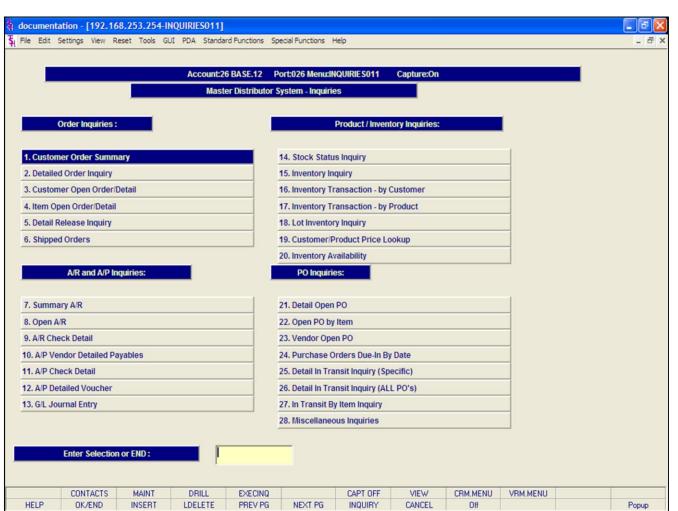
MDS Inquiries Notes:

Inquiry Programs

The inquiry module provides current status information on the portions of the system database most important for decision making. All inquiries are available on a standalone basis from the main system selector, and are also available during order entry, purchasing, etc.

1



Inquiry Programs

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

Order Inquiries

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

A/R and A/P Inquiries

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

Account:26	BASE.12 Port:026 Menu:INQUIRIES011 Capture:On	
Maste	r Distributor System - Inquiries	
Order Inquiries :	Product / Inventory Inquiries:	
1. Customer Order Summary	14. Stock Status Inquiry	
2. Detailed Order Inquiry	15. Inventory Inquiry	
3. Customer Open Order/Detail	16. Inventory Transaction - by Customer	
4. Item Open Order/Detail	17. Inventory Transaction - by Product	
5. Detail Release Inquiry	18. Lot Inventory Inquiry	
6. Shipped Orders	19. Customer/Product Price Lookup	
	20. Inventory Availability	
A/R and A/P Inquiries:	PO Inquiries:	
7. Summary A/R	21. Detail Open PO	
8. Open A/R	22. Open PO by Item	
9. A/R Check Detail	23. Vendor Open PO	
0. A/P Vendor Detailed Payables	24. Purchase Orders Due-In By Date	
1. A/P Check Detail	25. Detail In Transit Inquiry (Specific)	
2. A/P Detailed Voucher	26. Detail In Transit Inquiry (ALL PO's)	
3. G/L Journal Entry	27. In Transit By Item Inquiry	
	28. Miscellaneous Inquiries	

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

F

Inquiry Programs Continued...

X

Product/Inventory Inquiries

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

PO Inquiries

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

Miscellaneous Inquiries

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

💱 documentation - [192.168.253.254-INQUIRIES.MISC011]	
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💃 File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help	- 8 ×
Account:26 BASE.12 Port:026 Menu:INQUIRIES.MISC011 Capture:On	
Consignment Inquiries: Warranty Inquiries:	
1. Customer Open Consignments 13. Warranty by Product	
2. Detailed Open Consignments 14. Warranty by Customer	
3. Open Consignments by Item	
Pro Forma Inquiries Miscellaneous Inquiries:	
4. Customer Pro Forma Summary 15. Executive Inquiry	
5. Detailed Pro Forma Inquiry 16. Customer Sales Inquiry	
6. Customer Pro Forma/Detail	
7. Item Pro Forma/Detail 17. Customer Contacts Inquiry	
Return Authorizations Inquiries: 18. Open Rentals by Customer	
8. Return Authorizations by Customer 19. Detailed Open Rentals	
9. Detail Return Authorizations Inquiry 20. Open Rentals by Item	
10. Return Authorizations by Product	
Standing Order Inquiries:	
11. Customer Open Standing Orders	
12. Detailed Open Standing Orders	
Enter Selection or END :	
CONTACTS MAINT DRILL EXECINQ CAPT OFF VIEW CRM.MENU VRM.MENU HELP 0K/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL Off VIEW VIEW <td>Рорир</td>	Рорир

Inquiry Programs

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

Consignment Inquiries

Customer Open Consignments Detailed Open Consignments Open Consignments by Item

Pro Forma Inquiries

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

Return Authorization Inquiries

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

Standing Order Inquiries

Customer Open Standing Orders Detailed Open Standing Orders

Miscellaneous Inquiries

Executive Inquiry Customer Sales Inquiry Customer Contact Inquiry

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

Customer Company			xxxx	Customer O	rder Summar	y Phone# Contact			_					
ame ddress 1 ddress 2						Salesman Credit Lir Credit Ho	nit							
ity			1			ALC Prio	rity							
.ine#	Order#	- Rel	Cust Ref	Dept	ł	×	hp	Whs	ST	F	DS	OP	Order\$	
					ОК	Cancel								
1				c	ustomer#				-					_
3				N	ame									
4				S	tate									
5				C	ity									
6				Z	ip Code			_	_		_			_
7				— т	elephone				-	-	_			_
8				A	ddress				-	-	-			_
10					_				-					
11														
HELP	OK/END	INSER1	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCE	EL	Off					

Customer Lookup

_ & X

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

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

2. Enter the customer's phone number.

3. Enter part of the customer number to also initiate the lookup routine.

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

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

Continued on next page.

Notes:

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👫 File Edit Setting	gs View	Reset Tools G	UI PDA Standa	rd Functions Sp	pecial Functions	Help							_ 8 >
Customer Company Name Address 1 Address 2 City				Customer C	Customer# Customer# Name State City Zip Code Telephone Address	y Phone# Contact Salesma Credit Li Credit H ALC Pric	imit old	Whs	ST	F D	S OP	rder\$	
					1	T	1						
HELP C	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Off				Popup

Customer Lookup continued

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

Notes:

				STAT011\$1]								-
File Edit	Settings Vie	w Reset	Tools GUI	PDA Standar	rd Functions Sp	ecial Functions H	elp					
				Sto	ock Status				Sci	roll By	PRODUC	T#
Item Numb	er	XXXXX	xxxxxxx	****	XX		Vende	or				
Description	1	1							Base Price		List Price	
										1		1
Warehouse	e						Curr Co	st	Sell Cost		Purch Cost	
								1		1		1
SellUm	StckU	n	PurchUm	Bx	Cse	Dsc DS	Ft Lo	d Time	Substitute Item			
1	1		1									
					3		- ir -					
Ln	Whs (On Hand	In	Pick	Back				Next P/O		SalesMtd	
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1					ITEI		P					_
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	Qty				CUS	TOMER ITEM#						
Dollars	-							-				_
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Select HELP	Det His OK/END		t Quote	PRICING	PREV PG	ROP/ROQ NEXT PG	Previous INQUIRY	Next CANCEL	Receipts Off			F

Product Lookup

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

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

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

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

INQUIRY FUNCTION

At the product number prompt, the operator can:

- 1. Click on the drop down arrow next to the field.
- 2. Click on the 'INQUIRY' icon.

3. Hit the **'F7'** function key.

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

1. The product's base code, which allows for the display of all size (for example) or colors of a product.

2. Enter any part of the product description.

3. By vendor number.

4. By product class.

5. By customer item number.

Thus, a specific product can be accessed by:

513029-42 Full Product Code

513029 This Will Display All Products Starting With 513029

SWEA	Part of Description
------	---------------------

- 004 Product Class
- 17000 Vendor Number
- 513-SWE Customer Item Number

		Stock S	tatus		Scroll By	PRODUCT#
em Number	xxxxxxxxxxxx			Vendor		
escription					Base Price	List Price
	:				/	1
Varehouse				Curr Cost	Sell Cost	Purch Cost
				/	/	/
ellUm Stckl	m PurchUm	Bx Cs	se Dsc DS	Ft Ld Time	Substitute Item 1	
/ /	/					
			Š 4			
Ln Whs			ack		Next P/O	SalesMtd
Loc	Ir	n Work		Cancel	ROP/ ROQ	SalesYtd
_			ITEM#			
			DESCRIPTION		//	
	1		VENDOR#			1. E
ALES			PRODUCT CLASS	5		
Qty			CUSTOMER ITEM	#		
Dollars						-
ALES						
Qty Dollars						

Product Lookup continued Partial Entry

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

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

When the product is found, the operator can select the product by double clicking on the product or by highlighting the product followed by clicking on the $`\mathbf{OK'}$ button.

Product Number

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

Notes:

The Systems House, Inc.

				Stock Status					Sci	oll By	PRODUCT#
n Numb	er	XXXXXXXXXXXXX	XXXXXXXXXX	xxxx		Vend	or				
cription	1	1						B	ase Price		List Price
										1	
abauar	. 1	新 1	nquiry List								K rch Cost
ehouse	9	Settings Help									- rch Cost
		MDS PRODUCT	LOOKUP US	ING THE FOLD	LOWING CRIT	ERIA					
Um	StckUn	ITEM#:F									
1	1	ITEM NUMBER		GP®		SELL PRC	ONHAND		ON ORD		
		VEND# P/C	UM DESCR	IPTION	DI	SCONTINUED	VENDOR	TTEM#			
	When C	F									
	Whs C	513029-42		38.13	46.40	75.00	2587	2585	150		lesMtd
	Loc		03 EA OLY	MPIC UNISEX				9005 H			lesYtd
		513029-44 17000 0	00 BL 0110	38.13	46.40	75.00	93	81	200		-
1		513029-46	US EA OLI	MPIC UNISEX 38.13	46.40	75.00	140	9005 H	150		
- 1			OS RA OLV	MPIC UNISEX		75.00	7.5.7	9005 H			
		513029-48	OS BA OLI	38.13	46.40	75.00	130	130	150		
			03 EA OLY	MPIC UNISEX		10.00		9005 H			
ES		513029-50		38.13	46.40	75.00	62	62	150		
	Qty		03 EA OLY	MPIC UNISEX				9005 H			
Dollars		513029-52		38.13	46.40	75.00	85	85	150		
		17000 0	03 EA OLY	MPIC unisex	SWEATER		GISPA	9005 H	1		
ES	/										
	Qty	Add								 	
Dollars					OK	Cancel					
											>

Product Lookup continued

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

See the Product Master Documentation Guide for assistance.

Notes:

S. document	ation - [192.16	68 253 254 1									
	Settings View R		A	rd Euroctions – Sr	pecial Euroctions	Help					
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							00			_	
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	Order Inquiries :					Product / Inven	tory Inquiries:				
	ner Order Summ	hary			14. Stock Statu				_		
	d Order Inquiry				15. Inventory In				_		
	ner Open Order/					ransaction - by			_		
	pen Order/Detail					ransaction - by	Product		_		
	Release Inquiry				18. Lot Invento				_		
6. Shippe	d Orders					Product Price Lo	okup				
			_		20. Inventory A						
	A/R and A/P Ir	iquiries:		_	PO Inquiri	es:					
				1							
7. Summa					21. Detail Open				_		
8. Open A					22. Open PO by				_		
	eck Detail				23. Vendor Ope				_		
	endor Detailed Pa	ayables				orders Due-In By			_		
	neck Detail				25. Detail In Tra	ansit Inquiry (Sp	ecific)		_		
12. A/P De	etailed Voucher				26. Detail In Tra	ansit Inquiry (AL	L PO's)				
13. G/L Jo	ournal Entry				27. In Transit B	y Item Inquiry			_		
					28. Miscellane	ous Inquiries					
	Enter Selection	n or END :									
	CONTACTS	MAINT	DRILL	EXECINQ		CAPT OFF	VIEW	CRM.MENU	VRM.MENU		

Order Entry Inquiries

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

Notes:

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

Company		UNITED						Phone	#		201-49	5-12	00			
ompany		A						Conta	ct		HARRY	RTT	т			
lame		UNITED	SUPPLY					Salesr	nan							
ddress 1		85 CLAR	RK ST				Credit Limit					10000				
ddress 2								Credit	Hold		N					
ity		GARFIEL	LD	-	NJ	7	07083	ALC Priority						10		
.ine#	Order#		- Rel	Cust Ref		Dept	Ord	Req	Shp	Whs	ST	F	DS	OP	Order\$	
1	011335	75	001	1			07/07	07/07	07/07	001	OP	N			80	
2	011335		001	1			07/03	07/03	0/10/	001	OP	N	DS		50	
3	011335		001				07/01	07/01	07/01	001	OP	N	-		27	
4	011335	7.67.0. 	001	1		-	07/01	07/01	07/01	001	IV	N			15	
5	011335			1			06/30	06/30		001	OP	N	DS		650	
6	011335	51		1			06/30	06/30		001	OP	N	DS		650	
7	011335	50		1			06/30	06/30		001	OP	N	DS	SY	65	
8	011335	16	001	1			06/27	06/27	07/01	001	IV	N	DS	SY	15	
9	011335	15	001	1			06/27	06/27	06/20	001	IV	Ν	DS		100	
10	011335	14		1			06/27	06/27		001	OP	Ν	DS	SY	1250	
11	011335	13					06/27	06/27		001	OP	Ν	DS		250	

Notes:

Customer Order Summary Inquiry

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

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

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

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

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

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

Credit Limit - The credit limit is displayed from the Customer Master file.

Credit Hold - The credit hold status is displayed from the Customer Master file, 'Y' or 'N'.

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

Line# - Line number.

Order# - The order number is displayed.

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

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

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

The Systems House, Inc.

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

Notes:

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

Company Name	A						Phone	#		201-49	5-12	00		
Name							Conta	ct		HARRY	RTT	т		
	UNITE	D SUPPLY					Salesr	nan						
Address 1	85 CL	ARK ST					Credit	Limit			10	000		
Address 2							Credit	Hold		N				
City	GARFI	ELD	P.	NJ	7	07083	ALC P	riority					11	
Line#O	Order#	- Rel	Cust Ref		Dept	Ord	Req	Shp	Whs	ST	F	DS	OP	Order\$
1 01	1133575	001	1			07/07	07/07	07/07	001	OP	N			80
	1133575	001	1			07/03	07/03	07/07	001	OP	N	DS		50
)1133556	001				07/01	07/03	07/01	001	OP	N	03	-	2
	1133555	001	1		-	07/01	07/01	07/01	001	IV	N			1
	1133552	001	1		-	06/30	06/30	07/01	001	OP	N	DS		65
)1133551		1			06/30	06/30		001	OP	N	DS		650
	1133550		1			06/30	06/30		001	OP	N	DS	SY	65
	1133516	001	1			06/27	06/27	07/01	001	IV	N	DS	SY	1
	1133515	001	1		-	06/27	06/27	06/20	001	IV	N	DS		100
10 01	1133514		1			06/27	06/27	_	001	OP	N	DS	SY	125
11 01	1133513					06/27	06/27		001	OP	N	DS		250

Notes:

Customer Order Summary Inquiry

- 8 ×

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

Req - The request date is displayed from the Order record.

Shp - The ship date is displayed from the Order record.

Whs - The shipping warehouse is displayed from the Order record.

ST - Order Status is displayed. 'CH' = Credit Hold, 'C' = Complete, 'P' = Printed, 'OP' = Order Processing, 'IV' = Invoiced, 'BO' = Backorder, 'OH' = Order Hold, 'CN' = Cancelled.

F - Future order indicator.

DS - Drop shipment indicator. 'DS' = drop ship order, 'NS' = non-drop ship order.

OP - Operator code under which the order was entered.

Order\$ - Order amount, including any taxes, freight, and misc. charges. The dollar amount is rounded to the nearest dollar.

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

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

Customer		UNITED				r.	Phone			201-49				
Company		A				-	Conta			HARRY	RTT	Т		
lame		UNITED S				_	Sales							
ddress 1		85 CLARK	< ST			_	Credit			_	10	000		
ddress 2		-					Credit			N				
City		GARFIELD)	N.	J	07083	ALC P	riority						
.ine#	Order#		Rel	Cust Ref	Dept	Ord	Req	Shp	Whs	ST	F	DS	OP	Order\$
1	011335	75	001	1		07/07	07/07	07/07	001	OP	N			80
2	011335	72		1		07/03	07/03		001	OP	Ν	DS		50
3	011335	56	001			07/01	07/01	07/01	001	OP	N			2
4	011335	55	001	1		07/01	07/01	07/01	001	IV	Ν			1:
5	011335	52		1		06/30	06/30		001	OP	Ν	DS		650
6	011335	51		1		06/30	06/30		001	OP	Ν	DS		650
7	011335	50		1		06/30	06/30		001	OP	Ν	DS	SY	65
8	011335	16	001	1		06/27	06/27	07/01	001	IV	Ν	DS	SY	1
9	011335	15	001	1		06/27	06/27	06/20	001	IV	Ν	DS		100
10	011335	14		1		06/27	06/27		001	OP	Ν	DS	SY	1250
11	011335	13				06/27	06/27		001	OP	Ν	DS		250

Notes:

Customer Order Summary Inquiry

ENTER LINE# FOR DETAIL, LINE# -R (NN-R) FOR RELEASES OR END:

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

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

You can also:

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- 8 ×

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

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

OR

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

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

		go nen					CUUIIS	specia	l Function	з пер		 							
						Detail	Orde	ər	_	Inquiry(Line	ltems)	_						
Order#	ŧ	Ord	Date	Du	ie Dat	е	Cu	stomer		IDEAL			Ship	То					
011319	69	02/11	1/03	02	/11/03		IDE	AL DIST	RIBUTIO	NCO			SAME						
							10		N BLVD.										
Rels	Lns	ST	Fut	DS	C	os													
002		1 IV	N	ND	01														
							CLI	FTON			NJ								
							070	15											
PO#	1						Ter	ms	CREDI	T CARD			SIs	001	JIM	BRAN	CA		
Ln# 1	Descr 105	lumber iption				Ordered		Whs	hipped S	2 / EA	Bkord	Inpick			0	rice rig Or 00/ E			Value 900.00
	ULTRA	BLUE PL	ASTIC DE	SK	_		_	001					_	_		_	_		
2	_						/		_	/			_			1			
													_	_					
3	-						/			/			_			/			
										1			_			1			
4	-						/			/				_		/			
											_			1	OTAL		-		900.00
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HEADE			NE ITMS	_	<u> </u>	IV INQ			IEXT ORD		PREV	 	SPECI			AUDI			

Notes:

Detailed Order Inquiry

Line Items

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This inquiry provides the current status for a specific order.

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

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

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

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

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

Rels - Number of releases associated with the Order.

Lns - The number of lines in the Order.

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

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

DS - Drop ship indicator. If the line on the order is flagged as a drop ship, 'DS' will be displayed in this field, otherwise, 'ND' will be displayed.

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

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

Terms - The terms for this order.

SIs - Salesman number and name.

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

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

									I Function									
						Detail	l Orde	er	-	Inquiry(L	ine	Items) –					
Order#		Ord [)ate	Du	ie Dat	e	Cus	stomer	#	IDEAL			Ship	То				
0113196	59	02/11	/03	02	/11/03		IDE	AL DIST	RIBUTIO	NCO			SAME					
							10 (N BLVD.									
Rels	Lns	ST	Fut	DS		os												
002	1	IV	N	ND	01													
							CLI	FTON			NJ							
							070	15										
PO#	1						Ter	ms	CREDI	T CARD			SIs	001	JIM B	RANCA		
	Descript 105	ion					2/	Whs EA	3	2 / EA					Orig 45.000	g Ord# / EA	9	00.00
	ULTRA B	LUE PL	ASTIC DE	SK				001						-				
2							1			1						1		
3							1			1		_				/		
											_			_				
4							1			/						/		
										_				Т	OTAL			00.00
ter END) to exit,	NEXT	PG or Pl	REV P	G :					XX	XXXX					PAGE 1	OF 2	
HEADER			IE ITMS			NV INQ			IEXT ORD		PREV OF		SPECI			UDIT LST		
HELP		1 OK	/END		I IN	SERT		L	DELETE		PREV PG		NEXT I	PG		NOUIRY	CA	NCEL

Notes:

Detailed Order Inquiry

Line Items

- 8

Ln# - Line number.

Item Number - The item number is displayed from the Order record.

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

Ordered - Line item ordered quantity.

Shipped - This is the invoiced/shipped quantity for this line item.

In Pick - Line item quantity inpick (picking document has been generated, but not yet shipped/verified).

 $\ensuremath{ \mbox{Price}}$ - The item price is displayed from the Order record.

 $\ensuremath{\text{Pricing U/M}}$ - The pricing unit of measure for this line item.

Value - The line item value is displayed.

Total - The total of the order is displayed from the Order record.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

OR

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

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

_ 0 X classic - [192.168.253.254-DET.00011\$2] File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help _ 8 × Detail Open Orders (Header) Order# 01131969 **Bill To** IDEAL Ship To IDEAL DISTRIBUTION CO SAME 10 CLIFTON BLVD. CLIFTON NJ 07015 Order Dt 02/11/03 Complete Y **Drop Ship** ND No. Rels 002 Cred Hold Due Dt 02/11/03 * No. Lines Sell Whse 001 NEW YORK History 1 Ship Whse 001 NEW YORK Future N Ord Src 01 Oper SY Spec Ins Ship Via 04 FEDERAL EXPRESS Salesman 001 JIM BRANCA Backord\$ 0.00 05 CREDIT CARD Discount\$ 0.00 Terms Misc\$ Dept 0.00 NEW JERSEY Freight\$ 12.50 Tax Jur 1 Tax% 0.000 Tax\$ 0.00 Cust P/O# Total\$ 912.50 1 XXXXXX Enter END to exit or PREV PG : PAGE 2 OF 2 HEADER LINE ITMS INV INQ NEXT ORD PREV ORD SPEC INST AUDIT LST HEI P OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

Detailed Order Inquiry Function Keys Header

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

Ord Src - The Order Source code.

Order#	Detail Open Orders (Heade 01131969	r)		
Bill To	IDEAL	Ship To		
	IDEAL DISTRIBUTION CO		SAME	
	10 CLIFTON BLVD.			
	CLIFTON NJ 07015			Ц
		0		
rder Dt ue Dt	02/11/03	Complete No. Rels	Y Drop Ship ND 002 Cred Hold	
e Dt II Whse	02/11/03 001 NEW YORK	No. Keis No. Lines		
nip Whse	001 NEW YORK	Future	1 History * N Ord Src 01	
pec Ins		Oper	SY OID SIC DI	
nip Via	04 FEDERAL EXPRESS			
	001 JIM BRANCA	Backord\$	0.00	
	05 CREDIT CARD	Discount\$	0.00	
ept		Misc\$	0.00	
ix Jur	1 NEW JERSEY	Freight\$	12.50	
x%	0.000	Tax\$	0.00	
ust P/O#	1	Total\$	912.50	
Salesman Terms Dept Tax Jur Tax% Cust P/O#	05 CREDIT CARD 1 NEW JERSEY 0.000	Discount\$ Misc\$ Freight\$ Tax\$	0.00 0.00 12.50 0.00	

Detailed Order Inquiry

Function Keys

Header

Backord\$ - The total backordered dollar amount.

Discount\$ - The total discounted dollar amount. **Misc\$** - The total miscellaneous dollar amount.

Freight\$ - The total freight dollar amount.

Tax\$ - The total tax dollar amount.

Total\$ - The total dollar amount of the order.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

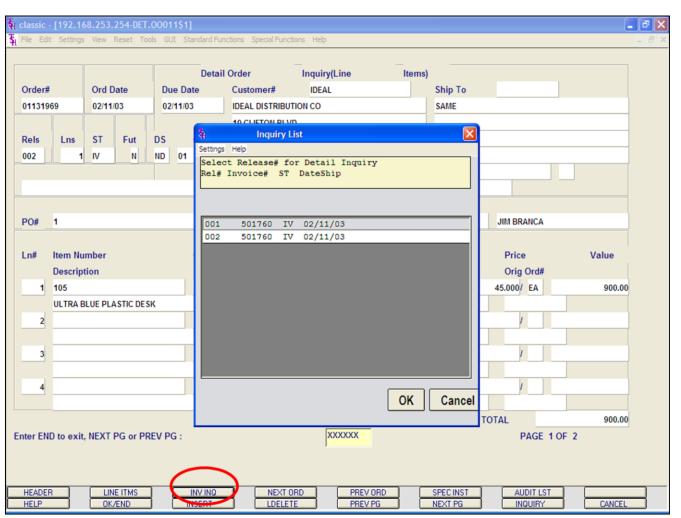
NEXT PG – The NEXT PAGE function is available by clicking on the **'NEXT PG'** icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

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

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

Notes:



Detailed Order Inquiry

Function Keys

Invoice Inquiry

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

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

Rel# - The release number.

Invoice# - The invoice number.

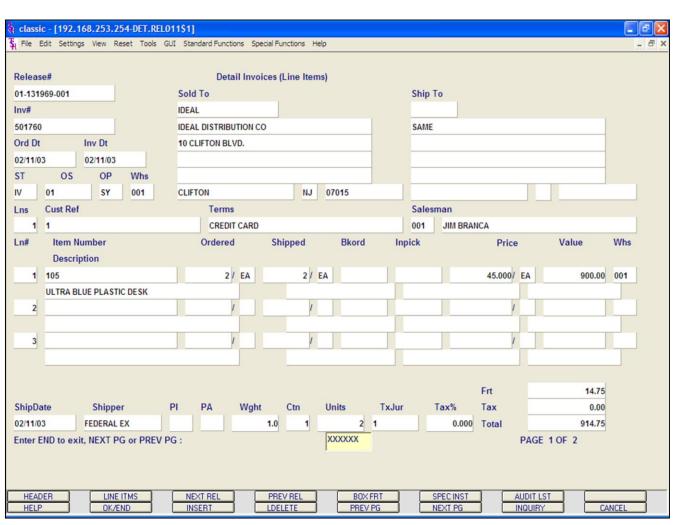
ST - The release status. OP = Order Processing, CH = Credit Hold, BO = Back Order, PH = Price Hold, IV = Invoiced.

Date Ship - The date the release was shipped.

Highlight the release number and click on the ${}^{\bullet}\mathbf{OK'}$ button to see the detailed information regarding the release.

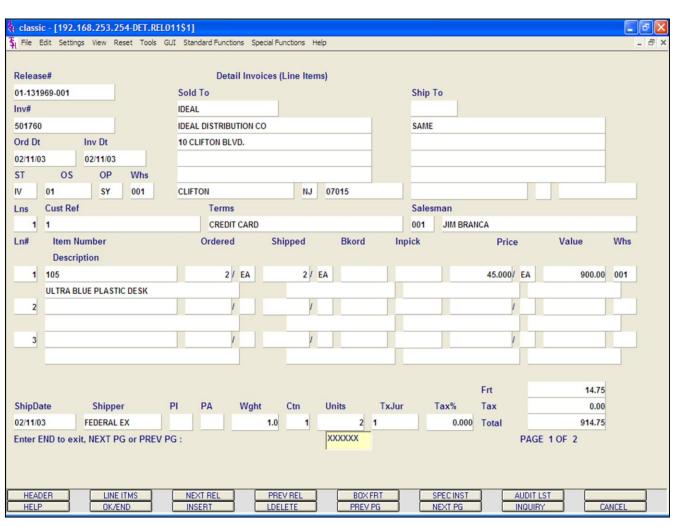
You will be forwarded to the Detail Release Inquiry.

Notes:



Detailed Order Inquiry Function Keys **Detail Release Inquiry** This inquiry provides the detailed information on the current status of a particular shipment (release). **Release#** - The chosen release number is displayed. Inv# - Invoice number is displayed, only if the release has already been invoiced. Ord Dt - Order date. Inv Dt - Invoice date. **ST** - Status. OP = Order Processing, CH = Credit Hold, BO = Back Order, PH = Price Hold, IV = Invoiced. **OS** - Order source. **OP** - Operator code. Whs - The shipping warehouse. Sold To - The customer's number, name, and address, for billing. Ship To - The address to where this release is to be shipped. **Lns** - The number of lines on the release. Cust Ref - Reference field. Terms - The credit payment terms for this customer.

Salesman - Salesman number and name.



Detailed Order Inquiry

Function Keys

Detail Release Inquiry

Ln# - Line number on release.

Item Number - The item number.

Description - The item description.

Ordered- The quantity to be picked for this release, and its' corresponding unit of measure.

Shipped - The shipped quantity for this release, and its' corresponding unit of measure.

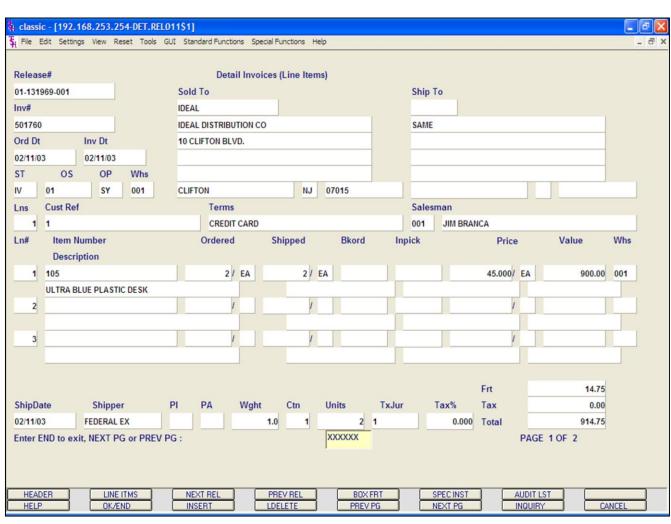
Bkord - The backordered quantity for this release, and its' corresponding unit of measure.

Inpick - The item quantity in pick, and its' corresponding unit of measure. (picking document has been generated, but not yet shipped/verified).

Price - Price amount.

Value - The extended value for the line.

Whs - The shipping warehouse for the line item.



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

ENTER END TO EXIT, NEXT PG OR PREV PG:

Click on the <code>`CANCEL'</code> icon or hit the <code>`F8'</code> function key to exit.

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

OR

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

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

	Detail Open Orders (Heade	r)	
rder#	01131969		
ill To		Ship To	0.111F
	IDEAL DISTRIBUTION CO		SAME
	CLIFTON NJ 07015		
rder Dt	02/11/03	Complete	Y Drop Ship ND
ue Dt	02/11/03	No. Rels	002 Cred Hold
ell Whse	001 NEW YORK	No. Lines	1 History *
hip Whse	001 NEW YORK	Future	N Ord Src 01
pec Ins		Oper	SY
hip Via	04 FEDERAL EXPRESS		
alesman	001 JIM BRANCA	Backord\$	0.00
erms	05 CREDIT CARD	Discount\$	0.00
ept		Misc\$	0.00
ax Jur	1 NEW JERSEY	Freight\$	12.50
ax%	0.000	Tax\$	0.00
ust P/O#	1	Total\$	912.50

Detailed Order Inquiry Function Keys Next Order/Previous Order

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

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

Notes:

classic - [192.168.253.254-SPEC.INST.BOX011\$1] 🖫 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help - 8 × Inquiry(Line **Detail Order** Items) Ship To Ord Date UNITED Order# Due Date Customer# 01133589 07/16/03 07/16/03 UNITED SUPPLY SAME 85 CLARK ST Rels ST Fut DS OS Lns 001 OP Ν ND 01 GARFIELD NJ 07083 PO# 32174 Terms 2/10 NET 30 SIs 001 JIM BRANCA Ordered Price Value Ln# Item Number Shipped Bkord Inpick Description Whs 1/ EA EA 1 105 **Special Instructions** ULTRA BLUE PLASTIC DESK 001 2 **DELIVER ONLY BETWEEN 9** AND 4, MONDAY THROUGH FRI 3 4 Х HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Detailed Order Inquiry

Function Keys

Special Instructions

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

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

Notes:

💱 classic - [192.168.253.2	54-AUDIT.ORDER.LISTING	010\$1]				
54 File Edit Settings View Ri	eset Tools GUI Standard Fu	nctions Special Function	s Help		_ 8 ×	Detailed Order Inquiry
						Function Keys Audit List
Audit Listing	for Specific	Order				Audit List An audit trail, showing each step the order has been through is accessed by clicking on the `AUDIT LST' icon or by hitting the Shift+'F8' function key.
Order.No	01133461					Order No The order number is displayed.
						Ln # - Line number.
Ln# Audit Dt	Audit Time	Audit Oper	Audit Port	Audit.TNX		
1. 06/20/03	02:13:20pm	SF	34	OE		Audit Dt - Date.
2.						Audit Time - Time.
3.						Audit Oper - Operator
4.		-				Audit Port - Port. Audit TNX - Transaction code.
5.						AUGIT INX - Transaction code.
7.						ENTER LINE# TO CHANGE, DELETE TO DELETE, `0' TO ACCEPT:
9.						To exit this screen, click on the 'CANCEL' icon or hit the 'F8' function key, two times, to return to the Detailed Order Inquiry.
ENTER LINE # TO CHANGE	E,DELETE TO DELETE,0 TO	O ACCEPT :		XXXXX		
HELP OK/E	END INSERT	LDELETE	PREV PG	NEXT PG		

a classic - [192.168.253.254-BO.CUST010\$1]

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

Custor	mer#	UNIT	ED UNITED SUF	PPLY	_			
Comp	any#	01	THE SYSTEMS HOUSE	Salesman#	001	JIM BRANCA		
Ln#	Order# OrdLine#		Item Number Description Vendor Number	Ordered Sell Um ShipFrom	Ord	ackord Date Future	InPick Due Date DropShip	Shipped OpenVal.
1	01131645		ARWKCF9	15/ EA		7/ EA	8/ EA	/
	002		CARPET FRESH 9 OZ A4000	EA 001	01/0	08/03 N	01/08/03 N	0.86
2	01133161		105	24/ EA		24/ EA	1	1
	002		ULTRA BLUE PLASTIC DESK	DZ	05/2	27/03	05/27/03	780.00
	002		BEIE	002		N	N	
3	01133513	1	102	10/ EA		/ EA	1	1
	001		BLUE PLASTIC DESK	EA	06/2	27/03	06/27/03	
			A1000	001		N	Y	
4	01133514		102	50/ EA		/ EA	/	1
	001		BLUE PLASTIC DESK	EA	06/2	27/03	06/27/03	
			A1000	001		N	Y	
						Totals	31	780.86

Notes:

Customer Open Order/Detail Inquiry

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

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

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

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

Ln# - Line number.

- 8 ×

Order# - Order number.

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

Item Number - Each item number is displayed.

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

Vendor Number - The vendor number.

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

Sell UM - The selling unit of measure.

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

a classic - [192.168.253.254-BO.CUST010\$1]

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

Custom	ner#	UNIT	ED UNITE	ED SUPPLY				
Compa	any#	01	THE SYSTEMS HOUSE	Salesman#	001	JIM BRANCA		
Ln#	Order# OrdLine#		Item Number Description Vendor Number	Ordered Sell Um ShipFrom	Ord	ackord Date Future	InPick Due Date DropShip	Shipped OpenVal.
1	01131645		ARWKCF9	15/ EA		7/ EA	8/ EA	/
	002		CARPET FRESH 9 OZ	EA	01/0	8/03	01/08/03	0.86
			A4000	001		N	N	
2	01133161		105	24/ EA		24/ EA	1	1
	002		ULTRA BLUE PLASTIC DESK	DZ	05/2	7/03	05/27/03	780.00
			BEIE	002	-	N	N	
3	01133513		102	10/ EA		/ EA	/	1
	001		BLUE PLASTIC DESK	EA	06/2	7/03	06/27/03	
			A1000	001		N	Y	
4	01133514		102	50/ EA		/ EA	1	1
	001		BLUE PLASTIC DESK	EA	06/2	7/03	06/27/03	
			A1000	001		N	Y	
						Totals	31	780.86

Notes:

Customer Open Order/Detail Inquiry

Backord - The line item backorder quantity.

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

Future - Future order indicator, Y' = future order, N' = not a future order.

InPick - Line item quantity in pick (picking document has been generated but not yet shipped/verified).

Due Date - The order due date is displayed.

Drop Ship - Drop ship indicator. If the line on the order is flagged as a drop ship, 'DS' will be displayed in this field, otherwise, 'ND' will be displayed.

Shipped - Line item quantity shipped.

OpenVal - The item open value is displayed.

Totals - The total backorder quantity and open value is displayed.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

OR

- 8 ×

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

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

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

					DEC		ders By Item		Deles				C		Detail	
Item Num	iber				DES	CRIPTION	0.0504		Price		Um		Cost	Um	Retail	Um
102	1	80	-	0.1		BLUE PLASTI	On P/O	- Inter		000/	_		10.000		25.000/	EA
	Loc NONE	BO	D	Sel EA	Stk EA	OnHand 299		Intra	in			/O	AV	ail 259	Future	407
ALL		Ť	Ν	EA	EA	299	0 10389			_	J	<u>}</u>		259	0	197
1. 103	utes					525	9 373		2		3			502		
2.						525	3 373	-	2		J			502		
2.										-						
Ln#	Order#			c	rdLn#	Ord Date	Price	Orde	ered		InPic	k I	Bac	kord	Invced	
Customer	r#					Due Date	PrcOvr		Fut	SI	hipFri	m	Sell	Frm		
Customer	r Name					07/21/03	13.600		6			6				
1	01133608				001	07/21/03			N			001		001		
UMC							1 1		1							
						07/10/03	20.000		1			1				
2	01133584				001	07/10/03			N			001		001		
UNITED																
				Т	otals	Value	3,630.62		126	_		43				
nter END t	to exit, NEX	T PG	, PR	EV PG	or PRIN	T for Hard Copy:						XXX	XXX			
PRINT																
HELP		DK/EN	D		INSE	RT LI	DELETE	PREV PG		NE	XT PG		IN	QUIRY		NCEL

Notes:

Item Open Order/Detail Inquiry

_ @ X

- 8 ×

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

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

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

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

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

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

Loc - The warehouse location.

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

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

Sel - The selling unit of measure.

Stk - The stocking unit of measure.

OnHand - The on hand quantity.

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

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

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

tem Number	DESC	RIPTION		Price	Um	Cost Um	Retail	Um
102		BLUE PLASTIC D	ESK	25.00	00/ EA	10.000/ EA	25.000/	EA
Whs Loc BO	D Sel Stk	OnHand	On P/O	Intran	B/O	Avail	Future	
ALL NONE Y	N EA EA	2996	10389		3	2590	D	197
Substitutes								
l. 103		5259	373	2	3	502	1	
2.			1					
.n# Order#	OrdLn#	Ord Date	Price	Ordered	InPick	Backord	Invced	
Customer#	Orden#	Due Date	PrcOvr	Fut	ShipFrm	SellFrm	mvceu	
Customer Name		07/21/03	13.600	6	6			
1 01133608	001	07/21/03		N	001	001	-	
JMC			-	-				
		07/10/03	20.000	1	1			
2 01133584	001	07/10/03		N	001	001		
JNITED			_	_				
	Totals	Value	3,630.62	126	43			
ter END to exit, NEXT PG	, PREV PG or PRINT	for Hard Copy:			XXX	XXX		

Item Open Order/Detail Inquiry

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

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

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

Future - Future order quantity.

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

Ln# - Line number.

- 8 ×

Customer # - The customer number.

Customer Name - The customer name.

Order# - The order number is displayed.

Ord Ln# - The order line number.

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

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

Notes:

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

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

Item Nur	nher				DESC	Open Orde RIPTION	ers By Item		Price		Um	c	ost	Um	Retail	Um
102	inser				DESK	BLUE PLASTIC I	DESK			000/			10.000/		25.000/	
Whs	Loc	BO	D	Sel	Stk	OnHand	On P/O	Intra			B/		Ava	_	Future	
ALL	NONE	Y	N	EA	EA	2996	10389				3			259	0	197
Substit	tutes															
1. 103						5259	373		2		3			502	1	
2.																
Ln#	Order#			0	rdLn#	Ord Date	Price	Orde			InPick		Back		Invced	
Custome	er#					Due Date	PrcOvr		Fut	S	hipFrn	ו	SellF	rm		
Custome	r Name					07/21/03	13.600		6	_		6				
1	01133608	_			001	07/21/03	_		N			001		001	_	
UMC							_									
						07/10/03	20.000		1	_		1				
2	01133584	_			001	07/10/03	_		N			001		001		
UNITED																
				т	otals	Value	3,630.62		126			43				
					Jais	value	3,030.02		120			43				
nter END	to exit NEX	TPG	PD		or PRINT	for Hard Copy:						XXXX	xx			
	to exit, HEA		,		or r rain	for flare copy.						1				
				_												
PRINT																

Notes:

Item Open Order/Detail Inquiry

Price - The item price.

_ @ X

- 8 ×

Prc Ovr - An asterisk, '*', in this field indicates that the price was overridden.

Ordered - Ordered quantity.

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

InPick - Line item quantity (picking document has been generated, but not yet shipped/verified).

Ship Frm - The shipping warehouse is displayed from the Order record.

Backord - Backorder quantity.

Sell Frm - The selling warehouse is displayed from the Order record.

Invcd - Line item invoiced quantity.

Totals Value - The price total, order total, inpick total, backorder total, and the invoiced total are displayed.

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

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

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

OR

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

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

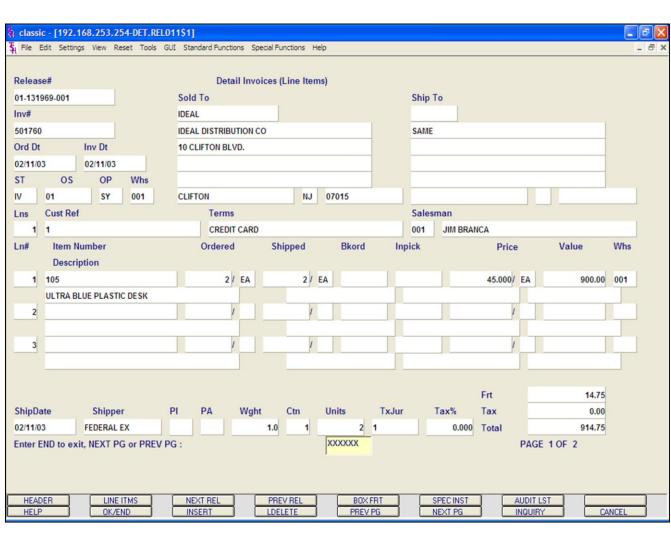
Function Keys

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

The Systems House, Inc.

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

Notes:



Detail Release Inquiry

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

Line Items

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

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

Ord Dt - Order date.

Inv Dt - Invoice date.

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

OS - Order source.

OP - Operator code.

Whs - The shipping warehouse.

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

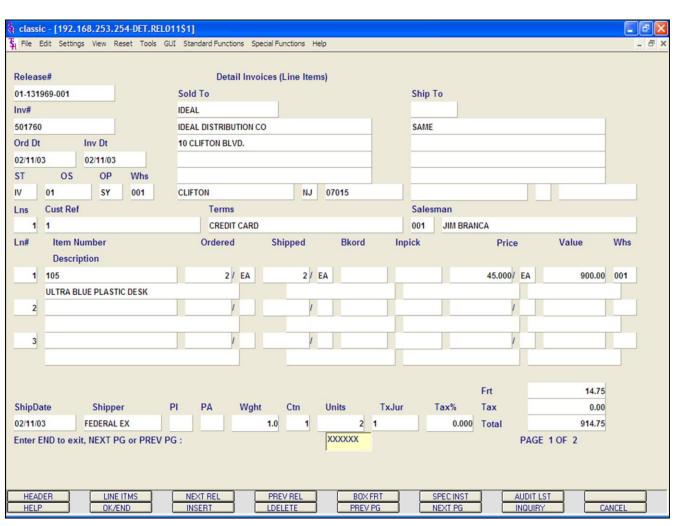
Ship To - The address to where this release is to be shipped.

Lns - The number of lines on the release.

Cust Ref - Reference field.

Terms - The credit payment terms for this customer.

Salesman - Salesman number and name.



Detail Release Inquiry

Line Items

Ln# - Line number on release.

Item Number - The item number.

Description - The item description.

Ordered - The quantity to be picked for this release, and its' corresponding unit of measure.

Shipped - The shipped quantity for this release, and its' corresponding unit of measure.

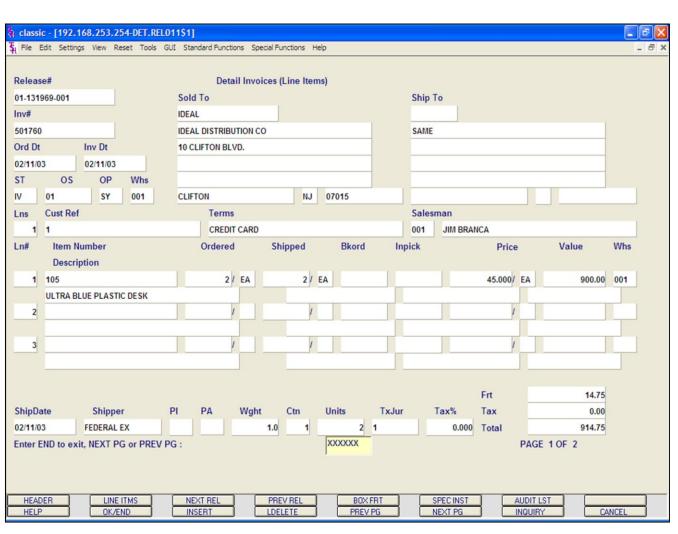
Bkord - The backordered quantity for this release, and its' corresponding unit of measure.

Inpick - The item quantity in pick, and its' corresponding unit of measure. (picking document has been generated, but not yet shipped/verified).

Price - Price amount.

Value - The extended value for the line.

Whs - The shipping warehouse for the line item.



Detail Release Inquiry

Shipdate - The ship date of the release. **Shipper** - The shipping method for the release.

PI - Picker.

PA - Packer.

Wght - Weight.

Ctn - Amount of cartons.

Units - Number of units.

TxJur - Tax jurisdiction code.

Tax% - Tax percent.

Frt - Freight charge.

Tax - Tax amount.

Total - Total of order.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

OR

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

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

classic - [192.168.253.254-DET.REL011\$2]

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

	Detail invo	bice (Header)			
Release#	01-131969-001	Inv# 10-501	Inv# 10-501760		
Bill To	IDEAL	Ship To			
	IDEAL DISTRIBUTION CO		SAME		
	10 CLIFTON BLVD.				
	CLIFTON NJ 07015				
Order Dt	02/11/03	Status	IV Picker		
Ship Dt	02/11/03	History	Packer		
Invoice Dt	02/11/03	No. Lines	1 Cartons	1	
Sell Whse	001 NEW YORK	Ord Src	01 Weight	1.0	
Ship Whse	001 NEW YORK	Oper	SY Units	2	
Spec Ins					
Ship Via	04 FEDERAL EXPRESS	Merch\$	900.00		
Salesman	001 JIM BRANCA	Discount\$	0.00		
Terms	05 CREDIT CARD	Misc/Lab\$	0.00		
Tax Jur	1 NEW JERSEY	Freight\$	14.75		
Tax%	0.000	Tax\$	0.00		
Cust P/O#	1	Total\$	914.75		

Notes:

Detail Release Inquiry Function Keys Header The details displayed here are from the Release record. Release# -The release number is displayed. **Inv#** - Invoice number is displayed, if the release has been invoiced previously. Bill To - The billing customer's name and address. Ship To - The ship to name and address. Order Dt - Order date. Ship Dt - Ship date. Invoice Dt - Invoice date. Sell Whse - Selling warehouse. Ship Whse - Shipping warehouse. Spec Ins - Special instructions. Ship Via - Shipping method. Salesman - Salesman. Terms - The credit terms for the customer. **Tax Jur -** Tax jurisdiction. Tax% - Tax percent. Cust P/O# - The customer purchase order number. **Status -** The status of the release. 'CH' = Credit Hold, C' = Complete, P' = Printed, OP' = OrderProcessing, IV' = Invoiced, BO' = Backorder, OH' =Order Hold, CN' = Cancelled. History - An asterisk denotes a history record for this release. **No. Lines -** The number of lines on the release. Ord Src - The order source.

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Oper - The operator reference code of the person that placed the order.

classic - [192.168.253.254-DET.REL011\$2]

		Detail In	voice (Header)				
Release#	01-131969	9-001	Inv# 10-50	Inv# 10-501760			
Bill To	IDEAL		Ship To				
	IDEAL DISTRIBUTION CO			SAME			
	10 CLIFTON BLVD.						
			_				
	CLIFTON	NJ 07015	1	1			
Order Dt	00/44	100	Charles		Diskas		
Order Dt	02/11		Status	IV	Picker		
Ship Dt	02/11		History		Packer		
Invoice Dt	02/11		No. Lines	1	Cartons	1	
Sell Whse	001	NEW YORK	Ord Src	01	Weight	1.0	
Ship Whse	001	NEW YORK	Oper	SY	Units	2	
Spec Ins							
Ship Via	04	FEDERAL EXPRESS	Merch\$	900.00			
Salesman	001	JIM BRANCA	Discount\$	0.00			
Terms	05	CREDIT CARD	Misc/Lab\$	0.00			
Tax Jur	1	NEW JERSEY	Freight\$	14.75			
Tax%	0.000		Tax\$	0.00			
Cust P/O#	1 Total\$ 914.75						

Notes:

Detail Release Inquiry Function Keys Header Picker - Picker. Packer - Packer. Cartons - Amount of cartons. Weight - Weight. Units - Number of units. Merch\$ - Dollar amount of the release. Discount\$ - Discount dollar amount. Misc/Lab\$ - Miscellaneous dollar amount. Freight\$ - Freight dollar amount. Tax\$ - Tax dollar amount. Totals - Total dollar value of release.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

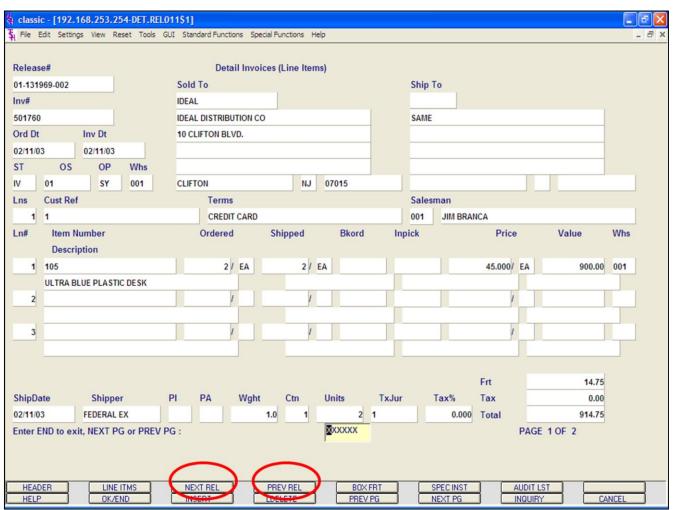
NEXT PG – The NEXT PAGE function is available by clicking on the 'NEXT PG' icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to forward though the list.

OR

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

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



Detail Release Inquiry Function Keys Next Release/Previous Release

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

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

						Standard Funct											-
Releas	se#						ail Invoice	s (Line Ite	ems)								
01-131	969-00	1				Sold To						Ship To	D				
Inv#						IDEAL						_					
501760						IDEAL DISTRIB	UTION CO					SAME					
Ord Dt		Inv				10 CLIFTON BL	VD.										
02/11/0			1/03														
ST		S	OP	Whs													
IV	01		SY	001		CLIFTON	~	N.	1	07015			-				
Lns	Cust	Ref				Term						Salesm					
	1						T CARD			D1 - 4	_	001	JIM BRANCA				
Ln#	D	n Numb	ər			Ordere	1 :	Shipped		Bkord	In	pick		Price	Va	alue W	ns
1	105						Pau	Freight [latai	le.						00	
	ULT		B	ox Weig	ht	Box	harge	-		icking Numbe	ar.			Box	Date	00	•
2	-		1.	ox werg		00	14.7			386014069624				02/1			1
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3		-	3.		0.		0.0									-	
			4.		0.		0.0	_					1	0			
		-															
						Inward	Bound	1									
ShipDa	ate																
02/11/0	3	HIT <r< td=""><td>TUR</td><td>I> TO CO</td><td>ONTIN</td><td>IUE:</td><td>1</td><td>XXXXXX</td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></r<>	TUR	I> TO CO	ONTIN	IUE:	1	XXXXXX	-								
							1										

Detail Release Inquiry

unction Keys

Box Freight

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

Box Weight - The box weight.

Box Charge - The box charge.

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

Box Date - Date the box was shipped.

HIT <RETURN> TO CONTINUE:

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

Notes:

Relea	se#				etail Invoic	es (Line	e Item	s)							
01-13	3624-001			Sold To						S	hip To				
lnv#				UNITED											
				UNITED SUI	PLY					S	AME				
Ord D	t	Inv Dt		85 CLARK	т										
07/24/															
ST	OS	OP	Whs												
OP	01	SY	001	GARFIELD			NJ	07083							
Lns	Cust Re				ms					1	alesmar				
1	34441			2/1	0 NET 30					0	01 JI	M BRANC	A		
Ln#	Descri 102	lumber ption		Orde	1/EA	Shippe	ed / E	Bk	ord	Inpic	ĸ		Price	Valu	e Whs
		ASTIC DESK	(<u> </u>		c	nocial l	nstruction	ne		4
2			•		1	_	1			3	peciain	isuucuoi	115		
_	-									DELIVER	RONLY 9	4 M.F			
3					1	_	1				. ener e				-
	li														
	-														
										-					
ShipD	ate	Shippe	er	PI PA	Wght	Ctr	1	Units							
	1	OUR TRU													
07/24/				X		_									
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Detail Release Inquiry Function Keys Special Instructions

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

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

The Systems House, Inc.

Rele	ase	01131969001					on the 'A function k details for
Ln#	Audit Dt	Audit Time	Audit Oper	Audit Port	Audit.TNX		Ln# - Lin
1.	02/11/03	05:15:26pm	kpl	23	OE		Audit Dt
2.	02/11/03	05:17:01pm	kpl	23	VE		Audit Ti
3.		05:17:02pm	BASE.1	23	FRA		Audit Op
4.	02/11/03	05:17:38pm	0	23	IU		Audit Po
5.	02/11/03	05:25:26pm	0	23	IU		Audit TN
6.		05:27:38pm	0	23	IU		
7.	02/13/03	09:35:44am	SF	47	IPR		ENTER L DELETE,
9.							To exit th
10.							the 'F8' f
10.	-	E,DELETE TO DELETE,0			XXXXXXX		Detail Re

Notes:

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LISTING function is available by clicking **DIT LST'** icon or hitting the Shift+'F7' y. This function will display the audit his release.

number. Audit date. e - Audit time. **r -** Audit operator. - Audit port. - Audit transaction.

NE# TO CHANGE, DELETE TO ' TO ACCEPT:

screen, click on the **'CANCEL'** icon or hit ction key, two times, to return to the se Inquiry.

documentation - [rs6000d-53 BASE.12-CUST.0PEN.0RD.SHP011\$1]

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m I}$ File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

usto	mer#	UNITED		UNITED SUPP			_					
Comp	any#	01 The	Systems House Inc.		S	alesman#	001	Sy Ferti	g		1	
.n#	Release#		Item Number			Date Shp	(Ordered		Due Date		Shipped
	OrdLine#		Description					Sell Um		Drop Ship		OpenVal.
			Vendor Number				Sh	ipFrom				
1	01	136829001	1050			05/05/05		5/	EA	05/05/05		5/ EA
	001		TELFA Ouchless D	ressing					EA		Ν	2250.00
			KENDALL						001			
2	01	136829001	4000			05/05/05		4/	EA	05/05/05		4/ EA
	002		OWENS Surgical D	ressing					EA		Ν	1000.00
			KENDALL						001			
3	01	136829001	4019			05/05/05		2/	EA	05/05/05		2/ EA
	003		BLISTERFILM Dres	sing					EA		Ν	700.00
			KENDALL						001			
4								/				/
ter El	ND to exit, NI	EXT PG or	PREV PG:		XXXX	XX						
					· · · ·							

PREV PG NEXT PG

INQUIRY

CANCEL

Off

Notes:

OK/END

INSERT

LDELETE

HELP

Shipped Orders Inquiry

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Popup

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

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

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

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

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

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

Line# - Line number.

Release# - The release number is displayed.

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

documentation - [rs6000d-53 BASE.12-CUST.0PEN.0RD.SHP011\$1]

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

Custon	ner#	UNITED		UNITED SUPP	LY						
Compa	any#		e Systems House Inc.			Salesman#	001 S	y Fertig			
Ln#	Release# OrdLine#		Item Number Description Vendor Number			Date Shp		ered I Um From	Due Date DropShip		Shipped OpenVal.
1	01	13682900	1 1050 TELFA Ouchless I KENDALL	Dressing		05/05/05		5/ E/ EA		N	5/ EA 2250.00
2	01 002	13682900		Dressing		05/05/05		4/ E/ EA	05/05/05	N	4/ EA 1000.00
3	01 003	13682900	1 4019 BLISTERFILM Dre KENDALL	ssing		05/05/05		2/ E/ EA		N	2/ EA 700.00
4								/			1
ter EN	ID to exit, NE	XT PG o	r PREV PG:			xxxx					

Notes:

Shipped Orders Inquiry

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- 8 ×

Item Number - Each item number is displayed.

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

Vendor Number - The vendor number.

Date Shp – The date the items shipped.

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

Sell UM - The selling unit of measure.

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

Due Date - The order due date is displayed.

Drop Ship - Drop ship indicator. If the line on the order is flagged as a drop ship, 'DS' will be displayed in this field, otherwise, 'ND' will be displayed.

Shipped - Line item quantity shipped.

OpenVal - The item open value is displayed.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

OR

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

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

2.0					1.2.1												
Releas						il Invoi	ces (Lin	e Item	ıs)								
	829-001			Sold			F					Ship 1	Го				
Inv#		1		UNIT													
					ED SUPPLY							SAME					
Ord Dt		Inv Dt		85 CI	ARK ST												
05/05/0			. The second														
ST	OS	OP	Whs	-											_		
v	01	SyF	001	GARF				NJ	070	83							
Lns	Cust Ref				Terms							Sales					
3	3414-222				2/10 NE					Case 111 12		001	Sy Fertig			100.00	
Ln#	Item N				Ordered		Shipp	ed		Bkord	Inp	lick		Price	•	Value	Whs
	Descrip	otion				1000		D.							-		
1	1050	2.000 Lana			5/	EA		5/	EA					450.00/	EA	2250.00	001
		chless Dre	essing						_	_	_				J		_
2	4000				4 /	EA		4 /	EA				_	250.00/	EA	1000.00	001
		urgical Dre	essing				_										_
3	4019				2 /	EA		2/	EA					350.00/	EA	700.00	001
	BLISTERF	ILM Dressi	ng														
														Frt	_	0.00	
ShipDa		Shippe	er	PI	PA	Wght	Ct	n	Uni	1	TxJur		Tax%	Tax	-	0.00	
05/05/0	-	UPS							-	11	1		0.000	Total		3,950.00	
Enter I	ND to exi	t, NEXT P	G or PREV P	'G :					XX	XXXX					PAGE	1 OF 2	

Shipped Orders Inquiry

Function Keys

Release Detail

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

Notes:

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			Account:6	9 BASE.12	Port:069 Menu:IN	QUIRIE S011	Capture:On		
			Mast	er Distributor	System - Inquirie	es			
c	Order Inquiries :			J		Product / Invent	tory Inquiries:		
1. Custom	er Order Summ	ary			14. Stock Statu	s Inquiry			
2. Detailed	d Order Inquiry				15. Inventory In	quiry			
3. Custom	er Open Order/E	Detail			16. Inventory Tr	ansaction - by (Customer		
4. Item Op	en Order/Detail				17. Inventory Tr	ansaction - by I	Product		
5. Detail R	elease Inquiry				18. Lot Inventor	y Inquiry			
6. Shipped	d Orders				19. Customer/P	roduct Price Lo	okup		
					20. Inventory Av	ailability			
	A/R and A/P In	quiries:			PO Inquirie	es:			
					-				
7. Summa	iry A/R				1. Detail Open	PO			
8. Open A/	/R				2. Open PO by	Item			
9. A/R Che	ck Detail				3. Vendor Ope	n PO			
10. A/P Ver	ndor Detailed Pa	iyables			24. Purchase O	rders Due-In By	Date		
11. A/P Che	eck Detail				25. Detail In Tra	nsit Inquiry (Sp	ecific)		
12. A/P Det	tailed Voucher				26. Detail In Tra	nsit Inquiry (AL	L PO's)	_	
	urnal Entry				27. In Transit B	/ Item Inquiry			
13. G/L Jou					28. Miscellaned	us Inquiries			
13. G/L Jou									
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	Enter Selection	or END :							
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	Enter Selection	or END :							

Accounts Receivable Inquiries

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

classic - [192.168.253.254-SUMM.AR010\$1] _ @ X 🖞 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help - 8 × **Summary Accounts Receivables** Company# 01 THE SYSTEMS HOUSE Salesman 001 JIM BRANCA Customer# UNITED **Cust Class** 01 DEALER UNITED SUPPLY Cust Type 01 RETAIL 85 CLARK ST **Cred Limit** 10000 Cred Hold N Contact HARRY RTTT GARFIELD NJ 07083 Phone 201-495-1200 **1.Customer Comments Open Invoice\$** 4707.60 # Open Invoices Last Invoice Date 05/30/03 8 **Open Order\$** 16397.82 # Open Orders 20 Old Invoice Date 02/01/00 Total Open\$ 21105.42 Avg. Payment Days 238 Last order Date 06/03/03 Last Pay Amount 3321.20 Last Payment Date 05/20/03 Aging Credits Against Oldest Items Accounts Receivable Aging **Future** Current 31-60 61-90 91-120 121-150 151-Over 2977.15 110.00 1620.45 Sales\$ GrossProfit\$ Order\$ Payment\$ 20628.31 4392.15 2279.75 5786.20 Month Date to Date 20628.31 4392.15 2279.75 5786.20 Year to XXXXXX Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS: DETAIL AR HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Summary Accounts Receivable Inquiry

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

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

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

classic - [192.168.253.254-SUMM.AR010\$1] _ | J | 🗙 🖞 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help _ 8 × **Summary Accounts Receivables** Company# 01 THE SYSTEMS HOUSE Salesman 001 JIM BRANCA Customer# UNITED **Cust Class** 01 DEALER RETAIL UNITED SUPPLY Cust Type 01 85 CLARK ST 10000 **Cred Limit** Cred Hold N HARRY RTTT Contact GARFIELD NJ 07083 Phone 201-495-1200 **1.Customer Comments Open Invoice\$** 4707.60 # Open Invoices Last Invoice Date 05/30/03 8 **Open Order\$** 16397.82 # Open Orders 20 Old Invoice Date 02/01/00 Total Open\$ 21105.42 Avg. Payment Days 238 Last order Date 06/03/03 Last Pay Amount 3321.20 Last Payment Date 05/20/03 Aging Credits Against Oldest Items Accounts Receivable Aging 121-150 **Future** Current 31-60 61-90 91-120 151-Over 2977.15 110.00 1620.45 Sales\$ GrossProfit\$ Order\$ Payment\$ 20628.31 4392.15 2279.75 5786.20 Month Date to Date 20628.31 4392.15 2279.75 5786.20 Year to XXXXXX Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS: DETAIL AR HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Summary Accounts Receivable Inquiry

Customer Information:

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

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

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

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

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

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

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

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

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

classic - [192.168.253.254-SUMM.AR010\$1] _ @ X 🖞 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help _ 8 × **Summary Accounts Receivables** Company# 01 THE SYSTEMS HOUSE Salesman 001 JIM BRANCA Customer# UNITED **Cust Class** 01 DEALER UNITED SUPPLY Cust Type 01 RETAIL 85 CLARK ST 10000 **Cred Limit** Cred Hold N HARRY RTTT Contact GARFIELD NJ 07083 Phone 201-495-1200 **1.Customer Comments Open Invoice\$** 4707.60 # Open Invoices Last Invoice Date 05/30/03 8 **Open Order\$** 16397.82 # Open Orders 20 Old Invoice Date 02/01/00 Total Open\$ 21105.42 Avg. Payment Days 238 Last order Date 06/03/03 Last Pay Amount 3321.20 Last Payment Date 05/20/03 Aging Credits Against Oldest Items **Accounts Receivable Aging Future** Current 31-60 61-90 91-120 121-150 151-Over 2977.15 110.00 1620.45 Sales\$ GrossProfit\$ Order\$ Payment\$ 20628.31 4392.15 2279.75 5786.20 Month Date to Date 20628.31 4392.15 2279.75 5786.20 Year to XXXXXX Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS: DETAIL AR HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Summary Accounts Receivable Inquiry

Open Invoice\$ - Total dollar amount of open accounts receivable.

Open Order\$ - Total dollar value of orders not invoiced.

Total Open\$ - Total dollar amount of accounts receivable and open orders.

Open Invoices - The number of accounts receivable records with a balance greater that '0'.

Open Orders - The number of orders not yet invoiced.

Avg. Payment Days - Average number of payment days.

Last Pay Amount - Last payment amount received.

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

Last Order Date - Date of the last order.

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

Notes:

classic - [192.168.253.254-SUMM.AR010\$1] _ @ X 🖞 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help - 8 × **Summary Accounts Receivables** Company# 01 THE SYSTEMS HOUSE Salesman 001 JIM BRANCA Customer# UNITED **Cust Class** 01 DEALER RETAIL UNITED SUPPLY Cust Type 01 85 CLARK ST 10000 **Cred Limit** Cred Hold N Contact HARRY RTTT GARFIELD NJ 07083 Phone 201-495-1200 **1.Customer Comments Open Invoice\$** 4707.60 # Open Invoices Last Invoice Date 05/30/03 8 **Open Order\$** 16397.82 # Open Orders 20 Old Invoice Date 02/01/00 Total Open\$ 21105.42 Avg. Payment Days 238 Last order Date 06/03/03 Last Pay Amount 3321.20 Last Payment Date 05/20/03 Aging Credits Against Oldest Items Accounts Receivable Aging **Future** Current 31-60 61-90 91-120 121-150 151-Over 2977.15 110.00 1620.45 Sales\$ GrossProfit\$ Order\$ Payment\$ 20628.31 4392.15 2279.75 5786.20 Month Date to Date 20628.31 4392.15 2279.75 5786.20 Year to XXXXXX Hit <RETURN> to continue or "CC" for CUSTOMER COMMENTS: DETAIL AR HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Summary Accounts Receivable Inquiry

Aging

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

Future - Future accounts receivable.

Current - Current accounts receivable.

Aged A/R - The remaining accounts receivable will be based on the aging periods established in the Company record.

Order\$ - MTD - Total value of orders placed this month for the customer. **YTD -** Total value of orders placed this year for the customer.

Sales\$ - MTD - Total amount of sales (invoiced) this month. **YTD -** Total amount of sales (invoiced) this year.

Gross Profit\$ - MTD - Total gross profit this month. **YTD -** Total gross profit for this year.

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

Notes:

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2	INV	01000167	6	03/26/00	_		2365.00				001		6987		63
3	ADJ	01003262	601	05/21/03	rrr		10.00			10.00	001		111		63
4	ADJ	01003263	601	05/22/03	-		100.00		1	00.00	001	(OMMENT	-	6
5	INV	01120001	631	06/05/00	_		86.60	_		86.60	001		R0560	200009002	6
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Customer Reporting System

Summary Accounts Receivable Inquiry

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

Function Keys Detail AR

		Customer Accounts Rec			
company#	01 THE SYSTEMS HO	USE	Creation Date		
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alesman#		🖏 Inquiry List		2	
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Open Accounts Receivables Inquiry

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

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

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

The system will display the pop-up box: **'SELECT INQUIRY TYPE:'**

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

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

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Open Accounts Receivables Inquiry

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

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

Creation Date - The date the customer was created.

Credit Meth - The credit method code is displayed.

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

Credit Limit - The customer's credit limit.

Terms - The customer's payment terms.

Notes:

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7	INV	01200002	Ω.	03/03/00			1728.75		1728.75	001		RO 560	200009001	601
	S/C	01200008	6	03/31/00	200008		0.10		0.10		RVICE CHG	;		CÔ:

Open Accounts Receivables Inquiry

High Cred\$ - The highest credit balance.

Open Order\$ - Open order dollar amount.

A/R Balance - The current accounts receivable balance.

Paid To DT - Amount paid to date.

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

Phone - Customer's phone number.

Fax - Customer's fax number.

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

Last Invoice Date - Date of the last invoice. **Last Order # -** The last order number for the customer.

Last Order Date - Date of the last order.

Last Payment Amount - The amount of the last payment.

Last Payment Date - Date of the last payment.

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

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

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

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

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

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alesn	nan#	001	JIM E	BRANCA					Credit L	imit	10	000		
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10	INV	01200011	100	04/28/00	_		1906.20			001			200006001	8
11 12	INV	01501964	101	05/20/03	_		155.00			001		1	133102001 133103001	8
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Open Accounts Receivables Inquiry

Ln# - Line number.

Typ - Transaction type. Transaction types:

INV = invoice, O/A = on account, ADJ = adjustment, S/C = service charge, D/M = debit memo, C/M = credit memo, and C/B = charge back.

Invoice# - Invoice number.

Date - Date of transaction.

Ref# - Reference number.

Original\$ - The original transaction amount.

Open\$ - The open dollar amount of the transaction.

Whs - Warehouse number.

Cust Ref - Customer reference number.

Order#Rel - The release number that coincides with the invoice number.

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4	O/A	01128739	6	05/20/03							INVO	DICE #		ŝ
5	O/A	01128751	1	06/24/03								8524		6
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-						'II' to change	o tupo:	ļ	OR	51	RVIC	E CHG	xxxxxx	

Open Accounts Receivables Inquiry Statement Print

To print a customer's statement:

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

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

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

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

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

The Systems House, Inc.

		THE SISTE 1033 ROUT CLIFTON ,	MS HOUSE E 46 EAST	ate	e m e i	n t		
		el: 973-777-8 x: 973-777-3						
	UNITE 85 CL	D SUPPLY ARK ST ELD NJ 07			Customer Nu Salesman Na Statement Da	To ensure pro	ica i	iit, please check paid and return.
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Open Accounts Receivable Inquiry Statement Print Example of .pdf

Notes:

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3	INV	01120001	1	06/05/00								RO560	200009002	8
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6	C/B	01132173	۲Ô	06/09/03								REAPPLY		62
7	S/C	01134171	6	10/29/03	1	_					R	VICE CHG		601
8	S/C	01134179	1	11/30/03	Add				OKC	ancel	R	VICE CHG		661
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Open Accounts Receivables Inquiry Statement Printing Options - Fax

To fax a customer's statement:

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

Click on 'FAX STM' then click on 'OK'.

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

Click on 'FAX STM' then click on 'OK'.

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

Notes:

The Systems House, Inc.

	umentation - [rs6000 Edit Settings View R					Help				_ 0
			Ci	ustomer Acco	ounts Receival	oles	-			
Co	mpany# A						Creation	Date	05/14/80	
C S 1			FAX Infor	mation Entry						
	1.FAX Phone Num	ber	97377	71483						
	2.Coversheet (Y/N)		Y							
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L	6.Sender Fax	9	73-777-3063							
244	7.Subject	s	TM.100014							
-	8.Message									
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-	10.To Company	U	NITEDSUPPLY							
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Notes:

Open Accounts Receivables Inquiry Statement Printing Options - Fax

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

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

Cover Sheer Information

Company Name - Your company name.

Sender Name - The operator's name.

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

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

Subject - The statement is referenced.

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

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

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

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

Enter line number to change or $\ensuremath{^\circ\!0'}$ to send the fax.

TYPE '0' AND HIT <ENTER>.

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3	INV	01120001	¢,	06/05/00								RO560	200009002	6
4	O/A	01128739	6	05/20/03								NVOICE #		601
5	O/A	01128751	¢,	06/24/03								8524		6
6	C/B	01132173	6	06/09/03								REAPPLY		601
7	S/C	01134171	6	10/29/03	1	_					R	VICE CHG		601
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Open Accounts Receivables Inquiry Statement Printing Options – EMail To e-mail a customer's statement:

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

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

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

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

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

					Customer Accou	unts Receivables				
Cor	npany#	А					Creation	Date	05/14/80	
c s 1				EMail I	nformation Entry	1				N
	1.EMail	Address		john.sm	nith@united.com					
	2.Sende	er Address		support	@tshinc.com					
	3.Subje	ct		STM.10	0014					
	4.Messa	age		STM.10	0014					_
	Enter Li	ne# to chang	ge or E	ND to send EMA	L:		XXXXXX			
							1			
	5 O/A	01128751		06/24/03	128751	-1000.00	-1000.00	001	8524	
	6 C/B	01132173		06/09/03		1728.75	1728.75	001	REAPPLY	
	7 S/C	01134171	_	10/29/03	134171	65.78	65.78		RVICE CHG	
	8 S/C	01134179	۲ <u>۵</u>	11/30/03	134179	67.78	67.78		RVICE CHG	

Customer Reporting System

Open Accounts Receivables Inquiry Printing Options - EMail

To EMail a customer's statement, continued:

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

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

Subject - The statement is referenced.

Message - The statement is referenced.

Enter Line# to change or END to send EMAIL:

Enter line number to change or type $`{\sf END'}$ to send e-mail.

TYPE '0' AND HIT <ENTER>.

 A second s					Customer Accounts Rece	ivables				
Compa		01		YSTEMS HOU			Creation Date	05/14/8		
Custom			ITED		UNITED SUPPLY		Credit Meth	02 Cr	ed Hold	N
Salesm	nan#	00	JIM	BRANCA	S. Inquiry List		Cradit Limit	10000		
1.Cust	omer (Commen	ts	-	Settings Help			2/10 NET 30		
					AR DETAIL INQUIRY]			
High	Cred\$		OpenO	rder\$	TYPE DATE REF NO	AMOUNT REF. DAT.	A	Phone 201-	495-1200	
		590505	='9 46	75				Fax		
	In	voice		Order				s Sa	les\$ LY	
ast		5019	76	133161	INV 03/26/00	2365.00 6987			2953.30	
Date	05/2	7/03	05/2	27/03	PMT 05/20/03 010001					
			_							
_n#	Тур	Invoice	#	Da				Cust Ref	Order#Rel	
1	INV	010001		1.00				655	3	631
2	INV	010001		03/26/00				698		8
3	ADJ	010032	62 🖾					11		6
	ADJ	010032	100					COMMEN		8
-	-		-0-						-	65
5	INV	011200						RO56	200009002	8
6	O/A	011287						INVOICE #		
7	INV	012000	(<u>0</u>) 511				K Cancel		200009001	1001
8	S/C	012000	08 🕰	03/31/00		Ľ	Cancel	RVICE CHG		α¢:

Open Accounts Receivables Inquiry Detail AR

To view the accounts receivable detail of 1 transaction:

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

Then left click on the icon **'DET AR'**.

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

Compa	any#	01	THE SY	STEMS HOUSE					Creatio	n Date		05/14/80		
ustor	ner#	UNITED	D		UNITED SUPPLY				Credit	Meth	0	2 Cred	I Hold	N
alesr	nan#	001	JIM E	BRANCA					Credit	Limit	1	0000		_
1.Cus	tomer (Comments		_					Terms	01	2/10 N	IET 30		
U	Cred\$	0	penOr	1.0	A/R Balance		Paid to Dt		Old Inv		Phone	204.40	5-1200	
nigh	Creas	590505	penon	8571.66		75.45	a de la companya de l	444 20	02/01/00		Fax	201-49	5-1200	
	In	voice		Order	Payment	75.45		ales\$	02/01/00	Retur		Salo	s\$ LY	
ast		501976		133161	3321.20	Mtd		4360.	00	Retur		Jule	2953.30	
Date	05/2	7/03	05/2		05/20/03	Ytd		4360.					200000	
														_
.n#	Тур	Invoice#		Date	Ref#	Orig	inal\$		Open\$	Whs	Cust Re	f	Order#Rel	
1	INV	01000166	8	02/01/00			2560.00		5.0	001		6553		6
2	INV	01000167	Ω.	03/26/00			2365.00	_		001		6987		631
3	ADJ	01003262	Ω.	05/21/03	rrr		10.00		10.0	001		111		6
4	ADJ	01003263	8	05/22/03			100.00		100.0	001	C	OMMENT		6
5	INV	01120001	5	06/05/00			86.60		86.6	001		R0560	200009002	62
6	O/A	01128739	0	05/20/03	128739		-100.00		-100.0	001	INVOICE #			661
7	INV	01200002	8	03/03/00			1728.75		1728.7	5 001		RO 560	200009001	601
8	S/C	01200008	ίΩ.	03/31/00	200008		0.10		0.1		RVICE CHO	3		601

Open Accounts Receivables Inquiry Details

To view the Detail Release Inquiry of an invoice:

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

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

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

Notes:

The Systems House, Inc.

		Custom	er Accounts Rece	ivables			
mpany#	01 THE SYSTEM	SHOUSE			Creation Date	05/14/80	
stomer#	UNITED	UNITED SU	JPPLY		Credit Meth	02 Cred Hold	N
esman#	001 JIM BRANG	CA			Credit Limit	10000	
Customer Co	omments				Terms 01	2/10 NET 30	
ig		Acco Aging Credits Ac	unts Recei	vable A	ging		
at 🛛							
e	FUTURE		CURRENT		31-60	61-90	
£	0.00		3055.00		0.00	0.00	
1							
2							
3		91-120		121-150	15	1-OVR	
4							
5		0.00		0.00	1	620.45	
<u>-</u>							-
7					hannar	(-
3		Press <	RETURN> To Con	tinue:	xxxxxx		1

Open Accounts Receivables Inquiry Aging

To view the Accounts Receivable Aging for the selected customer:

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

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

					Customer Accounts Receivables					
Compan	ny#	01	THE SY	STEMS HOU	SE	Creation Date		05/14/80		
Custome	er#	UNITED)		UNITED SUPPLY	Credit Meth		02 Cred	l Hold	Ν
Salesma	an#	001	JIM E	BRANCA		Crodit Limit		10000		
1.Custo	omer C	omments			🖏 Inquiry List		2/10) NET 30		
					Settings Help					
High C	2 hor	Or	enOr	der\$	L		Phone	201-49	5-1200	
ingire		590505	, enon	8571.6			Fax	201-40		-
		voice		Order			l an	Cala	s \$ LY	_
	Inv	501976						Sale		
Last			-	133161	Bypass Print Print Invoice			_	2953.30	
Date	05/2	7/03	05/2	7/03	Fax Invoice					
					EMail Invoice					
Ln# 1	Тур	Invoice#		Da	Fax & Print		Cust	Ref	Order#Rel	
1	INV	01000166	¢,	02/01/00	EMail & Print			6553		œ
2	INV	01000167	¢,	03/26/00				6987		8
3	ADJ	01003262	ŝ	05/21/03				111		6
4	ADJ	01003263	¢,	05/22/03				COMMENT		ŝ
5 1	INV	01120001	Ω,	06/05/00				RO560	200009002	8
6	O/A	01128739	¢,	05/20/03			INVOICE	#		CC
7	INV	01200002	¢,	03/03/00	<u> </u>			RO 560	200009001	6
	S/C	01200008	6	03/31/00		OK Cance	RVICE C		20000001	6
<u> </u>	5.0	01200000		00101100			- NVICE C			-

Open Accounts Receivables Inquiry Print

To print a customer's invoice:

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

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

Using the Keyboard - First select the

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

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

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

						Customer Accounts Receivables						
Compan	ny#	A					Creation Dat	e		05/14/80		
Custome	er#	UNITED)			UNITED SUPPLY	Credit Meth		(02 Cred	I Hold	N
Salesma	an#	001	JIM E	BRANCA	_		Crodit Limit			10000		
1.Custo	mer (Comments	_		Т.	Inquiry List		X	2/10	NET 30		
mousto					Se	ettings Help						
High C	Crods	0	oenOr	dor \$					Phone	201 40	5-1200	
ingire	Lieuş	590505	Jenon	8571.6						201-49	5-1200	\neg
									Fax	0.1		
	In	voice		Order				_		Sale	s\$ LY	
ast		501976		133161	ĽĽ	Bypass Print					2953.30	
Date	05/2	7/03	05/2	7/03		Print Invoice Fax Invoice	 					
					- F-	Fax Invoice EMail Invoice	 	-				
Ln# 1	Тур	Invoice#		Da		Fax & Print			Cust R	ef	Order#Rel	
9	O/A	01200010	¢,	05/06/99	1	EMail & Print						CC
10	INV	01200011	¢,	04/28/00							200006001	CC,
11	INV	01501964	Ω.	05/20/03	1					1	133102001	ΩĆ,
12	INV	01501965	6	05/20/03	1					3211	133103001	CĆ,
13	INV	01501966	¢	05/20/03						63641	133104001	CC.
	INV	01501967	¢,	05/20/03						1	133105001	CĆ,
	INV	01501973	6	05/27/03						01	133156001	CC
			т С				OK Can	cel	1			~ 6
16	INV	01501975	-	05/27/03				001		01	133160001	-
						s, or 'TT' to change type:	 45		1		xxxxxx	

Open Accounts Receivables Inquiry Printing Options - Fax

To fax a customer's invoice:

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

Click on 'FAX INVOICE' then click on 'OK'.

Using the Keyboard - First select the

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

Click on `FAX INVOICE' then click on `OK'.

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

		Customer	Accounts Re	ceivables			
or	npany# A				Creation Date	05/14/80	
Γ							
		FAX Information E	intry				
	1.FAX Phone Number	9737771483					
	2.Coversheet (Y/N)	Y					
		COV	ERSHEET	INFORMATION			
	3.Company Name	THE SYSTEMS HOUSE					
	4.Sender Name	JOHN SMITH					
	5.Sender Phone	201-777-8050					
	6.Sender Fax	973-777-3063					
	7.Subject	INV.01501964					
	8.Message						
	9.Deliver to	HARRY ROSE					
	10.To Company	UNITED SUPPLY					
	Enter Line# to change or 0	to send FAX:					

Open Accounts Receivables Inquiry

Printing Options - Fax

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

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

Cover Sheet Information

Company Name - Your company name.

Sender Name - The operator's name.

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

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

Subject - The invoice number is referenced.

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

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

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

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

Enter line number to change or $\ensuremath{^\circ\!0'}$ to send the fax.

TYPE '0' AND HIT <ENTER>.

					Customer Accounts Receivable	-				
Comp	any#	Α				Creation Date		05/14/80		
Custo	mer#	UNITED)		UNITED SUPPLY	Credit Meth	(02 Cred	d Hold	Ν
Sales	man#	001	JIM B	BRANCA		Crodit Limit		0000		
1.Cus	tomer (Comments			🐐 Inquiry List		2/10	NET 30		Т
					Settings Help					
Hiat	n Cred\$	Or	enOr	der\$	L		Phone	201-49	5-1200	
		590505		8597.8			Fax		7-1483	
	le.	voice		000710			L av		es s LY	
				400045				Sale		
Last	_	501995	-	133215	Bypass Print				2953.30	
Date	05/3	30/03	05/3	0/03	Print Invoice Fax Invoice					
					EMail Invoice					
Ln#	Тур	Invoice#		Da	Fax & Print		Cust R	ef	Order#Rel	
9	O/A	01200010	¢,	05/06/99	EMail & Print					G
10	INV	01200011	¢	04/28/00					200006001	G
11	INV	01501964	¢,	05/20/03				1	133102001	I
12	INV	01501965	¢\$	05/20/03				3211		1
13		01501966	¢	05/20/03				63641		Ť
			сс СС					03041	133105001	
14	INV	01501967		05/20/03				1		_
15	INV	01501973	6	05/27/03				01		
16	INV	01501975	¢,	05/27/03		OK Cance	<u> </u>	01	133160001	
						4				
Enter 'E	ND' to e	xit, 'CC' for	custor	ner comme	nts, or 'TT' to change type:				XXXXXX	

Open Accounts Receivables Inquiry Printing Options - EMail

To e-mail a customer's invoice:

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

Click on `E-MAIL INVOICE' then click on `OK'.

Using the Keyboard - First select the

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

Click on 'E-MAIL INVOICE' then click on 'OK'.

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

classic - [192.168.253.254-REPORT.MASTER.EMAIL012\$1] _ @ X 🖫 File Edit Settings View Reset Tools GUI Standard Functions Special Functions Help - 8 × **Customer Accounts Receivables** Company# A **Creation Date** 05/14/80 C d N S EMail Information Entry 1 **1.EMail Address** JOHN@ABC123.COM 2.Sender Address custserv@tshinc.com 00 3.Subject 33 INV.01501964 INV.01501964 2953.30 Т lessage D THE SYSTEMS HOUSE **1033 ROUTE 46 EAST** L ler#Rel Enter Line# to change or END to send EMAIL: XXXXXX Ω. ¢, 006001 СĈТ 102001 ¢, 103001 ۲Ċ 104001 Ω, INV 01501967 0 05/20/03 10.00 001 133105001 14 Ω, ¢, INV 01501973 05/27/03 870.00 870.00 001 01 133156001 15 ί¢Ϊ ζĊ. INV 01501975 05/27/03 1625.00 1625.00 001 01 133160001 16 2 record(s) selected to SELECT list #0. HELP OK/END INSERT LDELETE PREV PG NEXT PG INQUIRY CANCEL

Notes:

Open Accounts Receivables Inquiry Printing Options - EMail

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

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

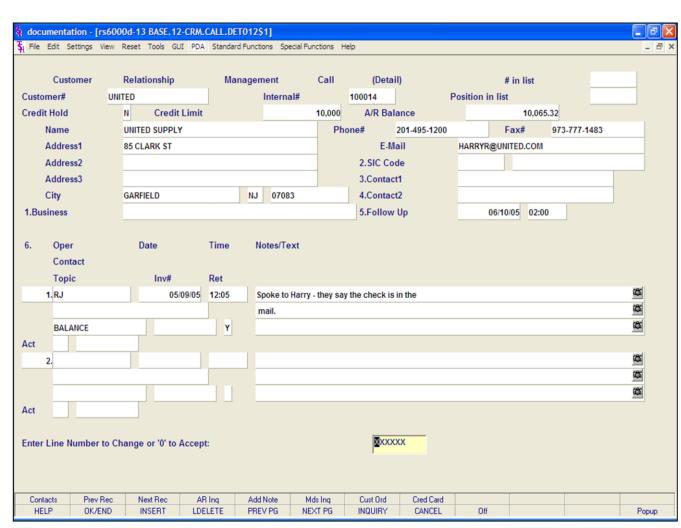
Sender Address - The company's invoice email reply address.

Subject - The invoice number is referenced.

Message - The invoice and company information is referenced.

Enter Line# to change or END to send EMAIL:

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



Open Accounts Receivables Inquiry

Customer Relationship Management

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

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

Header Section

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

Credit Hold – "Y" on credit hold or "N" not on credit hold.

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

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

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

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

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

Business – Enter the customer's type of business.

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

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

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

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

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

You will be prompted to add the following:

🖏 classic - [19													
Šų File Edit Se MDS Custo				Standard oard	d Functions	Special Function	is Help						- 7
Customer Contact Telephone		UMC ROBIN CO 914-464-6				UNIVERSIT	TY MEDICAL CENTER	2					
Init	Date		FollowUp		Торіс	RYE		NY	11099				
1.1	Conta 09/14		09/30/89		Invoice#		Comments SPOKE - WILL SI		MENT			Retain	v
	JOYC		09/30/89				CALL BACK 06-3						Y
2.	_												
3.													
4.							 						
Enter Line #	to Cha	ange, 'ADI	D' to add a co	mmen	t, or 0 to A	Accept					XXXXXX		
Cred Card HELP		OK/END		INSERT		LDELETE	PREV	PG	NEXT P	G		CANCE	iL

Open Accounts Receivables Inquiry Customer Relationship Management Notes Section

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

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

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

Contact - Contact person.

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

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

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

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

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

documentation - [rs6000d-5100 medcorp-CUST.SLS.INQ010\$1]

 ${f \xi}_i$ File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Company	: 01	CUSTOM	ER SALES he Systems House	INQUIRY				
Customer	: UNITED		NITED SUPPLY	inc.				
Customer	. ONTED		NILED SOPPET					
	Sales-\$	Sales-\$	Credits	Credits	G/P-\$	G/P- \$	G/P-%	G/P-%
	This-Yr	Last-Yr	This-Yr	Last-Yr	This-Yr	Last-Yr	This-Yr	Last-Yr
Jan	1397		-485		46	0	32.96	
Feb	2700				93	3	34.55	
Mar	1905		-33		72	4	38.00	
Apr	3300	270			100	9 91	30.57	33.79
Мау	357	22139		-55	12	6 5853	35.19	26.44
Jun		3922		-55		1160		29.57
Jul		1783		-95		538		30.18
Aug		714		-1		211		29.51
Sep		2080		-36		565		27.18
Oct		1467		-43		416		28.36
Nov		3578		-297		1075		30.04
Dec		4417		-50		1190		26.93
Total	9659	58230	-517	-1500	325	2 28958	33.67	49.73
it <return></return>	to Continue :	ß						

Open A/R Inquiry

Function Keys

_ B 🗙

- 8 ×

Customer Sales Inquiry

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

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

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

The following sales information is displayed, by each month:

Sales\$ This Year Sales\$ Last Year

Credits This Year

Credits Last Year

Gross Profit\$ This Year

Gross Profit\$ Last Year

Gross Profit% This Year

Gross Profit% Last Year

At the bottom of the screen each column is totaled.

HIT <ENTER> TO CONTINUE:

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

3	Co#	01		The Systems House Inc				
	Cust#	THE OWNER ADDRESS OF		UNITED SUPPLY		Batch#		101025
	Check#	UNITED 13549		Check Date	04/27/05	Check Am		33546.10
	CHECK#	13349		Check Date	04/27/05	Check Am		55540.10
n#	Inv#	Inv Date	Тур	Orig Amt	Pay Amt	Disc Amt	Balance	Release#
1	01110781	02/09/05	INV	448.93	448.93			01013056001
2	01110835	02/09/05	INV	373.43	373.43			01013056002
3	01110790	02/09/05	INV	574.06	574.06			01013064001
4	01110837	02/09/05	INV	539.28	539.28			01013142001
5	01110844	02/09/05	INV	17.98	17.98			01013149001
6	01110847	02/09/05	INV	85.56	85.56			01013164001
7	01110859	02/10/05	INV	982.64	982.64			01013001001
8	01110910	02/10/05	INV	86.85	86.85			01013064002
9	01110514	02/02/05	INV	12.83	12.83			01012638001
10	01110878	02/10/05	INV	185.83	185.83			01013156001
11	01110879	02/10/05	INV	128.45	128.45			01013166001
_					Balance To	otal	42.9	2

A/R Check Detail Inquiry

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

Operating Instructions

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

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

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

If using the Document Management System, you can click on the camera to scan an image of the check. Also, if using the Document Management System, you can view an already stored image

on the system by right clicking with you mouse on the Check# field.

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

The check information will now be displayed.

			A/R	Check Detail	Inquiry			
0	Co#	01		The Systems House	Inc.			
0	Cust#	UNITED		UNITED SUPPLY		Batch	E	101025
0	Check#	13549		Check Date	04/27/05	Check	Amt	33546.10
n#	Inv#	Inv Date	Тур	Orig Amt	Pay Amt	Disc Amt	Balance	Release#
1	01110781	02/09/05	INV	448.93	448.93			01013056001
2	01110835	02/09/05	INV	373.43	373.43			01013056002
3	01110790	02/09/05	INV	574.06	574.06			01013064001
4	01110837	02/09/05	INV	539.28	539.28			01013142001
5	01110844	02/09/05	INV	17.98	17.98			01013149001
6	01110847	02/09/05	INV	85.56	85.56			01013164001
7	01110859	02/10/05	INV	982.64	982.64			01013001001
8	01110910	02/10/05	INV	86.85	86.85			01013064002
9	01110514	02/02/05	INV	12.83	12.83			01012638001
10	01110878	02/10/05	INV	185.83	185.83			01013156001
11	01110879	02/10/05	INV	128.45	128.45			01013166001
nter l	ine# for Deta	il or 'END':		8 0000	Balance To	otal	42.9	2
Det F	lel Cust A	/R Det A/R						
HEL			LDELETE	PREV PG NE	EXT PG INQUIRY	CANCEL	Off	

A/R Check Detail Inquiry

Batch# - The batch number the check was part of when deposited is displayed.

Check Amt - The check amount.

Ln# - Line number.

Inv# - Invoice number.

Inv Date - Invoice date.

Typ - Transaction type (I.e., C/M = Credit Memo, INV = Invoice, ADJ = Adjustment, O/A = On Account, C/B = Chargeback, etc.)

Orig Amt - Original transaction amount.

Pay Amt - Amount paid.

Disc Amt - Discount amount.

Balance - Balance, not yet paid.

Release# - Corresponding release number (if applicable).

Balance Total - Total balance amount.

Enter Line# for Detail or 'END':

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

Drill Down Capabilities

In this inquiry, there are 3 highlighted fields that the user can click on to drill down further into the system to research specific information. The 3 fields are:

Cust# - By clicking on the customer number, the user will drill down into the Customer Accounts Receivable Inquiry. This is discussed on the following slides.

Inv# - By clicking on the invoice number, the user will drill down into the Detail Release Inquiry. This is discussed on the following slides.

Orig Amt - By clicking on the invoice number, the system will display the Accounts Receivable Detail Inquiry. This is discussed on the following slides.

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

 $F_{\!\!H}$ File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help

Release#	ŧ				Det	ail Invoic	es (Line	e Item	s)								
01-01305				Solo					-,			Ship T	0				
Inv#				UNIT								omp					
110781						Y						SAME					
Ord Dt		Inv Dt			LARK ST					_		JANE					
02/08/05		02/09/05		0.5 0	LANN ST												
ST	OS	OP	Whs														
IV	00	BW	001	GAR	FIELD			NJ	07083		1	-				k	
	Cust Ref	511		UAIN	Terms			110	01005		_	Sales	nan				
1	6538				NET 3						1	009	BRIAN WI	HITLOCK			
Ln#	Item Nu Descrip				Ordered	-	Shippe	ed	Bk	ord	Inp	oick		Price	•	Value	Whs
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P	ATIENT C	ABLE 10 LE	EAD														_
2 R	RX-50924-	0373-50			1	/ BX		1/ 8	BX					75.50/	BX	75.50	001
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02/09/05		OUR TRUC	к							2 58	в		7.000	Total		448.93	
Enter EN	D to exit	, NEXT PO	G or PREV F	PG :					XXXX	(X					PAGE	1 OF 2	
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A/R Check Detail Inquiry

Function Keys

Detail Release Inquiry

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

Notes:

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			SUI PDA Standard Functions Special Functions Help	
T			A/R Check Detail Inquiry	
c	o#	01	🔄 Inquiry List	
C	Cust#	UNITED	Settings Help	101025
c	heck#	13549	SELECT INQUIRY TYPE:	33546.10
Ln#	Inv#	Inv Date	CURRENT Balance	Release#
1	01110781	02/09/05		01013056001
2	01110835	02/09/05		01013056002
3	01110790	02/09/05		01013064001
4	01110837	02/09/05		01013142001
5	01110844	02/09/05		01013149001
6	01110847	02/09/05		01013164001
7	01110859	02/10/05		01013001001
8	01110910	02/10/05		01013064002
9	01110514	02/02/05		01012638001
10	01110878	02/10/05		01013156001
11	01110879	02/10/05		01013166001
	ine# for Detai		Add OK Cancel 42.92	
Det R HEL			LDELETE PREV PG NEXT PG INQUIRY CANCEL Off	Рорир

A/R Check Detail Inquiry

Function Keys

Customer A/R Inquiry

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

The system will display the pop-up box:

`SELECT INQUIRY TYPE:'

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

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

Notes:

					Cus	stomer Acc	ounts Re	eceivable	S							
Compa	any#	01	The Sy	stems House I						. (Creation	Date		05/14/	80	
Custon	ner#	UNITE	D	<u>a</u>	🛎 UNITE	D SUPPLY					Credit M	eth		00 Cr	ed Hold	Ν
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1.Cust	omer (Comments									Terms	01	2/	10 NET 30		
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nign	Cleas	312959	penon	37223.08			93.82	Paid to t	747978.60	02/0			Fax		952-0132	
	le.	voice		Order		ment	93.82		Sales\$	02/0	5/05	Return			ales \$ LY	_
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Date	05/0				04/13		Ytd		42	.98					9099.00	
Date	e 05/09/05 01/20/05					105		_	13	.90	_					
Ln#	Тур	Invoice#		Date	e	Ref#	Origi	inal\$		Op	pen\$	Whs	Cus	t Ref	Order#Rel	
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2	INV	01110542	B	02/03/05				390	.00		330.10	001		7593	012656001	¢,
3	INV	01110543	B	02/03/05				939	.39		816.34	001		7804	012536001	تگ
4	INV	01110548	6	02/03/05				15	.95		15.95	001		1-26-0	012159002	۲¢۲
5	INV	01110559	Ø	02/03/05				167	.06		167.06	001		2-2-(012654001	¢,
6	INV	01110568	B	02/03/05				443	.33		443.33	001		7622	012696001	۲¢۲
7	INV	01110569	8	02/03/05				549	.50		549.50	001		7895	012587003	¢,
8	INV	01110575	<u>a</u>	02/03/05				46	.55		46.55	001		7502	012400001	¢,
nter 'EN	ID' to e	exit, 'CC' fo	r custor	ner commen	ts, or 'T	T' to chang	ge type:									ĸ
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00000		OK/END	INSE		ETE	PREV PG		XT PG	INQUIRY		ANCEL	01				

Notes:

A/R Check Detail Inquiry

Function Keys

Customer A/R Inquiry

The customer's accounts receivable information is displayed.

			12-AR.CHECK.DETAIL.INQ011\$1] GUI PDA Standard Functions Special Functions Help								
AL LIC	Ear Settings	view Reset 100is	A/R Check Detail Inquiry								
(Co#	01									
0	Cust#	UNITED	A Inquiry List	101025							
0	Check#	13549	AR DETAIL INQUIRY	33546.10							
Ln#	Inv#	Inv Date	TYPE DATE REF NO AMOUNT REF.DATA	elease#							
1	01110781	02/09/05		13056001							
2	01110835	02/09/05	010	13056002							
3	01110790	02/09/05	010	13064001							
4	01110837	02/09/05	010	13142001							
5	01110844	02/09/05	010	13149001							
6	01110847	02/09/05	010	13164001							
7	01110859	02/10/05	010	13001001							
8	01110910	02/10/05	010	13064002							
9	01110514	02/02/05	010	12638001							
10	01110878	02/10/05	010	13156001							
11	01110879	02/10/05	010	13166001							
Enter I	Add OK Cancel 42.92										
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HEL	P OK/EN	D INSERT	LDELETE PREV PG NEXT PG INQUIRY CANCEL Off	Popup							

Notes:

A/R Check Detail Inquiry

Function Keys

Detail A/R

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

This screen shows all transactions for the selected invoice.

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

ile Edit	t Settings Vie	ew R	Reset Tools GUI	PDA Star	ndard Functions	Special Functi	ons Help						
			**	***	VENDOR	OPEN	PAYA	BLES	INQUIRY	*****			
/ENDO	R#	ABC	0	ABCO DEA	LERS INC				A/F	BALANCE		84182.2	8
COMP/	ANY#	01		TSH MEDIC	AL SUPPLY								
URCH	ASES M-T-I	D			59739.28				PAYMENT	S M-T-D		60795.2	9
		γ.	T-D		497400.11					Y-T-D		477358.2	8
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.N#	VOUCH	#	INV-DATE	GRO	OSS-AMT	DISC-AM	Т	AMT-	PAID	LAST-DT	CHECK#	AMT-D	UE
			DUE-DATE	INV	OICE#		CURR	FG	M-AMT	MISC-DESCRI			ST
1.	01003907		01/29/	03	55.17				55.17	03/13/03	003		
			03/12/	03 89096	8	6							P
2.	01003963		01/30/	03	98.73				98.73	03/13/03	003:		
			03/13/	03 89123	2	6				129888			P
3.	01004297		03/17/	05	98.73						8		98.73
			04/28/	05 89589	1	6				129888			P
4.	01004295		03/17/	05	162.88						C		162.88
			04/28/	05 89589	3	6				130720			P
5.	01003823		01/16/	03	233.68				233.68	02/27/03	003:		
			02/27	03 88874	6	6				130458			P
er Lin	ie# for Detai	l info	ormation or 'E	ND':				xx	xxxx				

A/P Vendor Detailed Payables Inquiry

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

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

The system will display the pop-up box:

`SELECT INQUIRY TYPE:'

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

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

Company# - For this field you have multiple options:

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

2. Type 'A' to see information for all companies.

3. Type 'I' to input an invoice number, which will only return information with that specific invoice number.

4. Type 'C' to input a check number, which will only return information with that specific check number.

5. Type 'B' to input a beginning invoice date, which will only return information that starts with the inputted invoice date.

ile Edit s	Settings Viev	v Re	set Tools GUI	PDA Standa	rd Functions	Special Function	ons Help							
				***	VENDOR	OPEN	PAYAB	LES	INQUIRY	*****				
/ENDOR#	ŧ A	BCO		ABCO DEALE	RS INC				A/I	P BALANCE			84182.28	
COMPAN	Y# 0	1		TSH MEDICAL	SUPPLY									
PURCHAS	SES M-T-D				59739.28			P	AYMENT	S M-T-D			60795.29	
		Y.T.	D	4	197400.11					Y-T-D			477358.28	
	LA	ST-Y	R	3	340261.77					LAST-YR			276121.32	
									OF	PEN L/C\$			0.00	
_N#	VOUCH#		INV-DATE	GROS	S-AMT	DISC-AM	т	AMT-P	AID	LAST-DT	CHEC	K #	AMT-DU	E
			DUE-DATE	INVOIO	CE#		CURR	FGN-	AMT	MISC-DESCRI	PTION			ST
1. 01	1003907		01/29/	03	55.17				55.17	03/13/03	0	03:00		
			03/12/	03 890968		6								
2. 01	1003963		01/30/	03	98.73				98.73	03/13/03	0	03:		
			03/13/	03 891232		6				129888				
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			04/28/	05 895891		ŝ				129888				
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			04/28/	05 895893		6				130720				1
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			02/27	03 888746		ŝ				130458				1
ter Line#	for Detail	infor	02/27/ mation or 'E			<u>a</u>		xxx	xxx	130458				

A/P Vendor Detailed Payables Inquiry

Purchases M-T-D – The month to date vendor purchases.

Purchases YTD – The year to date vendor purchases.

Purchases Last-YR – The vendor purchases for last year.

A/P Balance – The accounts payable balance.

Payments M-T-D – The month to date payments.

Payments Y-T-D – The year to date payments.

Payments Last-YR – Last years payment amount.

Open L/C\$ - The open letter of credit dollar amount.

Ln# - Line number.

X

Vouch# - Voucher number.

Inv Date - Invoice date of voucher.

Due Date – Due date of voucher.

Gross Amt – The gross amount of the voucher.

Invoice# - Invoice number.

Disc-Amt – Discount amount.

Curr – Currency type. The default currency, when blank, is US.

Amt-Paid – Amount paid on voucher.

Fgn-Amt – Foreign currency amount, if using.

	. Secongs view	Reset Tools GU	I PDA Standard Function	is Special Puncto	ns Help				
			VENDO	R OPEN	PAYABLES	INQUIRY	*****		
/ENDO	R# AE	CO	ABCO DEALERS INC			A/	P BALANCE		84182.28
OMPA	NY# 01		TSH MEDICAL SUPPLY						
URCH	ASES M-T-D		59739.28	3		PAYMENT	S M-T-D		60795.29
		Y-T-D	497400.11				Y-T-D		477358.28
	LAS	T-YR	340261.77	7			LAST-YR		276121.32
						OF	PEN L/C\$		0.00
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		03/12	03 890968	(P
2.	01003963	01/30	/03 98.	.73		98.73	03/13/03	003:	
		03/13	03 891232	(129888		P
3.	01004297	03/17	/05 98.	.73				¢,	98.73
		04/28	05 895891	(129888		P
4.	01004295	03/17	05 162.	.88				6	162.88
		04/28	05 895893	6			130720		P
5.	01003823	01/16	/03 233.	.68		233.68	02/27/03	003:	
		02/27	03 888746	(Č)			130458		P
er Lin	e# for Detail ir	nformation or 'E	ND':		[xxxxx			

A/P Vendor Detailed Payables Inquiry

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

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

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

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

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

Enter Line# for Detail Information or `END':

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

Drill Down Capabilities

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

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

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			RCHASE INQUIR	Y	
CO#	01	TSH MEDICAL SUPPLY			
VENDOR#	ABCO	ABCO DEALERS INC			
	PURCH-\$	PURCH-\$	PURCH-\$	PURCH-\$	
	NEXT-YR	THIS-YR	LAST-YR	2 YRS AGO	
JAN:		70373.07			
FEB:		58113.47			
MAR:		60378.87			
APR:		59739.28			
MAY:		70030.06	23324.93		
JUN:		54771.39	18626.60		
JUL:		65273.98	37738.38		
AUG:		58719.99	49377.58		
SEP:			40634.48		
OCT:			68360.96		
NOV:			49988.38		
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inter site i oltin	e to continue				
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A/P Vendor Detailed Payables Inquiry

Function Keys

Purchasing History Inquiry

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

Enter <RETURN> to Continue

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

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MAY: 56695.25 JUN: 63003.74 JUL: 69232.40 AUG: 55696.33 SEP: 48065.78 OCT: 43243.88 NOV: 48271.73 DEC: 66968.88	MAR:		7	0958.28						
JUN: 63003.74 21548.11 JUL: 69232.40 20294.69 AUG: 55696.33 27728.25 SEP: 48065.78 000000000000000000000000000000000000	APR:		6	0795.29						
JUL: 69232.40 20294.69 AUG: 55696.33 27728.25 SEP: 48065.78 000000000000000000000000000000000000	MAY:		5	6695.25						
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SEP: 48065.78 OCT: 43243.88 NOV: 48271.73 DEC: 66968.88 TOTAL 477358.28 Z76121.32 276121.32	JUL:		6	9232.40	20294.69					
OCT: 43243.88 NOV: 48271.73 DEC: 66968.88 TOTAL 477358.28 Z76121.32	AUG:		5	5696.33	27728.25					
NOV: 48271.73 DEC: 66968.88 TOTAL 477358.28 Z76121.32	SEP:		_		48065.78					
DEC: 66968.88 TOTAL 477358.28 Enter <return> to Continue</return>	OCT:		_							
TOTAL 477358.28 276121.32 Enter <return> to Continue XXXXXX</return>			-							
Enter <return> to Continue</return>	DEC:				66968.88					
Enter <return> to Continue</return>	TOTAL				070404.00					
	IOTAL		47	/358.28	276121.32					
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A/P Vendor Detailed Payables Inquiry

Function Keys

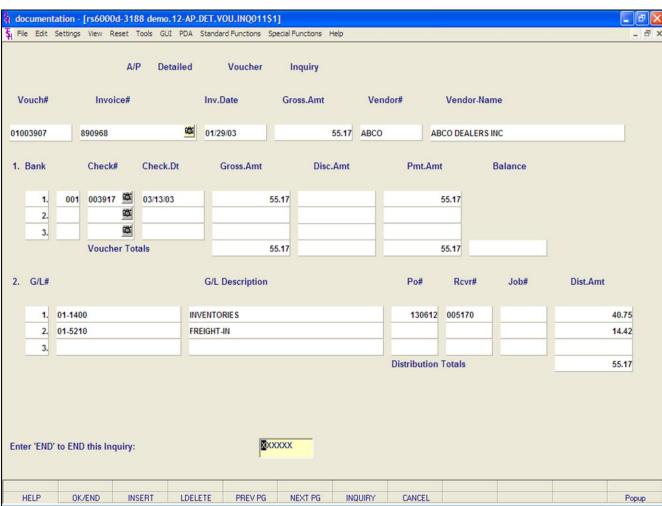
Vendor Payment Inquiry

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

Enter <RETURN> to Continue

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

Notes:



Notes:

Customer Reporting System

A/P Vendor Detailed Payables Inquiry Function Keys

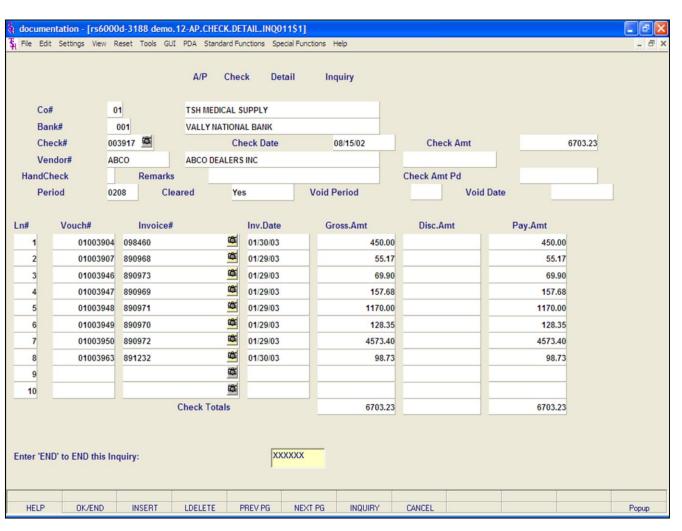
A/P Detailed Voucher Payment Inquiry

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

Enter 'END' to END this Inquiry:

Hit the **'CANCEL'** icon or hit the 'F8' function key.

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



Notes:

A/P Vendor Detailed Payables Inquiry

Function Keys

A/P Check Detail Inquiry

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

Enter 'END' to END this Inquiry:

Hit the **`CANCEL'** icon or hit the **`F8'** function key.

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

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A/P Vendor Detailed Payables Inquiry Function Keys

Vendor Relationship Management Call Detail

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

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

Contact – The contact name.

Phone# - The phone number.

PO Contact – The purchase order contact name.

PO Phone# - The purchase order phone number.

E-Mail – Email address.

Fax# - Fax number.

Follow Up – The follow up status date. The follow up date can be updated by clicking on the drop down arrow next to the field, then by clicking on the correct date.

Comments – Any comments can be added.

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A/P Vendor Detailed Payables Inquiry Function Keys

Vendor Relationship Management Call Detail

To add a new note, you can simply click on the button labeled "Add Note". See arrow on page.

Notes:

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A/P Vendor Detailed Payables Inquiry Function Keys

Vendor Relationship Management Call Detail

OperRef – Enter the operator initials, if different than your own. You can hit <ENTER> to select your own operator initials.

Date – Enter date of note or hit <ENTER> to use the system date.

Time – Enter the time, in military format, or hit <ENTER> to use the system time.

Contact – Enter the contact name.

Notes/Text – Enter the actual note. You may use word processing features to cut/copy/paste information into this field, if you wish.

Topic - Enter a value that can be used to categorize this set of comments. This value can then be used at a later time to view all comments related to a specific topic.

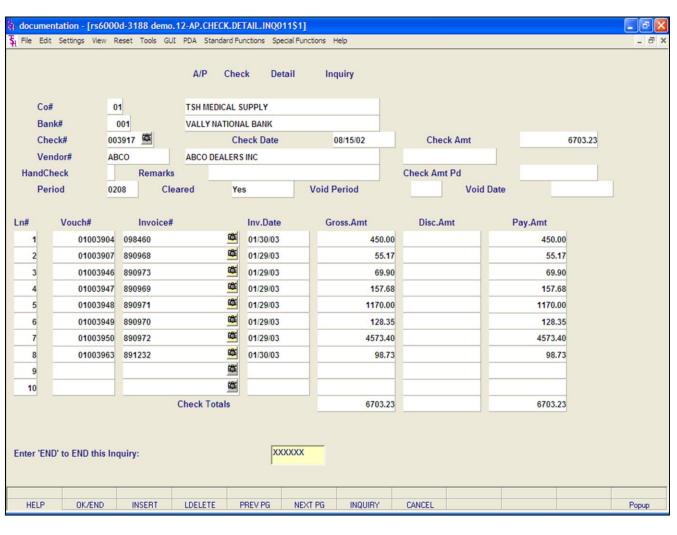
PO/Inv# - Enter a Valid Purchase Order or Invoice Number – if applicable.

Ret – Enter retain code, "Y" or "N".

When completed, the system will forward the operator to the bottom of the screen, with the prompt:

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

Enter '0' to save the changes. To return to the A/P Vendor Detailed Payables Inquiry, click on the **'CANCEL'** icon or hit the 'F8' function key.



A/P Check Detail Inquiry

The Accounts Payable Check Detail Inquiry will display the detailed information for a specific check.

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

Bank# -Enter the 3 digit company number. You may also use the 'F7' function key, click on the '**INQUIRY'** icon, or click the drop down arrow next to the field to choose from a list of banks. The system will display the bank number and name.

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

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

Check Date - The check date.

Check Amt – The check amount.

Vendor# - The vendor number.

HandCheck – If this is a handcheck, a 'Y' will be present.

Remarks - Miscellaneous text.

Check Amt Pd - Check amount paid.

Period – Fiscal period check was paid.

Cleared – Date check cleared.

Void Period – If voided, the fiscal period the check was voided in.

Void Date – If voided, the date the check was voided.

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2	01003907	890968	6	01/29/03	55.17		55.17	
3	01003946	890973	()	01/29/03	69.90		69.90	
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Notes:

A/P Check Detail Inquiry

Ln# - Line number.

Vouch# - Voucher number.

Invoice# - Invoice number.

Inv Date – Invoice date.

Gross Amt – Gross amount of voucher.

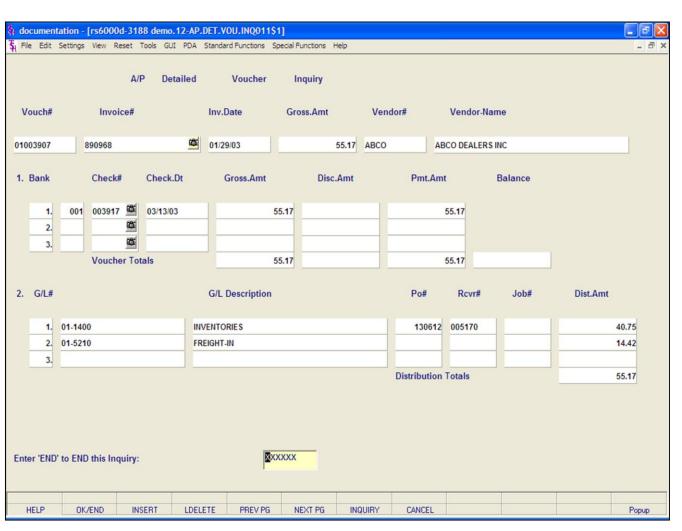
Disc Amt – Discount amount taken.

Pay Amt – Amount paid.

Check Totals – The grand totals of: Gross Amount, Discount Amount, and Pay Amount.

Enter 'END' to END this Inquiry:

Hit the **'CANCEL'** icon or hit the 'F8' function key. You can research another check from this screen, or hit the **'CANCEL'** icon again to return to the Inquiry menu.



A/P Detailed Voucher Inquiry

This inquiry will display the detailed voucher information for the chosen voucher.

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

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

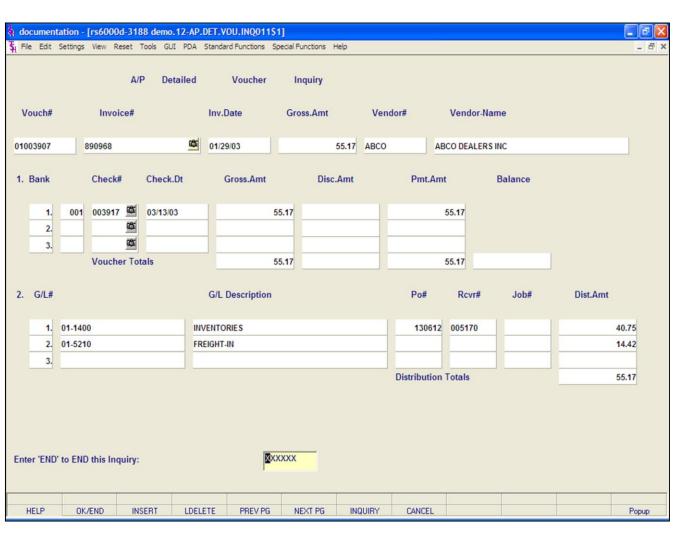
Inv Date - The date of the invoice.

Gross Amt – The gross amount of the voucher.

Vendor# - The vendor number.

Vendor Name – The vendor name.

Notes:



A/P Detailed Voucher Payment Inquiry

This inquiry is now broken into 2 sections, the payment information and the disbursement information.

Payment Information

Bank – The bank number is displayed.

Check# -The check number is displayed.

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

Check Dt – The check date.

Gross Amt – The gross amount paid on the check.

Disc Amt – The discount amount taken on the check.

Pmt Amt – Amount paid.

Balance – The balance open on the voucher.

Disbursement Information

G/L# - The general ledger number.

G/L Description – The general ledger description.

PO# - If tied to a purchase order, the purchase order will be displayed.

Rcvr# - If tied to a purchase order, the receiver number will be displayed.

Job# - If using job numbers, the job number will be displayed.

Dist Amt – Distributed amount.

Distribution Totals – Total distribution amount for all lines.

Enter 'END' to END this Inquiry:

Hit the **`CANCEL'** icon or hit the **`F8**' function key. You can research another voucher from this screen, or hit the **`CANCEL'** icon again to return to the Inquiry menu.

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G/L Journal Entry Inquiry

The General Ledger Journal Entry Inquiry will show the detailed information for a specific journal entry number.

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

J/E# - Enter the journal entry number. You may also click on the drop down arrow next to the field to select a journal entry from the list.

Refer# - Any reference number will be displayed.

Period – The fiscal period the journal entry was entered on.

Date – The date the journal entry was entered.

Src – Source code. Source codes:

- CD Cash Disbursements
- CR Cash Receipts
- JE Journal Entry
- PJ Voucher Register
- PR Payroll
- RJ Recurring Journal
- SJ Sales Journal
- VR Voucher Register

Desc – Description.

Notes:

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G/L Journal Entry Inquiry

Ln# - Line number.

G/L# - General ledger number.

G/L Description – General ledger number description.

FPer – Fiscal period.

Job# - The job number assigned, if using.

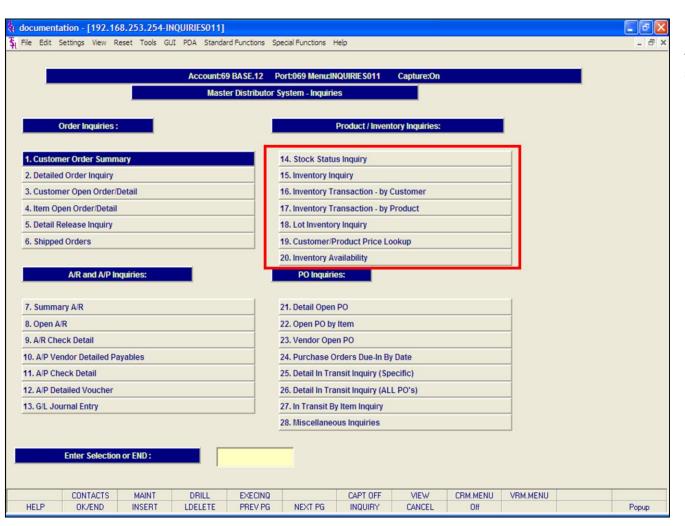
Amount – amount of disbursement.

Total – displays the total of all disbursement lines.

Enter 'END' to END this Inquiry:

Hit the **'CANCEL'** icon or hit the 'F8' function key. You can research another journal entry from this screen, or hit the **'CANCEL'** icon again to return to the Inquiry menu.

Notes:



Product/Inventory Inquiries

The inquiries covered in the Product/Inventory section are the: Stock Status Inquiry, Inventory Inquiry, Inventory Transaction - by Customer, Inventory Transaction - by Product, Lot Inventory Inquiry, Customer/Product Price Lookup, and the Inventory Availability inquiry.

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Notes:

HELP

Stock Status Inquiry

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The Stock Status Inquiry provides in-depth stock and sales information for a specific product.

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

Warehouse – Enter the 3 digit warehouse number or hit <ENTER> to choose 'ALL' warehouses. You may also use the 'F7' function keys, click on the '**INQUIRY'** icon or click on the drop down arrow next to the field to display the lookup box.

I have broken the Stock Status Inquiry screen into three sections:

The top section of the screen shows product setup information, pricing and costing.

Vendor# - The main vendor number and name for this product is displayed.

Base Price – Base price.

List Price – List price for product master file.

Curr Cost – Current cost.

Sell Cost – Selling cost.

Purch Cost – Purchasing cost.

OK/END

INSERT

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Stock Status Inquiry

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SellUM – The selling unit of measure and its' quantity.

StckUm – The stocking unit of measure and its' quantity.

PurchUm – The purchasing unit of measure and its' quantity.

Bx – Box quantity.

Cse – Case quantity.

Dsc – 'N' = item is not discontinued, 'Y' = item is discontinued.

DS – 'N' = item is not eligible to be drop shipped, 'Y' = item can be drop shipped.

Ft – Future order item indicator.

Ld Time – Lead time.

Substitute Item 1 – The first substitute item number for this item, displayed from the Product Master file.

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Ln 1	Whs Loc	On Ha	nd 96	In Pick			ckord n Use		OnOrd In Trans	er	A _Lot Iter	wail n 96	Next P/O RO	P/ ROQ	SalesMtd SalesYtd	36
· · · ·	B-006-01	1	50									N		20/ 80	2	200
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Dollar	S		472			572			911		816		608	224		378
SALES			JUL04	-	AU	G04		SE	P04		OCT04	_	NOV04	DEC04	LYTE	
	Qty		60			78			38		81		58	26		367
Dollar	s		1015	1	1	319			641		1366		974	430	61	60
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Stock Status Inquiry

X

The middle portion of this inquiry displays stock status information. The product's primary location. And the Sales Month to Date and Sales Year to Date.

Ln – Line number.

Whs - Warehouse number.

Loc – Primary location item is in.

On Hand – On hand quantity. The on hand quantity is the in pick quantity – backorder quantity + the available quantity.

In Pick – The in pick quantity currently on orders that have not been verified.

In Work – In work quantity, used with the Raw Materials module.

Back Ord – Backorder quantity.

In Use – In use quantity, used with the Raw Materials module.

OnOrder – The total quantity ordered on Purchase Orders that have not been received.

In Trans – In transit quantity.

Avail – Available quantity. The available quantity is the on-hand quantity – the in pick quantity.

Lot Item – Lot item indicator. Y' = lot item, N' not a lot item.

Next P/O – When the oldest purchase order, for this item, that has not been received is due on.

ROP – Reorder point. The point at which the Inventory Management program should trigger this item to be ordered from a vendor.

ROQ – Reorder quantity. The quantity that should be ordered, from a vendor, when the reorder point is triggered.

SalesMtd – The sales quantity month to date.

SalesYtd - The sales quantity year to date.

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H File Edit	Settings	View F	Reset	Tools	GUI PDA	Stand	ard F	unctions	Specia	Funct	ions He	elp							-
						St	ock	Status								Sci	roll By	PRODUCT#	ľ
Item Num	ber	AS	SP-225	50					Ø	31			Vendor	CID		CIDA DEA	LERS INC.		
Descriptio	n	CI	DEX G	AL 14 0	AY 4/CS										Bas	e Price		List Price	
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Stock Status Inquiry

The bottom portion of the inquiry displays Sales History information for Quantity and Dollars, sorted by each fiscal period.

The Year to Date and Last Year to Date totals are also displayed.

Notes:

	ntation - [Settings						Special Fu	unctions	Help							-
					Sto	ock Status						<	Scro	oll By	PRODUCT	ŧ
ltem Num	nber	ASP-2	2250				6			Vendor	CID	CI	DA DEAL	ERS INC.		-
Descriptio	on	CIDEX	GAL 14 C	AY 4/CS								Base	Price		List Price	
		1											/	EA	21.84	/ EA
Warehous	se	001	CLIFTO	ON					С	urr Cost		Sell	Cost		Purch Cost	
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Stock Status Inquiry

Scrolling

This feature gives you the ability to scroll through the inquiry by product number, or by vendor number.

By default, the MDS will scroll by product number. To see the next product number, just click on the **'Next'** icon, or hit the Shift+'F8' function key.

To see the previous product number, just click on the **'Previous'** icon, or hit the Shift+'F7' function key.

The next slide shows the next product on the system.

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File Edit	t Settir	ngs Vie	ew Rese	et Too	Is GUI	PDA	Standa	ard F	unctions	Special	Funct	tions H	elp								
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ltem Nun	nber		ASP-2	2683						G	6			Vendor	CID)	CI	DA DEAL	ERS INC.		
Descripti	on		CIDEX	PLUS	QUAR	T 28 DA	Y										Base I	Price		List Price	
			REPL	ACES	2786														EA	9.00/	EA
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Dolla	irs				20			82			9	4		61			73			3	31
SALES				JUL	.04		AU	G04			SEPO	4		OCT04		١	IOV04		DEC04	LYTD	04
	Qty				0			0				9		4			4		0		17
Dolla	irs										5	7		24			26			1	07
Enter EN	D to e	cit,P fo	or Prev	Yr, C	for Cu	rr Yr,C	lick S	cro	ll to Cha	nge:										XXXXXX	
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Stock Status Inquiry

Scrolling

To change the scrolling option to now scroll by Vendor number, click on the field **'Scroll By'**. This will change the option to VENDOR#.

To see the next product number, just click on the **`Next'** icon, or hit the Shift+'F8' function key.

To see the previous product number, just click on the **'Previous'** icon, or hit the Shift+'F7' function key.

The next slide shows the next product on the system, for that vendor.

Notes:

	Settings						ions S	pecial Fu	n <mark>ctions</mark> H	elp							-
					St	ock St	atus							Scro	oll By	VENDOR#	
Item Num	ber	ASP-2	2785					2			Vendor	CID		CIDA DEAL			_
Descriptio		CIDEX	PLUS	ALLON 28	DAY								Ba	se Price		List Price	_
Descriptio									-						EA	31.00/	FΔ
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SALES			JANO		FE	B05		MA	R05		APR05	-	MAYO		JUN04	YTDO	
	Qty		6	-		12			39		11			2	9	13	
Dollar	s		153			270			877		230		52	1	171	296	-
SALES			JULO		AU	G04		SE	P04		OCT04		NOV04		DEC04	LYTDO	
	Qty		1			7			6		19		-		14		76
Dollar	S		24	/		160			138		406		91	1	335	167	0
Enter END) to exit,P	for Prev	Yr, C fo	or Curr Yr	Click S	croll to	o Char	nge:								XXXXXX	
Select	Det	Hist	Cst Quote	e PR	ICING	Inv	entory	BO	P/ROQ	Prev	ious	Next	Be	ceipts			
HELP	OK/E		INSERT		ELETE		EVPG		EXT PG	INQU		CANCEL		Off			Popu

Stock Status Inquiry

Scrolling

This slide shows the product number changing based on the Vendor number.

Notes:

File Edit	Settings View	Reset	Tools GUI	PDA Standa	ard Functions	Special Fi	inctions H	lelp						
				St	ock Statu	5					:	Scroll By	VENDOR#	
tem Numb	ber	ASP-278	5			6			Vendor	CID	CIDA D	EALERS INC.		
Description	n	CIDEX PL	US GALLO	N 28 DAY							Base Price	•	List Price	
	:											/ EA	31.00/	EA
Varehous	e	001	CLIFTON				_	C	urr Cost		Sell Cos	t	Purch Cost	
									15.50/	EA	15	5.50/ EA	15.50/	EA
SellUm	StckUm	i F	PurchUm	Bx	Cse	Dsc	DS	Ft	Ld Tim	ie	Substitute Iter	n 1		
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	Location		pe OnHa	nd					-	N	8/	24		131
SALES	C-005-02 C-005-03 C-005-04 D-017-01	P		85			005		APR05		MAY05		YTE	205
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	QUY		07	Con	textual	Heln	33					171	-	961
Press	F7 to see	Locatio	ons									DEC04	LYTE	
1 * if	Locator s	ystem	in use f	or this N	ar ehous	e						14		76
I			247		160		138		406		91	335	16	570
Dollars	s													_
	s													

Stock Status Inquiry Viewing location information

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×

To view the location information for a product, go to the line number. To get there, either click on the line number, or type the line number and hit <ENTER>.

Next, use the 'F7' function key, click on the **'INQUIRY'** icon or click on the drop down arrow next to the field to display the locations.

Location Inquiry box information:

Location – The location number in warehouse.

Type – The type of location. P = Primary, B = Backup.

On Hand – The on hand quantity for that location.

					Sto	ck Status						Scroll		VENDOR#	
tem Numbe	er	ASP-27					6	_		Vendor	CID	CIDA DEALER			
Description		CIDEX	PLUS GA	LLON 28	DAY			_				Base Price		List Price	
	:											/		31.00	EA
Narehouse		001	CLIFTO	N					Ci	Irr Cost		Sell Cost		Purch Cost	
								-		15.50/ E	-	15.50/	EA	15.50	EA
SellUm	StckUm	ы. Г	Purchl	1.1	Bx	Cse	Dsc	DS	Ft	Ld Time	1	Substitute Item 1			
EA / 1	EA / 1		CS / 4		1		4 N	N	_		0.2		1		_
		n Hand	1	In Pick		Backo	17. L.	OnOrd	er	Avai		Next P/O		SalesMtd	
	Loc			In Work	(In Us	se	In Trans	_	Lot Item		ROP/	ROQ	SalesYtd	
1							Detail H	istory							2
		Custor			Re	lease#			Date	Quantity		Price	Um		131
	1.	10053					19075001	05/02/0		_		2 25.9			_
SALES	2.	10067	<u>.</u>		_		18765001	04/27/0	-	_		8 20.2			D05
	3.	10034				010	18665001	04/26/0				1 18.0			131
Dolla	4.	100774	4			010	17574001	04/11/0	5			1 21.9	9 EA		961
SALES							_							TY.	D04
	Hit <	RETUR	N> to Co	ontinue:			XXXX	XX							76
Dolla														1	670

Stock Status Inquiry

Function Keys

Detail History

To view the Detail History, click on the **'Det Hist'** icon, or hit the Shift+'F2' function key. This inquiry will display the order history information for the product.

Customer# - The customer number.
Release# - The 11-digit release number.
Date - The date of the release.
Quantity - The quantity invoiced.

Price – Price.

UM – Unit of measure.

Hit <RETURN> to Continue:

Hit <ENTER> to return to the Stock Status Inquiry.

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

OR

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

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						pecial Functions H	ielp					
_				Stock	k Status					Scroll By	VENDOR#	
	Ln#	1		Co	st Quotes							
	Vendor	CID	Name	CIDA DEA	LERS INC.			Vendo	or Item#			
	Curr Cost			15.50		Min.PO.Qty				1		
	PO Cost			15.50		PO UM						
	Currency		US			Last Rcpt Date				05/11/05		
	Lead Time		0.2			Comments					_	
	Last Date											
	Last Amt										_	
	Valid Until		_				_					
				0	antitu	Perceived	Bu	Month				
	Jan	Feb	Mar		antity May	Received	By	Month	Sen Oc	t Nov	Dec	
TY	Jan 68	Feb	Mar 64	Apr	Мау	Received Jun	By Jul		Sep Oc	t Nov	Dec	
TY	Jan 68	Feb	Mar 64				· · · ·		Sep Oc	24 Nov	Dec	
		Feb	64	Apr	May 20	Jun	Jul	Aug	Sep Oc			
LY			64 4	Apr 24	May 20 8	Jun 12	Jul	Aug	Sep Oc			
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LY HIT <	68 RETURN> TO	CONTINUE	64 4	Apr 24	May 20 8 EXT PAGE	Jun 12 OR	Jul	Aug	Sep Oc			
LY HIT <	68 RETURN> TO	CONTINUE	64 4	Apr 24	May 20 8 EXT PAGE	Jun 12 OR	Jul	Aug	Sep Oc			
LY HIT <	68 RETURN> TO I-F7 FOR AVA		64 4 , PREVIOUS NDORS:	Apr 24	May 20 8 EXT PAGE	Jun 12 OR	Jul	Aug				Рорир

Stock Status Inquiry

Function Keys

Cost Quote

To view the Cost Quote information, click on the **'Cst Quote'** icon, or hit the Shift+'F3' function key. This inquiry will display the cost quote information for the product.

Vendor – The primary vendor number and name are displayed.

Vendor Item# - Vendor item number.

Curr Cost – Current cost.

PO Cost – Purchasing cost.

Currency – The currency code.

Lead Time - The lead time needed when ordering this product. Entered in using a fraction of a month.

Last Date – The last date a quote was received.

Last Amt – The amount of the last quote.

Valid Until – The date the quote is valid until.

Min.PO.Qty – The minimum purchase order quantity.

PO UM – The purchasing unit of measure.

Last Rcpt Date – The date the last purchase order was received for this item.

Comments – Comments.

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44, 1.00		tongo nen										
				St	ock Status					Scroll By	VENDOR#	
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					EALERS INC.			Vende	or Item#			
		r Cost		15.	-	Min.PO.Qty				1		
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		rency		US		Last Rcpt Date	9			05/11/05		
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SHI	IFT-F7 F	OR AVAIL	ABLE VENDOR	RS:	XX	XXXX						
HE		OK/END										

Stock Status Inquiry

Function Keys

Cost Quote

Quantity Received By Month

The section displays the quantity received for this item, for this year and last year, by fiscal period.

Hit <Return> to Continue, Previous Page, Next Page or Shift-F7 for Available Vendors:

Hit <ENTER> to return to the Stock Status Inquiry. Hit the Shift+'F7' function keys, or click on the **'INQUIRY'** icon to select the next vendor.

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

OR

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

		QUANTITY	P	RODUCT	PRICE B	REAKS			
Produ	uct# ASP-2					Desc 1	ALLON 28 DAY		
						Desc 2			
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#	Quantity	Price	UM	Disc%	Comm%				
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2	25]			
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Stock Status Inquiry

unction Keys

Pricing Inquiry

To view the Pricing Inquiry, click on the **`PRICING'** icon, or hit the Shift+'F4' function key. This inquiry will display the price break information for the product.

Product# - The product number is carried over from the Stock Status Inquiry.

Desc 1 and Desc 2 – The product descriptions are displayed.

L**n# -** Line number.

Quantity – The price break quantity.

Price – The quantity break price, with its' unit of measure.

Disc% - The percent off for this discount.

Comm% - The commission percent for this product.

Press <RETURN> to continue:

Hit <ENTER> to return to the Stock Status Inquiry.

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

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

documentation - [rs6000d-48 BASE.12-INV.INQ012\$1]

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Substitutes Ord Date OpenQty Due Date Customer# Customer PO# F 1 01019386 05/03/05 40 05/03/05 100695 05/03/05 1 2 01018386 04/21/05 5 04/21/05 100333 -	/2CC SYR 27GX1/2 BX BX BX 0 200 45 .45 0 tes I <t< td=""><td>ltem</td><td>Number</td><td>Whse</td><td>001</td><td>SI</td><td>S</td><td>k On Hand</td><td>On P/O</td><td>InPick</td><td>On B/O</td><td>Avail</td><td>Future</td></t<>	ltem	Number	Whse	001	SI	S	k On Hand	On P/O	InPick	On B/O	Avail	Future
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4 TOTAL 45 Select: Orders Ln# P/O# PO Date Vendor# Open Qty Intr Qty Due Date MfgBo Cost H 1 01004044 04/21/05 CID 160 04/21/05 N 1.7 2 01004219 05/10/05 CID 40 05/10/05 N 1.7	O# PO Date Vendor# Open Qty Intr Qty Due Date MfgBo Cost HId St 01004044 04/21/05 CID 160 04/21/05 N 1.73 ND 01004219 05/10/05 CID 40 05/10/05 N 1.73 ND 01004219 05/10/05 CID 40 05/10/05 N 1.73 ND		01018386	04/21/05			5	04/21/05	100333				2.25
TOTAL 45 Select: Orders Ln# P/O# PO Date Vendor# Open Qty Intr Qty Due Date MfgBo Cost H 1 01004044 04/21/05 CID 160 04/21/05 N 1.7 2 01004219 05/10/05 CID 40 05/10/05 N 1.7	O# PO Date Vendor# Open Qty Intr Qty Due Date MfgBo Cost HId St 01004044 04/21/05 CID 160 04/21/05 N 1.73 ND 01004219 05/10/05 CID 40 05/10/05 N 1.73 ND 01004219 05/10/05 CID 40 05/10/05 N 1.73 ND	3					-						
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1 01004044 04/21/05 CID 160 04/21/05 N 1.7 2 01004219 05/10/05 CID 40 05/10/05 N 1.7	01004044 04/21/05 CID 160 04/21/05 N 1.73 ND 01004219 05/10/05 CID 40 05/10/05 N 1.73 ND												
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3	TOTAL 200 0 Select: POs	1	01004044	04/21/05	CID	or#		16	0	04/21/0	5 N		1.73 ND
	TOTAL 200 0 Select: POs	1 2	01004044	04/21/05	CID	or#		16	0	04/21/0	5 N		1.73 ND
	TOTAL 200 0 Select: POs	1 2 3	01004044	04/21/05	CID	or#		16	0	04/21/0	5 N		1.73 ND
TOTAL 200 0 Select: POs		1 2	01004044	04/21/05 05/10/05	CID	or#		16		04/21/0	5 N 5 N		1.73 ND
er END to exit, Click Select:Orders or Select:POs to Change Select:		1 2 3 4	01004044 01004219	04/21/05 05/10/05	CID		Cha	160 40 200		04/21/0	5 N 5 N		1.73 ND 1.73 ND
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ter END to exit, Click Select:Orders or Select:POs to Change Select:		1 2 3 4	01004044 01004219	04/21/05 05/10/05	CID		Cha	160 40 200		04/21/0	5 N 5 N		1.73 ND 1.73 ND
nter END to exit, Click Select:Orders or Select:POs to Change Select:		1 2 3 4	01004044 01004219	04/21/05 05/10/05	CID		Cha	160 40 200		04/21/0	5 N 5 N		1.73 ND 1.73 ND

Notes:

Stock Status Inquiry

Function Keys

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Inventory Inquiry

To view the Inventory Inquiry, click on the **'Inventory'** icon, or hit the Shift+'F5' function key. This inquiry shows all customer orders and purchase orders for a given product, along with stock status.

Enter END to exit, Click SelectOrders or SelectPO's to Change Select:

Click on the **'CANCEL'** icon 2 times, or hit the 'F8' function key 2 times, to return to the Stock Status Inquiry.

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St File Edit	Settings V	iew Reset	Tools	GUI PDA	Standar	d Functions	Special P	unctions	Help						- 8
					Sto	ck Status							Scroll By	PRODUCT#	
Item Numl	ber	BD-305	5535				2	1		Vendor	CID	CID	A DEALERS INC.		_
Descriptio	n	ALLER	GY 1/2CC	SYR 27G	X1/2			-				Base P		List Price	
		: 25/TRA	Y=BOX 4	OBX/CS									/ BX	3.46	BX
Warehous	e	001	CLIFTO	N					Curr Cost				Cost	Purch Cost	
										1.73	/ BX		1.73/ BX	1.73	/ BX
SellUm	Stck	Um	Purch	Jm	Bx	Cse	Dsc	DS	Ft	Ld Ti	me	Substitute	Item 1		
BX / 1	/ 1 BX / 1 CS / 40					40		N N			0.2				
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SALES			JAN05		FEB	05		AR05		APR05		144Y05	JUNG		D05
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Dollar	-		87			89				182					448
SALES			JUL04	AUG04						OCT04		NOV04	DECO		
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Dollar	s					86				86			8	37	259
Enter END	to exit,P	for Prev Y	/r, C for	Curr Yr,C	Click Sc	roll to Ch	ange:							XXXXXX	
Select	Det H		Cst Quote	PRIC		Inventory		OP/ROQ		vious	Next	Receipt	s		
HELP	OK/EI	ND	INSERT	LDEI	LETE	PREV PG	i N	NEXT PG	INQ	JIRY	CANCEL	Off			Popup

Customer Reporting System

Stock Status Inquiry

Function Keys

ROP/ROQ

To make changes to an item's Reorder Points and Reorder Quantities, click on the **'ROP/ROQ'** icon, or hit the Shift+'F6' function key.

H File Edit S	ettings View	Reset	Tools	GUI PDA	Standard	d Functions	Special F	unctions H	ielp						
					Sto	ck Status	s					Sci	roll By	PRODUCT#	
ltem Numbe	er	BD-305535 CID CIDA DEALERS INC.													
Description		ALLER	GY 1/2C0	C SYR 27G	X1/2							Base Price		List Price	
	:	25/TRA	Y=BOX	40BX/CS					/ BX					3.46/	
Warehouse		001 CLIFTON								urr Cost			Purch Cost		
										1.73/ BX		1.73/ BX		1.73/	BX
SellUm	StckUn	n	Purch	Um	Bx	Cse	Dsc	DS	Ft	Ld Time	е	Substitute Item	1		
BX / 1	BX / 1		cs /	40	1	4	0	I N			0.2				
	Whs C)n Hand		In Pick In Worl		Backo In Us Re	17 I	OnOrd In Trans		Ava Lot Item		Next P/O ROP/	ROQ	SalesMtd SalesYtd	_
	D	Ven	dor	P/O#			Da			Quantity		c	Cost		200
		1 CID			010033	68 02	/14/05				120		1.73		
SALES		2 CID			010028	68 12	12/13/04				120		1.73		
(Q	3 CID			010019	81 08	/30/04				40		1.73		200
Dollars		4 CAL			010019	82 08	/26/04				40		1.73		448
SALES														LYTI	D04
(Q Hit <	RETUR	N> to C	ontinue:			XXXX	XXX							120
Dollars															259

Stock Status Inquiry

Function Keys

Receipts History

To view the Receipts History, click on the **'Receipts'** icon, or hit the Shift+'F9' function key. This inquiry will display the purchase order receipts information for the product.

Vendor - The vendor number.

P/O# - The purchase order number.

Date – The date the item was received on the purchase order.

Quantity – The quantity received.

Cost – Cost.

Hit <RETURN> to Continue:

Hit <ENTER> to return to the Stock Status Inquiry.

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

OR

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

Notes:

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

ltem	Number	Whse	001	SI	S	Invento k On Hand	·)n P/O	InPick		On B/O	Avail	Futu	re
3D-305														
	GY 1/2CC SYR 27GX	1/2		вх	B	x	0	200			45	_	15	0
Sub	stitutes			_										
Ln#	Order#	Ord Date	Open(Qty		Due Date	Custo	omer#		Custome	er PO#		Price	•
1	01019386	05/03/05			40	05/03/05	1006	95		05/03/05				2.30
2	01018386	04/21/05			5	04/21/05	1003	33						2.25
3							_							
4					_							_		
	TO	TAL			45									
					45						Select: Orde	rs		
					45									
	P/O#	PO Date	Vendo		45	Open Qty		r Qty	Due Da		MfgBo	rs Cost	Hid	St
1	P/O# 01004044	PO Date 04/21/05	CID		45	10	50	r Qty	04/21/0	5	MfgBo N		1.73	ND
1	P/O#	PO Date	1		40	10		r Qty	1	5	MfgBo			1
1 2 3	P/O# 01004044	PO Date 04/21/05	CID		45	10	50	r Qty	04/21/0	5	MfgBo N		1.73	ND
2	P/O# 01004044	PO Date 04/21/05 05/10/05	CID		45		50 40	r Qty	04/21/0 05/10/0	5	MfgBo N		1.73	ND
1 2 3	P/O# 01004044	PO Date 04/21/05 05/10/05	CID		45	10	50 40	r Qty	04/21/0	5	MfgBo N		1.73	ND
1 2 3 4	P/O# 01004044 01004219	PO Date 04/21/05 05/10/05	CID	or#		20	50 40	r Qty	04/21/0 05/10/0	5	MfgBo N	Cost	1.73 1.73	ND
1 2 3 4	P/O# 01004044	PO Date 04/21/05 05/10/05	CID	or#		20	50 40	r Qty	04/21/0 05/10/0	5	MfgBo N	Cost	1.73	ND
1 2 3 4	P/O# 01004044 01004219	PO Date 04/21/05 05/10/05	CID	or#		20	50 40	r Qty	04/21/0 05/10/0	5	MfgBo N	Cost	1.73 1.73	ND
1 2 3 4	P/O# 01004044 01004219	PO Date 04/21/05 05/10/05	CID	or#	Cha	20	50 40	r Qty	04/21/0 05/10/0	5	MfgBo N	Cost	1.73 1.73	ND

Notes:

Inventory Inquiry

This inquiry shows all customer orders and purchase orders for a given product, along with stock status.

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

Warehouse – Enter the 3 digit warehouse number or hit <ENTER> to choose 'ALL' warehouses. You may also use the 'F7' function keys, click on the '**INQUIRY'** icon or click on the drop down arrow next to the field to display the lookup box.

SI- Selling Unit of measure.

SK- Stocking Unit of measure.

On hand- Inventory in warehouse.

On P/O- Inventory on purchase orders.

InPick- Inventory assigned to customer orders. **On B/O-** Orders with Backorders for this product.

Avail- Available Inventory. ONHAND – INPICK = AVAIL.

Future- Inventory on "Future" orders. The number of days for an order to be considered a future order is a parameter file setting.

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

lterr	Number	Whse	001	SI	Sk	Inventory On Hand	On P/O	InPick	On B/O	Avail	Future
BD-30	5535										
ALLER	GY 1/2CC SYR 27GX	1/2		BX	B>	(0	200		45	-45	0
Sub	stitutes										
					Ŀ						
					_						
				_			_				
Ln#	Order#	Ord Date	Open				Customer#		stomer PO#		Price
_1	01019386	05/03/05		-		05/03/05	100695	05	/03/05		2.30
2	01018386	04/21/05			5	04/21/05	100333				2.25
3					-						
4											
	10	TAL		4	5				Select: Orders		
Ln#	P/O#	PO Date	Vendo			Open Qty	Intr Qty	Due Date	MfgBo	Cost	Hld St
1	01004044	04/21/05	CID	11#		160	-	04/21/05	N	1.7	1 1 1
2	01004044		CID		-	40		05/10/05	N	1.7	
3	01004219	05/10/05	CID		\neg	40		05/10/05			
					\neg						
4			OTAL			200		0	Select: POs		
4						200			5010001105		
4		'	UTAL								
	ID to exit Click S)s to (ha	nge Select:				XXX	_
	ID to exit, Click S			Os to C	Chai	nge Select:				XX	
	ID to exit, Click Se			Os to C	Chai	nge Select:				X XX	
	ID to exit, Click S			Os to C	Chai	nge Select:				⊠ ××	
	-				Chai Rec PRE\	Hist	INQUIRY	CANCEL	Off	<u>⊠xx</u>	F

Notes:

Inventory Inquiry – Customer Orders

The inquiry is now split into 2 sections, Customer Orders and Purchase Orders. To select the section you wish to use, click on field labels 'Select Orders' or 'Select POs'. The field is circled in the example.

Customer Orders Section

Ln# - Line number.
Order# - The customer order number.
Ord Date - The order date.
OpenQty - The open quantity.
Due Date - The date the order is due.
Customer# - The customer number.
Customer PO# - The customer 's purchase order number, if entered when the order was placed.
Price - The price the item was charged at.
Total - A grand total of all open quantity is displayed.

NEXT PG – The NEXT PAGE function is available by clicking on the **'NEXT PG'** icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to page forward through the customer open orders that this item is currently open on.

OR

- 0 X

PREV PG – The PREVIOUS PAGE function is available by clicking on the '**PREV PG'** icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to page backwards through the customer open orders that this item is currently open on.

Drill Down Capabilities

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

Order# - By clicking on a specific order number, the user will drill down to the Detailed Order Inquiry. This is discussed earlier in the guide.

Function Keys

The Detailed Order Inquiry is also accessible by clicking on the **'DET ORDER'** icon, or hit the Shift+'F3' function key. This inquiry will display the detailed information for the specified order.

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

lterr	n Number	Whse	001	SI	Sk O	Inventory n Hand	/ On P/O	InPick	On B/O	Avail	Future
BD-30											
	IGY 1/2CC SYR 27GX	1/2		вх	вх	(200		45	-45	
	stitutes			UN							
Jub	Structo										
Ln#	Order#	Ord Date	OpenC)tv	Due D)ate	Customer#	Cur	stomer PO#		Price
1	01019386	05/03/05	opend	41 41	1		100695		03/05		2.30
2	01018386	04/21/05			5 04/21/		100333				2.25
3	01010300	04/21/05			04/21/		100333				2.20
4											
	TO	TAL		4					Select: Orde	re	
				-	1				301000 0100	15	
Ln#	P/O#	PO Date	Vendo	r#	Ope	en Qty	Intr Qty	Due Date	MfgBo	Cost	HId St
1	01004044	04/21/05	CID			160	1	04/21/05	N		1.73 ND
	01004219	05/10/05	CID			40	-	05/10/05	N		1.73 ND
2	01004210	00/10/00									
2											
3											
		T	TAL			200		0	Select: POs		
3		T	OTAL			200		0	Select: POs		
3)s to (hange S			0	Select: POs	國の	
3	ND to exit, Click S)s to C	hange S		0	0	Select: POs		Contraction of the second s
3	ND to exit, Click S)s to C	hange S			0	Select: POs		
3	ND to exit, Click S		- Select:PC)s to C	hange S			0	Select: POs	₽ 0	
3	AT AVAIL INQ				hange S Rec Hist REV PG			0 CANCEL	Select: POs		

Notes:

Inventory Inquiry – Purchase Orders

The second section of the inquiry shows all the open purchase orders the item is still on. To select the Purchase Order function, click on the label 'Select PO's. The field is circled in the example.

Purchase Orders Section

Ln# - Line number.

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E X

P/O – The purchase order number.

PO Date – The purchase order date.

Vendor# - The vendor number.

Open Qty – The open quantity on the purchase order.

Intr Qty – The intransit quantity.

Due Date – The date the purchase order is due in by.

MfgBo -'Y' = the item is on a manufacturer's back order, otherwise, it is 'N'.

Cost – The cost of the item.

HId – Hold. If the purchase order is on hold, it will be equal to Y', otherwise, it is N'.

St – Type of purchase order. 'ND' = non-direct, 'DS' = direct ship.

Total – A grand total of all open quantity is displayed.

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

File Ed	lit Settings View R	leset Tools GUI	PDA Star	ndard F	unction	ns Special Function	s Help					
Item	Number	Whse	001	SI	Sk	Inventory On Hand	On P/O	InPick	On B/O	Avail	Future	
BD-305	5535											
ALLER	GY 1/2CC SYR 27GX	1/2		вх	BX	: o	200		45	-45		0
Sub	stitutes											
									1			
-												
Ln#	Order#	Ord Date	Open	Qty	C	Due Date	Customer#	Cu	stomer PO#		Price	
1	01019386	05/03/05			40 0	05/03/05	100695	05	03/05			2.30
2	01018386	04/21/05			5 0	04/21/05	100333					2.25
3												
4												
	то	TAL			45				Select: Order	ſS		
Ln#	P/O#	PO Date	Vend	or#		Open Qty	Intr Qty	Due Date	MfgBo	Cost	HId	St
_1	01004044	04/21/05	CID		_	160		04/21/05	N		1.73	ND
2	01004219	05/10/05	CID		_	40		05/10/05	N		1.73	ND
3					_							
4		-	OTAL									ч
		'	OTAL		_	200		0	Select: POs			
					~							
nter EN	ID to exit, Click S	elect:Orders or	Select:P	Us to	Chan	ige Select:				XX	•	
STK STA		DET ORDER	DET PO		Rec H		IN OLUDY.	0411051				
HELP	OK/END	INSERT	LDELETE		PREV	PG NEXT PG	INQUIRY	CANCEL	Off			

Notes:

Inventory Inquiry – Purchase Orders

NEXT PG – The NEXT PAGE function is available by clicking on the **'NEXT PG'** icon or by hitting the 'F6' function key. This function will be used simultaneously with the PREV PG function to page forward through the open purchase orders that this item is currently open on.

OR

_ 8 ×

PREV PG – The PREVIOUS PAGE function is available by clicking on the '**PREV PG'** icon or by hitting the 'F5' function key. This function will be used simultaneously with the NEXT PG function to page backwards through the open purchase orders that this item is currently open on.

Drill Down Capabilities

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

P/O# - By clicking on a specific purchase order number, the user will drill down to the Detailed Purchase Order Inquiry. This is discussed later in the guide.

Function Keys

The Detail Purchase Order Inquiry is also accessible by clicking on the **'DET PO'** icon, or hit the Shift+'F4' function key. This inquiry will display the detailed information for the specified purchase order.

File Edit	Settings Vie	ew Reset	Tools (GUI PDA	Standa	rd Functions	Special Fu	inctions	Help							_
					Sto	ock Status							Scro	II By	PRODUCT#	
ltem Numb	er	ASP-22	250				6			Vendor	CID		CIDA DEALI	ERS INC.		
Description	1	CIDEX	GAL 14 DA	AY 4/CS								Base	Price		List Price	
		:											/	EA	21.84/ E	A
Warehouse	•	001	CLIFTO	N					С	urr Cost		Se	II Cost		Purch Cost	
										7.0	0/ EA		10.92	EA	7.00/ E	A
SellUm	StckU	m	Purchu	Jm	Bx	Cse	Dsc	DS	Ft	Ld T	ime	Substitu	te Item 1			
EA / 1	EA /	1	CS / 4		10	1	4 N	N			0.2	_		V		_
Ln	Whs Loc	On Hand	ł	In Pick In Work		Backo In U	17 I	OnOrc		A Lot Ite	Avail m	Next P/C) ROP/	ROQ	SalesMtd SalesYtd	
1	001		96								96				3	6
	B-006-01										N		20/	80	20	0
SALES			JAN05		FEE	305	MAI	R05		APR05		MAY05		JUN04	YTD0	5
	Qty		28	-		34		54		48		36	-	14	20	
Dollars	-		472			572	19	911		816		608		224	337	8
SALES			JUL04		AUG	G04	SE	P04		OCT04		NOV04		DEC04	LYTDO	4
	Qty		60			78		38		81		58		26	36	7
Dollars			1015		13	319		641		1366		974		430	616	0
Enter END	to exit,P fo	or Prev Y	r, C for	Curr Yr,C	lick So	croll to Ch	ange:								XXXXXXX	
Select	Det His	st C	St Quote	PRIC	ING	Invento	y RO	P/ROQ	Pre	vious	Next	Rece	aipts			_
HELP	OK/EN		INSERT	LDEL		PREV P	-	XT PG		UIBY	CANCEL	0				P

Inventory Inquiry

Function Keys

Stock Status Inquiry

To view the Stock Status Inquiry, click on the **'STK STAT'** icon, or hit the Shift+'F1' function key. The Stock Status Inquiry provides in-depth stock and sales information for a specific product.

Enter END to exit, P for Prev Yr, C for Curr Yr, Click Scroll to Change:

Click on the **'CANCEL'** icon 2 times, or hit the 'F8' function 2 times, to return to the Inventory Inquiry.

		Inv	entory	Availab	ility				
	ASP-2250			2	Whse #	001			
	CIDEX GAL 14 DA					CLIFTO	N		_
3.Date	05/12/05			U	nit Meas	EA			
Avail Dates	o	n Hand	v	end On Ord		Cust. Orders		Balance	
						_			
May 1-15		96	5					9	96
15-30								9	96
Jun 1-15								9	96
15-30								g	96
Jul 1-15								g	96
15-30								9	96
Aug 1-15								g	96
15-30								g	96
Sep 1-15								9	96
15-30								9	96
Oct 1-15								9	96
15-30								9	96

Inventory Inquiry

Function Keys

To view the Availability Inquiry, click on the **'AVAIL INQ'** icon, or hit the Shift+'F2' function key. The Availability Inquiry provides the projected quantity on hand of a product for the next six months. The inquiry takes the current on hand, adds in quantity on PO plus quantity on work order then subtracts open customer orders. Drop Ship PO's are not included.

Enter Line Number to Change, 0 to exit:

Click on the **'CANCEL'** icon 2 times, or hit the 'F8' function key two times, to return to the Inventory Inquiry.

		0d-4076 medo Reset Tools GL				ecial Functions	Help					-
Item Nu ASP-2250 CIDEX GAL Substitu	. 14 DAY 4/C S	Whs			Sk Or EA	Inventory Hand 96	On P/O	InPick	On B/O	Avail	Futur	re 0
Ln# Or 1 2 3 4	rder#	Ord Date	OpenQt	y	Due D	ate C pts History Date	ustomer# Quant		stomer PO#	Cost	Price	
Ln# P/ 1 2 3 4	3	CID CID CID MCR TURN> to Con	01004 01004 01003	044	05/02/0 04/27/0 04/06/0 04/04/0	05 05		20 40 40 -80		7.00 10.92 10.92 10.92	HId	St
HELP	J OK/END	INSERT										

Inventory Inquiry

Function Keys

X

X

Receipts History

To view the Receipts History, click on the **'Receipts'** icon, or hit the Shift+'F5' function key. This inquiry will display the purchase order receipts information for the product.

Vendor - The vendor number.

P/O# - The purchase order number.

Date – The date the item was received on the purchase order.

Quantity – The quantity received.

Cost – Cost.

Hit <RETURN> to Continue:

Hit <ENTER> to return to the Stock Status Inquiry.

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

OR

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

documentation - [rs6000d-20 BASE.12-INV.HIST.CUST.INQ010\$1]

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

ustor	ner#	UNITED	L	JNITED SUPPLY							
alesr	nan#	001 Sy Fe	ertig								
Produ	ct # ('A' for #	ALL)		A							
.n#	Item Numl Descriptio				Date	Tnx	Release# DropShip	Qua Sell	ntity Stock	Price	Um ost
1	GRA-234			05/12/0	5	INV	01020071001		-1	31.99	CS
	GOWN EXA	M BLUE NONW	OVEN					CS	CS		24.91
2	BLF-USP33	1		05/12/0	5	INV	01020071001		-1	49.95	BX
	URGENT OF	30CT SMALL	FILL					BX	BX		32.50
3	BD-309603			05/12/0	5	INV	01020071001		-1	19.95	BX
	SYRINGE 50	CONLY LUER-	LOK					BX	BX		13.62
4	BD-309628			05/12/0	5	INV	01020071001		-1	49.95	BX
	SYRINGE 10	C LL ONLY						BX	BX		32.35
5	ETH-J492G			05/12/0	5	INV	01020071001		-1	115.00	BX
	SUTURE VIO	CRYL 6-0 P-3						BX	BX		89.69
6	ETH-J493G			05/12/0	5	INV	01020071001		-1	105.00	BX
	SUTURE 5-0	VICRYL P-3					_	BX	BX		79.79
ter EN	ID to exit, P	REV PG or NE	EXT PG:		xx	XXXX		1			

Notes:

Inventory Transaction – by Customer Inquiry

The Inventory Transaction – by Customer Inquiry shows all transactions processed for the customer.

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

Salesman# - The salesman number and name are displayed.

Product# (A for ALL) - Enter the product number or enter 'A' to display ALL products. You may also use the 'F7' function key, click on the '**INQUIRY'** icon or click the drop down arrow next to the field to display the lookup box. The system will display the product number if a specific product was entered, or 'A' if all warehouses were chosen.

Ln# - Line number.

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- 8 ×

Item Number – The item number is displayed.

Description – The description is displayed.

Date – The date the transaction was processed.

Tnx – Transaction code. INV = Invoice, I/V = Invoice Void, C/M = Credit Memo, C/V = Credit Memo Void.

Release# - The release number.

Drop Ship – The drop ship flag, ND = Non-drop Shipment, DS = Drop Shipment.

Quantity – The transaction quantity.

Sell – The selling unit of measure.

Stock – The stocking unit of measure.

Price – The item price and it's unit of measure are displayed.

Cost – The item's cost.

Enter END to exit, PREV PG or NEXT PG:

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

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

OR

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

Notes:

Customer Reporting System

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

Produ			E650132							EOM OH	
Wareh	house or ALL	ALL								159	
Ln#	Customer/Vendor Nun				Date	Tnx	Release/Ref	Quant	· ·	Price	Um
	Customer/Vendor Nam	ne		DropShi	р		P/O Number	_Sell _S	Stock	Cos	st
1	ABCO			04/02/05		REC	002177		10	l,	1
	ABCO DEALERS INC				ND				1		3.450
2				03/26/05		ADJ		_	150		1
								1	1	3	3.450
3	N/A			03/26/05		ADJ			5	1	1
								1	1	3	3.450
4	SJU			03/24/05		INV	01145384001		-10	5.850/	1
	ST. JOHN'S UNIVERSITY							1	1	3	3.450
5	MERCYCSA			03/24/05		INV	01145340001		-3	6.500/	1
	MERCY CARE 2ND AVENU	JE						1	1	3	3.450
6	MERCYCJA			03/24/05		INV	01145354001		-10	6.500/	1
	MERCY CARE JOHNSON	AVENUE						1	1	3	3.450
7	SJU			03/23/05		INV	01145277001		-4	5.000/	1
	ST. JOHN'S UNIVERSITY							1	1	3	3.450

Notes:

Inventory Transaction – by Customer Inquiry

The Inventory Transaction – by Customer Inquiry shows all transactions processed for the customer.

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

Warehouse or for ALL - Enter the warehouse number or enter 'A' to display information for ALL warehouses. You may also use the 'F7' function key, click on the **'INQUIRY'** icon or click the drop down arrow next to the field to display the lookup box. The system will display the warehouse number and name, or 'A' if ALL was chosen.

Ln# - Line number.

- 8 ×

Customer/Vendor Number – The customer or vendor number is displayed.

Customer/Vendor Name – The customer's name or vendor's name is displayed.

Date – The date the transaction was processed.

Drop Ship – The drop ship flag, ND = Non-drop Shipment, DS = Drop Shipment.

Tnx – Transaction code. INV = Invoice, I/V = Invoice Void, C/M = Credit Memo, C/V = Credit Memo Void, ADJ = Adjustment, P/I = Physical Inventory Update, POR = Purchase Order Receipt, PRA = Purchase Order Receipt Adjustment, REC = Receipt, TRN = Transfer, VIT = Vendor InTransit.

Release/Ref - The release number or reference number.

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

/arehou	# use or ALL	GLVE6 ALL	650132							EOM OH 159
	Customer/Vendor Numbe Customer/Vendor Name	er		DropSh	Date ip	Tnx	Release/Ref P/O Number	Qua _Sell	ntity Stock	Price U Cost
1 A	ABCO			04/02/05	5	REC	002177		10	/
A	ABCO DEALERS INC				ND				1	3.4
2 N	N/A			03/26/05	;	ADJ		_	150	1
								1	1	3.4
3 N	N/A			03/26/05	;	ADJ		_	5	1
								1	1	3.4
4 S	SJU			03/24/05	5	INV	01145384001	_	-10	5.850/
S	ST. JOHN'S UNIVERSITY							1	1	3.4
5 M	MERCYCSA			03/24/05	;	INV	01145340001	_	-3	6.500/
M	MERCY CARE 2ND AVENUE							1	1	3.4
6 M	MERCYCJA			03/24/05	;	INV	01145354001		-10	6.500/
M	MERCY CARE JOHNSON AV	ENUE						1	1	3.
7 S	SJU			03/23/05	5	INV	01145277001		-4	5.000/
S	ST. JOHN'S UNIVERSITY							1	1	3.

Notes:

Inventory Transaction – by Customer Inquiry

P/O Number – The purchase order number, if applicable.

Quantity – The transaction quantity.

Sell – The selling unit of measure.

Stock – The stocking unit of measure.

Price – The item price and it's unit of measure are displayed.

Cost – The item's cost.

Enter END to exit, PREV PG or NEXT PG:

Click on the <code>`CANCEL'</code> icon or hit the <code>`F8'</code> function key to exit.

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

OR

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

				Lot Inventory Availa	blity				
	ouse			Item Number			Descriptio		
00		YORK, NY		ACU-PROBE			Ultrasound		
ICE	1		2	3		4		Earliest Deliv	ery
/ 1		1	2	3		4			
	Avail	On Hand	In Pick	On B/O	In Use	Adj Qty	Trn Qty	In Work	On P/O
	5	5			1				
#	Whse	Lot# / Length		Location	On Hand	In I	Pick Av	ailable	Lot Cost
1	001	232-555		NONE		1		1	1800.000
2	001	232-556		NONE		1		1	1800.000
3	001	ACU-1		NONE		1		1	1800.000
4	001	CUU-2		NONE		1		1	1800.000
5	001	CUU-4		NONE		1		1	1800.000
6						_			
7						_			
8									
9 10						_			
		I							
EN	D to exit	, PREV PG or NEXT	PG ·		XXXXXX	-			

NEXT PG

INQUIRY

CANCEL

Notes:

OK/END

INSERT

LDELETE

PREV PG

HELP

Lot Inventory Inquiry

The Lot Inventory Inquiry shows detailed information for the specific item that was entered.

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

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

The system will prompt:

Enter the proposed price or hit <RETURN> to continue:

You may enter a price to search for, or hit <ENTER> to show all lots.

The system will prompt:

Popue

Enter quantity needed, hit <RETURN> for all, or `END':

You may enter a needed quantity, or hit $<\!\mathsf{ENTER}\!>$ to show all lots.

cumontation	CC6(000/01/01/01/01/01/01/01/01/01/01/01/01/	8 demo.12-LUI	INDUTION T
cumentation -		o demo. 12-LOI	

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	ouse			Lot Inventory Availa	ablity		Description		
00	1	ORK, NY		ACU-PROBE			Ultrasound P		
ICE			2	3		4	onduoundi	Earliest Deliv	verv
1			2	3		4			
	Avail	On Hand	In Pick	On B/O	In Use	Adj Qty	Trn Qty	In Work	On P/O
	5	5			1				
#	Whse	Lot# / Length		Location	On Hand	In F	Pick Ava	ilable	Lot Cost
1	001	232-555		NONE		1		1	1800.00
2	001	232-556		NONE		1		1	1800.00
3	001	ACU-1		NONE		1		1	1800.00
4	001	CUU-2		NONE		1		1	1800.00
5	001	CUU-4		NONE		1		1	1800.00
6					_				
7						_			
8						_			
-					-				
10									
r EN	ID to exit,	PREV PG or NEX	T PG :		XXXXXX				
					,				

Notes:

OK/END

INSERT

LDELETE

PREV PG

NEXT PG

INQUIRY

CANCEL

HELP

Lot Inventory Inquiry

Popu

The item number, description, stock status, and lot information is displayed.

PRICE Qty – The price break quantity and price information, if setup, is displayed.

Earliest Delivery – The date when the next purchase order is due in by.

Avail – Available quantity. The available quantity is the on-hand quantity – the in pick quantity.

On Hand – On hand quantity. The on hand quantity is the in pick quantity – backorder quantity + the available quantity.

In Pick – The in pick quantity currently on orders that have not been verified.

On B/O – Backorder quantity.

In Use – In use quantity, used with the Raw Materials module.

Adj Qty – Adjustment quantity.

Trn Qty – Transfer quantity.

In Work – In work quantity, used with the Raw Materials module.

On P/O – The total quantity ordered on Purchase Orders that have not been received.

				Lot Inventory Availa	blity				
arel	nouse			Item Number			Description		
00	1 NEW Y	ORK, NY		ACU-PROBE			Ultrasound P	robe	
ICE	1		2	3		4		Earliest Deliv	ery
/ 1		li li	2	3		4	16		
į,	Avail	On Hand	In Pick	On B/O	In Use	Adj Qty	Trn Qty	In Work	On P/O
	5	5		1	1	V		1	
#	Whse	Lot# / Length		Location	On Hand	In P	ick Ava	ilable	Lot Cost
1	001	232-555		NONE		1		1	1800.000
2	001	232-556		NONE		1		1	1800.000
3	001	ACU-1		NONE		1		1	1800.000
4	001	CUU-2		NONE		1		1	1800.000
5	001	CUU-4		NONE		1		1	1800.000
6						_			
7						_			
8									
9									
10									
r El	ID to exit,	, PREV PG or NEX	TPG:		XXXXXX				

NEXT PG

PREV PG

INQUIRY

CANCEL

Notes:

OK/END

INSERT

LDELETE

HELP

Lot Inventory Inquiry Lot Information

Ln – Line number.

Whs - Warehouse number.

Lot#/Length – The lot number or length.

Location – The location the lot is in.

On Hand – On hand quantity. The on hand quantity is the in pick quantity – backorder quantity + the available quantity, for the lot.

In Pick – The in pick quantity currently on orders that have not been verified.

Available – Available quantity. The available quantity is the on-hand quantity – the in pick quantity, for the lot.

Lot Cost - The lot cost.

Enter END to exit, PREV PG or NEXT PG:

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

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

OR

Popup

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

						-	-						
				tomer/l	tem	Price	Inquiry						
Sustom	er		UMC				Phone		212-777-				
lame			IEDICAL CENTER				SIsm		001	SY FERTIG			
ddress	· ·		AYABLE/TRAVEL				Cred. Limit			50000			
ddress	2	400 BROADW					Cred. Hold		N				
ity		NEW YORK CI	TY	NY	10016-14	60							
em Nu	mber	Desc	ription	GLOV	E NS LTX XL	G PEDRERE			Vend#	ABCO			
			VE650136	100/E					Name	ABCO DEALE	RSINC		
)iscont.		Retail Price		ast Cos		Spe	cial Price		Contr. P			ntr. Cost	
	N		10.250			450		175*					
Sell Um		StockUm	PurchUm	Bo	xQty	CaseQty		ub 1	484304				_
BX/ 1		BX/ 1	CS/ 10		1	10	Su	ub 2	550134				_
.n#	Whs	Location	QtyOnHn	d	QtyAvail		QtyComit	Qty	OnOrd	Due Dat	te	QtyInPck	
	004	46004		40		40	20						40
1	001	1600A	_	10		-10	20	_	200	0 00/00/05			10
2	002	A-005	_	30		30		-	300	0 03/26/05			
_			_					-					
_			_	_									
	IE # TO		E TO DELETE,0		FDT ·				xxxxxx		PAGE 1		
	L # 10	CHANGE, DELET	L TO DELETE,0	IO ACC					Junear		TAOL IN	01 0	

Customer/Product Price Lookup Inquiry

The Customer/Product Price Lookup Inquiry displays pricing information specific to the customer and product entered. The stock status of the item is also displayed.

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

Address 1 – Address line 1 is displayed.

Address 2 – Address line 2 is displayed.

City – The city is displayed.

×

Phone – The customer's phone number.

Sism – The customer's salesman.

Cred. Limit – The customer's credit limit.

Cred. Hold – Credit hold flag. If on credit hold it is set to Y' if not, it is set to N'.

documentation - [rs6000d-3188 demo.12-CUST.ITEM.PRICE.INQ\$1]

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		Cu	stomer/Item	Price In	quiry				
Customer		UMC		Phone	e	212-777-11	111		
Name	UNIVERSITY	IEDICAL CENTER		SIsm		001 SY	FERTIG		
Address 1	ACCOUNTS P	AYABLE/TRAVEL		Cred.	Limit		50000		
Address 2	400 BROADW	AY AVE		Cred.	Hold	N			
City	NEW YORK CI	TY	NY 1001	6-1460					
tem Number	Desc	ription	GLOVE NS LT	X XLG PEDRFRE		Vend#	ABCO		
	GL	VE650136	100/BOX			Name	ABCO DEALERS IN	NC	
Discont.	Retail Price	l	Last Cost	Special Pri	ce	Contr. Pri	се	Contr. Cost	
N		10.250		3.450	5.175*				
Sell Um	StockUm	PurchUm	BoxQty	CaseQty	Sub 1	484304			
BX/ 1	BX/ 1	CS/ 10	1	10	Sub 2	550134			
_n# Whs	Location	QtyOnHn	d QtyA	vail QtyCom	it Q	tyOnOrd	Due Date	QtyInPck	
1 001	1600A		10	-10	20	Ĩ			10
2 002	A-005		30	30		3000	03/26/05		
ITER LINE # T	CHANGE, DELET	E TO DELETE,0	TO ACCEPT :			XXXXXX	PAG	E 1 OF 3	
						1			

Customer/Product Price Lookup Inquiry

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

Vend# - The primary vendor number.

Name – The primary vendor's name.

Discont. – Discontinued flag. Discontinued = Y' or N'.

Retail Price – The retail price.

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_ 8 ×

Last Cost – The last cost paid.

Special Price – If there is a valid special price (PRICE.1 record) for this customer, the price is displayed. An asterisk next to the field denotes the customer receiving the special price.

Contr. Price – The contract price.

Contr. Cost – The contract cost.

Sell UM – The selling unit of measure and its' quantity.

Stock Um – The stocking unit of measure and its' quantity.

Purch Um – The purchasing unit of measure and its' quantity.

Box Qty – Box quantity.

CaseQty – Case quantity.

Substitute Item 1 – The first substitute item number for this item, displayed from the Product Master file.

Substitute Item 2 – The second substitute item number for this item, displayed from the Product Master file.

HEADER	QTY BRKS	NOTES							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

documentation - [rs6000d-3188 demo.12-CUST.ITEM.PRICE.INQ\$1]

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

			C	ustomer/	ltem	Price	e Inquiry							
ustom	ner		UMC				Phone		212-77	7-1111	1			
ame		UNIVERSITY	IEDICAL CENTER				SIsm		001	SY F	ERTIG			
ddres	is 1	ACCOUNTS P	AYABLE/TRAVEL				Cred. Limit			50	000			
ddres	is 2	400 BROADW	AY AVE				Cred. Hold		N					
ity		NEW YORK CI	TY	NY	10016-146	60								
em Nu	umber	Desc	ription	GLO	E NS LTX XLO	6 PEDRFR	E		Vend#	AB	00			
		GL	VE650136	100/E	зох				Name	AB	CO DEALERS	INC		
iscont	t.	Retail Price		Last Cos	st	Sp	ecial Price		Contr.	Price		Con	tr. Cost	
	Ν		10.250		3.4	50		5.175*						
ell Un	n	StockUm	PurchUm	Bo	xQty	CaseQty	5	Sub 1	484304					
X/ 1		BX/ 1	CS/ 10		1	1	0 5	Sub 2	550134					
n#	Whs	Location	QtyOnH	nd	QtyAvail		QtyComit	Qt	tyOnOrd		Due Date		QtyInPck	
1	001	1600A		10		-10	2	0						10
2	002	A-005		30		30			30	000	03/26/05			
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											_			
ER LI	INE # TO	CHANGE, DELET	E TO DELETE,) TO ACC	CEPT :				XXXXX	X	PA	GE 1 C)F 3	

Customer/Product Price Lookup Inquiry

Ln# – Line number.

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Whs – Warehouse number(s).

Location – The item's location(s) are displayed.

QtyOnHnd – On hand quantity. The on hand quantity is the in pick quantity – backorder quantity + the available quantity.

QtyAvail – Available quantity. The available quantity is the on-hand quantity – the in pick quantity.

QtyOnOrder – The total quantity ordered on Purchase Orders that have not been received.

Due Date – When the oldest purchase order, for this item, that has not been received is due on.

QtyInPck – The in pick quantity currently on orders that have not been verified..

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

Click on the <code>`CANCEL'</code> icon or hit the <code>`F8'</code> function key to exit.

HEADER	QTY BRKS	NOTES							
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL		Popup

	tation - [rs6000d-3										
File Edit	Settings View Reset	t Tools GUI PDA	Standar	d Functions Spe	ecial Functions	Help					- 1
			Custon	ner/Item	Price	Inquiry					
Product	# GLVE65013	36				Desc 1	GLOVE NS LTX	XLG PEDRFRE			
						Desc 2	100/BOX				
Ln#	Quantity	Price	UM	Disc%	Comm%						
1	5	10.250	BX								
2	25	9.750	BX]					
3	50	9.500	BX								
4	75	9.250	BX								
5	99999	9.000	BX								
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nter PRF	V PG or END to Exi	it :		XXXXXX	_				PAGE 2	OF 3	
				-					THUE L		
HEADER HELP		NOTES INSERT LDEL	ETE	PREV PG	NEXT PG	INQUIRY	CANCEL				Pop
HELF	UNZEND	INSERT LUEL	EIE	rnev ru	NEAT PU	INQUINT	CANCEL				Pop

Customer/Product Price Lookup Inquiry

Function Keys

X

Quantity Breaks

To view the Quantity Breaks screen, click on the **'QTY BREAKS'** icon, or hit the Shift+'F2' function key. This function will display the quantity break information for the item.

Product# - The product number.

Desc 1 and Desc 2 – The product descriptions are displayed.

Ln# - Line number.

Quantity – The price break quantity.

Price – The quantity break price, with its' unit of measure.

Disc% - The percent off for this discount.

Comm% - The commission percent for this product

Enter PREV PG or End to EXIT:

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

To return to the header screen, click on the **'HEADER'** icon, or hit the Shift+'F1' function key. This function will display the Customer/Product Price Lookup Inquiry Header screen.

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\$ _H File Edit S	Settings View	Reset	Tools GUI	I PDA S	Standard Functions	Special Function	ns Help					-
Product#	GLVE Date 01/01	265013	6 Note SUPPLY L	c	ustomer/ltem	Pri	ice Inqu Desc 1 Desc 2		Output A - A P - F	Codes II Syster Purchasing Sustomer	n Service	_
LINGITTAL		U LAN			ļ					THUE S		
HEADER	QTY BRKS OK/END		NOTES	LDELE	TE PREV PO	a NEXT P	G INQUIR	ICEL				Pop

Customer/Product Price Lookup Inquiry

Function Keys

Notes

To view the Notes screen, click on the **'NOTES'** icon, or hit the Shift+'F3' function key. This function will display the product notes.

Product# - The product number.

Desc 1 and Desc 2 – The product descriptions are displayed.

Ln# - Line number.

Date – The date the note was entered.

Note – The type message.

Output – The code specified determines where the note is displayed. A – the note is visible throughout MDS, P – the note is only visible in Purchasing, and C – the note is only visible in Customer Service.

Enter PREV PG or End to EXIT:

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

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

OR

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

To return to the header screen, click on the **'HEADER'** icon, or hit the Shift+'F1' function key. This function will display the Customer/Product Price

Lookup Inquiry Header screen.

Notes:

Customer Reporting System

	1	nventory	Availability		
Prod #	A 6D 0050		2.Whse #		
	ASP-2250 CIDEX GAL 14 DAY 4/CS		2.VVhse #	001	
Date	05/12/05		Unit Meas	CLIFTON	
Jate	05/12/05		Ontweas	EA	
vail Dates	On Hand	Vend Or	n Ord	Cust. Orders	Balance
May 1-15		96			96
15-30					96
Jun 1-15					96
15-30					96
Jul 1-15					96
15-30					96
Aug 1-15					96
15-30					96
Sep 1-15					 96
15-30					96
Oct 1-15					 96
15-30					96

Inventory Availability Inquiry

The Availability Inquiry provides the projected quantity on hand of a product for the next six months. The inquiry takes the current on hand, adds in quantity on PO plus quantity on work order then subtracts open customer orders. Drop Ship PO's are not included.

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

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

Date – Enter the date for the time period you wish to view. Data will be displayed for the six months after the date entered.

Unit Meas – The item's unit of measure.

Avail Date – The data available is displayed. The dates are broken down into 15 day sections, for 6 months.

On Hand – On hand quantity.

Vend On Ord – The quantity on an open purchase order.

Cust. Orders – The quantity allocated to customer orders.

Balance – The remaining balance.

Enter Line Number to Change, 0 to exit:

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

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File Edit S	Settings View R	eset Tools G	UI PDA Standa	ard Functions Sp	pecial Functions	Help				- 8
			Account:6	9 BASE.12 F	Port:069 Menu:IN	IQUIRIE S011	Capture:On			
			Mast	er Distributor	System - Inquirie	es				
(Order Inquiries :					Product / Invent	tory Inquiries:			
1. Custom	ner Order Summ	ary			14. Stock Statu	s Inquiry				
2. Detailed	d Order Inquiry				15. Inventory In	quiry				
3. Custom	ner Open Order/I	Detail			16. Inventory Tr					
4. Item Op	oen Order/Detail				17. Inventory Tr					
5. Detail R	Release Inquiry				18. Lot Inventor	y Inquiry				
6. Shipped	d Orders				19. Customer/P	Product Price Lo	okup			
					20. Inventory Av	vailability				
	A/R and A/P In	quiries:			PO Inquiri	es:				
									-	
7. Summa	iry A/R				21. Detail Open	PO				
8. Open A	/R				22. Open PO by	Item				
9. A/R Che	ck Detail				23. Vendor Ope	en PO				
10. A/P Ver	ndor Detailed Pa	ayables			24. Purchase C	orders Due-In By	Date			
11. A/P Ch	eck Detail				25. Detail In Tra	insit Inquiry (Sp	ecific)			
12. A/P Det	tailed Voucher				26. Detail In Tra	insit Inquiry (AL	L PO's)			
13. G/L Jou	urnal Entry				27. In Transit B	y Item Inquiry				
					28. Miscellaned	ous Inquiries			-	
	Enter Selection	n or END :								
	CONTACTS	MAINT	DRILL	EXECINO		CAPT OFF	VIEW	CRM.MENU	VRM.MENU	

PO Inquiries

The inquiries covered in the Purchase Order section are the: Detail Open PO, Open PO by Item, Vendor Open PO, Purchase Orders Due-In By Date, Detail In Transit Inquiry (Specific), Detail In Transit Inquiry (All PO's), and the In Transit By Item Inquiry.

S MDS for Windows Version 7.8.5 - [199.5.163.1-DET.P0011\$1]

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

Vend HILLS		HILLS 522				Whse 001		CLIFTON, NJ 07013			
Drd D 08/12/	ate	Due Date 08/15/03	PromDate			ropShip ND		Order\$ 328.34	Total Open\$	Curr .00 US	
Agen	t			Req#		S	hip Inst				
.n#	Description I. 1076538		UM	Order	ed	Open	Received	InTrans Due Date	Cost		
1.	1. 1076538 BAND AID SNOOPY 3/4X3"		BX		36		36		3.333		
	BAND AID SNOOPY 3/4X3" . 305145							08/15/03			
2.	BAND AID SNOOPY 3/4X3" 305145 NEEDLE 23G1 HYPO 100/BOX		BX		50		50		3.550		
3.		23G1 HYPO '	100/BOX	BX	-	5		5	08/15/03	6.170	
3. 4.	2/03 08/15/03 nt Product Number Description 1076538 BAND AID SNOOPY 3/4X3" 305145 NEEDLE 23G1 HYPO 100/BOX 01209 TRIPLE ANITBIOTIC OINTME			BA	-	5			08/15/03	0.170	
iter E	ND to e	xit, PREV P(G or NEXT PG :			XXXXXX	T				
TRAN	SIT	PRINT	RCVR#IN								

Detail Open PO Inquiry

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This inquiry displays detailed information for any PO in the MDS system. To display the PO, you must enter the PO number and hit the <enter> key.

This screen displays 4 lines of product. To scroll through multi-page POs use the **NEXT PG (F6)** and PREV PG (F5) buttons.

Field definitions are as follows:

PO# – You must enter the PO number in this field to display the inquiry. Vendor# – Vendor number for this PO. ShipTo - Ship To address. Whse - Warehouse associated with this PO Ord Date - Order Date, or the date PO was entered. Due Date - Date the product is expected to be received. PromDate - Promise Date (from the vendor) ShipDate – Date the product is scheduled to be shipped. **DropShip** – Indicates whether the PO is a drop-ship. Total Order\$ - Total value of the PO. Total Open\$ - Total value of the PO that is not yet received into inventory. **Curr** – Type of currency being used for this PO. **Agent** – Agent number for this PO. Req# – Requisition number for this PO Ship Inst – Shipping instructions. Product Number – Product number for the item. **Description –** Description of the product from the product master file. **UM** – Purchasing Unit of Measure **Ordered** – Total quantity ordered. Open - Quantity of product not yet received. Received - Quantity of product received into inventory. **InTrans** – Quantity of product currently in transit. Due Date - Date the product is expected to be received. Cost - The per unit cost from the Cost file. For all inquires, it is important to check the Shiftfunction buttons. Each inquiry uses these keys to access different relevant information. This inquiry includes the following links: Click on the INTRANSIT button to open the Intransit **By Item** inquiry for this product

Click the **PRINT** button to print a copy of the PO

Click the RCVR#INQ button to display a list of receivers for this PO.

Customer Reporting System

em Numbe 3-50		1	Open Purcha Description ULTRASOUND (By Item Um EA		
On Hand 7	Backord	In Pick	In Use	Avail 7	On P/O In 12	Trans In Wo	ork Future
n# P/O# Ln#	Vendo Custo		Ord Date Due Date	Ordered _Unit Cost	Received	Intransit	Open DS Hold
1 011310 001 2 3 4	89 PARKI	RL	11/21/03 11/27/03	12			12 ND
	Total Val	ue	133.86	12			12
ter END to e	xit, NEXT PG	or PREV PG	:	XXXXXX			45

Notes:

Open PO by Item Inquiry

To display a list of POs for a specific product, use the **Open PO by Item inquiry**.

Item Number: Enter the product number of the item and then hit the **<enter**> key. You can also use the INQUIRY function to get a list of products to choose from.

As with the previous inquiry, MDS only displays 4 lines per page. To scroll through multi-page POs use the **NEXT PG** and **PREV PG** buttons.

Field definitions are as follows:

 $\ensuremath{\text{Description}}$ – Description of the product from the product master file.

UM – The Purchasing Unit of Measure **On Hand –** Actual quantity currently in inventory Backord - Quantity currently back-ordered to customers. In Pick - Quantity currently in the pick process In Use - Component parts for work order production. Avail - Quantity available for customers to order at this time. ONHAND-BACKORD-IN PICK=AVAIL On P/O - Quantity on every open PO. In Trans - Quantity currently in transit but not yet received into inventory. In Work - Quantity currently in production. Future - Quantity on "Future" orders. Ln#- Line number for this Inquiry PO#/ Ln# - PO number(s) associated with this product, along with the line number on the PO on which this product appears. Vendor – Vendor for the ordered product. Customer - Displays the customer for which the PO was created. (Used for Drop Ship orders only) Ord Date - Order Date, or the date the PO was entered. Due Date - Date the product is expected to be received. Ordered - Total quantity ordered. Unit Cost - The per unit cost from the Cost file. Received - Quantity of product received into inventory. Intransit - Quantity of product currently in transit. Open - Quantity of product not yet received. Hold - Indicates whether the PO has been put on hold. DS - Indicates whether the PO is a drop-ship. (DS/ND) Total Value - Displays total open \$ amount for this product. (Open amount x Unit Cost). There are also totals for Ordered Qty, Received Qty In transit Qty and Open qty.

Function Keys:

Click on IN TRANS button (SHIFT-F1) to open the Intransit By Item inquiry for this product. (circled)

endor	r#	Vendor Na	ame	Open Purchase Orde	Ytd P/O\$		
ILLS		HILLS BAL	L ASSOCIATION		4371.62		
n#	P/0#	Ord Date Due Date	Ship Dat Prom Dat	Total Order\$ Open Lines	Total Open\$ DS/ND	Customer# Curr	Hold
1 0)1131101	08/12/03		3364.88	3364.88	TSH MEDICAL SUPPLY	
2		08/18/03		2	ND	US	
2							
3							
4							
5			-				_
1							
6		<u> </u>		l			
		Vend	or _Totals	3364.88	3364.88		

Vendor Open PO Inquiry

This inquiry displays a list of open POs for one specific vendor. You must enter the vendor number and then hit the <enter> key. You can use the INQUIRY function to help select a vendor. This screen will display up to 6 POs. If there are more POs than are displayed, use the **NEXT PG** and PREV PG buttons to scroll. Field definitions are as follows: **Vendor#** – Enter the vendor number in this field to display the inquiry. Vendor Name – Name of the vendor associated with he vendor number. YTD PO\$ - The year-to-date amount of POs entered or this vendor. Ln#- Line number for this Inquiry P/O# – PO number associated with this vendor. Ord Date - Order date or the date the PO was entered. **Due Date** – Date the product is expected to be eceived. Ship Date – The date the product is scheduled to be shipped. **Prom Date** – Promise date from the vendor. Fotal Order\$ – Total value of the PO. Open Lines – Number of product lines not yet eceived into inventory. Total Open\$ – The total value of the PO that is not yet received into inventory. **DS/ND** – Indicates whether the PO is a drop-ship. DS=Drop Ship, ND=Non-Drop **Customer#** – Displays the customer code for which the PO was created. If the PO is not a drop ship the customer is the Company name. Curr – Type of currency being used for this PO. Hold – Indicates whether the PO has been put on hold. Vendor Totals – Displays the total value of POs written for this vendor (by screen(and the total value of open POs not yet received into inventory from this

Prompt:

Enter END to exit, NEXT PG, PREV PG or Line number for Detailed Open P/O:

Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed.

Entering a line number at the prompt will take you to the **Detail Open PO Inquiry** for that PO.

Customer Reporting System

				1-DATE.P0010\$1]			- 0 2
<u>File</u>	<u>E</u> dit <u>S</u> ettings	<u>V</u> iew <u>R</u> eset <u>I</u> o	ols <u>G</u> UI	Standard Functions Spec	ial Functions <u>H</u> elp		_8
Due [08/15/		Open Pu	rchase	Orders Due-In	By Date Inquiry]
Ln#	P/O# DS/ND	Ord Date Due Date	Curr Lns	Total Order\$ Total Open\$	Vendor Number Vendor Name	Customer#	
1	01000003	03/02/00	US	11831.00	A4000	NEW YORK	
-	ND	03/21/00	2	500.75	AIRWICK MFG CO		ť.
2		03/02/00	1	780.00	A4000	NEW YORK	1
	ND	05/01/00	0		AIRWICK MFG CO		T .
3	01000010	01/15/00		4120.00	A3000	NEW YORK	1
	ND	03/01/00	0		BRAND X MFG INC		Ĩ.
4	01000011	02/15/00		97746.00	11250	NEW YORK]
	ND	03/16/00	7	9774.60	DOLOMITE BOOT C		Ī
5	01000012	03/02/00		55680.00	17000	NEW YORK	
	ND	05/01/00	8	5568.00	OLYMPIC SKIWEAR		
6	01000013	03/07/00	US	2772.00	A4000	NEW YORK	
	ND	04/21/00	1	92.40	AIRWICK MFG CO		
		-	otals	172929.00	15935.75		
inter E	ND to exit, f			ine Number for Deta		XXXXX	
HELP		(/END	INSERT	LDELETE	PREV PG NEXT	PG INQUIRY CANCE	L
Not							

Notes:

POs Due-In By Date Inquiry

This inquiry displays a list of POs due to be received by a specific date. You must enter a due date in MM/DD/YY format and then hit the **<enter**> key.

Field definitions are as follows:

Due Date – Date entered by user to determine which POs to show.

Ln#- Line number for this inquiry

PO# – Purchase order number for POs with this due date.

DS/ND – Indicates whether the PO is a drop-ship. **Ord Date** – Order Date, or the date the PO was entered.

Due Date – Date the product is expected to be received.

Curr – Type of currency being used for this PO. **Lns** – Number of open lines on the PO.

Total Order\$ – The total dollar value of items ordered on this PO.

Total Open\$ – The total dollar value of items on the PO that are not yet received into inventory.

Vendor Number - The vendor's number.

Vendor Name – The name of the vendor associated with the vendor number.

Customer# – Displays the customer for which the PO was created. For non-drop ship PO this will be company or warehouse the PO is going to. **Totals** – Displays Total Order Dollars and Total Open Dollars for displayed POs.

Prompt:

Enter END to exit, NEXT PG, PREV PG or Line number for Detailed Open P/O:

Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 6 POs. If there are more POs than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

Entering a line number at the prompt will take you to the **Detail Open PO Inquiry** for that PO.

MDS for Windows Version 7.8.5 - [1	199.5.163.1-DET.INTRAN010\$1] pols <u>G</u> UI Standard Functions Special Functions <u>H</u> i	elp _
P/0# 01131103 Va	Detailed In Transit Inquiry	ASSOCIATION Whee 001
Intrans# 1452 Invoice 3652 B/L# 1234 On Board Date 08/16/03	Vessel Container Expected	SizeArrival Date08/25/03
LN# Product	Description	Intran Qty UM Due Date
001 1076538	BAND AID SNOOPY 3/4X3"	BX 08/25/03
	I	
Enter END to exit, NEXTPG, or PF	REVPG: XXXXXX	PAGE 1 OF 2
HELP OK/END	INSERT LDELETE PREV PG	NEXT PG INQUIRY CANCEL

Detail In Transit Inquiry (Specific) Inquiry

This inquiry displays a list of products that are In Transit and on a specific PO. You must enter both the PO number and the In Transit number and then hit the **<enter**> key.

Prompt:

Enter END to Exit, NEXT PG or PREV PG:

Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 11 products. If there are more products than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

Field definitions are as follows:

PO# – Enter the PO number in this field to display the inquiry. Intrans# – Enter the In Transit number in this field to display the inquiry. Vendor - Vendor's number and name. Whse - Warehouse number for this PO Invoice – Invoice number supplied by vendor. B/L# - Bill of Lading number On Board Date - Date product should be onroute Vessel – Vessel number **Container –** Container description Size – Container size Expected Arrival Date - Date product should arrive or intransit Date. **LN#-** Line number for this Inquiry Product - Product Number in transit. PO may have additional products listed but not in transit. **Description –** Description of Product in transit Intran Qty - Quantity of product in transit. (This may not be the same as all product ordered on the PO).

UM – Unit of Measure for quantity field.

Due Date – Date product is due to be received.

Customer Reporting System

Intrans#		Detailed Intransit 5885 Vendor# HILLS	Inquiry (All PC HILLS BALL ASSOCIATION		e _001
Invoice	7896		951		
B/L# On Board D	4569 ate		Expected Arrival Date	Size 45 08/30/03	
P/0#	LN#	Product / Description		ntran QtyUMD	ue Date
01131104	001	102 BLUE PLASTIC DESK	5	5 EA 0	8/30/03
01131104	002	101	10	10 EA 0	8/30/03
01131105	001	RED PLASTIC DESK 1076538 BAND AID SNOOPY 3/4X3"	144	144 BX 0	8/30/03
01131105	002	105 ULTRA BLUE PLASTIC DESK	5	5 EA 0	8/30/03
nter END to	exit, Ni	EXTPG, or PREVPG:	<u> </u>	PAGE 1 0	F 2

Detail In Transit Inquiry (ALL PO's) Inquiry

This inquiry displays a list of products that are on a specific In Transit number regardless of PO number. You must enter the In Transit number and then hit the **<enter**> key.

Prompt:

Enter END to Exit, NEXT PG or PREV PG:

Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 6 POs. If there are more POs than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

Field definitions are as follows:

Intrans# – Enter the In Transit number in this field to display the inquiry. Vendor - Vendor's number and name. **Whse –** Warehouse number for this in transit. **Invoice** – Invoice number supplied by vendor. B/L# - Bill of Lading number On Board Date - Date product should be onroute Vessel – Vessel number **Container –** Container description Size - Container size Expected Arrival Date - Date product should arrive or In-transit Date. **PO# –** PO numbers associated with this in transit. **LN# –** Line number of the product on the PO. Product/Description - Product number with product description below Orig PO Qty – Quantity of product on the PO. Intran Qty - Quantity of product in transit. UM - Unit of Measure for quantity field. Due Date - Date product is due to be received.

rod	uct No.	102	In Tr	ansit by Item Inqui		PLASTIC DESK		-	
N#	P/0#	- Ln#	In Trans	B/L#	On Board	Due Date	Intran Qty	U/M	Whse
1 2 3 4 5 6 7 8 9 0 1 2	01131104			456987					
				Total Qu	rantity		5		
ter L	.ine#, END to	o exit, N	EXT PG or PR	EV PG:	XXX	XXX			
ELP		K/END	INSERT	LDELETE	PREV PG	NEXT	PG INQUIRY		CANCEL

In Transit by Item Inquiry

This inquiry displays a list of POs by product that are currently In Transit. You must enter the **Product Number** and hit the **<enter>** key.

Field definitions are as follows:

Product Number# – Enter the Product number in this field to display the inquiry.

LN#- Line number on this inquiry

PO# – PO number(s) for this product.

Ln# – Line number on the original PO that lists the product.

In Trans – In Transit number.

B/L# - Bill of Lading number.

On Board – Date product should be on-route. **Due Date –** Date product is due to be received. **Intran Qty –** Quantity of product in transit. PO may represent more product.

U/M – Unit of Measure for quantity field.

Whse – Warehouse number for this in transit. **Total Quantity –** Displays total in transit quantity for this product across all listed In Transits.

Prompt:

Enter END to Exit, NEXT PG or PREV PG: Typing END or Clicking OK/END will take you out of this inquiry.

Clicking **NEXT PG** and/or **PREV PG** buttons will scroll you through all Pos listed. This screen will display up to 12 POs. If there are more POs than are displayed, use the **NEXT PG** and **PREV PG** buttons to scroll through.

e Edit Settings View Reset Tools GUI PDA Standard Functions Specia	Functions Help _
Account:69 BASE.12 Port:0	9 Menu:INQUIRIES.MISC011 Capture:On
Consianment Inauiries:	Warranty Inquiries:
1. Customer Open Consignments	13. Warranty by Product
2. Detailed Open Consignments	14. Warranty by Customer
3. Open Consignments by Item	
Pro Forma Inquiries	Miscellaneous Inquiries:
4. Customer Pro Forma Summary	15. Executive Inquiry
5. Detailed Pro Forma Inquiry	16. Customer Sales Inquiry
6. Customer Pro Forma/Detail	
7. Item Pro Forma/Detail	17. Customer Contacts Inquiry
Return Authorizations Inquiries:	18. Open Rentals by Customer
8. Return Authorizations by Customer	19. Detailed Open Rentals
9. Detail Return Authorizations Inquiry	20. Open Rentals by Item
10. Return Authorizations by Product	
Standing Order Inquiries:	
11. Customer Open Standing Orders	
12. Detailed Open Standing Orders	
	nter Selection or END :

Consignment Inquiries

The inquiries covered in the Consignment Inquiries section are the: Customer Open Consignments, Detailed Open Consignments, and the Open Consignments by Item inquiries.

						unctions Speci								_
					Cus	tomer	Open	Consignm	ents					
mpa		01		STEMS HOUSE										
ston	ner	IDEAL					1	Phone#			14-4545			
				UTION CO				Contact		RICHARD GALVIN 000 HOUSE ORDERS				
		10 CL	IFTON BL	.VD.				Salesman		000	HOUSE			
		CLIFT	011			07015		Credit Lim				10000		
r		CLIFT	ON		NJ	07015		Credit Hol	a	N	Alc Prior			_
#	Consign#	nsign# Rel Cust Ref Or Department		Ord Date	Req	Date	Shp Date	Whe		D/S	Consign \$			
1	01000014	64 	001	321-41821	-	11/25/03	11/2	5/03		001		-	920.	.00
-					_	11/25/03 11/2			SSS	N	ND		.00	
2	-						_		-	_	_		0.	,00
3													0.	.00
4													0.	.00
mbe	er of Order	S		1									920.	.00
							-							
r EN	D to exit, I	NEXT	PG or P	REV PG :			×	XXXXX						

Customer Open Consignments Inquiry

The Customer Open Consignments inquiry provides a summary listing, by customer, of all open consignments.

Company - The company number entered and the company name are displayed.

Customer - The customer number entered and the customer name are displayed.

Phone# - The phone number is displayed.

Contact - The accounts receivable contact is displayed from the Customer Master file.

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

Credit Limit - The credit limit is displayed from the Customer Master file.

Credit Hold - The credit hold indicator is displayed from the Customer Master file.

ALC Priority - Back order allocation priority code.

					unctions Specia								
				Cu	stomer	Open	Consignme	nts					
mpany	01 IDEAL		STEMS HOUSE				Phone#		204.44		1		
stomer		n an	UTION CO				Contact		201-44	D GALVI	4		
		IFTON BL					Salesman		000		ORDERS		
	10 02						Credit Limi	e e e e e e e e e e e e e e e e e e e	10000				
	Department Department 1 01000014 001 321-41821 11/						Credit Hold		N A	Ic Prior			
# Consign	Consign# Rel Cust Ref Department 01000014 001 321-41821		Ord Date	Req	Date	Date Shp Date		St Fut	D/S	Consign \$			
1 0100001	4	001	321-41821		11/25/03	11/2	5/03		001			920.00	
									SSS	N	ND		
2												0.00	
3												0.00	
4						_						0.00	
mber of Orde	ers		1									920.00	
r END to exit,	NEXT	PG or P	REV PG :				xxxxx						

Customer Reporting System

Customer Open Consignments Inquiry

Cust Ref - Customer reference number (I.e.,

Department - Customer's department number.

St - The consignment order status is displayed.

Number of Orders - The total number of open

Consign\$ Totals - Total dollar value of all listed

Consign\$ - Consignment dollar amount.

consignment orders for this customer.

Ln# - Sequential line number. **Consign#** - Consignment number.

Rel - Release number.

purchase order numbers).

Ord Date - Ordered date. Req Date - Required date. Shp Date - Shipped date. Whs - Warehouse number. Opr - Operator code.

Fut - Future order indicator. **D/S -** Direct shipment indicator.

consignments.

X

documentation - [192.168.253.254-DET.OC010\$1]

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

Consigni		01-000014	Release		343220	001	Order Date	11/25/03	
Custome	er#	IDEAL	IDEAL DIS	TRIBUTION C	0		Due Date	11/25/03	_
0	tem Numb Description /endor Nu	n		Consigned DropShip		InPick ShipFrom SellUm	Open Disc% Department	Billed Price Value	
1 V	NCH			2/	EA	/ EA	/ EA	1 / EA	
J	JENNINGS V	VHEELCHAIR			ND	001		460.00/ EA	
						EA		920.00	
2				/		/	/	///	
3				/	_	/	/	//	
4				/		/	/	//	
er END	to exit, NI	EXT PG or PREV PG :					PA	GE 1 OF 2	

PREV PG NEXT PG

INQUIRY

CANCEL

Notes:

HELP

Detailed Open Consignments Inquiry

Line Items

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Popup

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This inquiry provides current status for a given consignment.

Consignment# - The consignment number entered is displayed.

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

Release# - Release number.

Order Date - Order date of consignment.

Due Date - Due date of consignment.

Ln# - Sequential line number.

Item Number - External product number.

Description - Product description is displayed from the Product Master file.

Vendor Number - Vendor number is displayed.

Consigned - Consignment quantity.

Drop Ship - Drop ship indicator. If the line on the order is flagged a drop ship 'DS' will be displayed in this field, otherwise, 'ND' will be displayed.

In Pick - Quantity in picking.

Ship From - The shipping warehouse is displayed.

Sell UM - The selling unit of measure.

Open - Backordered quantity.

Disc% - Discount percent is displayed.

Department - The department is displayed from the Order record.

Customer Reporting System

OK/END

INSERT

LDELETE

documentation - [192.168.253.254-DET.OC010\$1]

onsi	gnment# 01-000014	Rele	ease# 011	34322	001	Order Dat	te 11/25/03	
usto	mer# IDEAL	IDEA	L DISTRIBUTION C	0	Ì	Due Date	11/25/03	
.n#	Item Number		Consigned		InPick	Open	Billed	F
	Description		DropShip		ShipFrom	Disc%	Price	н
	Vendor Number		brobamb		SellUm	Department	Value	т
_						ooparation		÷
1	WCH		2/	EA	/ EA	/ EA	1 / EA	N
	JENNINGS WHEELCHAIR			ND	001		460.00/ EA	Π
					EA		920.00	N
2			1		1	1	1	
							1	Π
3			/		1	//	/	
							/	
								Ц
4			/		/	/	/	Ц
							/	Ц
								4
								_
					xxx			
erE	ND to exit, NEXT PG or PREV PG :			MN			PAGE 1 OF 2	

Notes:

OK/END

INSERT

LDELETE

PREV PG

NEXT PG

INQUIRY

CANCEL

HELP

Detailed Open Consignments Inquiry Line Items

Billed - Shipped quantity.

Price - Unit price of the consignment item.

Value - Line value.

F - Future indicator. If the line on the order is flagged as future, 'Y' will be displayed in this field.

H - Price hold indicator.

T - If the product is taxable, 'Y' will be displayed.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

OR

Popup

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

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

	Deta	il Open Consignments (ł	Header)					
nsignment#	01-000014							
d To IDEAL	-		Ship To					
AL DISTRIBUTION C	0		IDEAL DISTRIBUTION CO					
CLIFTON BLVD.			10 CLIFTON BLVD.					
FTON	NJ 07015		CLIFTON	NJ	07015			
ler Dt	11/25/03		Complete	N	Drop Ship	ND		
e Dt	11/25/03		No. Rels	001	Cred Hold			
I Whse	001 NEW YORK		No. Lines	1	Ord Src	01		
p Whse	001 NEW YORK		Future	N				
ec Ins			Oper	SSS				
p Via	04 FEDERAL EXPRESS		_					
esman	001 Sy Fertig		Open\$		0.00			
ms	01 2/10 NET 30				0.00			
Release# 01134322001			Misc\$		0.00			
ax Jur 1 NEW JERSEY			Freight\$		0.00			
ax% 6.000			Tax\$		0.00			
st P/O#	321-41821		Total\$		920.00			
Release# 01134322001 Tax Jur 1 NEW JERSEY Tax% 6.000			Freight\$ Tax\$		0.00 0.00 0.00			

OK/END

INSERT

LDELETE

PREV PG

NEXT PG

INQUIRY

CANCEL

HELP

Detailed Open Consignments Inquiry Function Keys

Header

Popup

The Header shows the operator additional order information. To access this screen, either click on the 'HEADER' icon or hit the Shift+ 'F1' function key. The following information will be displayed: **Consignment#** - The order number is displayed. **Sold To -** The billing information. Ship To - The ship to information. Order Dt - The order date. Due Dt - The due date. Sell Whse - The selling warehouse. Ship Whse - The shipping warehouse. Spec Ins - Special instructions. Ship Via - The shipping method. Salesman - The salesman's number and name. **Terms** - The payment terms for this order. **Release#** - The release number. Tax Jur - The tax jurisdiction number and name. **Tax%** - The tax percent on the order. **Cust Po -** The customer's purchase order number. **Complete -** Y' = the order is complete, N' = order not yet complete. No. Rels - The number of releases for the order. No. Lines - The number of lines on the order. Future - Future order indicator. Oper - Operator's initials. **Drop Ship -** Drop Ship Indicator. 'DS' = drop ship order, 'ND' non-direct ship order. Cred Hold - Credit Hold indicator. Ord Src - The Order Source code.

Customer Reporting System

	ew Reset Tools GUI PDA Standard Functions Special Funct Detail Open Consignments						
onsignment#	01-000014	(neader)					
old To IDE	AL	Ship To					
DEAL DISTRIBUTION	со	IDEAL DISTRIBUT	IDEAL DISTRIBUTION CO				
0 CLIFTON BLVD.		10 CLIFTON BLV	10 CLIFTON BLVD.				
		CUIETON		07045			
LIFTON	NJ 07015	CLIFTON	NJ	07015			
)rder Dt	11/25/03	Complete	N	Drop Ship	ND		
lue Dt	11/25/03	No. Rels	001	Cred Hold			
ell Whse	001 NEW YORK	No. Lines	1	Ord Src	01		
hip Whse	001 NEW YORK	Future	N		<u>.</u>		
ipec Ins		Oper	SSS				
Ship Via	04 FEDERAL EXPRESS						
alesman	001 Sy Fertig	Open\$		0.00			
erms	01 2/10 NET 30	Discount\$		0.00			
elease#	01134322001	Misc\$		0.00			
ax Jur	1 NEW JERSEY	Freight\$		0.00			
ax%	6.000	Tax\$		0.00			
ust P/O#	321-41821	Total\$		920.00			
ter END to exit, NE	EXT PG or PREV PG :	xxxxxx		PAGE	2 OF 2		

OK/END

INSERT

LDELETE

PREV PG NEXT PG

INQUIRY

CANCEL

HELP

Detailed Open Consignments Inquiry

Function Keys

Header

×

Popup

The Header shows the operator additional order information.

To access this screen, either click on the <code>`HEADER'</code> icon or hit the Shift+ <code>`F1'</code> function key.

The following information will be displayed:

 $\ensuremath{\textbf{Backord\$}}$ - The total backordered dollar amount.

Discounts - The total discounted dollar amount.

Misc\$ - The total miscellaneous dollar amount.

Freight\$ - The total freight dollar amount.

Tax\$ - The total tax dollar amount.

Total\$ - The total dollar amount of the order.

ENTER END TO EXIT OR PREV PG:

Enter 'END' and hit <ENTER> to exit. Hit the 'F5' function key to return to the previous page.

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

	gnment# 01-000014		onsignment (Line lease# 011	13432			Order Date	11/25/03	
ston	mer# IDEAL	IDE	AL DISTRIBUTION C	0			Due Date	11/25/03	
#	Item Number Description Vendor Number		Consigned Drop Ship		InP ShipFro Sel		Open Disc% Department	Billed Price Value	F H T
1	WCH JENNINGS WHEELCHAIR		2/	EA ND	-	/ EA	/ EA	1 / EA 460.00/ EA	N
			1			EA		920.00	N
3			,/			SĮ	pecial Instructions		
4			/						

Detailed Open Consignments Inquiry

Function Keys

Special Instructions

If any special instructions were entered for this consignment order, they will be displayed here.

Once displayed, hit <ENTER> for the box to close.

Notes:

documentation - [192.168.253.254-OC.ITEM010\$1]

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

ltem Num	ber			Descr	iption			Price		Cost Um	Retail U
WCH					JENNINGS WH	EELCHAIR			/ EA	240.00/ EA	460.00/ E
Whs	Loc I	30 D	Sel	Stk	OnHand	On P/O	In	tran	B/O	Avail	Future
001	12	YN	EA	EA	4	9					42
Substitu	ites										
1.											
2.											- H
.n# Co	onsignment#	ŧ	C	onLn#	Ord Date	Price		OnCons	InPick	Open	Billed
Customer	Name				Due Date	PrcOvr	D/S	Fut	ShipFrom		
1 01	1000014			001	11/25/03	460	.00	2			
DEAL DIST	RIBUTION CO				11/25/03		ND	N	00	01	
2							_				
3											
4											
			Т	tals	Value	460	.00	2			
ter END to	o exit, NEXT	PG or	PREV P	G:		XXXXX	x				
		_									

Notes:

Open Consignments by Item Inquiry

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

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

Price UM - Price and pricing unit of measure.

Cost UM - Current cost and costing unit of measure is displayed.

Retail UM - List price and unit of measure is displayed.

Whs - Warehouse number is displayed.

Loc - Warehouse location is displayed.

BO - Backorder indicator from the Product Master file.

D - Discontinued indicator from the Product Master file.

Sel - The selling unit of measure.

Stk - The stocking unit of measure.

On Hand - On hand quantity.

On P/O - Open purchase order quantity.

Intran - Intransit quantity.

B/O - Customer backorder quantity.

Avail - Available quantity.

Future - Future orders quantity.

Substitutes - Substitute items for this product.

Ln # - Sequential line number.

Consignment# - Consignment number.

ConLn# - Consignment line number.

Customer Name - Customer name for the order.

Ord Date - Date of order.

Due Date - Order due date.

documentation - [192.168.253.254-OC.ITEM010\$1]

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

em Number	Descrip	Open Consign tion	intents	by	Price	Um		Cost	Um	Retail	Um
VCH		JENNINGS WHEE	LCHAIR			/ EA		240.00/	EA	460.00/	EA
Whs Loc BO D	Sel Stk	OnHand	On P/O	Int	ran	E	3/0	Av	ail	Future	
001 12 Y N	EA EA	49							43	2	5
Substitutes											
n# Consignment# ustomer Name		Ord Date Due Date	Price PrcOvr	D/S	OnCons Fut	InPic			Open	Billed	
1 01000014	001	11/25/03	460.00		2						1
2 3 4		11/25/03		ND	N		001				
	Totals PREV PG:	Value	460.00		2						1

Notes:

Open Consignments by Item Inquiry

Price - Item price on the order.

PrcOvr – Price override flag.

OnCons - Consignment quantity.

D/S - Drop ship indicator.

Fut - Future order indicator.

In Pick - In pick quantity.

Ship From - The shipping warehouse is displayed.

Open - Quantity open on consignment.

Billed - Quantity billed on this consignment.

Value - Total value of price, quantity, in pick, open, and billed consignments.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

OR

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- 8 ×

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

ocumentation - [192.168.253.254			a dal Errationa III	-1-					
ile Edit Settings View Reset Tools	GUI PDA Standard	Functions Sp	ecial Functions H	eip					_ 8 :
	Account:69 B/	ASE.12 Po	rt:069 Menu:INQ	UIRIES.MISCO1	Capture:O	1			
Constant and the set				_	111				
Consignment Inquiri	es:			12.11/2	Warranty Inc	uines:		1	
1. Customer Open Consignments					ty by Product				
2. Detailed Open Consignments				14. Warrant	ty by Custome	r			
3. Open Consignments by Item									
Pro Forma Inquiries		1				eous Inquiries:			
4. Customer Pro Forma Summary				15. Executiv					
5. Detailed Pro Forma Inquiry				16. Custom	er Sales Inqui	ry			
6. Customer Pro Forma/Detail								(
7. Item Pro Forma/Detail				17. Custom	er Contacts In	quiry			
Return Authorizat	ons Inquiries:			18. Open Re	entals by Cust	omer			
8. Return Authorizations by Custom	er			19. Detailed	Open Rentals	1			
9. Detail Return Authorizations Inqu	iry			20. Open Re	entals by Item				
10. Return Authorizations by Produc	t								
Standing Order Inquiri	es:								
11. Customer Open Standing Orders	3								
12. Detailed Open Standing Orders									
			Enter Selection	on or END :					
CONTACTS MAINT	DRILL	EXECINQ		CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP OK/END INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	WIM.MENO		Popup

Pro Forma Inquiries

The inquiries covered in the Pro Forma Inquiries section are the: Customer Pro Forma Summary, Detailed Pro Forma Inquiry, Customer Pro Forma Detail, and the Item Pro Forma Detail inquiries.

documentation - [192.168.253.254-CUST.PF010\$1]

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

Customer Company Name	UMC 01 TH			Pro	Formas								
	01 TH				Phone	e#		914-46	64-64	424			
Name		E SYSTEMS HOUSE			Conta	ct		ROBIN	coc	OK			
	UNIVERSI	TY MEDICAL CENTER			Sales	man		001	Sy	Fertig	9		
Address 1	1 STATIO	N PLAZA			Credi	t Limit				0			
Address 2					Credi	t Hold		N					
City	EDMONTO	NC	AB AB222	2CD	ALC F	Priority		1					
1.Line	Quote#	Cust Ref		OrdDt		Whs	ST		F	DS	ОР	Order\$	
1 (01100425	PRO FORMA		08/13		001	OP		N		SF		86
2 (01100392	1	-	01/28		001	OP		N		SF		16
3 (01100391	1		12/03		001	OP		N		SF	2	408
4 (01200030	PO 2495		02/23		001	OP				FW		649
5 (01200010	GH 765		02/14		001	OP				SF	2	017
6 (01200007			02/12		001	OP				SF	5	662
7													
8													
9													
10													
11													

Notes:

Customer Pro Forma Summary Inquiry

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This inquiry will provide a list of all pro forma's that have been entered for a particular customer.

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

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

Name - The full name of the customer is displayed.

Address1 - Customer street address is displayed.

Address2 - Any additional address information is displayed.

City - The city, state, and zip code is displayed.

Phone # - The customer's phone number is displayed.

Contact - The name of the contact at the customer site is displayed.

Salesman - The salesman assigned to this customer account is displayed.

Credit Limit - The customers credit limit if any, is displayed.

Credit Hold - Customer credit hold status will be displayed. If the customer's account is on hold a 'Y' will display, if not an 'N' is displayed.

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

Line - The line numbers for each quote is displayed.

Quote # - Customer's pro forma number.

Cust Ref - Any customer reference number.

Ord Dt - The date of the pro forma.

documentation - [192.168.253.254-CUST.PF010\$1]

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

Customer	UMC		Ci	ustomer	Pro	Formas Pł	none#			914-46	64-64	24		1
Company		HE SYSTEMS HOUSE					ontact			ROBIN				
Name	UNIVER	SITY MEDICAL CENTER	R			Sa	alesman			001	Sy	Fertig	1	
Address 1	1 STATI	ON PLAZA				Cr	edit Limit					0	-	
Address 2						Cr	edit Hold			N				
City	EDMON	TON	AB	AB222C	D	AL	C Priority			1				
1.Line C	uote#	Cust Ref			OrdDt			Whs	ST		F	DS	OP	Order\$
1 011	00425	PRO FORMA	_		08/13			001	OP		Ν	_	SF	86
2 011	00392	1	_		01/28			001	OP		Ν	_	SF	16
	00391	1	_		12/03			001	OP		Ν	-	SF	2408
	00030	PO 2495	_		02/23			001	OP		н	-	FW	649
	00010	GH 765	_		02/14			001	OP		н	-	SF	2017
	00007	_	_		02/12			001	OP		н	_	SF	5662
7		_	_						_		Н	-		
8			_						_		н	-		
9			_						-		н	-		
10			_						-		н	-		
11									L					

Notes:

OK/END

INSERT

LDELETE

PREV PG

NEXT PG

INQUIRY

CANCEL

HELP

Customer Pro Forma Summary Inquiry

Whs - The warehouse number.

St - The status of the pro forma.

F - Future order indicator.

DS - Drop ship indicator.

OP - The operator code.

Order\$ - The total dollar value of the pro forma.

Enter END to exit, NEXT PG, PREV PG, or Line Number for Detailed Pro Formas:

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

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

OR

Popup

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

Or, enter the line number of the pro forma to display the Detail Pro Forma Inquiry.

documentation - [192.168.253.254-DET.PF010\$1]

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

ProFo	rma#	01-20001					Order Date	02/14/86	
ustor	mer#	UMC	UNIVERS	ITY MEDICAL CENTE	R		Due Date	02/14/86	
.n#	Item Num Descriptic Vendor N	n		Ordered Dropship		Inpick ShipFrom SellUm	Backord Disc% Department	Invoiced Price Value	
1	ARWKSU-	E		50 /		50 /	/	50 /	
	STICK UP (DEOD EVERGREEN			ND	001	15.00	15.35/	
						DZ	365	652.38	
2	ARWKSU-	HD		40 /		40 /	1	/	
	HVY DUTY	STICK UP			ND	001		14.50/	
						DZ		580.00	
3	ARWKSU-	S		50 /		50 /	/	/	
	STICK UP (DEOD SPRING			ND	001	15.00	15.35/	
						DZ		652.38	
4				/		/	/	/	
					4			/	
er EN	ND to exit, N	IEXT PG or PREV P	G :		X XX	xxx	P,	AGE 1 OF 2	

Detailed Pro Forma Summary Inquiry

Line Items

- 6 🛛

Popup

- 8 ×

The purpose of this inquiry is to provide the operator the details of the particular pro forma selected.

Pro Forma # - The pro forma number entered is displayed.

Customer # - Customer number is displayed.

Order Date - Order date.

Due Date - Due date.

Ln # - The line item number.

Item Number - Product number.

Ordered - The quantity ordered and the unit of measure.

In Pick - The quantity in pick and the unit of measure.

Backord - The quantity of items on backorder and their unit of measure.

Enter END to	o exit, NEXT F	PG or PREV P	PG :		×	XXXX		PAGE 10)F 2	
HEADER	LINE ITMS		NEXT ORD	PREV ORD	SPEC INST					
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL			F

Notes:

documentation - [192.168.253.254-DET.PF010\$1]

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

			Detail	Pro Form	as	(Line Items)			
roFor		01-20001					Order Date		
ustom	er#	UMC	UNIVE	RSITY MEDICAL CENT	TER		Due Date	02/14/86	
n#	Item Numl	her		Ordere	d	Inpick	Backord	Invoiced	F
	Descriptio			Dropship		ShipFrom	Disc%	Price	Н
	Vendor Nu			Dropsnip		SellUm	Department	Value	Ť
	Vendor No	Iniber			-	Selloin	Deparament	value	-
1	ARWKSU-E			50	1	50 /	/	50 /	
	STICK UP D	EOD EVERGREEN			ND	001	15.00	15.35/	
						DZ	365	652.38	Y
2	ARWKSU-H	D		40	1	40 /	1	1	
	HVY DUTY	STICK UP			ND	001		14.50/	
						DZ		580.00	Y
3	ARWKSU-S			50	1	50 /	1	/	
	STICK UP D	EOD SPRING			ND	001	15.00	15.35/	
						DZ		652.38	Y
4					/	/	/	/	
								/	

Notes:

Detailed Pro Forma Summary Inquiry

Line Items

- 8

a ×

Invoiced - The quantity invoiced.

Description - Description of the product.

Dropship - Dropship indicator will display here. If the order is a dropship a 'DS' will display, if not a 'ND'.

Ship From - The warehouse from which this order would be shipped.

Disc% - If this product is flagged in the Product Master file as discountable, the amount of the discount will be displayed.

Price - The price of this product is display.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

OR

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

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

documentation - [192.168.253.254-DET.PF010\$2]

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

					Det	tail Pro	For	nas (Heade	r)						
Order#	01-20	00010													
Bill To	UMC							Ship To							
	UNIVE	ERSITY	MEDICAL C	ENTER					ACME S	UPPLY CORP					
	1 STA	ATION	PLAZA						1 STATIO	ON PLAZA					
	EDMO	NOTING	1		AB	AB222CD			RYE		1	NY	1109	99	
Order Dt		02/14	4/86					Complete	N		Drop	Ship		ND	
Due Dt		02/14	4/86					No. Rels	001		Cred	Hold			
Sell Whse		001	NEW YO	RK				No. Lines	3	_	Histo	ry			
Ship Whse		001	NEW YO	RK				Future	_		Ord S	Src		2	
Spec Ins		PM D	ELIVERIES	ONLY				Oper	SSS	S					
Ship Via		01	UPS												
Salesman		002	EUGENE	FORREST				Backord\$			652.38				
Terms		01	2/10 NET 3	30				Discount\$			0.00				
Dept		365						Misc\$			0.00				
Tax Jur		12	N	ESTCHES	TER CO	N YTNUC		Freight\$			0.00				
Tax%			7	.000				Tax\$			131.93				
Cust P/O#		GH 76	65					Total\$		2,	,016.69				
nter END to e	exit or Pl	REV P	PG :				(XX					PAG	GE 20	DF 2	
HEADER	LINE ITM	S		NEXT (ORD	PREV ORD	SPEC IN	ST							

INQUIRY

CANCEL

Notes:

OK/END

INSERT

LDELETE

PREV PG

NEXT PG

HELP

Detailed Pro Forma Summary Inquiry Function Keys

Header Screen

- 8

Popup

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

Ord Src - The Order Source code.

complete and has been through the EOD.

									_		_									
						De	tail Pro		Form	nas	(Header	r)								
Order#	01-20	0010																		
Bill To	UMC									Sh	ір То									
	_		MEDICA	L CENT	ER			_						PLYCORP					-	
	1 514	ATION F	LAZA					_				1 514	ATION	PLAZA					-	
								-				-							-	
	EDMO	ONTON				AB	AB222CI	5				RYE				NY	110)99		
																	_			
Order Dt		02/14	/86							Co	mplete	N	1		Drop	Ship		ND		
Due Dt		02/14	/86							No	. Rels	0	001		Cred	Hold		1 —		
Sell Whse		001	NEW	YORK						No	. Lines	3	3		Histo	ry				
Ship Whse		001	NEW	YORK						Fu	ture				Ord S	Src		2		
Spec Ins		PM DE	ELIVERIE		1					Ор	er	5	SSS							
Ship Via		01	UPS																	
Salesman		002	EUGE	NE FOR	REST					Ba	ckord\$			6	52.38					
Terms		01	2/10 NE	T 30						Dis	scount\$				0.00					
Dept		365								Mi	sc\$				0.00					
Tax Jur		12		WEST	CHEST	ER C	OUNTY N			Fre	eight\$				0.00					
Tax%				7.000						Ta	x\$			1	31.93					
Cust P/O#		GH 76	i5							То	tal\$			2,0	16.69					
ter END to ex	kit or Pl	REV P	G :				X	xxxxx	(PAG	GE 2	OF 2		

Detailed Pro Forma Summary Inquiry

Function Keys

Header Screen

Backord\$ - The total backordered dollar amount.

Discount\$ - The total discounted dollar amount. Misc\$ - The total miscellaneous dollar amount.

Freight\$ - The total freight dollar amount.

Tax\$ - The total tax dollar amount.

Totals - The total dollar amount of the order.

ENTER END TO EXIT OR PREV PG:

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

PREV PG – The PREVIOUS PAGE function is available by clicking on the '**PREV PG'** icon or by hitting the 'F5' function key.

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

Due Dt 02/14/86 No. Rels 001 Cred Hold Sell Whse 001 NEW YORK No. Lines 3 History Ship Whse 001 NEW YORK Future Ord Src 2 Spec Ins PM DELIVERES ONLY Oper SSS Ord Src 2 Ship Via 01 UPS Jup S Jup S Jup S Jup S Salesman 002 EUGENE FORREST Backord\$ 652.38 1 2/10 NET 30 Discount\$ 0.00 Dept 365 Misc\$ 0.00 Tax Jur 12 WESTCHESTER COUNTY N Freight\$ 0.00 Tax% 7.000 Tax\$ 131.93					De	etail Pro	Form	as (Header)					
ACME SUPPLY CORP 1 STATION PLAZA 1 STATION PLAZA EDMONTON AB AB222CD RYE NY 11099 Order Dt 02/14/86 Orop Ship ND Due Dt 02/14/86 001 Cred Hold No. Rels 001 Cred Hold Sell Whse 001 NEW YORK No. Lines 3 History 2 Spec Ins PM DELIVERIES ONLY Oper SSS Ord Src 2 Ship Via 01 UPS 02/10 NET 30 Discount\$ 0.00 Dept 365 Misc\$ 0.00 0.00 Tax\$ 131.93	Order#	01-200010												
1 STATION PLAZA 1 STATION PLAZA EDMONTON AB AB222CD RYE NY 1099 Order Dt 02/14/86 Order Dt Drop Ship ND Due Dt 02/14/86 001 Cred Hold Prop Ship ND Sell Whse 001 NEW YORK No. Rels 001 Cred Hold Prop Ship ND Ship Whse 001 NEW YORK Future Ord Src 2 Ship Whse 01 NEW YORK Oper SSS Image: Complete Size Size Image: Complete Size Size Size Image: Complete Size Size Size Image: Complete Size Size Image: Complete Siz	Bill To	UMC						Ship To						
EDMONTON AB AB222CD RYE NY 11099 Order Dt 02/14/86 0 Complete N Drop Ship ND Due Dt 02/14/86 001 Cred Hold Image: Cred Hold		UNIVERSIT	Y MEDICAL	CENTER	2				ACME SUF	PPLYCORP				
Order Dt 02/14/86 Complete N Drop Ship ND Due Dt 02/14/86 001 Cred Hold Cred Hold Instruction Sell Whse 001 NEW YORK No. Lines 3 History Instruction Ship Whse 001 NEW YORK Future Ord Src 2 Spec Ins PM DELIVERIES ONLY Oper SSS Ord Src 2 Ship Via 01 UPS Salesman 002 EUGENE FORREST Backord\$ 652.38 Terms 01 210 NET 30 Discount\$ 0.00 0.00 Dept 365 Misc\$ 0.00 Tax Jur 12 WESTCHESTER COUNTY N Freight\$ 0.00 Tax% 7.000 Tax\$ 131.93		1 STATION	PLAZA						1 STATION	I PLAZA				
Order Dt 02/14/86 Complete N Drop Ship ND Due Dt 02/14/86 No. Rels 001 Cred Hold Image: Cred Hold														
Order Dt 02/14/86 Complete N Drop Ship ND Due Dt 02/14/86 No. Rels 001 Cred Hold Instruction					_									
Due Dt 02/14/86 No. Rels 001 Cred Hold Sell Whse 001 NEW YORK No. Lines 3 History Ship Whse 001 NEW YORK Future Ord Src 2 Spec Ins PM DELIVERIES ONLY Oper SSS Ord Src 2 Ship Via 01 UPS Salesman 002 EUGENE FORRE ST Backord\$ 652.38 Terms 01 2/10 NET 30 Discount\$ 0.00 Dept 365 Misc\$ 0.00 Tax Jur 12 WESTCHE STER COUNTY N Freight\$ 0.00 Tax% 7.000 Tax\$ 131.93		EDMONTO	N		AB	AB222CD			RYE	1r	NY	110	99	
Due Dt 02/14/86 No. Rels 001 Cred Hold Sell Whse 001 NEW YORK No. Lines 3 History Ship Whse 001 NEW YORK Future Ord Src 2 Spec Ins PM DELIVERIES ONLY Oper SSS Ord Src 2 Ship Via 01 UPS Salesman 002 EUGENE FORRE ST Backord\$ 652.38 Terms 01 2/10 NET 30 Discount\$ 0.00 Dept 365 Misc\$ 0.00 Tax Jur 12 WESTCHE STER COUNTY N Freight\$ 0.00 Tax% 7.000 Tax\$ 131.93														
Sell Whse 001 NEW YORK No. Lines 3 History Ship Whse 001 NEW YORK Future Ord Src 2 Spec Ins PM DELIVERIES ONLY Oper SSS Ord Src 2 Ship Via 01 UPS Backord\$ 652.38 Salesman 002 EUGENE FORREST Backord\$ 0.00 Dept 365 Misc\$ 0.00 Tax Jur 12 WESTCHESTER COUNTY N Freight\$ 0.00 Tax% T.00 Tax\$ 131.93				_									ND	
Ship Whse Oo1 NEW YORK Future Ord Src 2 Spec Ins PM DELIVERIES ONLY Oper SSS 0 2 Ship Via 01 UPS 0 0 0 0 Salesman 002 EUGENE FORREST Backord\$ 652.38 Terms 01 2/10 NET 30 Discount\$ 0.00 Dept 365 Misc\$ 0.00 Tax Jur 12 WESTCHESTER COUNTY N Freight\$ 0.00 Tax% 7.000 Tax\$ 131.93														
Spec Ins PM DELIVERIES ONLY Oper SSS Ship Via 01 UPS 550 Salesman 002 EUGENE FORREST Backord\$ 652.38 Terms 01 2/10 NET 30 Discount\$ 0.00 Dept 365 Misc\$ 0.00 Tax Jur 12 WESTCHESTER COUNTY N Freight\$ 0.00 Tax% 7.00 Tax\$ 131.93									3					
Ship Via 01 UPS Salesman 002 EUGENE FORRE ST Backord\$ 652.38 Terms 01 2/10 NET 30 Discount\$ 0.00 Dept 365 Misc\$ 0.00 Tax Jur 12 WESTCHESTER COUNTY N Freight\$ 0.00 Tax% 7.000 Tax\$ 131.93										0	rd Src		2	
Salesman 002 EUGENE FORREST Backord\$ 652.38 Terms 01 2/10 NET 30 Discount\$ 0.00 Dept 365 Misc\$ 0.00 Tax Jur 12 WESTCHESTER COUNTY N Freight\$ 0.00 Tax% 7.000 Tax\$ 131.93				ONLY				Oper	SSS					
Terms 01 2/10 NET 30 Discount\$ 0.00 Dept 365 Misc\$ 0.00 Tax Jur 12 WESTCHESTER COUNTY N Freight\$ 0.00 Tax% 7.000 Tax\$ 131.93														
Dept 365 Misc\$ 0.00 Tax Jur 12 WESTCHESTER COUNTY N Freight\$ 0.00 Tax% 7.000 Tax\$ 131.93					ST				_					
Tax Jur 12 WE STCHE STER COUNTY N Freight\$ 0.00 Tax% 7.000 Tax\$ 131.93				30										
Tax% 7.000 Tax\$ 131.93														
		12			IE STER (COUNTYN								
Cust P/O# GH 765 2016 69		_		7.000							-			
	Cust P/O#	GH 7	65					l otal\$		2,016.	59			

Detail Pro Form Inquiry Function Keys Next Order/Previous Order

X

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

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

Notes:

					Detail Pro	Form	as (Header)				
Order#	01-20	0010										
Bill To	UMC						Ship To					
	UNIVE	ERSITY	MEDICAL C	ENTER				ACME SU	PPLY CORP			
	1 STA	ATION F	PLAZA					1 STATIO	N PLAZA			
						-						
	EDMO	ONTON]		AB AB222CD			RYE		NY	11099	
Order Dt		02/14					Complete	N	-	rop Ship	ND	
Due Dt		02/14					No. Rels	001		red Hold		
Sell Whse		001	NEW YO				No. Lines	3	H	story		
Ship Whse		001	NEW YO				Fut	-				
Spec Ins		_	ELIVERIES O	ONLY			Оре	Spec	cial Instructions			
Ship Via Salesman		01		CODOCCT			Paul					
Salesman Ferms		002	2/10 NET 3	FORREST			Bac	PM DELIVER	RIESONLY			
Dept		365	2/10 NET 3	U			Mis					
Fax Jur		12	M	ESTONES	TER COUNTY N		Fre					
Tax%		12		000			Тах					
Cust P/O#		GH 76		000			Tot					

Detailed Pro Forma Inquiry

Function Keys

Special Instructions

If any special instructions were entered for this pro forma, they will be displayed here.

Once displayed, hit <ENTER> for the box to close.

Notes:

documentation - [192.168.253.254-PF.CUST010\$1]

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

Custor	mer#	UMC	UNIVERSITY ME	DICAL CENTE				
Comp	any#	01	THE SYSTEMS HOUSE	Salesman#	001	Sy Fertig		
Ln#	ProForma OrdLine#		Item Number Description Vendor Number	Ordered Sell Um ShipFrom	Ord	ackord Date Future	InPick Due Date DropShip	Shipped OpenValue
1	01100391		105	5/ EA		/ EA	5/ EA	1
	001		ULTRA BLUE PLASTIC DESK	EA	12/0	3/02	12/03/02	
			BEIE	001		N	N	
2	01100392		AQUA-01/01	1/ EA		/ EA	1/ EA	1
	001		20G STER. OVERWRAPPED	EA	01/2	8/03	01/28/03	
			PARKER	001		N	N	
3	01100425		101	3/ EA		/ EA	3/ EA	/
	001		RED PLASTIC DESK	EA	08/1	3/03	08/13/03	
			D1000	001		N	N	
4	01100425		GLVE650136	3/ EA		/ EA	3/ EA	/
	002		TEST PRODUCT	EA	08/1	3/03	08/13/03	
			A1000	001		N	N	
						Totals		

Notes:

HELP

Customer Pro Forma/Detail Inquiry

This inquiry provides a listing of all pro forma lines for a specific customer.

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

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

Salesman - The salesman number from the Customer Detail file is displayed.

In detail area:

- 8 🗙

Popup

- 8 ×

Ln # - The line number for each pro forma is displayed.

Pro Forma # - The first pro forma number is displayed.

Item Number - The first line item number is displayed.

Ordered - The quantity ordered and its' unit of measure is displayed.

Backord - The backordered quantity is displayed.

InPick - The quantity of items that are in pick is displayed.

Shipped - The total quantity that have been shipped is displayed.

OrdLine # - The line number of this item on the actual pro forma is displayed.

Description - A description of the product is displayed.

Sell UM - The selling unit of measure.

OK/END

INSERT

LDELETE

PREV PG

NEXT PG

INQUIRY

CANCEL

documentation - [192.168.253.254-PF.CUST010\$1]

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

ustom	ner#	UMC	2		UNIVERSITY ME	DICAL CENTE					
Compa	iny#	01	THE SYSTEM	S HOUSE		Sa	lesman#	001	Sy Fertig		
Ln#	ProForma OrdLine#		Item Numbe Description Vendor Nun				Ordered Sell Um ShipFrom	Ord	ackord Date Future	InPick Due Date DropShip	Shipped OpenValue
1	01100391		105	PLASTIC DES	,		5/ EA EA	12/0	/ EA	5/ EA	/
	001		BEIE	PLASTIC DESP			001	12/0	N	12/03/02 N	
2	01100392		AQUA-01/01				1/ EA		/ EA	1/ EA	/
	001			VERWRAPPED			EA	01/2	8/03	01/28/03	
3	01100425		PARKER 101				001 3/ EA		N / EA	N 3/ EA	1
	001		RED PLASTIC	DESK			EA	08/1		08/13/03	f
			D1000				001		N	N	
4	01100425		GLVE650136				3/ EA		/ EA	3/ EA	//
	002		TEST PRODU A1000	ст			EA 001		3/03 N Totals	08/13/03 N	
iter ENI	D to exit, N	EXT I	PG or PREV P	G:			KX				
HELP	OK/EI	ND	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCE	EL		

Notes:

Customer Pro Forma/Detail Inquiry

Ord Date - The date of the order.

- 8 🗙

- 8 ×

Due Date - The date that the order is due.

Open Value - The total value of open items (items not yet shipped) on this order.

Vendor Number - The vendor number is displayed.

Ship From - The warehouse from which this quote will be shipped once it is converted to an actual order.

Future - Future order indicator. A 'Y' will display of this quote has been flagged as a future order. An 'N' or a blank will display if it is not.

DropShip - Drop ship indicator. A 'Y' will display here if this order has been flagged as a drop ship. An 'N' will indicate a non drop ship order.

ENTER END TO EXIT, NEXT PG OR PREV PG:

Enter 'END' and hit <ENTER> to exit. Hit the 'F6' function key or click on the icon 'NEXT PG' to advance to the next page. Hit the 'F5' function key or click on the icon 'PREV PG' to return to the previous page.

🛱 documentation - [192.168.253.254-PF.ITEM010\$1]

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

	lumber				DES	CRIPTI					Price		Um		Cost		Jm	Ret		Um
NF SU-E	E			_		N	O FRILLS ST	TICK	UP E		1	3.74/	DZ	L	7.	30/ [DZ		13.60/	DZ
Whs	Loc	BO	D	Sel	Stk	0	nHand		On P/O	Ir	tran		B	5/O		Avai	I .		Future	
001	A-100	Y	Ν	DZ	DZ		10	1	1728				15	5			1	4		
Sub	stitutes																			
1. NF	SU-L						3	0				_					2	0		
2. NF	SU-S						102	2									93	2		
Ln#	ProForma#			0	rdLn#	Ord	Date		Price	0	rdered		InPic	k						
Custor	mer Name					Due	e Date		PrcOvr		Fut	Sh	ipFron	n						
1	01200029				002	02/2	23/86		13.60		2			2	2					
AJAXI	NDUSTRIAL SU	PPLY				02/2	23/86				N			001						
2																				
3																				
4																				
				Т	otals	V	alue		21.22		2			2	2					
ter EN	ND to exit, NE	KT PG	6, PR	EV PG	or PRIN	T for H	ard Copy:							<u>⊠×</u>	xxxx					

Notes:

Item Pro Forma/Detail Inquiry

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- 8 ×

This inquiry will provide the operator with a listing and a hard copy, if chosen, of all existing pro forma's for the selected item number.

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

Description - The description of the item from the Product Master file is displayed.

Price UM - The price and the unit of measure is displayed.

Cost UM - The cost of the item and the unit of measure is displayed.

Retail UM - The retail cost and the unit of measure is displayed.

Whs Loc - The warehouse location from the prod.mast file is displayed.

BO - If this product has been flagged to accept backorders a 'Y' is displayed.

 ${\bf D}$ - If this product is flagged as discontinued a 'Y' is displayed.

Sel - The selling unit of measure.

Stk - The stocking unit of measure.

OnHand - The item quantity that is on hand.

On P/O - The item quantity that are on order to the vendor.

Intran - The item quantity that have been posted as intransit during purchase order receipts.

B/O - The item quantity that are on back order.

Avail - The item quantity that are available for order.

Future - The item quantity that are on future orders will display.

🛱 documentation - [192.168.253.254-PF.ITEM010\$1]

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

tem N	lumber				DES	CRIPTI	NC			P	rice	U.	Jm		Cost	Um		Retail	Um
NF SU-E	E	_		_		N	OFRILLS STI	CK UP E			13	3.74/ C	DZ	_	7.30	/ DZ		13.60/	DZ
Whs	Loc	BO	D	Sel	Stk	0	nHand	On P/O		Intran			B/	0	A	vail		Future	
001	A-100	Y	Ν	DZ	DZ		101	17	28				15				14		
Sub	stitutes																		
1. NF	SU-L					_	30										20		
2. NF	SU-S						1022	2									932		
Ln#	ProForma#			0	rdLn#		Date	Price		Ordered			nPick						
	mer Name						Date	PrcOvr		F	ut	Ship	From						
	01200029				002	_	3/86	13	.60		2			2					
AJAX I	NDUSTRIAL SU	PPLY			_	02/2	3/86				Ν			001					
2					_						_								
	_	_				_			4										
3						_					_								
						_													
4						_					_								
				_															
				T	otals	Va	alue	21.	22		2			2	!				
iter EN	ND to exit, NE)	CI PO	5, PR	EV PG	or PRIN	for Ha	ard Copy:							M X	XXXX				
PRINT																			
HELP	OK/END	· · · ·	IMC	ERT	LDEL	ETE	PREV PG	NEXT PG	INC	UIRY	CAN	CEL							

Notes:

Item Pro Forma/Detail Inquiry

Substitutes - If this product has been flagged to accept substitutes in the Product Master file, then those substitutes will display.

Ln # - Line number.

_ 0 🗙

- 8 ×

ProForma # - The pro forma number.

OrdLn# - The line number that this item appears on in the pro forma.

Ord Date - Order date.

Price - The price for this item is displayed.

InPick - The item quantity that has been ordered on the pro forma.

Customer Name - The full name of the customer for which this pro form is for.

Due Date - The date that the order is due.

PrcOvr - If the item was subject to a price override during the entry of the pro forma a 'Y' will display.

Fut - If the pro forma has been flagged as a future order a 'Y' will display.

ShipFrom - The warehouse number from which the pro forma will be shipped after its converted to an actual order.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

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

Function Keys

Hit the Shift+'F1' function key or click on the icon

OR

The Systems House, Inc.

'PRINT' to print a hard copy of this inquiry.

Notes:

e Edit Se	ttings View R	eset Tools GL	JI PDA Standa	rd Functions Sp	ecial Functions H	lelp					- 6
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		-				14. Wallan	ly by custom	51			
3. Open C	Consignments	by item									
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6. Custon	ner Pro Forma	/Detail									
7. Item P	ro Forma/Detai	1				17. Custom	er Contacts I	nquiry			
	Retur	n Authorization	s Inquiries:			18. Open Re	entals by Cus	tomer			
8. Return	Authorization	s by Customer				19. Detailed	Open Rental	s			
9. Detail F	Return Authori	zations Inquiry				20. Open Re	entals by Item				
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Return Authorizations Inquiries

The inquiries covered in the Return Authorizations Inquiries section are the: Return Authorizations by Customer, Detail Return Authorization Inquiry, and the Return Authorization by Product inquiries.

documentation - [192.168.253.254-CUST.RA010\$1]

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

Customer		IDEAL				quiry by Custom	Phon	e#		201-4	44-4545	
Company		_		EMS HOUSE			Conta				RD GALVIN	
Name		IDEAL	DISTRIBUT	TION CO			Sales	man		000	HOUSE O	RDERS
Address 1 Address 2		10 CLI	FTON BLV	D.								
City		CLIFTO	NC	12	NJ	0	7015					
_ine#	Return	1#	Hist	Cust Ref		Rtn Date	Recv Dat	Rsn	Whs	Statu	s	Open Amt
1	01132	38	1			05/09/03	05/09/03	001	001	APPROV	/ED	12,190.0
2	01132	927				05/08/03	05/08/03	005	001	HOLD		4,770.0
3	01132	919				05/06/03	05/06/03	001	001	APPROV	/ED	1,000.0
4	01132	914				05/06/03	05/06/03	001	001	APPROV	/ED	212.0
5	01132	186				02/27/03	02/27/03	001	001	PART RE	C	214.0
6	01132	217	*			02/28/03	02/28/03	001	001	RECEIVE	D	10.8
7	01127	087	*			09/15/00	09/15/00	001	001	RECEIVE	D	6.2
8	01127	037	*			09/07/00	09/27/00	004	002	RECEIVE	D	2,450.0
9	01127	036	*			09/07/00	09/07/00	003	002	RECEIVE	D	37.5
10	01127	024				09/01/00	09/27/00	001	001	RECEIVE	D	10.0
11	01127	019	*			08/31/00	09/27/00	001	001	RECEIVE	D	1,721.2

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	1		Popup

Notes:

Return Authorizations by Customer Inquiry

_ B 🗙

- 8 ×

This inquiry will provide a listing of all the customer's return authorizations.

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

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

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

Phone # - The customer's phone number is displayed.

Contact - The contact name.

Salesman - The salesman for this customer.

Line # - Line number.

Return # - The return authorization number.

Hist - An asterisk indicates a history record for the return authorization.

Cust Ref - Customer reference, an information only field.

Rtn Date - Date the return authorization was entered.

Recv Date - Date the return is to be received. The date the return authorization was entered will display until it is received.

Rsn - The reason code for the return.

Whs - The warehouse that the merchandise was originally purchases from.

			Return A	uthorization In	quiry by Custom	er				
ustomer		IDEAL				Phone	e#		201-444-4545	
ompany		01 THE ST	STEMS H	IOUSE		Conta	ict		RICHARD GALVI	N
ame		IDEAL DISTR	BUTION C	0		Sales	man		000 HOUSE	ORDERS
ddress 1		10 CLIFTON E	LVD.							
ddress 2										
ity		CLIFTON		NJ	0	7015	1			
ine#	Return	# _Hist	Cu	st Ref	Rtn Date	_Recv Dat	Rsn	Whs	Status	Open Amt
1	011329	38			05/09/03	05/09/03	001	001	APPROVED	12,190.00
2	011329	27			05/08/03	05/08/03	005	001	HOLD	4,770.00
3	011329	19			05/06/03	05/06/03	001	001	APPROVED	1,000.00
4	011329	14			05/06/03	05/06/03	001	001	APPROVED	212.00
5	011321	86			02/27/03	02/27/03	001	001	PART REC	214.00
6	011322	17	•		02/28/03	02/28/03	001	001	RECEIVED	10.85
7	011270	87	•		09/15/00	09/15/00	001	001	RECEIVED	6.25
8	011270	37	•		09/07/00	09/27/00	004	002	RECEIVED	2,450.00
9	011270	36	•		09/07/00	09/07/00	003	002	RECEIVED	37.50
10	011270	24	•		09/01/00	09/27/00	001	001	RECEIVED	10.00
11	011270	19	•		08/31/00	09/27/00	001	001	RECEIVED	1,721.25

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

Customer Reporting System

Return Authorizations by Customer Inquiry

Status - The status of the return authorization.

PART REC - Partially received.

RECEIVED - Received.

APPROVED - The return authorization has been approved.

HOLD - The return authorization has yet to be approved.

Open Amt - Open amount, not received yet.

ENTER LINE# FOR DETAIL, LINE# -R (NN-R) FOR RELEASES OR END:

To access the Detail Return Authorization Inquiry (Line Items), at the prompt, enter in the line number for the specific return, and hit <ENTER>. To view the credit information regarding a return, type in the line number -R, and hit return. This will display the Return Authorization number, line number, release number, receiving warehouse, receiving date, status, print date, credit number, and credit date.

To run the Return Authorization Inquiry by Customer for another customer, or to return to the Inquiry menu, type `END' and hit <ENTER>.

You can also:

PREV PG – The PREVIOUS PAGE function is available by clicking on the **'PREV PG'** icon or by hitting the 'F5' function key. OR

NEXT PG – The NEXT PAGE function is available by clicking on the **`NEXT PG'** icon or by hitting the `F6' function key.

_ 6 🗙 documentation - [192.168.253.254-DET.RA011\$1] File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help - 8 × **Detail Return Authorization Inquiry (Line Items)** Return# **RA** Date Exp Date Customer# IDEAL Ship To 01132938 05/09/03 **IDEAL DISTRIBUTION CO IDEAL DISTRIBUTION CO** 10 CLIFTON BLVD. 10 CLIFTON BLVD. Receipts Status Whse APPROVED 001 CLIFTON NJ CLIFTON NJ PO# 07015 07015 001 Sy Fertig SIs **Item Number** Rtn/ OrigQty NonRtn /UM Rsn Ln# OpenQty Recv Cancel Price Non-Rtn Qty Cost Value Description Qty 101 R 5/ EA 5 200.00/ EA 001 **RED PLASTIC DESK** 115.00 1000.00 R 2 103 10 / EA 10 350.00/ EA 001 BROWN PLASTIC DESK 108.75 3500.00 3 104 R 20 / EA 20 350.00/ EA 001 ULTRA RED PLASTIC DESK 219.75 7000.00 Enter END to exit, NEXT PG or PREV PG : PAGE 1 OF 2 HEADER LINE ITMS INV INQ NEXT ORD PREV ORD AUDIT LST HELP OK/END INSERT LDELETE NEXT PG INQUIRY CANCEL PREV PG Popup

Notes:

Detail Return Authorizations Inquiry

Line Items

This inquiry allows the operator to view all the products entered on a specified return authorization, and the current status.

Return # - The return authorization number entered is displayed.

RA Date - The date the return authorization was entered.

Exp Date - The return authorization expiration date.

Customer # - The customer's number, name, and address is displayed.

Ship To - Ship to address.

Receipts - The number of receipts for this return authorization.

Status - The status of the return authorization, (I.e. Hold, Approved, Part Rec, Complete).

Whse - Warehouse to be credited.

PO # - Purchase order number.

 $\ensuremath{\text{SIs}}$ - The salesman number and name is displayed.

Ln # - Line number.

Item Number - Item number and description are displayed.

Rtn/Non-Rtn - If 'R', then the line item is being returned, if set to 'N', then the line item is a non-return.

RA 1	Date	Exp Date				e Items)						
38 05/0	0/03	Enp Duto	Cus	tomer	#	IDEAL			Ship To			
	9/03		IDE/	AL DIST	RIBUTION	со			IDEAL DISTRIBUTIO	N CO		
			10 0	LIFTON	BLVD.				10 CLIFTON BLVD.			
s St	atus	Whse										
A	PROVED	001										
			CLIF	TON			NJ		CLIFTON	N	J	
			070	15					07015			
001 Sy Fer	tig											
Description		Non-Rtn	ongatj				Qty	Qty		V	alue	
Description 101 RED PLASTIC D 103 BROWN PLAST		Non-Rtn R R		5/	EA	5 10				V. 200. 00 350.		001
101 RED PLASTIC D		R		5/	EA	5			Cost 115.0	V. 200.0 00 350.0	alue 00/ EA 1000.00	
	AF	001 Sy Fertig	001 Sy Fertig	APPROVED 001 CLI 070 001 Sy Fertig	APPROVED 001 CLIFTON 07015 001 Sy Fertig	APPROVED 001 CLIFTON 07015 001 Sy Fertig	APPROVED 001 CLIFTON 07015 001 Sy Fertig	APPROVED 001 CLIFTON NJ 001 Sy Fertig 07015 07015	APPROVED 001 CLIFTON NJ 001 Sy Fertig 07015 07015	APPROVED 001 CLIFTON NJ CLIFTON 07015 07015 07015 07015	APPROVED 001 Image: Clifton NJ Clifton NJ 07015 <	APPROVED 001 Image: Clifton NJ Clifton NJ 07015 <

Detail Return Authorizations Inquiry Line Items

Orig Qty - Original quantity.

Open Qty - Open quantity, not yet received.

Recv Qty - The received quantity.

NonRtn Qty - The non-return quantity.

Cancel - The cancelled quantity.

Cost - Cost.

Price/UM - The item price and unit of measure.

Value - The total value of the line.

Rsn - The reason code for the return authorization.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

OR

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

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

_ 7 🗙 documentation - [192.168.253.254-DET.RA011\$2] File Edit Settings View Reset Tools GUI PDA Standard Functions Special Functions Help _ 8 × Detail Open Return (Header) 01132938 Return# Bill To IDEAL Ship To IDEAL DISTRIBUTION CO IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. 10 CLIFTON BLVD. CLIFTON NJ 07015 CLIFTON NJ 07015 Return Dt 05/09/03 Complete Ν History No. Rels SSS Expire Dt Oper Rtn Whse 001 NEW YORK No. Lines 3 Rtn/NonRtn R 001 MDSE ALLOW Open\$ 0.00 Reason 001 Discount\$ Salesman Sy Fertia 0.00 Terms 05 CREDIT CARD Restock\$ 0.00 Freight\$ 0.00 Contact NEW JERSEY Tax\$ Tax Jur 1 690.00 Tax% 6.000 0.00 Restock% Cust P/O# Total\$ 12.190.00 XXXXXX Enter END to exit or PREV PG : PAGE 2 OF 2 HEADER LINE ITMS INV INQ NEXT ORD PREV ORD AUDIT LST HELP OK/END INQUIRY CANCEL INSERT LDELETE PREV PG NEXT PG Popup

Notes:

Detail Return Authorizations Inquiry Function Keys

Header

The Header shows the operator additional return authorization information.

To access this screen, either click on the **'HEADER'** icon or hit the Shift+ 'F1' function key.

The following information will be displayed:

Return# - The order number is displayed.

Bill To - The billing information.

Ship To - The ship to information.

Return Dt - The order date.

Rtn Whse - The returning warehouse.

Rtn/NonRtn - `R' if the items are being returned, `N' if not.

Reason - The reason code and description for the return.

Salesman - The salesman's number and name.

Terms - The payment terms for this order.

Contact - The contact name.

Tax Jur - The tax jurisdiction number and name.

Tax% - The tax percent on the return.

Cust PO - The customer's purchase order number.

Complete - Y' = the order is complete, N' = order not yet complete.

No. Rels - The number of releases for the return.

No. Lines - The number of lines on the return.

History - * - An asterisk indicates a history record for this return.

Oper - Operator's initials.

	Detail Open Ret	urn (Header)		
	32938			
Bill To IDE		Ship To		
	AL DISTRIBUTION CO		IDEAL DISTRIBUTION CO	
10 (CLIFTON BLVD.		10 CLIFTON BLVD.	_
-				-
CLI	TON NJ 07015		CLIFTON NJ 07015	
Return Dt	05/09/03	Complete	N History	
Expire Dt		No. Rels	Oper SSS	
Rtn Whse	001 NEW YORK	No. Lines	3	
Rtn/NonRtn	R			
Reason	001 MDSE ALLOW	Open\$	0.00	
Salesman	001 Sy Fertig	Discount\$	0.00	
Terms	05 CREDIT CARD	Restock\$	0.00	
Contact		Freight\$	0.00	
Tax Jur	1 NEW JERSEY	Tax\$	690.00	
ſax%	6.000			
Restock%	0.00			
Cust P/O#		Total\$	12,190.00	

Detail Return Authorizations Inquiry Function Keys

Header

Open\$ - The total amount still open on the return.

Discount\$ - The total discounted dollar amount.

Restock\$ - The total restocking dollar amount.

Freight\$ - The total freight dollar amount.

Tax\$ - The total tax dollar amount.

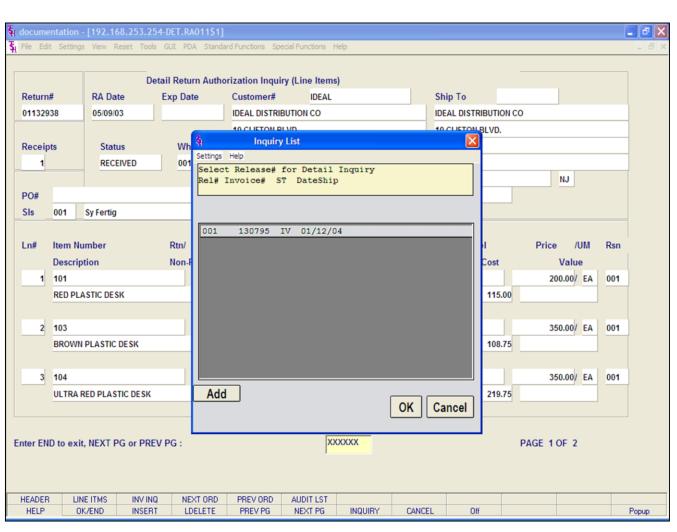
Total\$ - The total dollar amount of the order.

ENTER END TO EXIT OR PREV PG:

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

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

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



Detail Return Authorizations Inquiry

Function Keys

Invoice Inquiry

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

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

Rel# - The release number.

Invoice# - The invoice number.

ST - The release status.

Date Ship - The date the release was shipped.

Highlight the release and click on the **'OK'** button to see the detailed information regarding the release. You will be forwarded to the Detail Release Inquiry.

Notes:

					RELO11\$1] PDA Standard F	unction	s Spe	ecial Functi	ons i	Help									Ŀ
Releas	e#				Detai	l Invoi	ices (Line Iter	ns)										
1-132	938-001			So	old To							Shi	р То	0					
nv#				ID	EAL														
30795	i			ID	EAL DISTRIBU	TION C	0					IDE	AL D	ISTRIBUT	ION CO				
rd Dt		Inv Dt		10	CLIFTON BLV	D.						10 (CLIF	TON BLVD					
5/09/0	3	01/12/04																	
т	OS	OP	Whs																
/	RA	SSS	001	CL	LIFTON			NJ	07	015		CLI	FTO	N			NJ	07015	
ns	Cust Ref	P.			Terms							Sal	esm	nan					
3					CREDIT	CARD						001		Sy Fertig					
.n#	Item N	lumber			Ordered		Sh	ipped		Bkord		Inpick			Price			Value	Whs
	Descri	ption																	
1	101				5/	EA		5/	EA						-200.00/	EA	-10	00.00	001
	RED PLA	STIC DE SK							_										
2	103				10 /	EA		10 /	EA						-350.00/	EA	-3	500.00	001
	BROWN	PLASTIC DE	SK																
3	104				20 /	EA		20 /	EA						-350.00/	EA	-7(00.00	001
	ULTRA R	ED PLASTIC	DESK																
															Frt			0.0	0
ShipDa	ate	Shippe	r	PI	PA	Wght		Ctn	Ur	nits	TxJ	ur	Т	ax%	Tax			-690.0	0
1/12/0	4	FEDERAL	EX				5.5			35	1			6.000	Total	-1	2,190	0.00	
inter E	ND to ex	it, NEXT P	G or PRE	/ PG :					X	XXXXX			_			PAG	GE 1	OF 2	
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HEL		DK/END	INSERT		LDELETE	PREVI		NEXT		INQU		CANC	EL	0	ff				

Detail Return Authorizations Inquiry

Function Keys

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Detail Release Inquiry

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

Release# - The chosen release number is displayed.

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

Ord Dt - Order date.

Inv Dt - Invoice date.

ST - Status.

OS - Order source.

OP - Operator code.

Whs - The shipping warehouse.

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

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

Lns - The number of lines on the release.

Cust Ref - Reference field.

Terms - The credit payment terms for this customer.

Salesman - Salesman number and name.

eleas	o#				Dotai	Linvo	icos (l	ine Iter	me)								
	938-001			Sol	d To		1003 (1	ine nei				Shi	р То				
nv#	550-001			IDE			- F					511					
30795							0				1	IDE					
ord Dt		Inv Dt			CLIFTON BLV		•						CLIFTON BLV				
5/09/0		01/12/04							_			-					
T	OS	OP	Whs									-					
/	RA	SSS	001	CLIF	FTON			NJ	(7015		CLIF	TON			NJ 07015	
ns	Cust Ref			-	Terms				-			Sal	esman		_		
3					CREDIT	CARD						001	Sy Ferti	0			
n#	ltem N Descri				Ordered		Shi	pped		Bkord	In	pick		Price		Value	Whs
1	101				5/	EA		5/	EA					-200.00/	EA	-1000.00	001
	RED PLAS	STIC DESK							_								
2	103				10 /	EA		10 /	EA					-350.00/	EA	-3500.00	001
	BROWN	LASTIC DES	SK						_		_		_				
3	104				20 /	EA	_	20 /	EA					-350.00/	EA	-7000.00	001
	ULTRA RE	DPLASTIC	DESK						_						_		
														Frt		0.00	
hipDa	ato	Shipper		PI	PA	Wght		Ctn		Jnits	TxJur		Tax%	Тах	-	-690.00	
1/12/0	1	FEDERAL E	1			wym	5.5	Cui		35				Total	1	2,190.00	
	-		or PREV				0.0		T	XXXXXX	· · · ·	_	0.000	Total	_	SE 1 OF 2	
nor i		G MEXT I C		U .											1 10		

Detail Return Authorizations Inquiry

Function Keys

Detail Release Inquiry

Ln# - Line number on release.

Item Number - The item number.

Description - The item description.

Ordered- The quantity to be picked for this release, and its' corresponding unit of measure.

Shipped - The shipped quantity for this release, and its' corresponding unit of measure.

Bkord - The backordered quantity for this release, and its' corresponding unit of measure.

Inpick - The item quantity in pick, and its' corresponding unit of measure. (picking document has been generated, but not yet shipped/verified).

Price - Price amount.

Value - The value amount for the line.

Whs - The shipping warehouse for the line item.

document	ation - [192.1	68.253.254	DET.REL011\$1]										_
File Edit	Settings View P	Reset Tools	GUI PDA Standar	d Functions	Special Function	ons Help							
Release#			Det	ail Invoice	s (Line Iten	ns)							
01-132938-0	01		Sold To					Ship To					
nv#			IDEAL										
130795			IDEAL DISTRIB	UTION CO				IDEAL DI	STRIBUTI	ON CO			
Ord Dt	Inv Dt		10 CLIFTON BL	VD.				10 CLIFT	ON BLVD				
05/09/03	01/12/04												
ST	OS OP	Whs											
V RA	SSS	001	CLIFTON		NJ	07015		CLIFTON	1			NJ 07015	
Ins Cus	t Ref		Term	s				Salesm	an				
3			CRED	T CARD				001	Sy Fertig				
.n# Ite	em Number		Ordere	d	Shipped	Bkord	Inp	lick		Price	•	Value	Whs
D	escription												
1 101			5	/ EA	5/	EA				-200.00/	EA	-1000.00	001
RED	PLASTIC DESK								_				
2 103			10	/ EA	10 /	EA				-350.00/	EA	-3500.00	001
	WN PLASTIC D	ESK			_								
3 104			20	/ EA	20 /	EA				-350.00/	EA	-7000.00	001
ULT	RA RED PLASTI	CDESK											
								_		Frt	-	0.00	
ShipDate	Shipp		PI PA	Wght	Ctn	Units	TxJur	Ta	ax%	Tax		-690.00	
01/12/04	FEDERAL			5	.5	35	1		6.000	Total	_	2,190.00	
nter END t	o exit, NEXT I	G or PREV	PG :			XXXXXX					PAG	GE 1 OF 2	
HEADER	LINE ITMS	NEXT REL	PREV REL	BOX FRT	SPEC IN								_
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT I	PG INQU	IRY I	CANCEL	0	1			P

Detail Return Authorizations Inquiry Function Keys Detail Release Inquiry

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

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

OR

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

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

File	Edit Setting	gs View Re	set Tools	GUI P	DA Standard F	unctions	s Spe	cial Functio	ons	Help							-
Relea	se#				Detai	l Invoi	ces (L	ine Iter	ns)								
01-132	938-001			So	ld To							Ship	Го				
nv#				IDE	AL												
13079	5			IDE	AL DISTRIBU		0					IDEAL	DISTRIBUT	ION CO			
Ord Dt		Inv Dt		10	CLIFTON BLV	D.						10 CLI	FTON BLVD				
05/09/0	3	01/12/04															
ST	OS	OP	Whs														
v	RA	SSS	001	CL	IFTON			NJ	07	015		CLIFTO	ON			NJ 07015	
Lns	Cust Ref				Terms							Sales	man				
3					CREDIT	CARD						001	Sy Fertig				
_n#	ltem N Descri	umber ption			Ordered		Shi	pped		Bkord	Inj	pick		Price	1	Value	Whs
1	101				5/	EA		5/	EA					-200.00/	EA	-1000.00	001
	RED PLA	STIC DESK															
2	103				10 /	EA		10 /	EA					-350.00/	EA	-3500.00	001
	BROWN	PLASTIC DE	SK														
3	104				20 /	EA		20 /	EA					-350.00/	EA	-7000.00	001
	ULTRA R	ED PLASTIC	DESK														
											-			Frt	-	0.00	
ShipD	1	Shippe		PI	PA	Wght	1	Ctn	Ur	nits	TxJur		Tax%	Tax	-	-690.00	
01/12/0		FEDERAL		_			5.5			35	1		6.000	Total		2,190.00	
Enter	END to ex	it, NEXT PO	G or PREV	PG :					x.	XXXXX					PAG	E 1 OF 2	
HEAD		NE ITMS	NEXT REL	-	REV REL	BOX FF		SPEC IN		AUDIT L							
HEL	P ()K/END	INSERT	L	DELETE	PREVE	G	NEXT	PG	INQUIR	Y	CANCEL	0	ff			Popup

Detail Return Authorizations Inquiry Function Keys Next Order/Previous Order

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

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

Notes:

🖏 classic -	[192.168.253.2	54-AUDIT.ORDER.LISTING	010\$1]				∎₽⊠	
St. File Edit	Settings View Re	eset Tools GUI Standard Fu	unctions Special Function	s Help			_ 7 ×	Detail Return Authorizations Inquiry
								Function Keys
Audit	Listing	for Specific	Order					Audit List An audit trail, showing each step the order has been through is accessed by either clicking on the 'AUDIT LST' icon or by hitting the Shift+'F8' function key.
Ord	er.No	01133461						
								Order No The order number is displayed.
	A	A						Ln # - Line number.
Ln#	Audit Dt 06/20/03	Audit Time 02:13:20pm	Audit Oper SF	Audit Port 34	Audit.TNX OE			Audit Dt - Date.
2.		02.13.20011		54	02			Audit Time - Time.
3.								Audit Oper - Operator
4.								Audit Port - Port.
5.								Audit TNX - Transaction code.
6.								
7.								ENTER LINE# TO CHANGE, DELETE TO DELETE, '0' TO ACCEPT:
9. 10.								To exit this screen, click on the 'CANCEL' icon or hit the 'F8' function key to return to the Detailed Order Inquiry.
ENTER LI	NE # TO CHANGE	E,DELETE TO DELETE,0 T	O ACCEPT :		XXXXXX			
HELP	OK/E	ND INSERT		PREV PG	NEXT PG	INQUIRY	CANCEL	

documentation - [192.168.253.254-PROD.RA010\$1]

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

Item Num	ber		Return	Authorizations Description	by	Product	Price	e Un	n	Cost	Um
101				RED PLASTIC D	ESK		2	40.00/ EA		120.00/	EA
Whse	001 NEW Y	ORK			Lo	A-100	Sell UM	EA	Stock	(UM	EA
Ln# Customer Customer		Hist	RtnLn#	Rtn Date Rcv Date	Orig Qty Rcv/Non	Open Qty Reason	Recv Qty Rtn Whse	Non-R Status		Cncl Qty Pri	
1	01133009		001	05/15/03	1		1	0			
AJAX					F	003	001	CANCE	L		170.25
AJAX INDU	STRIAL SUPPLY	(
2	01132938		001	05/09/03		5		5			
DEAL					F	001	001	CANCE	L		200.00
DEAL DIST	TRIBUTION CO										
3	01132937		001	05/09/03	1)	10				
AJAX					N	003	001	HOLD			170.25
AJAX INDU	STRIAL SUPPLY	1									
4	01132927		001	05/08/03		5	5	_			
DEAL					F	005	001	HOLD			200.00
DEAL DIST	TRIBUTION CO										
ter Line#	for detail,NEX	t pg, pf	REV PG or EN	D to exit:				Ī			
HELP	OK/END	INSER	T LDELE	TE PREV PG	NEXT PG	INQUIRY (ANCEL Off				

Return Authorizations by Product Inquiry

This inquiry will provide a listing of all return authorizations entered on the system for a specific product.

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

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

Price UM - The unit price and pricing unit of measure.

Cost UM - The unit cost and costing unit of measure.

Loc - Location.

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Sell UM - The selling unit of measure.

Stock UM - The stocking unit of measure.

Ln # - Line number.

Return # - Return authorization number.

Hist - History.

Rtn Ln # - Line number on the return.

Customer # - The customer number and name are displayed.

Notes:

documentation - [192.168.253.254-PROD.RA010\$1]

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

tem Nun	nber		Return	Authorizations Description	by	Product		Price	Um		Cost	Um
101				RED PLASTIC	DESK			240	.00/ EA		120.00	EA
Whse _	001 NEW Y	ORK		0	Lo	c A-100		Sell UM	EA	Stock	UM	EA
Ln#	Return#	Hist	RtnLn#	Rtn Date	Orig Qty	Open Qty	F	Recv Qty	Non-Re	cv	Cncl Qty	
Custome	r#			Rcv Date	Rcv/Non	Reason	F	Rtn Whse	Status		Pr	ce
Custome	r Name											
1	01133009		001	05/15/03	1	0		10				
AJAX						R 00	3	001	CANCEL			170.25
AJAX IND	USTRIAL SUPPLY	(-	
2	01132938		001	05/09/03		5		5				
DEAL						R 00	1	001	CANCEL			200.00
DEAL DIS	TRIBUTION CO				1							
3	01132937		001	05/09/03	1	0	10					
AJAX						V 00	3	001	HOLD			170.25
AJAX IND	USTRIAL SUPPLY	(-	
4	01132927		001	05/08/03		5	5					
DEAL						R 00	5	001	HOLD			200.00
DEAL DIS	TRIBUTION CO				1							
ter Line	# for detail,NEX	T PG, PR	EV PG or EN	D to exit:				XXXXX				
								,				
HELP	OK/END	INSERT	LDELET	TE PREV PG	NEXT PG	INQUIRY	CANCE	L Off				

Notes:

Return Authorizations by Product Inquiry

Rtn Date - The date the return was entered.

Rcv Date - The date the item is to be received or already has been received.

Orig Qty - Original quantity.

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Open Qty - Open quantity.

Recv Qty - Received quantity.

Non-Recv - Non-received quantity.

Cncl Qty - Cancelled quantity.

Rcv/Non - The received/non-received flag. 'R' for received, 'N' for non-received.

Reason - Reason code.

Rtn Whse - Returning warehouse.

Status - Status (i.e., approved, hold, part rec, received, cancelled).

Price - The price of the item.

Enter Line# for detail, NEXT PG, PREV PG or END to exit:

To access the Detail Return Authorization Inquiry (Line Items), at the prompt enter in the line number for the specific return, and hit <ENTER>.

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

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

OR

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

e Edit Setti	ngs View Re	eset Tools GU	I PDA Standa	rd Functions Sp	ecial Functions	Help				-
			Account:69	BASE.12 Po	rt:069 Menu:ING	UIRIES.MISCO11	Capture:On			
	Consign	ment Inquiries					Warranty Inqu	uiries:		
1. Custome	r Open Cons	ignments				13. Warrant	y by Product			
2. Detailed	Open Consig	nments				14. Warrant	y by Customer	r		
3. Open Cor	nsignments l	by Item								
	Pro Forma	Inquiries					Miscellane	ous Inquiries:		
4. Custome	r Pro Forma	Summary				15. Executiv	e Inquiry			
5. Detailed	Pro Forma In	quiry				16. Custom	er Sales Inquir	у		
6. Custome	r Pro Forma/	Detail								
7. Item Pro	Forma/Detail					17. Custom	er Contacts Ind	quiry		
	Return	Authorization	s Inquiries:			18. Open Re	ntals by Custo	omer		
8. Return A	uthorizations	by Customer				19. Detailed	Open Rentals			
9. Detail Re	turn Authoriz	ations Inquiry				20. Open Re	ntals by Item			
10. Return A	Authorization	s by Product								
	Standing C	order Inquiries:								
11. Custome	er Open Stan	ding Orders								
12. Detailed	Open Standi	ng Orders								
					Enter Select	ion or END :				
							,			
	CONTACTO	MAINIT	DRILL	EVECINO		CAPT OFF	VIEW	CDM MENU	VDM MENU	
	CONTACTS	MAINT	UNILL	EXECINQ		CAPTOR	VIEW	CRM.MENU	VRM.MENU	

Standing Order Inquiries

The inquiries covered in the Standing Order Inquiries section are the: Customer Open Standing Orders, and the Detailed Open Standing Orders inquiries.

Notes:

The Systems House, Inc.

ustor	ner	IDEAL	Customer	Open Ord	ers Ind	quiry	Phone#			201-44	4-45	45		
ompa	any	А					Contact			RICHAR	RD G	ALVIN		
ame		IDEAL DIST	TRIBUTION CO				Salesman							
ddres		10 CLIFTO	N BLVD.				Credit Limit	£		_	10	000		
ddres	ss 2						Credit Hold			N				
ity		CLIFTON		NJ	07	015	ALC Priority	<u> </u>						
	Order#	- Rel	Cust Ref	Dept	Ord	Req	Shp	Whs	ST		F	DS	OP	Order\$
1	01132736				04/30		_	001	OP		Ν	ND	SF	490
2	01132737				04/30	_	_	001	OP		N	ND	SF	23
3					_				-		Н	-		
4					_	-	_	-	-		Н	-		
6					-	-	_		-		Н	-		
7					-	-					Н			
8							_		-		Н			
9							_	-	-		Н			
10														
11														
	D to exit, NE	XT PG,PRE	V PG,or Line N	umber for Detai	led Open Or	ders:								xxxx

Notes:

Customer Open Standing Orders Inquiry

This inquiry provides a summary of all customer standing orders.

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

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

Phone # - The customer phone number is displayed.

Contact - The contact name is displayed.

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

Credit Limit - The credit limit is displayed from the Customer Master file.

Credit Hold - The credit hold status is displayed from the Customer Master file.

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

documentation - [192.168.253.254-STO.CUST.00010\$1]

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

		Customer	Open	Orders	Inquiry										
Customer	IDEAL					Phone	e#			201-4	44-45	45			
Company	A					Conta	act			RICHA	RD G	ALVIN			
lame	IDEAL DIS	TRIBUTION CO				Sales	man								
ddress 1	10 CLIFTO	N BLVD.				Credi	t Limit				10	000			
ddress 2						Credi	t Hold			N					
lity	CLIFTON		NJ		07015	ALC F	Priority								
Order#	Rel	Cust Ref	De	pt Or	d Re	qS	hp	Whs	ST		F	DS	OP	Order\$	
1 01132736				04	/30			001	OP		N	ND	SF		49
2 01132737				04	/30			001	OP		N	ND	SF		2
3									-						_
4								_	-						
5								_							
6									-						
7								_							
8											-				_
9															_
10		-							-						_
11															
ter END to exit, N	EXT PG,PRE	V PG,or Line N	umber for	Detailed Op	en Orders:									xx	xxx
HELP OK/E	ND INS	ERT LDELE		EV PG I	NEXT PG	INQUIRY	CANC			Off					

Notes:

Customer Open Standing Orders Inquiry

Order # - Standing order number.

Cust Ref - Customer reference number.

Dept - The department number is displayed.

Ord - Order date.

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Req - Required date.

Shp - Ship date.

Whs - Warehouse number.

ST - Standing order status.

F - Future order indicator.

DS - Drop ship indicator.

OP - Operator that entered the standing order.

Order \$ - Standing order dollar value.

Enter Line# for detail, NEXT PG, PREV PG or END to exit:

To access the Detail Open Standing Orders Inquiry (Line Items), at the prompt enter in the line number for the specific standing order, and hit <ENTER>.

Click on the <code>`CANCEL'</code> icon or hit the <code>`F8'</code> function key to exit.

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

OR

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

documentation - [192.168.253.254-STO.DET.00010\$1]

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

			Det	ail Standing		Open	Order	s (Line		ltems)		
Order#		01-13273								Order Date	04/30/03	
Custon	ner#	IDEAL		IDEA	L DISTRIBUTIO	NCO	1			Due Date	04/30/03	1
.n#	ltem Nun Descripti Vendor N	on				Ordered opship		Inpick ShipFrom SellUm	1	Backord Disc% Department	Invoiced Price Value	F H T
1	106					1/	EA		EA	/ EA	/ EA	N
-		OWN PLASTIC	DESK				ND		01		450.00/ EA	
								_	EA		450.0	Y
2						/		/	_	/	//	
3						/		/		y	/	
4						/		/		/	/	
ter EN	D to exit,	NEXT PG or F	PREV PG	i:			×××	xx		P	AGE 1 OF 2	
nter EN	D to exit,	NEXT PG or I	PREV PG	:			XXXX	xx		Ρ	AGE 1 OF 2	
EADER			/ INQ	NEXT ORD	PREV ORD	SPEC IN						

Notes:

Detailed Open Standing Orders Inquiry Inquiry

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This inquiry provides the current standing order status for a specific standing order.

Order# - Enter the specific eight digit order number or enter 'C' to use the customer's purchase order number to search the Standing Order file. If looking up a standing order using the customer's purchase order number: enter the customer's purchase order number and hit <ENTER>. The customer name and ship-to information from the orders with that purchase order number will be displayed, highlight the correct standing order and hit <ENTER> to select that order.

Customer# - The customer number is displayed along with the customer name.

Order Date - Order date of the standing order.

Due Date - Due date of the standing order.

Ln# - Number of lines on the standing order.

Item Number - External product number.

Description - Product description is displayed from the Product Master file.

Vendor Number - Vendor number is displayed.

Ordered - Standing order quantity.

Dropship - Drop ship indicator. If the line on the order is flagged a drop ship 'DS' will be displayed in the field, otherwise 'ND' will be displayed.

ShipFrom - The shipping warehouse is displayed.

Sell UM - The selling unit of measure is displayed.

Backord - Backordered quantity.

Disc% - Discount percent is displayed.

Department - The department is displayed from the Order record.

documentation - [192.168.253.254-STO.DET.00010\$1]

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

order#		01-13273	Detail Standing	Open Ord	ers (Line	Items) Order Date	04/30/03	
ustomer	#	IDEAL	IDEA	I CO		Due Date	04/30/03	_
D	em Numb escription endor Nur			Ordered opship	Inpick ShipFrom SellUm	Backord Disc% Department	Invoiced Price Value	
1 10	06			1 / EA	/ EA	/ EA	/ EA	
U	LTRA BRON	WN PLASTIC DESI	K	 ND	001		450.00/ EA	
2					EA		450.00	
							/	
3					/	/	/	
4				 /	/	/		
er END t	o exit, NE	XT PG or PREV	PG :		(XXX	F	PAGE 1 OF 2	L

Notes:

Detailed Open Standing Orders Inquiry

Invoiced - Invoiced quantity.

Price - Unit price of the standing order item.

Value - Line value.

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F - Future indicator. If the line on the order is flagged as future, a 'Y' will be displayed in this field.

H - Price hold indicator.

T - If the product is taxable, a `Y' will be displayed.

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

OR

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

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

			Detail One	- O-d (Ud						
Order# 01-1	32736		Detail Ope	n Orders (Head	er)					
Bill To IDEA					Ship To					
		RIBUTION CO			Ship to	IDEAL DISTRIBUTI	ON CO			
	LIFTON			-		10 CLIFTON BLVD				
	2	02101		_						
				_						
CLIF	TON		NJ 07015			CLIFTON		NJ 07	015	Т
Order Dt	04/30	/03			Complete	N	Drop	Ship	ND	
Due Dt	04/30	/03			No. Rels		Cred	Hold		
Sell Whse	001	NEW YORK			No. Lines	1	Histor	у		
Ship Whse	001	NEW YORK			Future	N	Ord S	rc		
Spec Ins					Oper	SSS				
Ship Via	04	FEDERAL EXPRES	S							
Salesman	001	Sy Fertig			Backord\$		0.00			
Terms	05	CREDIT CARD			Discount\$		0.00			
Dept					Misc\$		0.00			
Tax Jur	1	NEW JER	SEY		Freight\$		12.50			
Tax%		6.000			Tax\$		27.00			
Cust P/O#					Total\$		489.50			
ter END to exit or F		PG :	E	XXXXX				PAGE 2	OF 2	

Notes:

Detailed Open Standing Orders Inquiry Function Keys

Header

The Header shows the operator additional order information.

To access this screen, either click on the 'HEADER' icon or hit the Shift+ 'F1' function key.

The following information will be displayed:

Order# - The order number is displayed.

Bill To - The billing information.

Ship To - The ship to information.

Order Dt - The order date.

Sell Whse - The selling warehouse.

Ship Whse - The shipping warehouse.

Ship Via - The shipping method.

Salesman - The salesman's number and name.

Terms - The payment terms for this order.

Dept - Department.

Tax Jur - The tax jurisdiction number and name.

Tax% - The tax percent on the order.

Cust Po - The customer's purchase order number.

Complete - Y' = the order is complete, N' = order not yet complete.

No. Rels - The number of releases for the order.

No. Lines - The number of lines on the order.

Future - Future order indicator.

Oper - Operator's initials.

Drop Ship - Drop Ship Indicator. 'DS' = drop ship order, 'ND' non-direct ship order.

Cred Hold - Credit Hold indicator.

History - * - An asterisk indicates a history record for this order. This occurs when the order is complete and has been through the EOD.

Ord Src - The Order Source code.

Notes:

Due Dt 04/30/03 No. Rels Cred Hold Sell Whse 001 NEW YORK No. Lines 1 Ship Whse 001 NEW YORK Future N Ord Src Spec Ins Oper SSS Oper SSS Ship Via 04 FEDERAL EXPRESS 0.00 Salesman 001 Sy Fertig Backord\$ 0.00 Terms 05 CREDIT CARD Discount\$ 0.00 Dept Misc\$ 0.00 Tax\$ 27.00 Tax% 6.000 Tax\$ 27.00 489.50		
Bill To DEAL DISTRIBUTION CO IDEAL DISTRIBUTION CO IDISCUNTS OLO DISCUNTS OLO	Detail Open Orders (Header)	
IDEAL DISTRIBUTION CO IDEAL DISTRIBUTION CO 10 CLIFTON BLVD. 10 CLIFTON BLVD. CLIFTON NJ 07015 CLIFTON NJ 07015 Order Dt 04/30/03 Complete N Due Dt 04/30/03 No. Rels Cred Hold Sell Whse 001 NEW YORK No. Lines 1 Ship Whse 001 NEW YORK Future N Ord Src Ship Via 04 FEDERAL EXPRESS 0.00 0.00 0.00 Dept Misc\$ 0.00 0.00 0.00 0.00 0.00 Tax% 6.000 Tax\$ 27.00 489.50 0.00		
10 CLIFTON BLVD. 10 CLIFTON BLVD. CLIFTON NJ 07015 Order Dt 04/30/03 Complete N Drop Ship ND Due Dt 04/30/03 No. Rels Cred Hold ND Sell Whse 001 NEW YORK No. Lines 1 History ND Ship Whse 001 NEW YORK Future N Ord Src SS Ship Via 04 FEDERAL EXPRESS Oper SSS SS SS Salesman 001 Sy Fertig Backord\$ 0.00 No. 00 Tax\$ 0.00 Tax\$ 27.00 Tax% 6.000 Tax\$ 27.00 489.50 489.50 489.50 489.50	· · ·	
CLIFTON NJ 07015 CLIFTON NJ 07015 Order Dt 04/30/03 Complete N Drop Ship ND Due Dt 04/30/03 Complete No. Rels Cred Hold ND Sell Whse 001 NEW YORK No. Lines 1 History ND Ship Whse 001 NEW YORK Future N Ord Src Complete ND Ship Whse 001 NEW YORK Future N Ord Src Complete Complete ND Ship Whse 001 Sy Fertig Backord\$ 0.00 Complete Complete <td></td> <td></td>		
Order Dt 04/30/03 Complete N Drop Ship ND Due Dt 04/30/03 No. Rels Cred Hold Image:	10 CLIFTON BLVD.	
Order Dt 04/30/03 Complete N Drop Ship ND Due Dt 04/30/03 No. Rels Cred Hold Image:		
Order Dt 04/30/03 Complete N Drop Ship ND Due Dt 04/30/03 No. Rels Cred Hold Image:		
Due Dt 04/30/03 No. Rels Cred Hold Sell Whse 001 NEW YORK No. Lines 1 Ship Whse 001 NEW YORK Future N Ord Src Spec Ins Oper SSS Oper SSS Ship Via 04 FEDERAL EXPRESS 0.00 Salesman 001 Sy Fertig Backord\$ 0.00 Terms 05 CREDIT CARD Discount\$ 0.00 Dept Misc\$ 0.00 Tax\$ 27.00 Tax% 6.000 Tax\$ 27.00 489.50	NJ 07015 CLIFTON NJ 07015	
Due Dt 04/30/03 No. Rels Cred Hold Sell Whse 001 NEW YORK No. Lines 1 Ship Whse 001 NEW YORK Future N Ord Src Spec Ins Oper SSS Oper SSS Ship Via 04 FEDERAL EXPRESS Oper SSS Salesman 001 Sy Fertig Backord\$ 0.00 Terms 05 CREDIT CARD Discount\$ 0.00 Dept	Complete N Drop Ship ND	
Sell Whse 001 NEW YORK No. Lines 1 History Ship Whse 001 NEW YORK Future N Ord Src Spec Ins Oper SSS Oper SSS Ship Via 04 FEDERAL EXPRESS 0.00 Salesman 001 Sy Fertig Backord\$ 0.00 Terms 05 CREDIT CARD Discount\$ 0.00 Dept Misc\$ 0.00 Tax\$ 27.00 Tax% 6.000 Tax\$ 27.00		
Ship Whse OO1 NEW YORK Future N Ord Src Spec Ins Oper SSS Ship Via 04 FEDERAL EXPRESS Salesman 001 Sy Fertig Backord\$ 0.00 Terms 05 CREDIT CARD Discount\$ 0.00 Dept		
Spec Ins Oper SSS Ship Via 04 FEDERAL EXPRESS Salesman 001 Sy Fertig 001 Sy Fertig Backord\$ 005 CREDIT CARD Discount\$ Dept Misc\$ 0.00 Tax Jur 1 NEW JERSEY Tax% 6.000 Tax\$ Cust P/O# Total\$ 489.50		
Ship Via 04 FEDERAL EXPRESS Salesman 001 Sy Fertig Dot Sy Fertig Backord\$ 001 Sy Fertig Discount\$ 005 CREDIT CARD Discount\$ Dept Misc\$ 0.00 Tax Jur 1 NEW JERSEY Freight\$ 12.50 Tax% 6.000 Cust P/O# Total\$		
Salesman 001 Sy Fertig Backord\$ 0.00 Terms 05 CREDIT CARD Discount\$ 0.00 Dept Misc\$ 0.00 Tax Jur 1 NEW JERSEY Freight\$ 12.50 Tax% 6.000 Tax\$ 27.00 Cust P/O# Total\$ 489.50		
Terms 05 CREDIT CARD Discount\$ 0.00 Dept Misc\$ 0.00 Tax Jur 1 NEW JERSEY Freight\$ 12.50 Tax% 6.000 Tax\$ 27.00 Cust P/O# Total\$ 489.50		
Tax Jur 1 NEW JERSEY Freight\$ 12.50 Tax% 6.000 Tax\$ 27.00 Cust P/O# Total\$ 489.50		
Tax Jur 1 NEW JERSEY Freight\$ 12.50 Tax% 6.000 Tax\$ 27.00 Cust P/O# Total\$ 489.50	Misc\$ 0.00	
Cust P/O# Total\$ 489.50	NEW JERSEY Freight\$ 12.50	
	6.000 Tax\$ 27.00	
	Total\$ 489.50	
	PAGE 2 OF 2	

Detailed Open Standing Orders Inquiry Function Keys

Header

X

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Backord\$ - The total backordered dollar amount. **Discount\$ -** The total discounted dollar amount.

Misc\$ - The total miscellaneous dollar amount.

Freight\$ - The total freight dollar amount.

Tax\$ - The total tax dollar amount.

Total\$ - The total dollar amount of the order.

ENTER END TO EXIT OR PREV PG:

Click on the <code>`CANCEL'</code> icon or hit the <code>`F8'</code> function key to exit.

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

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

der		01-13464	tail Standing	Open	0	rders (Line	Items)	Date	01/12/04	
	≠ ner#	IDEAL	IDEAL	DISTRIBUTION CO			Due I		01/12/04	-
stor	ner#	IDEAL	IUEAL	DISTRIBUTION CO	1		Duel	Jate	01/12/04	
#	Item Num	ber		Ordered		Inpick	Backord		Invoiced	F
	Descriptio			Dropship		ShipFrom	Disc%		Price	н
	Vendor N					SellUm	Department		Value	T
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4						/	/		1	-
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r EN	ID to exit, N	IEXT PG or PREV P(G :		X	xxxxx		PAGE	1 OF 2	

Detailed Open Standing Orders Inquiry

Function Keys

Invoice Inquiry

To access this screen, either click on the <code>`INV INQ'</code> icon or hit the Shift+ <code>`F3'</code> function key.

From here, enter the three digit release number for the associated standing order. The hit <ENTER>.

You will be forwarded to the Detail Release Inquiry.

Notes:

		- [192.16														
File	Edit Settin	gs View Re	eset Tools	GUI P	DA Standard	Functions	s Spec	ial Functio	ns Help							-
Relea	se# 111-001			Sc	Deta old To	il Invoi	ces (L	ine Iten	ns)		Ship	To				
nv#	111-001				EAL		1				Sinp					
501795				_		ITION CO					SAME					
Ord Dt		Inv Dt			CLIFTON BL		, 			-	JAME	6				
2/21/0	-	02/21/03		10	CEIFTON DE	vD.				-						
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ns	Cust Ref				Terms						Sales	man				
1	1					CARD					001	Sy Fertig				
n#	ltem N Descri	lumber ption			Ordered	l .	Ship	oped	Bkord	In	pick		Price	9	Value	Whs
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	BLUE PL	ASTIC DESK		_				_								
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2/21/0	3	FEDERAL	EX				7.0	1	1	1		0.000	Total		220.75	
nter l	END to ex	it, NEXT P	G or PREV	PG :					XXXXXX					PAGE	1 OF 2	
HEAD		NE ITMS	NEXT REL	_	REV REL	BOX FF		SPEC IN		T LST						
HEL	P (JK/END	INSERT	1	DELETE	PREV P	G	NEXT F	G INQI	JIRY	CANCEL	0	ff			Po

Detailed Open Standing Orders Inquiry

Function Keys

Detail Release Inquiry

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

Release# - The chosen release number is displayed.

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

Ord Dt - Order date.

Inv Dt - Invoice date.

ST - Status.

OS - Order source.

OP - Operator code.

Whs - The shipping warehouse.

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

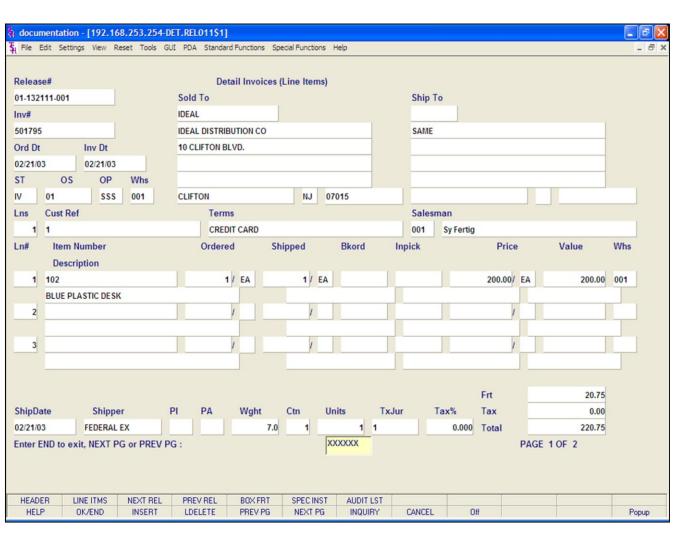
Ship To - The address to where this release is to be shipped.

Lns - The number of lines on the release.

Cust Ref - Reference field.

Terms - The credit payment terms for this customer.

Salesman - Salesman number and name.



Detailed Open Standing Orders Inquiry

Function Keys

Detail Release Inquiry

Ln# - Line number on release.

Item Number - The item number.

Description - The item description.

Ordered- The quantity to be picked for this release, and its' corresponding unit of measure.

Shipped - The shipped quantity for this release, and its' corresponding unit of measure.

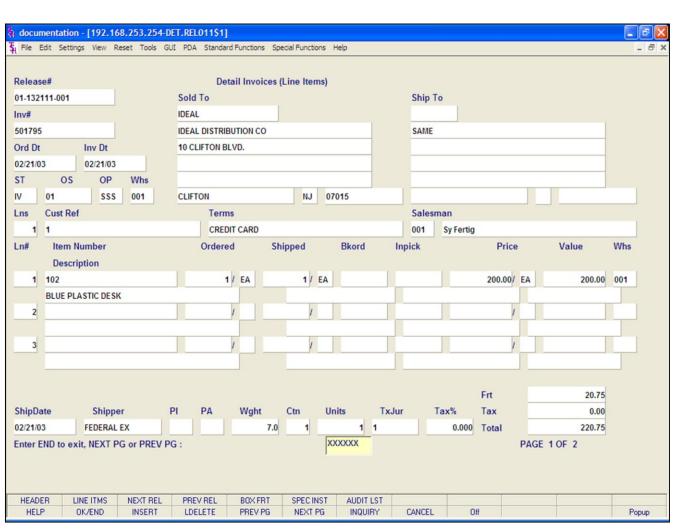
Bkord - The backordered quantity for this release, and its' corresponding unit of measure.

Inpick - The item quantity in pick, and its' corresponding unit of measure. (picking document has been generated, but not yet shipped/verified).

Price - Price amount.

Value - The value amount for the line.

Whs - The shipping warehouse for the line item.



Detailed Open Standing Orders Inquiry Function Keys Detail Release Inquiry

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

ENTER END TO EXIT, NEXT PG OR PREV PG:

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

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

OR

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

Click on the **'OK/END'** button, or hit the 'F2' function key to return to the Detailed Open Standing

Orders Inquiry.

Notes:

documentation - [192.168.253.254-STO.DET.00010\$1]

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

			ail Standing	Open	Orde	rs (Line	ltems)			
rder		01-13464					Order Dat			_
ustor	ner#	IDEAL	IDEAL DIS	TRIBUTION CO			Due Date	01/12/04		_
n#	Item Num	hor		Ordered		Inpick	Backord	Invoiced	- 44	F
177	Descriptio			Dropship		ShipFrom	Disc%	Price		Н
	Vendor Nu			Dropsnip		SellUm	Department	Value		т
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or EN	ID to exit N	IEXT PG or PREV PG			XXX	xxx		PAGE 1 OF 2		
	io to only h				-					

Detailed Open Standing Orders Inquiry Function Keys Next Order/Previous Order

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

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

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

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

Customer# IDEAL IDEAL DISTRIBUTION CO Due Date Ln# Item Number Ordered Inpick Backord Invo Description Vendor Number Dropship ShipFrom Department 1 102 1 / EA / EA / EA	01/12/04	
Item Number Ordered Inpick Backord Invo 1 Description Dropship ShipFrom Department Department 1 102 1/ EA / EA / EA / BLUE PLASTIC DESK ND 001 5 2 / / / / / / / 3 / / / / / / 4 / / / Deliveries ON MONDAY ONLY Deliveries ON MONDAY ONLY	01/12/04	-
Description Dropship ShipFrom Disc% 1 102 1/EA /EA /EA BLUE PLASTIC DESK ND 001 5 2 // // // 3 // // // 4 // // //	J1/12/04	
Description Dropship ShipFrom Disc% Vendor Number 1/ EA / EA / EA 1 102 1/ EA / EA / EA BLUE PLASTIC DESK ND 001 5 2 / / / EA / / EA / / EA 3 / / / / / / / / / / / / / / / / / / /	iced	F
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3 DELIVERIES ON MONDAY ONLY	1	
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HELP OK/END INSERT LDELETE PREV.PG NEXT.PG INQUIRY CANCEL Off		Pop

Detailed Open Standing Orders Inquiry

Function Keys

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Special Instructions

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

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

Notes:

cumentation - [192.168.253.254-INQUIRIES.MI e Edit Settings View Reset Tools GUI PDA Star		ecial Functions H	elp					_ 0
Accounts	69 BASE.12 Po	rt:069 Menu:INQ	UIRIES.MISC011	Capture:Or	1			
Consignment Inquiries:				Warranty Ing	uiries:			
1. Customer Open Consignments				y by Product			1	
2. Detailed Open Consignments				y by Custome	r			
3. Open Consignments by Item								
Pro Forma Inquiries				Miscellane	eous Inquiries:			
4. Customer Pro Forma Summary	1		15. Executiv	e Inquiry			1	
5. Detailed Pro Forma Inquiry			16. Custome	er Sales Inquir	ſy			
6. Customer Pro Forma/Detail								
7. Item Pro Forma/Detail			17. Custome	er Contacts In	quiry		1	
Return Authorizations Inquiries:			18. Open Re	ntals by Cust	omer		1	
8. Return Authorizations by Customer			19. Detailed	Open Rentals	1			
9. Detail Return Authorizations Inquiry				ntals by Item				
10. Return Authorizations by Product								
Standing Order Inquiries:								
11. Customer Open Standing Orders	- I							
12. Detailed Open Standing Orders								
		Enter Selecti	on or END :		1	_		
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CONTACTS MAINT DRILL	EXECINO					VRM.MENU		

Customer Reporting System

Miscellaneous Inquiries

The inquiries covered in the Miscellaneous Inquiries section are the: Executive Inquiry, Customer Sales Inquiry, Customer Contacts Inquiry, Open Rentals by Customer, Detailed Open Rentals, and Open Rentals by Item inquiries.

	n - [192.168.253.254-E							- 7 🛛
Қ File Edit Setti	ngs View Reset Tools G	UI PDA Standard Functions Spe	cial Functions He	lp				- 8 ×
_								
CO#	•		EXEC	JTIVE	INQUIRY	- SALES	SCREEN	
	_			As of Date				
Customer	Orders	Sales	Da	ay .	M-T-I	D	Y-T-D	
In Pick		Sales			_			
Backord		Credits						
Future		Net SIs						
Direct		Cost of SIs						
On Hold								
Total		Gross Prof						
		GP Pct						
Accounts	Receivable		Da	ay .	M-T-	D	Y-T-D	
		Invoiced						
		Cash Recd						
		Write Offs						
		Adjustments						
		A/R Change						
		Avg Dly Sales						
Total		Days in A/R						
						1		
Sales HELP	Purch Acctg OK/END INSERT	Op Stats LDELETE PREV PG	NEXT PG	INQUIRY	CANCEL			Popup
neur	ONCIND INSERT	LULLETE PREV PU	REATEN	INQUINT	CANCEL			Fopup

Executive Inquiry

This inquiry, by company, consists of three screens. The first screen displays information regarding sales. The second screen displays information regarding inventory. Lastly, the third screen displays information regarding general ledger.

documentation - [rs6000d-4024 demo.12-EXEC.INQ011\$1]

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

			As of Date	03/07/05	
Customer	Orders	Sales	Day	M-T-D	Y-T-D
In Pick	1,222	Sales	5,466	250,827	1,240,58
Backord	48,582	Credits	-53	-5,345	-20,25
Future		Net SIs	5,413	245,482	1,861,27
Direct	3,512	Cost of SIs	3,293	154,984	1,184,28
On Hold	1,025				
Total	54,340	Gross Prof	2,120	90,498	677,000
		GP Pct	39.17	36.87	36.3
Accounts	Receivable		Day	M-T-D	Y-T-D
Current	220.178	Invoiced	5.413	245,482	1,220,33
31-60	22.258	Cash Recd		221,378	1,755,27
61-90	6,001	Write Offs	6	6	2,00
91-120	91	Adjustments			-1,15
121-150	6,718				
151-Ovr	6,778	A/R Change	5,408	24,098	-538,093
Future	152				
		Avg Dly Sales			11,23
	262,176	Days in A/R			2
Total	kit: XXXXXX				PAGE 1 OF 3

Executive Inquiry

Sales

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

Customer Order section:

In Pick - Dollar value in pick.
Backord - Back order value.
Future - Future order value.
Direct - Direct shipment value.
On Hold - On hold value.
Total - The total of the inpick, back order, future, direct shipments, and on hold value.

Sales section, in three columns, DAY, MTD, and YTD:

Sales - Dollar value of sales.
Credits - Credit value.
Net SIs - Net sales value.
Cost of SIs - Cost of sales value.
Gross Prof - Gross profit value.
GP Pct - Gross profit percentage.

Notes:

documentation - [rs6000d-4024 demo.12-EXEC.INQ011\$1]

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

Backord 448,582 Credits -53 -5,345 -20,25 Future						
As of Date 0307/05 Customer Orders Sales Day M.T.D Y.T.D In Pick 1.222 Sales 5.466 250.827 1.240.582 Backord 48,582 Credits .53 .5,345 .20,25 Future Net Sls 5.413 .245,482 .1861,277 Direct 3.512 Cost of Sls 3.283 .154,984 .1184,284 On Hold 1.025 Gross Prof 2.120 90.498 .677,000 GP Pct 39.17 36.87 .36.87 .36.87 .36.87 Accounts Receivable Day M.T.D Y.T.D	CO# 01		1	EXECUTIVE		CODEEN
Customer Orders Sales Day M.T.D Y.T.D In Pick 1,222 Sales 5,466 250,827 1,240,581 Backord 48,582 Credits .53 .5,345 .20,25 Future Net Sis 5,413 245,482 1,861,271 Direct 3,512 Cost of Sis 3,293 154,984 1,184,281 On Hold 1,025 Cost of Sis 3,293 154,984 1,184,281 On Hold 1,025 Gross Prof 2,120 90,498 677,001 GP Pct 39,17 36.87 36.87 36.37 Accounts Receivable Day M.T.D Y.T.D Current 220,178 Invoiced 5,413 245,482 1,220,33 31-60 22,288 Cash Recd 0 0,010 1,755,277 61-90 6,718 151-0vr 6,778 A/R Change 5,408 24,098	01	TSH MEDICAL SUPPLI				JUREEN
In Pick 1,222 Sales 5,466 250,827 1,240,582 Backord 48,582 Credits .53 .5,345 .20,25 Future Net Sis 5,413 245,482 1,861,27 Direct 3,512 Cost of Sis 3,293 154,984 1,184,284 On Hold 1,025				As of Date	03/07/03	
Backord 48,582 Credits 5-33 5-345 2.0,25 Future 3,512 Net SIs 5,413 245,482 1,861,27 Direct 3,512 Cost of SIs 3,293 154,984 1,184,281 On Hold 1,025 Gross Prof 2,120 90,498 677,001 Total 54,340 Gross Prof 2,120 90,498 677,001 GP Pct 39,17 36.87 36.87 36.37 Accounts Receivable Day M.T.D Y.T.D Current 220,178 Invoiced 5,413 245,482 1,220,33 31.60 22,258 Cash Recd 221,378 1,755,27 61.90 6,001 Write Offs 6 6 2,000 91.120 91 Adjustments 151.0vr 6,778 A/R Change 5,408 24,098 5,538,09 Future 152	Customer	Orders	Sales	Day	M-T-D	Y-T-D
Future Net Sis 5,413 245,482 1,861,27 Direct 3,512 Cost of Sis 3,293 154,984 1,184,284 On Hold 1,025 Gross Prof 2,120 90,498 677,00 Total 54,340 Gross Prof 2,120 90,498 677,00 GP Pct 39,17 36.87 36.37 36.37 Accounts Receivable Day M.T.D Y.T.D Current 220,178 Invoiced 5,413 245,482 1,220,337 31.60 22,258 Cash Recd 6 2,000 1,155,27 61.90 6,001 Write Offs 6 6 2,000 91.120 91 Adjustments 1,155,27 1,155 1,155 1,155 151.0vr 6,778 A/R Change 5,408 24,098 5,38,09 Future 152 Avg Dly Sales 11,23 1,23 Total 262,176 Days in A/R 22 <td>In Pick</td> <td>1,222</td> <td>Sales</td> <td>5,466</td> <td>250,827</td> <td>1,240,588</td>	In Pick	1,222	Sales	5,466	250,827	1,240,588
Direct 3,512 Cost of SIs 3,293 154,984 1,184,284 On Hold 1,025	Backord	48,582	Credits	-53	-5,345	-20,252
On Hold 1.025	Future		Net SIs	5,413	245,482	1,861,279
Total 54,340 Gross Prof 2,120 90,498 677,000 GP Pct 39,17 36.87 36.37 36.37 36.37 Accounts Receivable Day M.T.D Y.T.D Y.T.D Current 220,178 Invoiced 5,413 245,482 1,220,33 31-60 22,258 Cash Recd 221,378 1,755,27 61-90 6,001 Write Offs 6 6 2,000 91-120 91 Adjustments 91 4/R Change 5,408 24,098 -538,091 Future 151-0vr 6,778 A/R Change 5,408 24,098 -538,091 Total 262,176 Days in A/R 538 24,098 24,098 -538,091	Direct	3,512	Cost of SIs	3,293	154,984	1,184,280
GP Pct 39.17 36.87 36.37 Accounts Receivable Day M.T.D Y.T.D Current 220,178 Invoiced 5,413 245,482 1,220,337 31-60 22,258 Cash Recd 221,378 1,755,277 61-90 6,001 Write Offs 6 6 2,000 91-120 91 Adjustments 1,1755,277 1,150 1,155 1,155 121-150 6,718 A/R Change 5,408 24,098 151-0vr 6,778 A/R Change 5,408 24,098 -538,097 Future 152 Total 262,176 Days in A/R 5,408 24,098 24,098 -538,097	On Hold	1,025				
Accounts Receivable Day M.T.D Y.T.D Current 220,178 Invoiced 5,413 245,482 1,220,334 31-60 22,258 Cash Recd 221,378 1,755,27 61-90 6,001 Write Offs 6 6 2,000 91-120 91 Adjustments	Total	54,340	Gross Prof	2,120	90,498	677,000
Current 220,178 Invoiced 5,413 245,482 1,20,33 31-60 22,258 Cash Recd 221,378 1,755,27 61-90 6,001 Write Offs 6 6 2,000 91-120 91 Adjustments			GP Pct	39.17	36.87	36.37
Current 220,178 Invoiced 5,413 245,482 1,220,33 31-60 22,258 Cash Recd 221,378 1,755,27 61-90 6,001 Write Offs 6 6 2,000 91-120 91 Adjustments						
Markan Markan<	Accounts	Receivable		Day	M-T-D	Y-T-D
61-90 6000 Write Offs 60 6000 2000 91-120 91 Adjustments 10 1.1,50 1.1,23 <t< td=""><td>Current</td><td>220,178</td><td>Invoiced</td><td>5,413</td><td>245,482</td><td>1,220,336</td></t<>	Current	220,178	Invoiced	5,413	245,482	1,220,336
91-120 91 Adjustments	31-60	22,258	Cash Recd		221,378	1,755,271
121-150 6,718 A/R Change 5,408 24,098 151-Ovr 6,778 A/R Change 5,408 24,098 -538,092 Future 152	61-90	6,001	Write Offs	6	6	2,000
151-Ovr 6,778 A/R Change 5,408 24,098 -538,098 Future 152 11,238 11,238 200 200	91-120	91	Adjustments			-1,156
Future 152 Avg Dly Sales 11,23 Total 262,176 Days in A/R 22	121-150	6,718				
Avg Dly Sales 11,23 Total 262,176 Days in A/R 26	151-Ovr	6,778	A/R Change	5,408	24,098	-538,092
Total 262,176 Days in A/R 2	Future	152				
			Avg Dly Sales			11,235
Enter END to exit: PAGE 1 OF 3	Total		Days in A/R			23
	Enter END to e	xit: XXXXXX				PAGE 1 OF 3
	Sales			NEXT DO INOURDY	CANCEL OF	
	HELP	OK/END INSERT LI	DELETE PREV PG	NEXT PG INQUIRY	CANCEL Off	

Notes:

Executive Inquiry Sales Accounts Receivable Aging section: Current - Current accounts receivable value. 31 - 60 - A/R 31-60 days old. 61 - 90 - A/R 61-90 days old. 91 - 120 - A/R 91-120 days old.

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121 - 150 - A/R 121-150 days old.

151 - OVR - A/R 151 and greater days old.

Future - A/R future order.

Total - The total A/R balance.

Accounts Receivable section, in three columns, DAY, MTD, and YTD:

Invoiced - Invoiced amount.

Cash Recd - Cash received amount.

Write Offs - Write off value.

Adjustments - Adjustment value.

A/R Change - The total invoiced, cash received, write off, and adjustment value.

Avg Dly Sales - The average daily sales value.

Days in A/R - The days in A/R.

Function Keys

JD.

PURCH - The PURCHASING function is available by clicking on the **'PURCH'** icon or by hitting the Shift+ 'F2' function key. This function displays inventory related information for the selected company.

ACCTG - The ACCOUNTING function is available by clicking on the **'ACCTG'** icon or by hitting the Shift+'F3' function key. This function displays general ledger related information for the selected company.

Drill Down Capabilities – In MDS, any highlighted field can be clicked on to access additional drill down inquiries.

Notes:

documentation - [rs6000d-4024 demo.12-EXEC.INQ011\$2]

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

CO# 01	T SH MED	ICAL SUPPLY		1	EX	XECUT	IVE	INQUIRY	. 0	IVENT	ORY	SCR	EEN
As of Date		03/07/0)5	Inventory		Day	s in		22 Days		1	80 Days	
			-	Value		Inve	ntory		Turns		Dead	Inv	
		Curren	nt		112,401		10		25.20			4,502	
		Begin	- Mo		105,004		10		26.44			4,449	
		Prior I	Mo		98,143		9		27.88			4,311	
		Prior I	Mo-2		92,530		9		29.23			5,798	
		Prior I	Mo-3		91,492		9		29.10			6,832	
		Begin	- Yr										
					Day			M-T-D			Y-T-D		
		POs W	Vritten			5,	154		68,738			592,382	
		A/P In	voices			19,	696		117,374			897,166	
		Check	s Written						12,841			411,497	
			Purchase	Orders				Acco	unts	Pay	yable		
		Past D	ue		53,217			Past Due				144,815	
				_									
		Future	9					Future					
		Total			53,217			Total				144,815	
Enter END to ex	XIC:	AXX I	XXX								PAG	GE 2 OF	3
Sales HELP	Purch OK/END	Acctg INSERT	Op Stats LDELETE	PREV PG	NEXT PG		INQUIRY	CANCEL	. Off	1			
HELF	UNIEND	INSENT	LUELETE	rnev ru	NEAT PU		INQUINT	LANCEL	- 01				

Notes:

Executive Inquiry

Purchasing

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To view the Purchasing screen, click on the **'Purch'** icon, or hit the Shift+'F2' function key. This function will display the purchasing information for the company.

Inventory Value - Displayed in current, beginmonth, prior month, prior month 2, prior month 3, begin yr.

Days In Inventory - Displayed in current, beginmonth, prior month, prior month 2, prior month 3, begin yr.

Turns - Displayed in current, begin-month, prior month, prior month 2, prior month 3, begin yr.

Dead Inventory - Displayed in current, beginmonth, prior month, prior month 2, prior month 3, begin yr.

PO's Written - Displayed in day, month to date, and year to date.

A/P Invoices - Displayed in day, month to date, and year to date.

Checks Written - Displayed in day, month to date, and year to date.

Purchase Orders - Displayed by the last four months, future, and the total.

Accounts Payable - Displayed by the last four months, future, and the total.

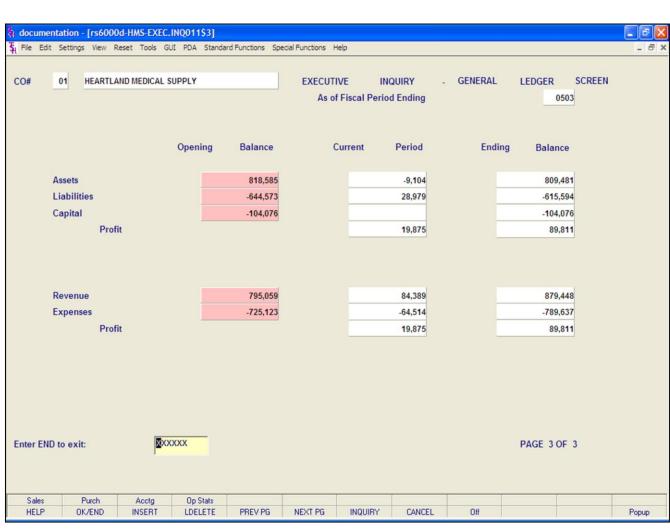
Function Keys

SALES - The SALES function is available by clicking on the **'SALES'** icon or by hitting the Shift+'F1' function key. This function will display sales related information for the selected company.

ACCTG - The ACCOUNTING function is available by clicking on the **'ACCTG'** icon or by hitting the Shift+'F3' function key. This function displays general ledger related information for the selected company.

Drill Down Capabilities – In MDS, any highlighted field can be clicked on to access additional drill down inquiries.

The Systems House, Inc.



Accounting

To view the Accounting screen, click on the **'Acctg'** icon, or hit the Shift+'F3' function key. This function will display the accounting information for the company.

The Accounting section is divided into three columns: Opening Balance, Current Period, and Ending Balance.

Assets Liabilities Capital Profit Revenue Expenses Profit

Function Keys

SALES - The SALES function is available by clicking on the **'SALES'** icon or by hitting the Shift+'F1' function key. This function will display sales related information for the selected company.

PURCH - The PURCHASING function is available by clicking on the **'PURCH'** icon or by hitting the Shift+ 'F2' function key. This function displays inventory related information for the selected company.

Drill Down Capabilities – In MDS, any highlighted field can be clicked on to access additional drill down inquiries.

		Customer Conta	acts Inquiry			
ustomer# UN	TED		1			
	HARRY RTTT		Purch Contact	JANE SMITH		
	201-495-1200		Purch Phone	973-555-8555		
ontact Name	/ Email	Descripti	on	Phone#	FAX#	
DE DUNNE		OFFICE MANAGER		201-555-1274	201-555-1275	
JOED@UNITED.(СОМ					
						-
						-
		TE,0 TO ACCEPT :		xxxxxx		

Customer Contacts Inquiry

The Customer Contacts Inquiry lists all the contact information for a specific customer.

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

A/R Contact - The Accounts Receivable contact name, displayed from the Customer Master file.

A/R Phone - The Accounts Receivable phone number.

Purch Contact - The Purchasing contact name.
Purch Phone - The Purchasing phone number.
Contact Name - Additional contact name.
E-Mail - Additional contact's e-mail address.
Description - Additional contact's description.
Phone# - Additional contact's phone number.
Fax# - Additional contact's fax number.

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

Enter the line number to change. Enter '0' and hit <ENTER>, hit the 'F2' function key, or click on the '**OK/END'** button to input a new customer number.

5

Where to Get More Information

- For a new login, forgotten password, or additional help, please email <u>custserv@tshinc.com</u>.
- To contact support call 973-777-8050 or fax 973-777-3063.
- To access the The System's House website the address is: <u>www.tshinc.com</u>.

Notes:

Customer Reporting System

Comments: