAST
	RELEASE	PARAMETER
	CUST.MAST	
	SALESMAN	
	SHIP.METHOD	
	CUST.DET	
	WAREHOUSE	
	TERMS	

OVERVIEW

This routine will print or reprint invoices in a range.

OPERATING INSTRUCTIONS**COMPANY#**

Enter 'END' in company number prompt to take you to the range prompt.

ENTER STARTING INVOICE NUMBER

Enter the starting invoice number to reprint.

ENTER ENDING INVOICE NUMBER

Enter the ending invoice number to reprint.

The invoices will be displayed on the screen highlighted. To print the invoices press Shift F7 (Print).

DOCUMENT PRINT**INVOICE REPRINT BY RANGE (Continued)**

Please note that this program select data from Inv.Updt.Xref file which is a Cross Reference file to the Invoice file. This cross reference file is normally cleared after a certain amount of days (determined by your analyst). Therefore, if an older series of invoices need to be reprint you may need to use the invoice reprint by specific number program.

DOCUMENT PRINT**INVOICE REPRINT SPECIFIC NUMBERS**

PROGRAM NAME	SSS.BP GEN.MASTER
	INVOICE.REPRINT010
SELECTION	MENU-1,23
SELECTION NUMBER	7
FILES ACCESSED	INV.UPDT.XREF
	PROD.MAST
	RELEASE
	PARAMETER
	CUST.MAST
	SALESMAN
	SHIP.METHOD
	CUST.DET
	WAREHOUSE
	TERMS

OVERVIEW

This routine will print or reprint specific invoices.

OPERATING INSTRUCTIONS**COMPANY#**

Enter company number.

CUSTOMER#

Enter customer number.

ENTER LINE NUMBER TO TOGGLE PRINT ON/OFF**ENTER TNX (INV, I/V, C/M, C/V) & INVOICE# OR RELEASE# TO RE-PRINT:**

Select the line number of the invoice you want to print. Once on the line number, select invoice by pressing Shift F1 (Select), the invoice will be highlighted. If you want to print multiple invoices, return until you get to the next invoice you want to print and select the invoice by pressing Shift F1 again (Select) that invoice will now be highlighted.

DOCUMENT PRINT**INVOICE REPRINT SPECIFIC NUMBERS (Continued)**

If you want to select a group of invoices to print, select the line number of the first invoice and press Shift F3 (Group On). Hit 'RETURN' until you get to the last invoice to print and press Shift F4 (Group Off).

If you want to print all invoices for this customer, select line number 1 and press Shift F5 (All On).

To unselect an individual invoice, enter the line number and press Shift F2 (Unselect). To unselect all invoices press Shift F6 (All Off).

To print the invoices you have selected, press Shift F7 (Print).

All entries are sent to a hold entry unless otherwise specified.

ORDER ENTRY FILE DESCRIPTIONS

SCREEN

This file is used to store the screen images used in various programs. It contains both a text format, used in documenting the system, as well as a 'COMPILED' version used in the basic programs, which eliminates all unnecessary spaces.

PARAMETER

This Parameter file stores various pieces of information used for the processing of the MDS client.

COMPANY

This file holds pertinent information for each company as defined the MDS client. A maximum of 99 companies may be defined. The company name stored in this record is used as the heading for the various reports. In addition the prompt mask and next internal number to be used for the Product and Customer files are stored in this record.

WAREHOUSE

This file defines each of the warehouses used by the MDS client. A maximum of 999 warehouses may be used.

FINDER

This file is used by the various programs in MDS to determine which set of control totals, sequence number (i.e., order, invoice) and general ledger numbers are to be used for this company and branch. The key to the finder file is co#:warehouse#: 99:999.

The keys to the Sequence Control, General Ledger Control and Control Total files are arbitrary numbers assigned when the system is started. This the designer has the flexibility of having all companies share a common pool of numbers, each have unique sets of number series, or any combination that is appropriate to the client's needs.

SEQ.CONT

This file contains the sequence numbers to be used throughout the system. Access to this file is through the Finder file. The invoice, credit memo and order numbers to be used (among others) are stored in this file.

ORDER ENTRY FILE DESCRIPTIONS

OPERATOR

Contains the application each operator may perform. The Operator file is designed to control access to various application programs. At the beginning of each application program, the entry operator is prompted to enter his/her initials. The response is either the operator's initials or a password designated by the MDS user.

This entered code word is then validated against the Operator file to determine whether or not access is permitted to this program by this operator.

The access codes are determined by the user. The applications that may be accessed by this operator are entered through the operator maintenance program.

CONTROL.TOT

This file stores the various control totals generated by the MDS system. Its primary intent is for control and audit trail purposes.

ERR

The ERR file is used to log any error conditions occurring during an overnight batch process, such as end of day processing.

BULK.MAINT

Used by bulk file maintenance programs.

ALPHA.CUST

Contains the alphanumeric customer "NUMBER" which is used as the primary access method to obtain the Customer Master and Detail records. All customer numbers sharing the same acronym are stored in value marked attribute 1. The various input programs access these values sequentially until the correct customer is located.

CUST.MAST

One Customer Master record is maintained for each of the client's customers. Generally this file contains all static data relative to the customer such as pricing and discounting information, name and address, and various indicator fields.

ORDER ENTRY FILE DESCRIPTIONS

CUST.DET

The Customer Detail file contains one record for each customer, for each company that customer deals with. The file contains basic sales and credit history for the customer.

SALESMAN

This file contains descriptive information about each salesman and stores basic performance information on each individual.

ORDER.SOURCE

The Order Source file is used to store the allowable sources of orders, that may be input during order entry. If input, the order source code is validated against this file. This coding is to enable the later analysis of sources of orders.

SHIP.METHOD

The Shipping Method file defines the various shipping methods that can be used by various customers.

SHIP.RATE

The Shipping Rate file is used as the basis of automatic freight calculation in the system.

SHIP.TO

The Customer Ship-To file contains the different ship-to address for each customer. Each customer may have up to 999 ship-to's on file.

TAX.RATE

The Tax Rate file contains the tax rate to be charged to taxable customer in each tax jurisdiction.

TERMS

The Terms file defines the various terms offered to customers. Cash discount and invoice due date information is stored in this file.

ORDER ENTRY FILE DESCRIPTIONS

ALPHA.PROD

Contains the alphanumeric product number which is used as the primary access method to obtain the Product Master and Detail records. If the product is temporary, it is noted so that it can be manually deleted at end of month.

PROD.MAST

The Product Master file contains one entry for each product carried by the company. Access is through the Alpha Product file. Basic descriptive information regarding the product is stored in this record such as:

9. Description
10. Product classification (TYPE and CLASS)
11. Pricing
12. Substitution

PROD.DET

The Product Detail file contains an entry for each product for each warehouse in which it is stored. This file contains basic inventory, product, and product sales movement and history.

PRICE.1

The Price.1 file is intended to serve the needs of customers whose pricing policies require the ability to specify a specific price to a specific customer. This would be the case, where a specific price has to be guaranteed on a contract basis.

This file may be established on a customer by customer basis, or on a contract basis. Using the contract method, the system allows several customers to share the same set of contract prices, such as might be the case for an association, or governmental agency. The contract number would be stored in the Customer Master file.

The key to the file is customer#*product#.

New prices may be loaded into the file in advance of their taking effect, a new price effective date is loaded into the file for this purpose.

ORDER ENTRY FILE DESCRIPTIONS

PRICE.1 (Continued)

The file allows the storage of:

1. Price
2. Old.price
3. Cost at time of price change
4. Date of last price change
5. New price
6. Date new price is effective
7. Customer's item number

PRICE.2

The Price.2 file is intended to serve the needs of clients whose pricing policies require the ability to assign customers a specific price class. The price class of the customer and the product class will determine the price. This is commonly referred to as "MATRIX PRICING".

The key to the file consists of customer number. Within the record, the data is organized by product class.

The system allows for the storage in this file of:

1. Product class
2. Discount per cent for each product class
3. Price pointer per product class -----optional
4. +/- Cents per product class -----optional

KIT.MASTER

This file defines the component masters contained in each kit item. Within the record are contained the quantities required of each component to assemble the full kit.

LOT

This file is used by those customers requiring lot inventory control. Each lot for each product for each warehouse is maintained in this file, and contains inventory control data for that lot.

ORDER ENTRY FILE DESCRIPTIONS

LOT.XREF

This file cross reference lot numbers to a given product warehouse.

ORDER

The Order file serves as the controlling document for each customer order entered into the system. It contains the original order quantities, and in summary fashion, all data pertaining backorders, shipments and canceled quantities.

The key to the file is co#:order# nn:nnnnnn

ORDER.HIST

The Order History file stores records purged from the order file. Although, once purged the data is no longer stored in the order file, it is still available for on-line inquiry. Several techniques are available to control the purging:

Based upon an input date, or based upon all closed releases being purged from the Release file. Data is maintained in the history file until purged by the MDS user.

ORDER.HIST.XREF

This file contains a cross reference listing of all closed orders stored in the Order.Hist file. It is used to facilitate on-line inquiry into the Order History file. The key to the file is the internal customer number.

DEL.ORDER

All deleted orders and releases are logged in this file.

RELEASE

The Release file contains a record for each shipment of an order. Each record in this file will ultimately result in the creation of an invoice to the customer.

The key to the file is formed by co#:order#:seq# 99:999999:999

ORDER ENTRY FILE DESCRIPTIONS

RELEASE.HIST

The Release History file stores records purged from the Release file. Although, once purged the data is no longer stored in the Release file, it is still available for on-line inquiry. Several techniques are available to control the purging:

Based upon an input date or based upon the invoice relating to the release having been paid. Data is maintained in the History file until purged by the MDS user.

INV.UPDT.XREF

This file is a list of all releases awaiting processing by the end of day and/or invoicing procedure. A flag is maintained on this file to indicate whether or not the release has been processed, and then whether or not the invoice has been printed.

ORD.PRT.XREF

This file maintains a list of all orders, awaiting the printing of customer confirmations. This file would be used only by classical order entry customers, where a confirmation document is required.

RELEASE.XREF

This file maintains a list of all releases, awaiting the printing of picking documents.

ORDER.REG

The Order Register file provides an audit of all orders generated in the system for a particular period.

ALLOC

The Allocation file is used to construct the allocation of backorders prior to the running of the release program, it is the source of the allocation report.

OPEN.ORD.XREF

This file contains a cross reference listing of all open orders for a given customer.

ORDER ENTRY FILE DESCRIPTIONS

ITEM.INQ

This file contains a chain of all open backorders for a given items.

OE.MAINT.AUDIT

This file contains an audit trail of all changes made vial the open order maintenance procedure. After the printing of the log report, the file is cleared.

CAN.ORD.XREF

All canceled orders are stored in this file.

NON.RELEASED.XREF

This file is a cross reference of all orders entered, for which no release record was generated. This would usually be caused by the order being future, or no stock availability on any of the line items. It is used if a printout of these orders is desired for verification.

PRO.FORMA

This file contains pro-forma quotations. The ability exists to convert items in this file to an order. Pro-forma entry is designed to perform a number of functions.

1. Provide a facility to product/store customer quotations
2. Provide a standing order capability
3. Provide a distribution order capability

Options 2 and 3 make use of the pro-forma conversion procedure, which allows the transfer of the pro-forma data into the live Order file. At the time of conversion, the quote may be deleted (or left on file if a recurring order occurs), and certain data may be altered such as the ship-to, to facilitate distribution orders.

PRO.FORMA.XREF

This file maintains a list of all pro-forma orders, awaiting the printing of customer confirmation, or quotations.

ORDER ENTRY FILE DESCRIPTIONS

PICK

The Pick file contains the number of order and lines, picked and packed in the warehouse. It forms the basis of the warehouse productivity statistics report.

PO.ORD.XREF

This file cross references the customer's purchase order number to the system assigned order number. Its use is to facilitate an open order inquiry by customer PO.

NON.STOCK.XREF

A cross reference list of all orders with non stock items. Used to generate a non stock purchasing report.

TRANSFER

The Transfer file serves as the controlling document for each warehouse transfer entered into the system. It contains in detailed fashion all data pertaining to the transfer, including all partial and backorder shipments.

The key to the file is co#:transfer# nn:nnnnnn

TRANSFER.XREF

This file maintains a list of all transfers, awaiting the printing of picking documents.

C.INVOICE

The Consignment Invoice file contains a record for each consignment invoice and or credit memo entered into the system. This file updates to the consignment invoice register.

CONSIGNMENT

The Consignment file stores all open consignment orders. Analogous to the open order file, the consignment entry, return and/or billing is recorded in this file.

ORDER ENTRY FILE DESCRIPTIONS

WARRANTY

This file stores all warranty entries on file. It is generated automatically as a by-product of the invoicing of an item with an applicable warranty. Inquiry by product and/or customer is available.

WARR.CUST.XREF

This file cross references all warranty entries on file by customer.

WARR.PROD.XREF

This file cross references all warranty entries on file by product.

WKFILE

The Accounts Receivable Work file is a file used during the cash application process for both cash receipts posting and cash with order posting. Data is updated to the AR file upon check acceptance.

CRED.AUTH

This file contains a log of all orders which have been approved for processing, despite the fact that the customer involved failed a credit check. It is the source for the credit authorization report.

PO

This file contains all open purchase orders.

VENDOR.PO

This file is a chain of all open purchase orders for a given vendor.

ITEM.PO

This file contains a chain of all open purchase orders for a given item.

ORDER ENTRY FILE DESCRIPTIONS

PO.PRINT.XREF

This file contains a chain of purchase orders awaiting printing.

INV.AUDIT

This file contains a log of all transactions affecting the on hand inventory position, and forms the basis of the inventory audit report.

INV.RSN.CODE

This file contains a list of valid inventory adjustments reason codes.

VEND.MAST

One Vendor Master record is maintained for each of the client's vendor. Generally this file contains all static data relative to that vendor such as name and address information, D&B number, telephone number and various indicator fields.

VEND.DET

The Vendor Detail file contains one record for each vendor, for each company that vendor deals with. The file contains basic purchase and payment history for the vendor, as well as terms of payment.

UM.MEAS

The Unit of Measure file is used to equate the unit of measure description with the actual count (i.e., DZ = 12 GR = 144).

LOOUP.FILE

The Lookup file is used to facilitate generic lookup of customers, products and vendors.

VEND.PO.XREF

This Cross Reference file is updated in order entry and purchasing and used for vendor purchase order transmissions.

ORDER ENTRY FILE DESCRIPTIONS**CONS.CUST.INQ**

This file contains a cross reference listing of all open consignments for a given customer.

CONS.ITEM.INQ

This file contains a chain of all open consignment backorders for a given item.

ORD.TEMPLATE

This file contains the customer's templates to be used in order entry.

TAX.MATRIX

The Tax Matrix file is used to accommodate products which are taxable in some, but not all taxing jurisdictions.

The key to the file is product class:tax jurisdiction nnn:nnnnn.

The existence of a record in this file means that the product is not taxable in that jurisdiction.

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

I N D E X

Availability	67
Backorder Priority Changes	218
Cash Sales	61
Consignment Billing	80
Consignment Order	62,80,81,87,95,138,179,200,234,294,381
COS (Customer Order System)	62
Credit Card	11,27,36,37,59,136,137,293
Credit Card Control Parameters	11
Credit Check	4,17,33,56,57,80,100,134,382
Credit Memo Entry	156
Credit Release Maintenance	221
Dea#	63,180,201,234,259
Document Print	360
Invoice Reprint by Range	369
Invoice Reprint Specific Numbers	371
Order Print	361
Order Reprint by Range	363
Order Reprint Specific Numbers	364
Pro-forma Print	366
Pro-forma Reprint by Range	367
Pro-forma Reprint by Specific Number	368
Future Order	2,3,8,15,50,58,67,70,146,177,183,186,198,204,207,231,239,241,256, 257,262,263,274,276,321
Future Order Conversion	274
How to Cancel	23
How to Cancel an Order with a Picking Document in the Warehouse	23
How to Cancel Backorders	23
What Is the Affect of the "Cancel" Option	23
Inventory Bypass Indicator	67
Invoice and Credit Memo Voids	124

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

I N D E X

Manual Reallocation Process	283
Monthly Billing Flag	61,138,163,179,200,233,258,294,308
One Step Invoicing	129
Order Allocation and Release	273
Order Allocation Process	277
Order Entry	50
Order Entry File Descriptions	373
Order Entry Maintenance Procedures	20
Credit Release Maintenance	21
Order Maintenance - Maintenance Mode	20
Order Maintenance - Preview Mode	20
Release Maintenance	21
Release Preview	20
Standing Order Maintenance	22
Verification	21
Order Entry Module Introduction	1
Order Entry Module Special Features and Functions	24
Ability to Add New Customers During Order Entry	27
Credit Card Pop Up Box	36
Customer Lookup	25
Item Lookup	38
Non Stock and Special Items	43
Ship-to Lookup	35
Substitutions	49
Text and Comment Entry	47
Order Entry Order Flow	12
Bulk Verification	14
Consignment Entry	17
Contract Pricing	18
Credit Memos	17
Drop Shipments	15
Future Orders	15
Invoice Update	14
Kit Items	19
One-step Invoicing	16

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

I N D E X

Order Entry Order Flow (Continued)	
Order Entry	13
Order Print	13
Pricing Calculation	18
Release of Backorders	14
Special Handling of Drop Ships and Future Orders	15
Standing Order Entry/Order Entry	18
Substitutions	19
Two-pass Invoicing Flow	12
Verification	13
Void Processing Flow	17
Order Entry Overview	2
Backorder Allocation upon Inventory Receipt	2
Backorder Priority Changes	4
Consignment Billing	5
Credit Hold Release	4
Credit Memos	3
One Pass Invoicing - One Step (With Backorder Control)	3
One Step Invoicing (No Backorder Control)	3
Order Entry/Future Orders	3
Pro-forma/Bid Entry	4
Release Preview	5
Standing Order Entry	5
Transfers to Warehouse	4
Two Pass Invoicing (Completion Billing)	2
Void Procedures	4
Order Maintenance	287
Order Number	22,50,56,100,102,114,220,230,252,256,285,287,291,327,343,347,373
Order Template Maintenance	316
Override the Price	68
Parameters Used in the Order Entry Module	6
Pricing Logic	68
Pro-forma Conversion	214
Pro-forma Entry	172
Pro-forma Maintenance	193

THE SYSTEMS HOUSE
MASTER DISTRIBUTION DOCUMENTATION

I N D E X

Release Maintenance	303
Release Preview	268
Release Processing	286
Specific Order Release	96
Standing Order Conversion Process	359
Standing Order Entry	321
Standing Order Maintenance	343
Standing Order One Date Report	357
Substitutions	74
Transfer Entry	224
Transfer Maintenance	252
Verification Invoicing	110