Solution-IV^{TM} Accounting Order Processing Point of Sale

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1   Introduction

This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Order Processing with Point of Sale features.

The Order Processing and System Integration flowcharts show how your Order Processing module operates and how it relates to the overall accounting system.

Thoroughbred Solutions

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

Order Processing Features

Thoroughbred Solution-IV Order Processing is designed to help you control the flow of customer orders throughout your organization. A vast wealth of information is directly accessible on-line to help your telemarketers and order entry personnel enter an order accurately. Once entered, the order is tracked through the picking, packing, and invoicing processes. Direct sales invoices may also be processed. Once they are invoiced, sales analysis reports show you sales and profitability trends by item, customer, and state, as well as by up to four user-defined class codes.

The following standard features are included in Thoroughbred Solution-IV Order Processing:

> ➢ The Solution-IV Order Processing system features full parameters, allowing you to customize the system to fit your needs without having to make program changes. The parameters include such functions as posting to General Ledger, choice of whether or not to allow negative on-hand quantities, and whether or not to use pre-printed forms.

> ➢ The system supports single-step invoice entry as well as two-step order entry and subsequent invoicing.

> ➢ Quotes may be entered, printed, and retained, then later converted into "live" orders.

➢ Return Material Authorizations (RMAs) can be entered for customers returning goods to you. Like orders, RMAs can be converted into credit memos once the goods are returned.

➢ You can process both credit memos and debit memos.

➢ A required deposit amount may be specified when entering an order, and the order will be processed when the deposit is received.

➢ An order can ship from multiple warehouses on a line-by-line basis. A picking ticket and packing list will be printed for each warehouse.

➢ The commission may be split between a maximum of three sales representatives, with multiple methods for calculating the commission.

➢ You can have both sales units of measure and pricing units of measure on an order.

➢ Inventory stock levels are checked automatically during order entry, and stock is committed at the time the order is entered.

➢ Numerous inquiry options are available in order entry, including customer balance due and aging information, alternate items, quantity discount breaks, stock levels, and customer purchase history.

➢ Non-stock items may be entered "on-the-fly" as an order is entered.

➢ An estimated ship date is computed automatically, based on the items in the order.

➢ A wide variety of sales analysis reports can be printed.

➢ Customer contracts can be defined by customer, item, or customer/item combination, allowing special pricing for a specific contract quantity.

➢ Standard reports include:

- ♦ Credit Exception Report
- ♦ Lost Sales Report
- ♦ Open Deposit Report
- ♦ Automatic Backorder Report
- ♦ Monthly Sales Report
- ♦ Order Status Report by Customer
- ♦ Order Status Report by Item
- ♦ Multiple Order Sales Analysis Reports

All of the preceding features are standard to the Solution-IV Order Processing package. If additional features or modifications are required, Solution-IV is a 4GL-based package that makes customization easy and practical. For additional information, contact your Thoroughbred dealer.

Thoroughbred Solution-IV Accounting Flowchart

The following System Integration flowchart diagrams how the various Solution-IV Accounting modules relate to one another.

The Solution-IV Order Processing flowchart on the following page shows how the various components of the Order Processing module are related.
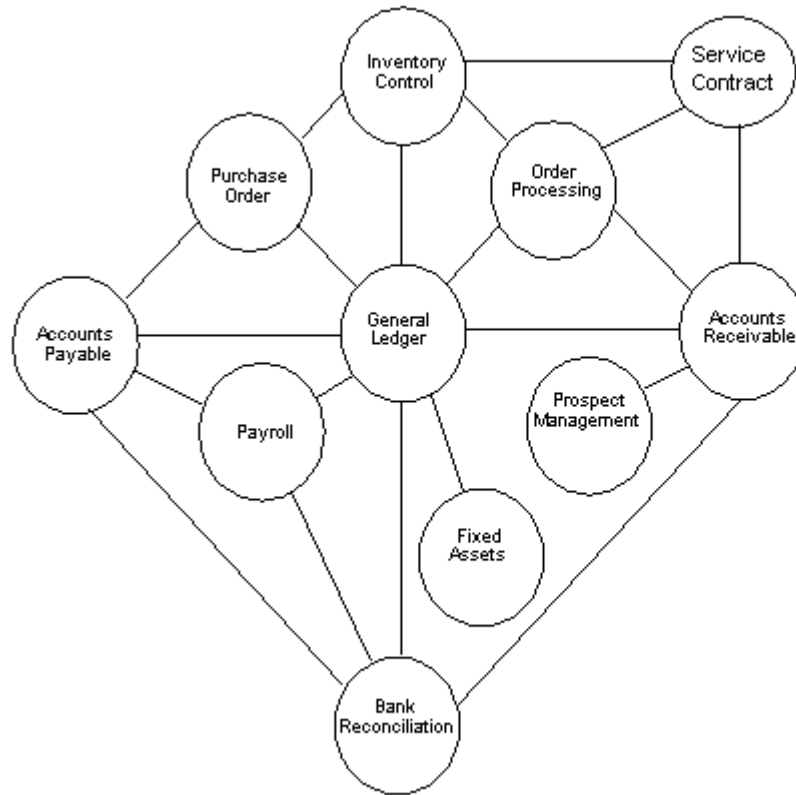
Solution-IV Order Processing Flowchart
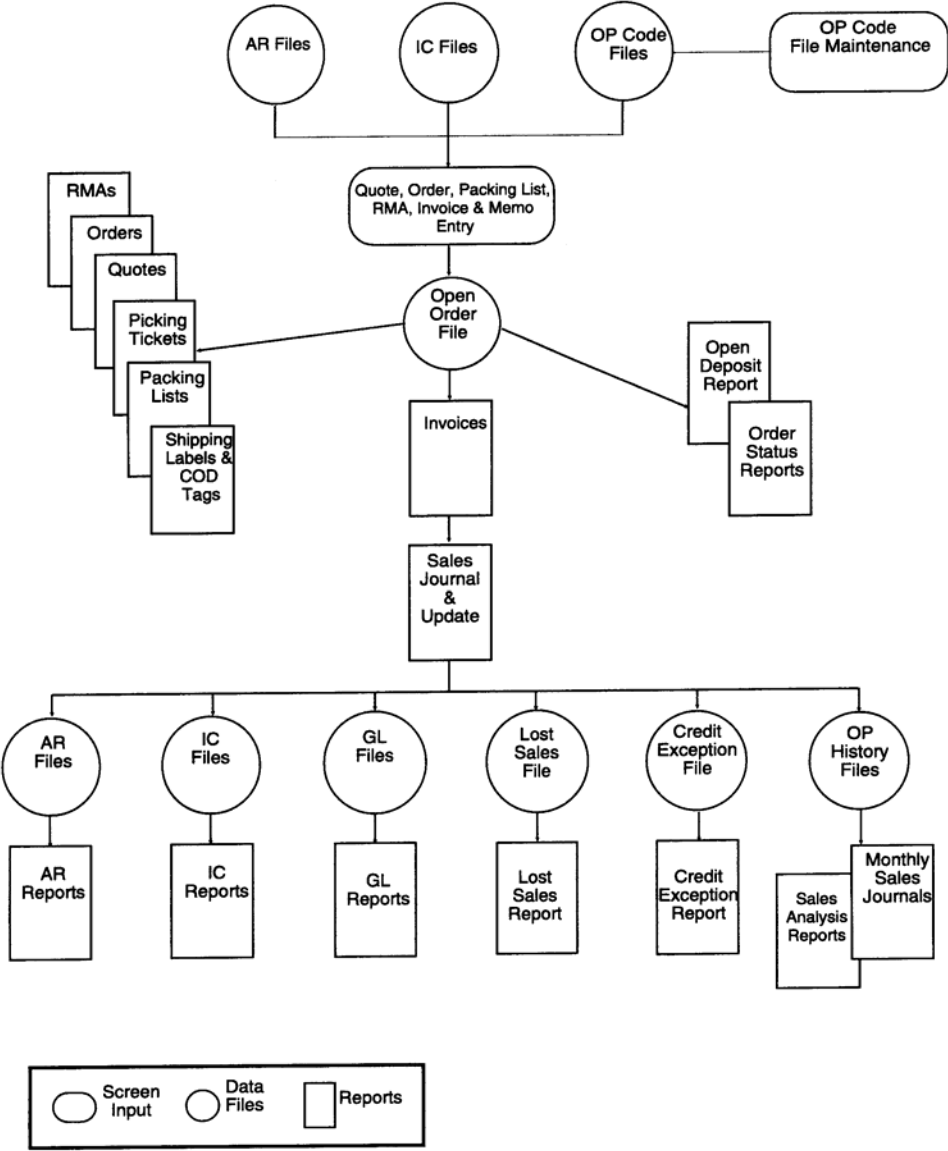
How to make the Greatest use of this Manual

Introduction

With this manual we have created reference material that is easy to read, yet contains all of the information you need to set up and run the Thoroughbred Solution-IV Order Processing system.

This manual will introduce you to the capabilities of the Solution-IV Order Processing, give you ideas to help you get started with the initial setup, provide complete processing instructions, and also serve as a reference guide once you are up and running.

Suggested Steps

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before actually entering your own data into the system.

> ➢ **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.

> ➢ **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.

> ➢ **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.

> ➢ **Use the demonstration data**. Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.

> ➢ **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.

> ➢ **Keep the manual handy.** Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

How this Manual is Organized

This manual has been organized to take you through normal Order Processing activity. As a supplement to these day-to-day procedures there is a brief explanation of accounting theory, an extensive glossary of accounting terms, and several helpful setup ideas and system design hints.

Chapter 1

Introduction - Explains how the manual is organized and how it should be used. It also provides you with an overall view of the Solution-IV Order Processing features. The Order Processing and System Integration flowcharts show how your Order Processing module operates and how it relates to the overall accounting system.

Chapter 2

Order Processing Menus - Describes the options available on the Order Processing Main Menu, Code File Maintenance Menu, Monthly Reports Menu, and Sales Analysis Reporting Menu.

Chapter 3

Order Processing Setup - Explains how to get started with your Order Processing system. This chapter contains all of the options on the Code File Maintenance Menu.

Chapter 4

Transaction Processing - Describes the options that are available during usual day-to-day processing. These include Quote Entry, Order Entry, Packing List Entry, RMA Entry, and Invoice Entry along with the accompanying reports and updates.

Chapter 5

Inquiries - Discusses all inquiry functions, including Order and Quote Inquiry, Invoice Inquiry, and Price Inquiry.

Chapter 6

Order Processing Reports - Describes how to execute the Solution-IV Order Processing and Sales Analysis Reports. These include the standard monthly reports, such as Credit Exception, Lost Sales, and Open Deposit Reports, the Monthly Sales Journal, and the Order Status Report by Customer or by Item. The Sales Analysis Reports include the summary sales analysis reports, as well as detail sales analysis reports.

Chapter 7

Period End Processing - Describes what happens during the Period End and Status Change Updates.

Appendices

Appendices - The Appendices contain supplemental information that is helpful to the understanding of Solution-IV Order Processing. System conversion is detailed in the Appendices. Any errors that you may encounter while using the system are also listed and explained in an appendix.

Glossary

Glossary - Provides a list of terms used in the Solution-IV manuals.

2   Order Processing Menus

Thoroughbred Solution-IV Order Processing uses options that can be selected from the following menus:

> Order Processing Main Menu

> Transaction Processing Menu

> Code File Maintenance Menu

> Reports Menu

> Bid Menu

> Pickup & Delivery Menu

> Monthly Reports Menu

> Sales Analysis Reporting Menu

This section gives an overview of each of the individual menu options. A detailed explanation of how to use each option appears in later chapters.

Order Processing Main Menu

Introduction
The Thoroughbred Solution-IV Order Processing system is designed to help you track open orders, invoice those orders, generate picking tickets, handle RMAs, and process quotes. Order Processing also includes Sales Analysis reports that show you how your inventory is moving and who is buying your products.

Both the Solution-IV Accounts Receivable and Inventory Control are required in order to run Order Processing.

How to Execute
From the Solution-IV Accounting System Master Menu, select **Order Processing**.
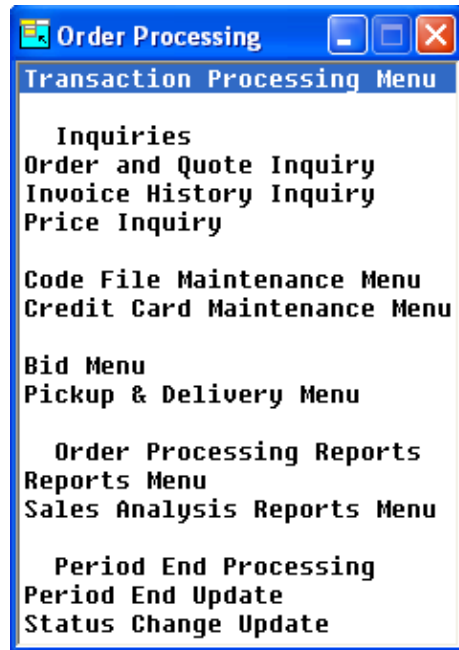
Transaction Processing

From the Order Processing Main Menu select **Transaction Processing Menu.**
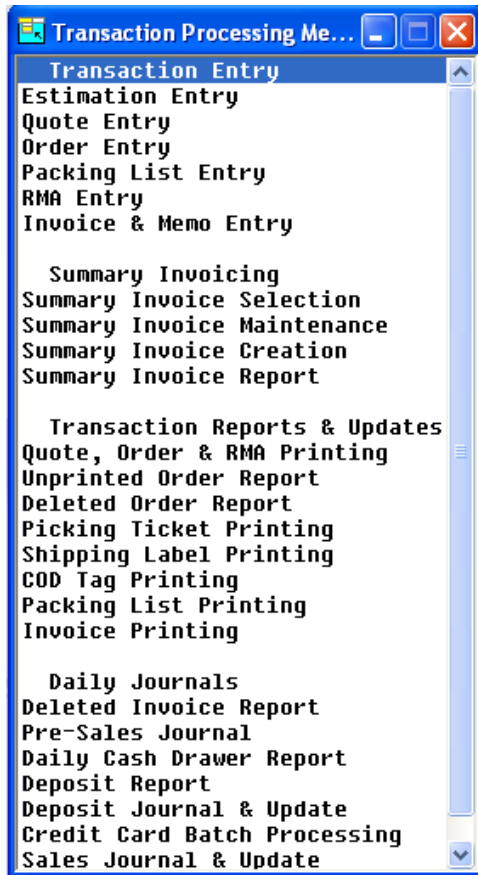
Transaction Entry

Quote Entry
Quote Entry allows you to enter a quote for a given customer that contains inventory items that are priced according to your company's pricing methods. Later, a quote can be converted into an actual order.

Order Entry
Order Entry is used for entering actual customer orders in a two- step (order entry/invoice entry) Order Processing environment. Later, an order can be converted into an invoice. Orders may be entered from scratch or an existing customer quote may be converted into an order.

Packing List Entry
Packing List Entry is an option, which is used by a terminal in the warehouse to enter the actual quantities shipped of each item on the order. In addition, the number of cartons, actual weight, and total freight amount may be entered on the summary screen so that the COD tags will print correctly and the correct number of shipping labels will be printed.

The screens look the same as those for order or invoice entry, but entry is allowed into only the above-mentioned fields.

RMA Entry

Return Material Authorization (RMA) Entry is similar to Order Entry except that instead of goods going out to the customer, goods are expected to be shipped back to you from the customer. Later, when your company receives the goods, the RMA can be invoiced (credited to the customer's account).

Invoice & Memo Entry

Invoice & Memo Entry is used for entering actual customer invoices into the system. Invoice Entry may be used as part of a two-step (Order Entry/Invoice Entry) Order Processing environment or it may be used to enter invoices directly bypassing the Order Entry step. Credit memo and debit memo entry are also done through this menu option.

Summary Invoicing

Summary Invoice Selection

Summary Invoice Selection is used to select customers and billing cycles for the eventual creation of summary invoices.

Summary Invoice Maintenance

Summary Invoice Maintenance is used to remove selected orders from the summary selection file so that those invoices will not be included when the Summary Invoice is created.

Summary Invoice Creation

Summary Invoice Creation is used to build summary invoices based on the selected invoices from Summary Invoice Selection.

Summary Invoice Report

Summary Invoice Report provides a listing of summary invoices and a summary of the orders that have been included in those summary invoices.

Transaction Reports & Updates

Quote, Order and RMA Printing

This option is used to print actual order, quote, and RMA forms. These may be printed on pre-printed forms, if desired.

Unprinted Order Report

The Unprinted Order Report lists all orders that have not been printed as a hard copy.

Deleted Order Report

The Deleted Order Report lists all orders that have been marked for deletion.

Picking Ticket Printing
Picking Ticket Printing is used to print a report that can be used by your warehouse personnel to "pick" the ordered items from the warehouse shelves. If the order has been designated as shipping from multiple warehouses, you will receive a picking ticket for each warehouse. After an order is entered into the system, a picking ticket may be generated immediately during Order Entry or you may wait and print all of your picking tickets at one time using this option.

Shipping Label Printing
Shipping Label Printing is used to print shipping labels for all orders that have been picked and are ready to ship. One shipping label will be printed for each carton.

COD Tag Printing
A Collect on Delivery (COD) tag may be printed for all COD orders if you answer **Y** to the "Print COD Tag?" question in Order Entry.

Packing List Printing
You can optionally print separate packing lists showing the quantity ordered, quantity shipped, and quantity being backordered. You may choose to use a copy of the order form for the packing list instead.

Invoice Printing
Invoice Printing is used to print invoices for all products, which have been shipped to your customers. These may be direct (one step) invoices or invoices which were generated from orders. You may choose to print invoices on pre-printed invoice forms.

Daily Journals

Deleted Invoice Report
The Deleted Invoice Repots lists all invoices that have been marked for deletion.

Pre-Sales Journal
The Pre-Sales Journal provides a quick list of the invoices that are ready to be posted.

Daily Cash Drawer Report
The Daily Cash Drawer provides a quick list of the payments that are ready to be posted.

Deposit Report
The Deposit Report consists of the General Ledger Account Summary and Payment Journal. These reports detail the payments made against orders in the current batch. These are the same reports available in the Deposit Journal and Update option except no update is available.

Deposit Journal & Update
The Deposit Journal is an important part of your audit trail consisting of the General Ledger Account Summary and Payment Journal. These reports detail the payments made against orders in the current batch and the update posts them to the various permanent files in Order Processing and Accounts Receivable.

Note: The Deposit Journal must be printed before the orders are updated to the permanent files. Also, if the deposit journal is not run, the orders that have received payments will not be allowed to be invoiced.

Credit Card Batch Processing
The Credit Card Batch processing option allows you to post credit card payments for a given date range to the CC Processing Center. You will be provided with a report of what postings will be made and then a report of any postings that were denied.

Sales Journal & Update
The Sales Journals are a series of six reports detailing the invoices in the current batch. They are an important part of your audit trail. Once the journals have been printed, the update posts them to the appropriate files in Order Processing, Inventory Control, Accounts Receivable, and General Ledger.

Inquiries

Order and Quote Inquiry
This option allows quick access to viewing information about an open order or quote. Optionally, you can also view information on RMAs and invoices, which have been entered into the system but not yet updated. The information shown includes items ordered, quantities, pricing, discount information, etc.

Invoice History Inquiry
This option allows quick access to viewing information about an invoice, which has already been updated through the Sales Journal Update but is still contained in the historical invoice files. This information includes items ordered, quantities, pricing, discount information, etc.

Price Inquiry
The Price Inquiry option allows you to enter customer and item code as well as quantity ordered. It then computes price for the item as well as the total (price multiplied by quantity). This option is useful for quoting prices over the phone without actually entering a quote.

Code Maintenance

Code File Maintenance
The Code File Maintenance Menu contains the access to the Parameters, Contract, and Reason Code Maintenance functions.

Bid Maintenance and Listing

Bid Menu
The Bid Menu allows you to access Bid Maintenance and Bid Listing.

Pickup & Delivery

Pickup and Delivery Menu
The Pickup and Delivery Menu contains access to OP Pickup and Delivery Processing Options.

Reporting

Reports Menu

The Reports Menu gives you access to a variety of standard reports. These include the Credit Exceptions Report, Lost Sales Report, Open Deposit Report, Monthly Sales Journal and Order Status Reports.

Sales Analysis Reports Menu

The Sales Analysis Reports Menu gives you access to a variety of sales analysis reports. These include such reports as Sales by Item, Customer, Product Line, Class Code, State, and Sales Representative.

Period End Processing

Period End Update

This function should be run at the end of each accounting period after all transactions have been entered for the period and after, or in conjunction with, all monthly reports. Be sure to run it before any entries are made for the following period.

Status Change Update

This function takes all of the file entries that you have marked to change or delete, verifies that the changes/deletes are valid, and then performs the changes/deletes. A report is printed before the update is performed allowing you to decide whether or not to continue with the update.

Code File Maintenance

Introduction
This menu gives you access to the Parameters, Customer Contracts, and Reason Code files. These codes must be set up before entering anything else in the system.

How to Execute
From the Order Processing Main Menu, select **Code File Maintenance Menu.**
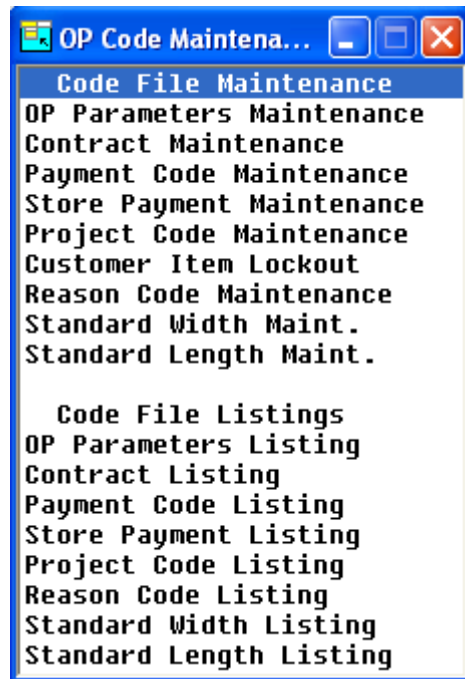
Order Processing Parameters

OP Parameters Maintenance
The parameters allow you to customize the Order Processing package to meet the specific needs of your company. Here you will be able to define your default printers, determine how your Order Entry and Invoice Entry options perform, whether or not you use pre-printed forms, etc.

OP Parameters Listing
This is a listing of what was entered in Parameters Maintenance.

Code File Maintenance

Contract Maintenance
Contract codes are used to define a special pricing arrangement with a certain customer for a certain item or items. A contract runs for a specified period of time. There are several types of contracts.

Payment Code Maintenance
Payment codes are used during invoice entry for point of sale payments. Sample payments might be MC (Mastercard), CK (check), CS (Cash), etc.

Store Payment Maintenance
Store payment codes are used during invoice entry for point of sale payments and are directly tied to the Solution-IV Credit Card module. Sample payments might be MC (Mastercard), CK (Check), etc. A payment code may be up to 2 characters, with a 35 character description.

Project Code Maintenance
Project codes are used during order entry to specify which project a particular order is assigned to. A project code may be up to 16 characters, with a 35 character description.

Customer Item Lockout
This option allows you to lockout particular items for sale on a customer basis. This file is checked during order and invoice entry.

Reason Code Maintenance
Reason codes are used during RMA entry to explain why items are being returned. To keep track of potential business problem areas, total return dollars, listed by reason code are kept in this file.

Standard Width Maintenance
The standard width table is used in square foot pricing during order/invoice entry. These widths are the industry standards for the width that will be 'rounded up to' when determining square feet for an item. A standard width amount may be up to 4 characters.

Standard Length Maintenance
The standard length table is used in square foot pricing during order/invoice entry. These lengths are the industry standards for the length that will be 'rounded up to' when determining square feet for an item. A standard length amount may be up to 4 characters.

Code File Listings

OP Parameters Listing
This report is a listing of the entries made in OP Parameters Maintenance.

Contract Listing
This report is a listing of the entries made in Contract Maintenance.

Payment Code Listing
This report is a listing of the entries made in Payment Code Maintenance.

Store Payment Listing
This report is a listing of the entries made in Store Payment Maintenance.

Project Code Listing
This report is a listing of the entries made in Project Code Maintenance.

Reason Code Listing
This report is a listing of the entries made in Reason Code Maintenance.

Standard Width Listing

This report is a listing of the entries made in Standard Width Maintenance.

Standard Length Listing

This report is a listing of the entries made in Standard Length Maintenance.

Reports Menu

Introduction

This menu gives you access to the monthly reports.

Any of the reports on this menu may be printed at any time. In fact, you will probably be printing some reports far more often than once per month. All reports are current as of the last update.

How to Execute

From the Order Processing Main Menu, select **Reports Menu**.
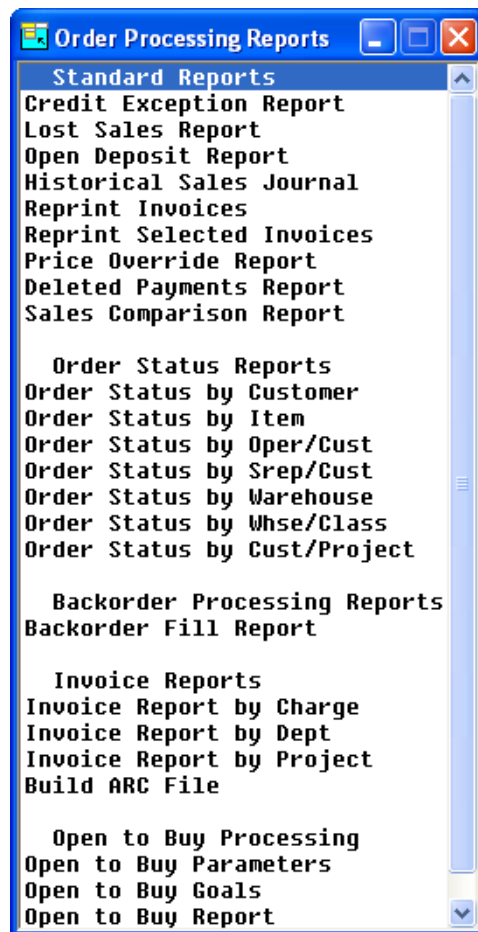
Standard Monthly Reports

Credit Exception Report
This report shows all instances where the credit limit was overridden during Order Entry. It shows the customer's balance, credit limit, the amount the credit limit was exceeded by at the time of the order, the total order amount, and the operator who made the override.

Lost Sales Report
This report shows all instances of lost sales that occurred due to insufficient on-hand quantity of an item. During Order Entry, when there is insufficient quantity on-hand to cover an order the operator is prompted with the question "Is this a lost sale?" Answering "**Y** " will record this sale in the lost sales file for inclusion on this report.

Open Deposit Report
This report shows all orders with deposits pending, as well as orders on which the deposit has been received, but the order is still pending.

Historical Sales Journal
The Monthly Sales Journal is a series of reports similar to the Daily Sales Journal detailing all the invoices updated during the time period selected.

Reprint Invoices
Invoice reprinting is used to print historical invoices for all products that have been shipped to your customers. These may be direct (one step) invoices or invoices that were generated from orders. You may optionally choose to print invoices on preprinted invoice forms. Credit and debit memos are also printed using this method.

Reprint Selected Invoices
This option allows you to reprint invoices for a specific customer.

Price Override Report
This report will show quotes, orders, RMAs, Invoices, Credit memos, and Debit memos in which an item's standard price has been overridden.

Deleted Payments Report
This report shows the payment records that have been deleted when an order or invoice has been deleted from the entry files.

Sales Comparison Report
This report shows sales comparing one date range to another. You may choose to show sales by customer, customer class, item, item class or sales representative.

Order Status Report by Customer
This report shows the status of all open orders on a customer-by-customer basis.

Order Status Report by Item
This report shows the status of all open orders on an item-by- item basis.

Order Status Report by Operator/Customer
This report shows the status of all open orders on an Operator by Customer basis.

Order Status Report by Sales Rep/Customer
This report shows the status of all open orders on a Sales Rep by Customer basis.

Order Status Report by Warehouse
This report shows the status of all open orders on a Warehouse by Warehouse basis.

Order Status Report by Whse/Class
This report shows the status of all open orders on a ware house by warehouse basis broken down by item class.

Order Status Report by Whse/Project
This report shows the status of all open orders on a customer by customer basis broken down by project code.

Backorder Processing

Backorder Fill Report
This report shows which backorders may now be filled as a result of receipt of backordered items.

Invoice Reports

Invoice Report by Charge
This report shows all invoices sorted by charge.

Invoice Report by Dept.
This report shows all invoices sorted by department.

Invoice Report by Project
This report shows all invoices sorted by project.

Build ARC File
This option creates a text file for ARC from your order Processing History files.

Open to Buy Processing

Open to Buy Parameters
Open to buy parameters are used by the Open to Buy Report to determine what accounts, customers, and stores should be used.

Open to Buy Goals
Open to buy goals are used by the Open to Buy Report for performance analysis on a month by month basis.

Open to Buy Report
This report shows the performance of your company for sales in production and merchandise cash.

3   Order Processing Setup

This chapter explains how to perform code file maintenance. The parameters are also explained to help you customize the system to fit your needs.

OP Parameters Maintenance

Introduction

The parameters allow you to customize the Order Processing package to meet the specific needs of your company. Here you will be able to define your default printers, how your Order Entry and Invoice Entry options perform, and whether or not you use preprinted forms.

How to Execute

From the Code File Maintenance Menu, select **OP Parameters Maintenance**.

Description of Fields

Allow item quantities to go below zero?

You have the option of allowing an item to be sold through order entry even if there is insufficient stock on-hand to cover the sale. If this is allowed, the quantity on-hand for the item will be negative. The quantity on-hand will be replenished the next time the item is received into inventory or a physical count is performed.

Y   Allows negative on-hand quantity for an item. This will be very helpful if entry of receipts of inventory lags behind the actual stocking of goods.

N   Does not allow negative on-hand quantities.

Allow entry of qty shipped in Order Entry?

By setting this field to "Y" you may enter the quantity shipped and not be required to enter this quantity via either packing list or invoice entry.

Y   Allows you to enter quantity shipped during Order Entry. This disables the packing list function.

N   Does not allow you to enter quantity shipped during Order Entry. You must enter that during Packing List or Invoice Entry.

Default value for ship complete only?

You have the option of designating an order as only shipping if the order may be shipped complete with all items. This parameter flag will be used as the default when adding a new order.

Y   Designates order as shippable only when the order can be completely filled. The user will be warned that the order is not complete and allowed to stop or continue processing.

N   Allows partial shipment of this order.

Show item ABC Code?

You have the option of showing the Item ABC Code in each line of an order or invoice

Y   Show the code.

N   Do not show the code.

Change commission amounts on summary screen?

Y   Show sales commission totals on order summary screen and allow them to be overridden.

N   Do not show sales commissions or allow them to be changed.

Change discount amounts on summary screen?

Y   Show discount totals on order summary screen and allow them to be overridden.

N   Do not show discounts or allow them to be changed.

Save deleted orders?

You have the option of saving deleted orders entered during Order Entry until the end of the day. This is particularly useful if you are using **F8** to obtain the next order number. By saving deleted orders, you will have no missing order numbers from your Order Status Reports.

Y   Saves deleted orders.

N   Removes deleted orders from order entry file when they are deleted.

Save deleted invoices?

You have the option of saving deleted invoices entered during Invoice Entry until the end of the day. This is particularly useful if you are using **F8** to obtain the next invoice number. By saving deleted invoices, you will have no missing invoice numbers from your Sales Journal Reports.

Y   Saves deleted invoices.

N   Removes deleted invoices from invoice entry file when they are deleted.

Require Project Code?

You may require operators to input a project code when entering orders. This may be file verified as well.

Y   A project code is required but not file verified.

F   A project code is required and will be file verified.

C   A project code is required and will be file verified but only if the Customer requires a project code.

N   No a project code is not required.

Require reason for deletions?

You may require operators to input a reason when deleting orders. This will apply only when deleted orders that are marked to be saved.

Y   A reason must be entered.

N   A reason is not required.

Require reason code on RMA's or Credits?

Y   A reason code is required on an RMA but not Credit Memos.

N   A reason code is not required for either.

C   A reason code is required on Credit Memos but not RMAs.

B   A reason code is required for both.

Require authorization code on RMA's or Credits?

Y   An authorization code is required on an RMA but not a Credit.

N   An authorization code is not required for either.

C   An authorization code is required on a Credit but not an RMA.

B   An authorization code is required for both.

Allow Point of Sale Entry?

You have the option of entering your payment during invoice entry.

Y   Allows payment during invoice entry.

N   Do not allow payment during invoice entry.

Round up square foot measurements?

Y   Round square foot calculations.

N   Do not round square foot calculations.

H   Round to the nearest half square foot.

Minimum invoice amount

Enter the minimum invoice amount for customers in this company. If there is no minimum invoice amount, enter zero. There is a flag in Customer Masterfile Maintenance that will override this amount.

Service Charge Item

Enter the item code from Item Code Maintenance for your service charge item. This code will be used as a default on all invoices entered that will have a service charge applied to it. It can be overridden on an invoice by invoice basis.

Rush Order charge

Enter the charge for rush order processing. This figure will be included in the total freight charge for the order.

Pricing priority Contract vs Special Promo

If both a special promotion and a customer contract apply to a particular pricing situation and both the special promotion and contract have conflicting priorities on them, this parameter determines which has priority.

C   Contract pricing has priority.

S   Special Promotion pricing has priority.

L   The lower of the contract or special promotion price has priority.

Automatically apply Automatic Item?

You have the option of automatically applying a particular item to all orders and invoices. This item will be added as a line item with a quantity of one and the price will come from the Item Masterfile.

Y   Use the automatic item code.

N   Do not use the automatic item code.

A   Ask the user if the automatic item code should be applied.

Automatic Item Code

Enter the item code from Item Code Maintenance for the automatically assigned item for each order or invoice that you enter. Its cost and quantity will default to 1 item at whatever price is set in the Item Masterfile and can be overridden on an invoice by invoice basis.

Automatic CASH Customer

Enter the customer code from Customer Code Maintenance for the automatically assigned cash customer for quick invoice header entry. All of the standard defaults will be assigned to the invoice. If you leave this field blank then the quick header entry option will not be available.

Credit Override?
During Order Entry, the customer's credit limit is checked against the amount of the order. If the credit limit is exceeded, you have the option of allowing the operator to override the credit limit and continue entering the order.

Y   Allows credit limit override.

N   Does not allow credit override.

Password
If you elect to allow the credit limit to be overridden, enter the password to allow the credit override. If you do not want a password, leave this field blank.

Price Override?
During Order Entry, the user has the ability to override the calculated price of an item. If this flag is set to **N** (no) the user may not change the calculated price

Y   Allows price override.

N   Does not allow price override.

Password
If you elect to allow the price to be overridden, enter the password to allow the price override. If you do not want a password, leave this field blank.

When you are finished with the first screen, the following screen will automatically appear:

Require F8 for next number?
During order entry you have the option of entering the order, invoice, etc. number manually or by pressing **F8** to use the next system generated number. If this field is set you may not enter numbers manually, you must use the **F8** key.

Y   Requires the operator to press **F8** to get the next number automatically. This still
           allows entry of an existing number for making corrections.

N   Allows the operator to enter the number. This should be used only if the sales representative in the field has given the customer a hand-written, pre-numbered order, invoice, etc.; then the entry operator enters it into the computer system.

Next Quote/Order/etc. Number
Enter the starting number you wish to use for Quotes, Orders, RMAs, Invoices, Credit Memos and Debit Memos, Bids, Pickup & Deliveries, Estimates or press **F8** to use the next system generated number. The system will automatically update these numbers as they are used.

Sales Journal?
Profit and Comm?
Sales Tax Summary?
Item Summary?
Consignment Summary?
GL Distribution?
Payments Jrl?
You have the option of selecting which report in the sales journal should be printed.

Y   Print this report.

N   Do not print this report.

Post distribution to General Ledger?
You have the option of posting to General Ledger but may not want to if you are entering your opening balances or if you have a separate General Ledger system. The General Ledger account codes used during posting are found in the Accounts Receivable and Inventory Control modules.

Y   Posts to General Ledger during the Sales Journal update.

N   Does not make any postings to General Ledger during the update.

Post sales and returns by AR posting code?
This feature allows you to substitute the General Ledger department and/or location into the sales and returns accounts in a manner similar to what is done with Accounts Receivable billing codes and Inventory warehouse codes. In the case of a conflict between posting codes and warehouses, the warehouse substitution will take precedence.

Y   Posts sales and returns by Accounts Receivable posting code.

N   Posts sales and returns either to the exact account or using warehouse substitution only.

Post cost of sales by AR posting code?
You have the option of posting your cost of sales to different General Ledger accounts based on the customer's posting category.

Y   Posts costs by Accounts Receivable posting code.

N   Do not use the AR posting code to post costs.

Cash Over-Short Account
Enter the GL Account Code the cash over/under is to be applied. Press **F2** for a lookup of Account Codes.

Retain Completed Orders x Days
You can specify how long orders should be retained in the Open Order file after they have been completely filled. Care should be taken not to make this number too large, or the system speed could be adversely affected.

When you are finished with the second screen, the following screen will automatically appear:

Print Packing lists?
You have the option of either printing separate computerized packing lists or using a copy of the order for the packing list.

Y   Prints separate packing list.

N   Does not print separate packing list.

Print Receipts?
You have the option of indicating that your company prints receipts.

Y   Receipts will be printed.

N   Receipts will not be printed.

Automatically send invoices

You have the option of automatically printing/sending invoices based on an exact number of days after the original invoice date. All printing options will be based upon a Solution-IV operator code that you choose.

You system administrator will have to set up the cron and schedule task and have that task run "OPPAUTO1".

xxx   Enter the number of days past the original invoice date to base the selection upon.

0   Setting this field to zero disables this function.

days old using operator

Enter the operator code to use for your printing options. Leaving this field blank disables this function.

Default Printers

You have the option of setting up a default printer on which orders, picking tickets, shipping labels, COD tags, packing lists, and invoices will normally be printed. This printer may be overridden during actual print time. This is a useful function if you plan on having certain forms on certain printers at all times.

Preprinted Forms

You have the option of printing orders, packing lists and invoices on preprinted forms, logo paper, or plain white paper.

Y   Use preprinted order forms.

N   Print orders on plain white paper.

L   Use logo paper (company name, address, and logo printed in upper left, remainder of page blank).

Message Line x

Enter up to three lines of 60 characters each for the messages you wish to print on orders, quotes, RMAs, and invoices.

Order Processing Parameters Listing

Introduction

This report lists the parameters as entered in OP Parameters Maintenance. You should print the OP Parameters Listing whenever you make any change in the parameters, and file it as part of your permanent records.

How to Execute

From the Code File Maintenance Menu select **OP Parameters Listing**.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Contract Maintenance

Introduction

Contract codes are used to define a special pricing arrangement with a specific customer for a certain item or items.

How to Execute

From the Code File Maintenance Menu, select **Contract Maintenance**.

Description of Fields

Customer

Enter up to ten alphanumeric characters for the customer code to which the contract applies. From this field you can press **F2** for a lookup of AR Customers or Contracts.

Contract

Enter up to six alphanumeric characters for the contract code.

Description

Enter up to 35 alphanumeric characters to describe the customer contract.

Contract Date

Enter the contract date or the date on which this contract was made with this customer. This field is for reference only and may be different from the contract start date.

Start Date

Enter the date on which this contract takes effect. This contract will not apply to orders prior to this date.

Expiration Date

Enter the date on which this contract expires. This contract will not apply to orders after this date.

Closed Date

Enter the date on which this contract has been closed. If a contract is closed it will no longer be available for pricing.

Priority

If both a special sales promotion and a customer contract price are in effect for a particular item, the pricing priority indicates which price takes priority.

Enter the priority of this customer contract as it relates to special sales promotions from the following list:

C   Customer contract price takes priority.

L   The lesser of the contract price and special promotion takes priority.

S   Special sales promotion price takes priority.

The system prompts:

Is the displayed information correct?
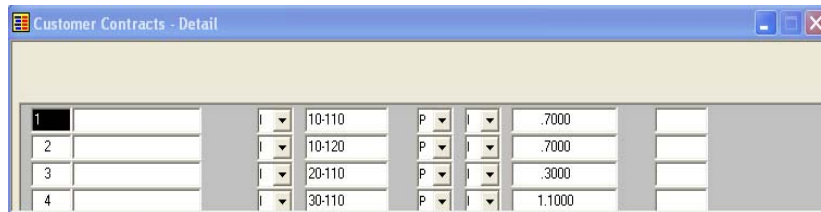
Yes   If a new contract has been entered the Customer Contracts Detail screen will display.

No   Returns you to the Customer Contract Maintenance screen and allows you to make changes.

Lines   Displays the Customer Contracts Detail screen.

Delete Deletes the current contract.

The customer Contracts Detail Screen will display if you are entering a new contract. Select **Lines** to edit the information in the Contracts Detail Screen of an existing contract.

Description of Fields

Project

Enter up to 16 alphanumeric characters for the project code. The project code is a file verified code that may be used in order entry.

Type

Enter the type of code that this line of the contract will be compared to. When pricing an order line, this code type will be used with the next field to determine whether or not there is a match between the order line and the contract line. Select from the following:

I   Item Code

P   Product Code

C   Item Price Class

N   No Code Compare

Code

Enter the item code, product code, or item price class depending on the code type that you have selected. If this field is left blank, all codes of the selected type will be considered a match.

M T - Contract Method

Enter the method of calculating the price for this contract from the following:

A   Discount amount off regular price

C   Markup percentage over cost

D   Discount percentage off regular price

M   Markup amount over cost

O   Override item price class

P   Actual price

Amt or Pct

Enter the type of contract from the following list:

I   Price is off item list price

Q   Price is off quantity price break

Class

Based on the contract method for this contract, enter the actual price, the discount amount, cost markup amount, discount percentage, or cost markup percentage.

Exit the Screen

When you are finished, press **F4** to return to the Code File Maintenance Menu.
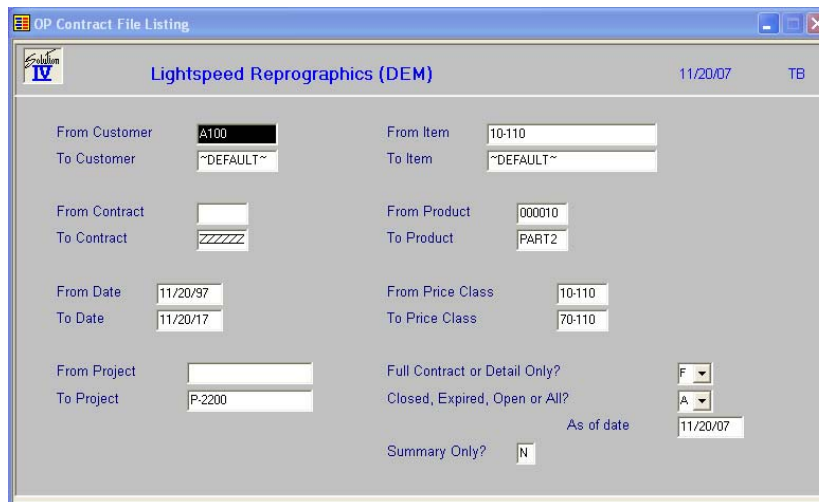
Contract Listing

Introduction
This report lists the contracts as they were entered in Contract Maintenance. To check for accuracy, you should print the Contract Listing whenever you make an addition or change to the contracts. You should then file the listing as part of your permanent records.

How to Execute
From the Code File Maintenance Menu select **Contract Listing**.

Description of Fields
From Customer
If you are printing this report for a range of customers, enter the starting customer code.

To Customer
If you are printing this report for a range of customers, enter the ending customer code.

From Contract
If you are printing this report for a range of contracts, enter the starting contract.

To Contract
If you are printing this report for a range of contracts, enter the ending contract.

From Date
If you are printing this report for a range of dates, enter the starting date.

To Date
If you are printing this report for a range of dates, enter the ending date.

From Project
If you are printing this report for a range of projects, enter the starting project code.

To Project
If you are printing this report for a range of projects, enter the ending project code.

From Item
If you are printing this report for a range of items, enter the starting item code.

To Item
If you are printing this report for a range of items, enter the ending item code.

From Product
If you are printing this report for a range of products, enter the starting project code.

To Product
If you are printing this report for a range of products, enter the ending project code.

From Price Class
If you are printing this report for a range of price classes, enter the starting price class code.

To Price Class
If you are printing this report for a range of price classes, enter the ending price class code.

Full Contract or Detail Only?

F   Prints the entire contract.

D   Prints only those lines of the contract that match the selection criteria.

Closed, Expired, Open or All?
You have the option of printing only closed contracts, only expired contracts, only open contracts or all contracts.

C   Print only contracts that are closed or have closed lines.

E   Print only contracts that have expired.

O   Print only contracts that have not expired or been closed.

A   Print all contracts.

As of date
If you are printing this report for closed, expired or open contracts only you have the option of selecting an 'as of' date to check the contract status against.

Summary Only?

Y   On the Order Status Report, this option prints one line for each order showing the open order numbers.

N   This option allows you to see the status of each line on an open order, with quantities ordered, shipped and backordered listed in detail.

The system prompts:

Do you want a printed copy?

Y   You will be asked to select a printer for the output.

N   Output will be displayed on the screen.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Payment Code Maintenance

Introduction

Payment Codes are used during invoice entry for point of sale payments. Sample payments might be MC (Mastercard), CK (Check), CS (Cash), etc.

How to Execute

From the Code File Maintenance Menu select **Payment Code Maintenance**.

Description of Fields

Payment Code

Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Description

Enter up to 25 alphanumeric characters to describe the payment code.

Bank Code

Enter the 2-character bank code or deposit code. This code will be used throughout Solution-IV for making deposits and printing checks.

BA   Bank of America checking

AX   American Express deposit account

Payment Method

Enter the method type for this payment code.

2   Cash

3   Check

4   Credit Card

5   Over/Short (For over/short amount at Sales Journal posting).

Priority
Enter up to 2 characters (00-99) to establish the priority of this payment code. The priority only establishes what order payment codes will appear in a view.

Status
The status field is used to hold the current status of every masterfile record in the Order Processing module. The status may be set as follows:

- Active   This record may be used anywhere, anytime.

I - Inactive   This record may be used by those records already using it, but may not be added to new records.

D - Deletion   This record is scheduled for deletion. In order to delete a customer, they must not have any open invoices. In order to delete a code file record, it may not be in use anywhere.

C - Changed   This record is scheduled to be changed to either a new code or combined with an existing code. If changing anything with history associated with it, the history will be transferred as well. NEWKEY contains the code to be changed to.

Exit the Screen
When you are finished, press **F4** to return to the Code File Maintenance Menu.

Payment Code Listing

Introduction
This report is a listing of entries made in Payment Code Maintenance.

How to Execute
From the Code File Maintenance Menu select **Payment Code Listing**.

The System prompts:

Do you want a printed copy?
Y   You will be asked to select a printer for the output.

N   Output will be displayed on the screen.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Store Payment Maintenance

Introduction
This option is used to define what payment code you use that matches the standard payment codes that are directly tied to the Solution-IV Credit Card Module.

How to Execute
From the Code File Maintenance Menu, select **Store Payment Maintenance**.

Description of Fields
Store Code
Enter up to three characters for the store code.

Card Type
Enter the standard card type for this store. This is normally MC, VC, AE, or DS, for Mastercard, Visa, American Express or Discover. It is the card type that will be converted to your payment code.

Payment Code
Enter up to two alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Exit the Screen
When you are finished, press **F4** to return to the Code File Maintenance Menu.

Store Payment Listing

Introduction
This report is a listing of the entries made in Store Payment Code Maintenance.

How to Execute
From the Code File Maintenance Menu, select **Store Payment Listing**.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.
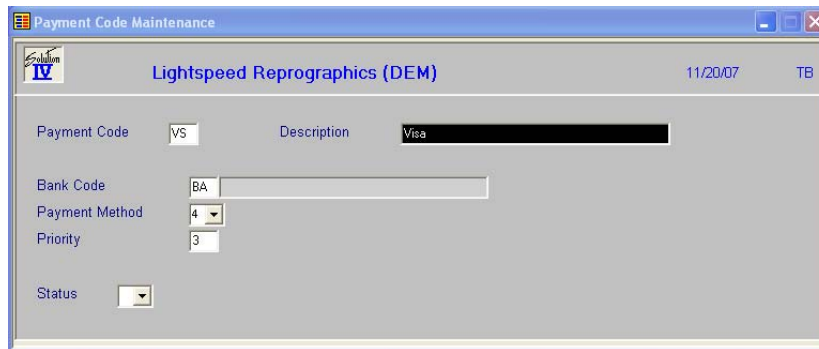
Project Code Maintenance

Introduction
Project Codes are used during order entry to specify which project a particular order is assigned to.

How to Execute
From the Code File Maintenance Menu select **Project Code Maintenance**.

Description of Fields

Project Code
Enter up to 16 alphanumeric characters for the project code. The project code is a file verified code that may be used in order entry.

Desc
Enter up to 35 alphanumeric characters to describe the project code.

Customer Code
Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

Sales Rep
Enter up to 6 alphanumeric characters for the sales rep code. Each sales representative should have their own code. You may also want to set up a house account.

Commission Rate
Enter the sales representative's standard commission rate for this project. Example: If the sales representative gets a standard commission of 10%, enter 10.00.

Apply zero commission?
You have the option when the commission rate is zero to actually apply a zero commission rate for this project.

Y   Apply a rate of zero.

N   Do not override the sales representative's commission rate.

Sales Tax
Enter up to 6 alphanumeric characters for the sales tax code.

Status

The status field is used to hold the current status of every masterfile record in the Order Processing module. The status may be set as follows:

- Active   This record may be used anywhere, anytime.

I - Inactive   This record may be used by those records already using it, but may not be added to new records.

D - Deletion   This record is scheduled for deletion. In order to delete a customer, they must not have any open invoices. In order to delete a code file record, it may not be in use anywhere.

C - Changed   This record is scheduled to be changed to either a new code or combined with an existing code. If changing anything with history associated with it, the history will be transferred as well. NEWKEY contains the code to be changed to.

Exit the Screen

When you are finished, press **F4** to return to the Code File Maintenance Menu.

Project Code Listing

Introduction

This report is a listing of entries made in Project Code Maintenance.

How to Execute

From the Code File Maintenance Menu select **Project Code Listing**.

Description of Fields

From Project

If you are printing this report for a range of projects, enter the starting project code.

To Project

If you are printing this report for a range of projects, enter the ending project code.

From Customer

If you are printing this report for a range of customers, enter the starting customer code.

To Customer
If you are printing this report for a range of customers, enter the ending customer code.

The system prompts:

Do you want a printed copy?

Y   You will be asked to select a printer for the output.

N   Output will be displayed on the screen.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Customer/Item Lockout

Introduction
This option allows you to lockout particular items for sale on a customer basis. This file is checked during order and invoice entry.

How to Execute
From the Code File Maintenance Menu, select **Customer Item Lockout**.

Description of Fields
Customer Code
Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

Sequence Number
In order to lock out more than one item code for any particular customer you must assign a unique sequence number to each item code.

Item Code
Enter up to 22 characters representing the Inventory Control item code. The item code is used throughout the Inventory Control and Order Processing systems to designate each of your inventory items. You must set up a unique code for every item in your inventory. If you track items by color as well, each color will need a unique item code.

Recommend
Enter up to 22 characters representing the Inventory Control item code that is recommended for use when this locked out item is requested.

Exit the Screen

The system will prompt, **Add this record**. Select **Y** to add the record or **N** to make changes. Press **F4** to return to the Code File Maintenance Menu.

Reason Code Maintenance

Introduction

Reason codes are used during RMA entry to explain why items are being returned. To keep track of potential business problem areas, total return dollars, listed by reason code, are kept in this file.

How to Execute

From the Code File Maintenance Menu, select **Reason Code Maintenance**.

Description of Fields

Reason Code

Enter up to six alphanumeric characters for the reason code.

Examples:

WC	Wrong color
DL	Didn't like
TL	Too large
TS	Too small
BRKN	Broken
PQ	Poor quality

Description

Enter up to 35 characters to describe the reason.

Status

The status may be set as follows:

- Active   This record may be used anywhere, anytime.

I - Inactive   This record may be used by those records already using it, but not be added to new records.

D - Deleted   This record is scheduled for deletion. In order to delete a code file record, it must not be in use anywhere.

C - Changed   This record is scheduled to be changed to either a new code or combined with an existing code. If changing anything with history associated with it, the history is transferred as well.

Dollar amount returned

These fields contain the actual dollar amount of items returned using this reason code, month-to-date, year-to-date, and all of last year.

Invoices returned

These fields contain the number of invoices containing items returned using this reason code, month-to-date, year-to-date, and all of last year.

Exit the Screen

When you are finished, press **F4** from the reason code field to return to the Code File Maintenance Menu.

Reason Code Listing

Introduction

This report lists the reason codes as they were entered in Reason Code Maintenance. To check for accuracy, you should print the Reason Code Listing whenever you make an addition or change to the reason codes. You should then file the listing as part of your permanent records.

How to Execute

From the Code File Maintenance Menu, select **Reason Code Listing**.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Standard Width Maintenance

Introduction
A standard width table is used in square foot pricing during Order/Invoice Entry. These widths are industry standard for the width that will be 'rounded up' when determining square feet for an item.

How to Execute
From the Code File Maintenance Menu select **Standard Width Maintenance**.
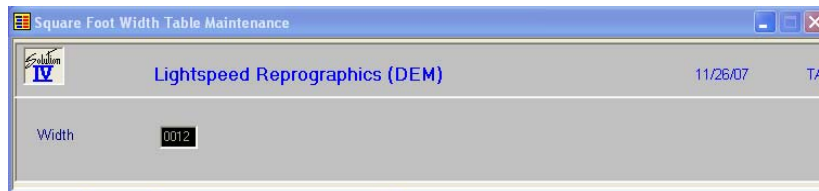
Description of Fields
Width
Enter up to 4 alphanumeric characters for the width.

Exit the Screen
When you are finished, press **F4** to return to the Code File Maintenance Menu.

Standard Width Listing

Introduction
This report is a listing of the entries made in Standard Width Maintenance.

How to Execute
From the Code File Maintenance Menu select **Standard Width Listing.**

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Standard Length Maintenance

Introduction
The standard length table is used in square foot pricing during Order/Invoice Entry. These lengths are the industry standards for the length that will be "rounded up to" when determining square feet for an item.

How to Execute
From the Code File Maintenance Menu, select **Standard Length Maint**.
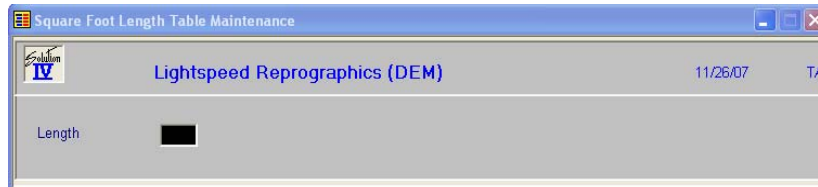
Description of Fields
Length

Enter up to 4 numeric characters for the standard length.

Exit the Screen
When you are finished, press **F4** to return to the Code File Maintenance Menu.

4   Transaction Processing

This chapter explains how to perform the following:

- ➢ Transaction Entry, which includes:
    - ♦ Estimation Entry
    - ♦ Quote Entry
    - ♦ Order Entry
    - ♦ Packing List Entry
    - ♦ RMA Entry
    - ♦ Invoice and Memo Entry
- ➢ Quote, Order and RMA Printing
- ➢ Unprinted Order Printing
- ➢ Deleted Order Printing
- ➢ Picking Ticket Printing
- ➢ Shipping Label Printing
- ➢ COD Tag Printing
- ➢ Packing List Printing
- ➢ Invoice Printing
- ➢ Deleted Invoice Report
- ➢ Pre-Sales Journal
- ➢ Daily Cash Drawer Report
- ➢ Deposit Report
- ➢ Deposit Journal & Update
- ➢ Credit Card Batch Processing
- ➢ Sales Journal and Update

You will be spending the bulk of your time in this section of the manual because this is the core of the Solution-IV Order Processing system.

Transaction Entry Overview

Introduction
Transaction Entry covers all transaction types: Quote Entry, Order Entry, Packing List Entry, RMA Entry, and Invoice and Memo Entry. While these are shown as separate options on the Order Processing Main Menu, they are almost identical in the way they flow and the fields that are entered. In fact, all of the above transactions are stored in the same data file. Estimation Entry is also an option from Transaction Entry.

Estimation Entry
Estimation Entry allows you to enter an estimate for a given customer that contains inventory items which have been priced according to your company's pricing methods. Estimates can be converted into actual quotes or orders.

Quote Entry
Quote Entry allows you to enter a quote for a given customer that contains inventory items, which have been priced according to your company's pricing methods. Later, a quote can be converted into an actual order. To access this option, select **Quote Entry** from the Order Processing Main Menu.

Order Entry
Order Entry is used for entering actual customer orders in a two- step (order entry/invoice entry) Order Processing environment. Later, an order may be converted into an invoice. Orders may be entered from scratch or an existing customer quote may be converted into an order. To access this option, select **Order Entry** from the Order Processing Main Menu.

Packing List Entry
Packing List Entry is an option, which is used by a terminal in the warehouse to enter the actual quantities shipped of each item on the order. In addition, the number of cartons, actual weight, and total freight amount may be entered on the summary screen so that the COD tags will print correctly and the correct number of shipping labels will be printed.

The screens look the same as those for Order or Invoice Entry, but entry is only allowed into the above-mentioned fields. To access this option, select **Packing List Entry** from the Order Processing Main Menu.

RMA Entry
Return Material Authorization (RMA) Entry is similar to Order Entry except that instead of goods going out to the customer, goods are expected to be shipped back to you from the customer. Later, when your company receives the goods, the RMA may be invoiced (credited to the customer's account). To access this option, select **RMA Entry** from the Order Processing Main Menu.

Invoice and Memo Entry
Invoice and Memo Entry is used for entering actual customer invoices, credit memos and debit memos into the system. Invoice and Memo Entry may be used as part of a two-step (order entry/invoice entry) Order Processing environment or it can be used to enter invoices directly - bypassing the Order Entry step. To access this option, select **Invoice and Memo Entry** from the Order Processing Main Menu.

Transaction Entry – Estimation Entry

Introduction

Estimation Entry allows you to enter an estimate for a given customer that contains inventory items which have been priced according to your company's pricing methods. Estimates can be converted into actual quotes and orders.

How to Execute

From the Transaction Processing Menu, select **Estimation Entry**.

In the Estimation header screen you can enter customer information. This will be followed by lines screens which are dynamically designed to fit your specifications.

Exit the Screen

Once finished press **F4** and the following prompt will appear:

Create from Estimate?

Order Will create an order from the estimate.

Quote Will create a quote from the estimate.

No Will exit the screen.

Transaction Entry – Quote/Order/Packing List/RMA or Invoice & Memo Entry

How to Execute
From the **Transaction Processing Main Menu** select the desired option (Quote Entry, Order Entry, Packing List Entry, RMA Entry, or Invoice & Memo Entry) under Transaction Entry.

Transaction Entry consists of four separate screens. Each screen follows the previous one automatically.

Header Screen
The first screen is called the header. It contains most of the information found on the top portion (header) of the order or invoice.

Description of Fields
Quote, Order, Packing List, RMA, or Invoice Number
ALL TRANSACTION TYPES - If entering a quote, enter up to ten alphanumeric characters for the quote number or press **F8** to retrieve the next automatically generated quote number.

If entering an order or a packing list, enter up to ten alphanumeric characters for the order number or press **F8** to retrieve the next automatically generated order number.

If entering an RMA, enter up to ten alphanumeric characters for the RMA number or press **F8** to retrieve the next automatically generated RMA number.

If entering an invoice, enter up to ten alphanumeric characters for the invoice number or press **F8** to retrieve the next automatically generated invoice number.

To enter a credit memo or debit memo, press **F1** from the invoice number field and you will see the following prompt:

Invoice   Credit Memo   Debit Memo
INVOICE ENTRY ONLY - Select **C** for a credit memo or **D** for a debit memo. Then continue as if this were any other invoice.

> **Note**: Credit memos should be entered using positive numbers. The system will convert it to credits for you.

Quote Number
ORDER ENTRY-RMA ENTRY - If converting a quote to an order, enter the appropriate quote number here.

Order Number
INVOICE ENTRY ONLY **-** During Invoice Entry, enter the order number which you wish to invoice. You may also press **Enter** to invoice a customer directly without retrieving an order.

Apply to
CREDIT MEMOS AND DEBIT MEMOS ONLY **--** If entering a credit memo or debit memo, enter the invoice number to which this memo applies, or press **Enter** if the memo is not to be applied to a specific invoice.

Date
QUOTE ENTRY -ORDER ENTRY - CRMA ENTRY - INVOICE ENTRY **-** Enter the date of this order. Press **Enter** to enter today's date.

Inv
INVOICE ENTRY ONLY - Enter the date you wish to appear as the invoice date. This date will be used on the invoice and as the invoice date when updating to Accounts Receivable. Press **Enter** to enter today's date.

Ship
INVOICE ENTRY ONLY - Enter the date this order was shipped to your customer. Press **Enter** to enter today's date.

Bill to
QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY **-** Enter up to ten alphanumeric characters for the customer code.

Name
NOT ACCESSIBLE **-** The customer's name will automatically be displayed and cannot be overridden.

Address through Contact (Billing address)
QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY **-** The main address and contact will be displayed for this customer as well, and will be skipped by the cursor. If you need to change one of them (for this transaction only), access these fields by pressing the **Up Arrow** from the ship-to code.

Ship-to Code
QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter up to six alphanumeric characters for the ship-to address code where you intend to send the items on this transaction, or press **Enter** to ship the goods to the customer's main address.

Name through Contact (Ship-to address)
QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - The ship-to address and contact associated with the ship-to code entered above will automatically be displayed and the fields will be skipped. If you need to change them (for this transaction only), press **Up Arrow** from invoice address code.

How Rcvd

This field indicates how this order was received.

P   Phone

W   Walk-in

E   Email

F   Fax

I   Internet/Web

Invoice Address

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY **-** Enter the "ship to" address code for the address to which the invoice itself should be sent. This is useful if the invoice and the statement go to different locations. If they go to the same place, this field may be left "same" and both will be sent to the "bill to" address.

Operator

This field is updated with the operator code of who last modified the record.

Resale

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY **-** Enter up to 20 characters for the customer's resale number. If the customer has a resale number, no sales tax will be charged. If a resale number has been pulled from the customer masterfile and you need to charge sales tax on this transaction, you must delete the resale number from this field.

Picker

PACKING LIST ENTRY ONLY **-** Enter up to three characters for the initials of the person who picked this order from the warehouse.

Purchase Order

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY0INVOICE ENTRY **-** Enter up to 15 characters for the customer's purchase order number, if desired.

On Hold

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY

N   This is a normal transaction and can be shipped when ready.

Y   This order is "on hold" and may not be processed until this field is changed to "N".

Rush

Y   Rush order.

N   Not a rush order.

Packer

PACKING LIST ENTRY ONLY **-** Enter up to three characters for the initials of the person who packed this order for shipment.

RMA Reason

RMA ENTRY ONLY - Enter the reason code that indicates why the customer is returning the items on this RMA.

Authorization

RMA ENTRY ONLY **-** Enter the name or initials of the person giving authorization for this RMA, if required.

Comment

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter up to a 35-character comment that pertains to this transaction, if desired.

Prem Email

You have the option of assigning a specific email address for this order/invoice.

Project Code

Enter up to 16 alphanumeric characters for the project code. The project code is a file verified code that may be used in order entry.

Order by

Enter the order by information for this order/invoice.

Charge Code

Enter the special charge information for this order/invoice.

Department

Enter the special department information for this order/invoice.

Code Screen

When you are finished with the header, a "code" screen will appear. The fields on this screen are really a continuation of the header but there are too many fields for them to fit on one screen. Most of the fields on this screen will be filled in automatically from information in the customer file but they may be overridden here.

The code screen is not accessible during Packing List Entry.
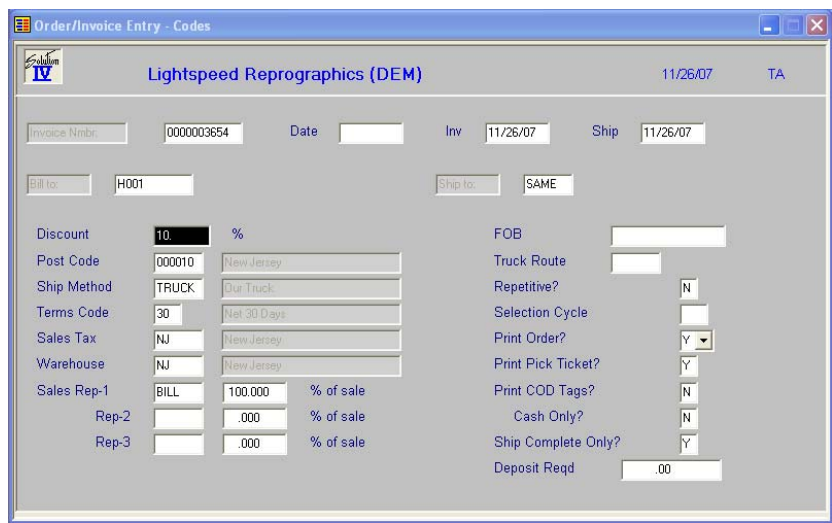
Description of Fields

Discount

ALL TRANSACTION TYPES **-** Enter the discount percentage that applies to this order. This field defaults to the customer discount percentage. You can also override this percentage on a line-by-line basis in the order.

Post Code

ALL TRANSACTION TYPES **-** Enter the posting code for this transaction.

Ship Method

ALL TRANSACTION TYPES **-** Enter the shipping method for this transaction.

Terms Code

ALL TRANSACTION TYPES - Enter the terms code for this transaction.

Sales Tax

ALL TRANSACTION TYPES - Enter the sales tax code for this transaction. The sales tax code can be overridden on a line-by-line basis.

Warehouse

ALL TRANSACTION TYPES **-** Enter the warehouse code representing the warehouse from which you wish to ship the bulk of this order.

Sales Rep 1-3

ALL TRANSACTION TYPES - Enter up to three sales rep codes representing the sales representative(s) who will receive credit and/or commissions on this order. The system will default to the main sales representative assigned to this customer, with 100% of the sales.

Percent of Sale

ALL TRANSACTION TYPES - Enter the percentage of the total sales commission to be given to the associated sales representatives. The total percentage for up to three sales representatives must total 100%.

FOB

ALL TRANSACTION TYPES - Enter up to 15 characters for the Freight On Board (FOB) location. This field is used to designate where the responsibility for the shipment ends for the supplier.

Truck Route

ALL TRANSACTION TYPES - Enter up to six characters for the truck route. Since packing lists may be printed by truck route, this field may be used to organize your picking and packing warehouse activities on a truck-by-truck basis.

Repetitive?

ALL TRANSACTION TYPES **-** You have the option of designating an order as repetitive (standing). Repetitive orders will not be removed from the system, even after they have been filled.

Y   Designates an order as repetitive or standing.

N   Designates regular order.

Selection Cycle

ALL TRANSACTION TYPES **-** If this was designated above as a repetitive order, enter up to two characters for the selection cycle. The selection cycle is used during Order Printing to selectively print repetitive orders.

Print Order?

ALL TRANSACTION TYPES - You have the option of printing an order or not printing an order as well as placing an order on hold so that it can not be invoiced.

Y   Prints an actual order.

N   Skips order printing.

H   Order on hold - will not allow shipping or invoicing.

Print Pick Ticket?

ALL TRANSACTION TYPES - You have the option of printing a picking ticket for an order or not printing one.

Y   Prints an actual picking ticket for this order.

N   Skips picking ticket printing.

Print COD Tags?

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - You have the option of printing a COD tag for an order or not printing one.

Y   Prints a COD tag for this order.

N   Does not print a COD tag for this order.

Cash Only?

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY **-** If you answered that you want to print COD tags above, you have the option of checking the "cash only" box on the tag.

Y   Prints an "X" in the cash only box on the COD tag.

N   Leaves the cash only box blank, allowing the customer to pay for the goods with a company check.

Ship Complete Order?

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY **-** You have the option of designating an order as only shipping if the order can be shipped complete with all items.

Y   Designates order as shippable only when the order can be completely filled.

N   Allows partial shipments of this order.

Deposit Req'd

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY **-** Enter the amount of the deposit required before this order may be processed.

Lines Screen

When you are finished with the Code screen, a Lines screen will appear, similar to the following. We refer to this part of Transaction Entry as "lines" because this is when you will enter the lines or body of the transaction.

Description of Fields

Line

All Transaction Types

Enter	If line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.
Line #	Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.
Up Arrow	Goes to the next line above.
Down Arrow	Goes to the next line below.
Page Up	Goes to the previous screen.
Page Down	Goes to the next screen.
Line Delete	Deletes that line and moves all lines below up.
Line Insert	Inserts a line at that spot and moves all lines below down.

Item

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the item code representing the item you want to show on this transaction. See the heading labeled "Other Options" below for other things you can do from this field.

The remaining fields (up to quantity shipped) will be filled in by the system from the information in the item masterfile. If you stated in Item Maintenance that you are allowed to change the description of the item, you will be positioned at the "Description" field; otherwise you will skip to the "Quantity Shipped" field. To get to the following fields, you will need to press **Up Arrow** from the quantity shipped field until you get the field you wish to change.

Lot-Serial

ALL TRANSACTION TYPES **-** If this item has a lot or serial number, enter the appropriate number here.

Whse

ALL TRANSACTION TYPES **-** Enter the warehouse code representing the warehouse from which this item will ship. It defaults to the warehouse entered on the Code screen.

Prod

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY **-** Enter the product line that applies to this item. It defaults to the product line assigned in Item Maintenance.

Sale

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter this sales unit of measure that applies in this transaction. It defaults to the main Sales Unit of Measure assigned in Item Maintenance.

Price

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the unit of measure on which the price is based.

Example: If this product is usually sold at $100 per lb, but you are selling it on this transaction for $190 per bag (1 bag = 2lb), enter bag here.

Crt

ALL TRANSACTION TYPES - If this transaction was shipped in more than one carton, enter the carton number into which this item was packed.

D (Drop Shipped)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY

Y   This item is to be shipped directly from your vendor to the customer.

N   This item is to be shipped from your warehouse.

C (Commissionable)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY

Y   This item is subject to commissions.

N   This item is to be excluded from the commission calculation.

T (Taxable)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY

Y   This item is subject to sales tax.

Note: Even if this flag is set to **Y**, if a resale number has been entered on the header screen, no tax will be computed.

N   This item is to be excluded from the sales tax calculation.

D (Discountable)

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY

Y   This item will be included in the overall discount calculation.

N   This item is to be excluded from this discount calculation.

Tax
QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - If this line is to use a different sales tax code than the rest of the transactions (as entered on the code screen), enter the sales tax code here.

Disc
QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY **-** If this item is to use a different discount rate than the rest of the transactions (as entered on the code screen), enter the discount code here.

Comm
QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - If this item is to use a different commission percentage than the rest of the transactions (as entered on the code screen), enter the commission percentage here.

Unit Cost
QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - If your parameters allow you to override the unit cost of the item, enter the cost (per unit) here.

Ordered (or Returned for RMA's and CM's)
QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-CREDIT MEMO ENTRY **-** Enter the quantity ordered or returned based on your sales unit of measure.

Shipped (or Restock for RMA's & CM's)
PACKING LIST ENTRY-INVOICE ENTRY-RMA ENTRY-CREDIT MEMO ENTRY - Enter the quantity actually shipped using the same unit of measure as the quantity ordered field or for RMA's and CM's, enter the quantity returned to stock for resale.

Backorder (or No Restock for RMA's & CM's)
INVOICE ENTRY-RMA ENTRY-CREDIT MEMO ENTRY **-** Enter the quantity put on backorder. If the quantity ordered is more than the actual quantity, the quantity backordered will automatically be computed as the difference, but may be overridden. If entering RMA's or CM's, enter the quantity returned that will <u>not</u> be returned to stock for resale.

Price
QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY **-** Enter the price of this item based on the same unit of measure as used in the quantity shipped field. The price will not be displayed in Packing List Entry.

Amount
NOT ACCESSIBLE - The amount will be computed as the quantity ordered multiplied by price in Quote and Order Entry, as quantity shipped multiplied by price in Invoice and RMA Entry, and will not be displayed in Packing List Entry.

Tx (Text)
QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY **-** To maintain the customer regular comment for this line, press **F1**. Once text exists for this line item, a "**Y**" will be placed at the field.

Other Options
Several Lookup options are available from the item field, by pressing **F9.**

Exit to Lines
This option returns you to the Line Entry screen.

View alternate items
This option gives you a Lookup of available alternate items. This will be used when you are out of stock on the current item.

View customer AR
This option gives you access to customer inquiry in Accounts Receivable. See the Solution-IV Accounts Receivable manual for details on this function.

View customer/item sales
This function gives you historical information on the items, quantities, and prices purchased previously by this customer.

View open PO's
This function gives you a view of all outstanding purchase orders for this item. This function will be useful if you have insufficient quantity on-hand and the customer wants some idea as to when the item will be available.

View price break codes
This function gives you a view of all price break codes defined for this company. Press **F2** from the view, to get price break details for a particular price break code.

View item commits
This function gives you a view of commitments against this item by warehouse.

View item extra desc
This function gives you a view of alternate item descriptions for this item.

View quantity on hand
This function gives you a view of quantity on hand for a particular item/

Summary Screen
When you are finished with the Lines screen, the Summary screen will appear:
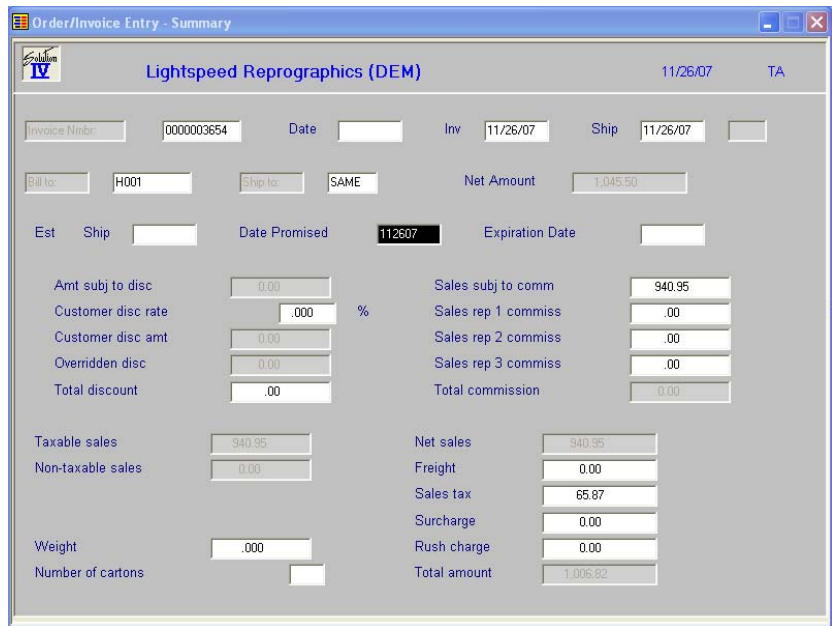
Description of Fields

Est. Ship

NOT ACCESSIBLE - This field contains the estimated shipping date based on the production times entered in Item Maintenance for each item on the order. It cannot be overridden.

See Item Maintenance for more information on production times for each item.

Date Promised

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the date and time this order was promised to the customer. Press **Enter** to insert today's date.

Expiration Date

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - Enter the date this order expires. This date represents the date this order expires with the customer. It can be used as an expiration date for a standing order or a "must have" date for a one-time order.

Amt subj to disc

NOT ACCESSIBLE - This field contains the total amount subject to the regular discount rate. It cannot be overridden.

Customer disc rate

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY - Enter the discount percentage, which applies to all discounted items on this order where the rate was not changed. This field defaults to the customer discount percentage.

Customer disc amt

NOT ACCESSIBLE - This field contains the amount subject to discount multiplied by the discount rate.

Overridden disc

NOT ACCESSIBLE - This field contains the total of the discounts where the rate was changed on the lines.

Total discount

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - This field contains the total customer discount. It will be computed as customer discount added to overridden discounts, but can be overridden.

Sales subj to comm

NOT ACCESSIBLE - This field contains the total sales amount subject to commissions. If your parameters state that commission amounts may not be maintained here, this field will always be zero. It cannot be overridden.

Sales rep 1 commiss
Sales rep 2 commiss
Sales rep 3 commiss

QUOTE ENTRY-ORDER ENTRY-RMA ENTRY-INVOICE ENTRY - These three fields contain the computed commission amount for each sales representative. If you are allowed to maintain the commission amounts, they may be changed here. Sales reps 1-3 on this screen correlate with sales reps 1-3 on the Code screen.

Total commission

NOT ACCESSIBLE - This field contains the sum of the commission amounts for all three sales reps on this order. If you are not allowed to maintain commissions, this field will always appear as "zero". It cannot be overridden.

Taxable sales

NOT ACCESSIBLE - This field contains the sum of all items on the order where the taxable flag = **'Y'**. If there is a resale number on this order, taxable sales will always be "zero". It cannot be overridden.

Non-taxable sales

NOT ACCESSIBLE - This field contains the sum of all items on the order where the taxable field = '**N**'. If there is a resale number on this order, this field will contain the total order. It cannot be overridden.

Weight

ALL TRANSACTION TYPES - Enter the total weight of all items on this order. This field will be calculated automatically based on the standard weight of all items on this order, but it can be overridden.

Number of cartons

ALL TRANSACTION TYPES - Enter the total number of cartons that will be filled to ship this order.

Freight

ALL TRANSACTION TYPES - Enter the total freight charge from this order. This field will be calculated automatically based on the shipping method for this order and the total weight, but can be overridden.

Sales tax

NOT ACCESSIBLE - This field contains the total sales tax applicable to this order. It cannot be overridden.

Surcharge

You have the option of adding a surcharge amount to the order/invoice.

Rush charge

Enter the charge for making this a rush order.

Total Sales

NOT ACCESSIBLE - This field contains the total sales for this order (taxable plus nontaxable sales). It cannot be overridden.

Frt and Tax

NOT ACCESSIBLE - This field contains the total freight plus sales tax, and cannot be overridden.

Total Amount

NOT ACCESSIBLE - This field contains the grand total for the order.

Payment Screen
The system will prompt: **Data Correct? Codes Lines Summary Delete UPS Payment.**

Select **Payment**. The following screen will display:

Description of Fields
Sequence
Press enter and the next sequence number will appear. If you are using the Credit Card Processing Module, press **F7** to enter credit card information.

Payment Method
Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payment. If the payment code is for a credit card and you are using the Credit Card Processing module, you will automatically be prompted for credit card information.

CA   Cash

CK   Check

VS   Visa

MC   Mastercard

AX   American Express

Payment Amount
Enter the payment amount.

Check Number
If payment is being made by check, enter up to 10 characters for the check number.

Credit Card Num
If payment is being made by credit card, enter up to 19 characters for the credit card number. If you desire, you may enter dashes or spaces where appropriate.

Exp. Date
If a credit card number is entered, you must enter the credit card expiration date for the credit card transaction.

Approval
Enter up to 6 characters for the approval code for the credit card transaction.

Credit Card Processing
Following are the instructions for the Credit Card Processing Module:
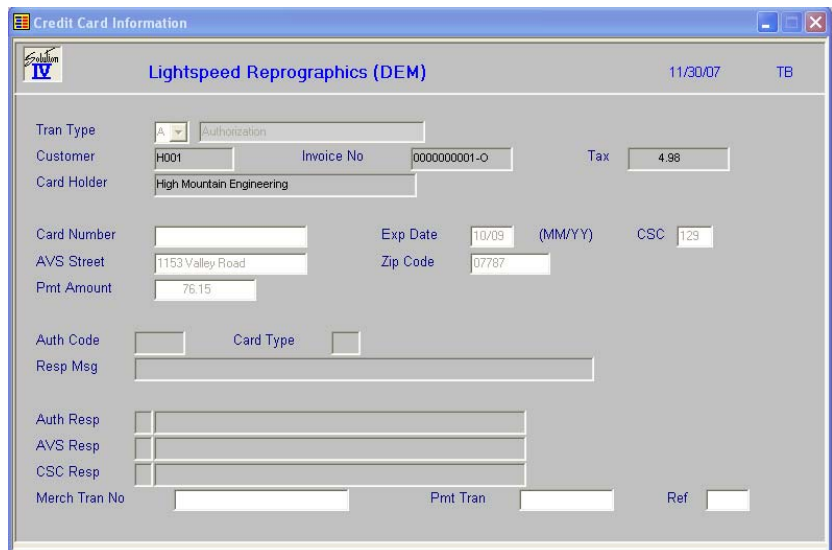
Description of Fields
Tran Type
Enter a letter from the following list representing the type of transaction you wish to post to the credit card gateway:

C   Regular charge transaction

V   Void an existing transaction

Card Number
Enter the credit card number (without dashes) for this transaction.

Exp Date
Enter the credit card expiration date in MMYY format.

CSC
Enter the 3 digit card security code from the back of the credit card.

AVS Street
Enter the first line of the cardholder street address.

Zip Code
Enter the cardholder billing zip code (either 5 or 10 digits).

Pmt Amount
Enter the credit card transaction amount.

Exit the Screen

When you are finished entering transactions press **F4** from the order/invoice/RMA field, to return to the Order Processing Main Menu. You may now want to proceed to printing your transactions.

Copy Orders

Introduction

This option allows you to copy orders from one order number to another.

How to Execute

From the Transaction Processing Main Menu select **Order Entry**. Press **F7** – Copy. The following screen displays:

Description of Fields

Selection Cycle

Enter up to 2 characters for the selection cycle. This designates this order as a recurring or standing order which will not be removed from the system even when the order is filled.

Copy from

Enter the order number to be copied from.

Copy to

Enter the order number to be copied to.

The system prompts:

Copy this order?

Y   Order will be copied.

N   Order will not be copied.

When you are finished copying orders, press **F4** to return to the Transaction Processing Menu.

Quote, Order and RMA Printing

Introduction
This option is used to print order, quote, and RMA forms. Orders may be printed on pre-printed forms.

How to Execute
From the Transaction Processing Menu, select **Quote, Order and RMA Printing**.

Sort Options
Enter Sort Option
Enter the option number corresponding to the sort order for which you wish to print this report.

1. Number: Prints the forms in Order/Quote/RMA number order.

2. Customer: Prints the forms in customer code order.

3. ZIP Code: Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.

4. Truck Route: Prints the forms in truck route order.

Detail Options

Override Customer Preferences?

When using FormsCreator you have the option of deciding to override the output and override the delivery preference.

N   Do not override the customer preference.

P   Print the output.

E   Email the output.

A   Email the output Adobe format.

F   Fax the output.

Print options

Enter the preferences that you wish to print. This reflects back upon the customer's desired delivery method for this report. You may enter up to three different preferences.

Example: You may enter PF to print the customers that prefer hard copy or a fax copy of the report. The E-mail customers would be skipped.

P   Hardcopy

E   E-mail

A   E-Mail as Adobe .pdf

F   Fax

Print Orders, Quotes, or RMA?

You have the option of printing Orders, Quotes, or RMAs, as follows:

O   Orders only

Q   Quotes only

R   RMAs only

A   All of the above

Print Regular, Standing or All?

You have the option of printing regular orders, standing orders, or all open orders, as follows:

R   Regular orders only

S   Standing (recurring) orders only

A   All orders

Print Unprinted Only or All?
When printing orders, you have the option of printing all orders in the open order file or only those orders that have not yet been printed.

A   Prints all orders.

U   Prints only unprinted orders.

Print Rush, Non rush or All?
You have the option of printing orders based upon the rush order flag.

R   Prints only orders marked as Rush.

N   Prints only orders marked as non-Rush.

A   Prints orders without regard to the Rush flag.

Print Selected Records Only?
You will only be asked this question if you are printing the forms sorted by order, quote or RMA number.

Y   Displays a view and allows you to select individual transactions to print.

N   Allows you to enter a range of transactions.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Transaction Processing Menu.

Unprinted Order Report

Introduction
This Report allows you to print a list of all orders that have not been printed as a hard copy.

How to Execute
From the Transaction Processing Menu, select **Unprinted Order Report**.

Description of Fields
From Date
To Date
If you are printing this report for a range of dates, enter the starting and ending dates.

The system will prompt:

Do you want a printed copy?

Y   You will be asked to select a printer for the output.

N   Output will be displayed on the screen.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Transaction Processing Menu.

Deleted Order Report

Introduction

This Report allows you to print a list of all orders that have been marked for deletion.

How to Execute

From the Transaction Processing Menu, select **Deleted Order Report**.

Description of Fields

From Date
To Date

If you are printing this report for a range of dates, enter the starting and ending dates.

The system will prompt:

Do you want a printed copy?

Y   You will be asked to select a printer for the output.

N   Output will be displayed on the screen.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Transaction Processing Menu.

Picking Ticket Printing

Introduction

Picking Ticket Printing is used to print a report, which can be used by your warehouse personnel to "pick" the ordered items from the warehouse shelves. If the order has been designated as shipping from multiple warehouses, you will receive a picking ticket for each warehouse. After an order is entered into the system, a picking ticket may be generated immediately during Order Entry, or you may wait and print all of your picking tickets at one time using this option.

Note: Picking tickets are always printed on plain paper.

How to Execute

From the Transaction Processing Menu, select **Picking Ticket Printing**.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

1. Number: Prints the forms in order number order.

2. Customer: Prints the forms in customer code order.

3. ZIP Code: Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.

4.Truck Route: Prints the forms in truck route order.

Detail Options

Print Unprinted Only or All?

When printing picking tickets, you have the option of printing from all orders in the open order file or only from orders for which picking tickets have not been printed.

A   Prints picking tickets for all orders.

U   Prints only those picking tickets, which have not already been printed.

Print Selected Warehouses?

Y   Displays a view and allows you to select individual warehouses for which to print picking tickets.

N   Allows you to enter a range of warehouses to print.

If you answer **N**, the system prompts:

From Warehouse
To Warehouse

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Print Selected Orders Only?

You will only be asked this question if you are printing the report sorted by order number.

Y   Displays a view and allows you to select individual orders for which to print picking tickets.

N   Allows you to enter a range of orders.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Transaction Processing Menu.

Shipping Label Printing

Introduction
Shipping Label Printing is used to print shipping labels for all orders that have been picked and are ready to ship. One shipping label will be printed for each carton.

How to Execute
From the Transaction Processing Menu, select **Shipping Label Printing**.

Sort Options
Enter Sort Option
Enter the option number corresponding to the sort order for which you wish to print this report.

1. Number: Prints the forms in order number order.

2. Customer: Prints the forms in customer code order.

3. ZIP Code: Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.

4. Truck Route: Prints the forms in truck route order.

Detail Options
Print Unprinted Only or All?
When printing shipping labels, you have the option of printing from all orders in the open order file or only from orders for which shipping labels have not been printed.

A   Prints shipping labels for all orders.

U   Prints only those shipping labels, which have not already been printed.

Print Selected Warehouses?

Y Displays a view and allows you to select individual warehouses for which to print shipping labels.

N Allows you to enter a range of warehouses to print.

If you answer **N**, the system prompts:

From Warehouse
To Warehouse
Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Print Selected Records Only?
You will only be asked this question if you are printing the report sorted by order number.

Y Displays a view and allows you to select individual orders for which to print shipping labels.

N Allows you to enter a range of orders.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report
Select a printed or displayed copy. When the labels are finished, you will be returned automatically to the Transaction Processing Menu.

COD Tag Printing

Introduction
A Collect on Delivery (COD) tag may be printed for all COD orders.

How to Execute
From the Transaction Processing Menu, select **COD Tag Printing**.

Sort Options
Enter Sort Option
Enter the option number corresponding to the sort order for which you wish to print this report.

1. Number:	Prints the forms in order number order.
2. Customer:	Prints the forms in customer code order.
3. ZIP Code:	Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.
4. Truck Route:	Prints the forms in truck route order.

Detail Options
Print Unprinted Only or All?
When printing COD tags, you have the option of printing from all orders in the open order file or only from orders for which COD tags have not been printed.

A   Prints COD tags for all orders.

U   Prints only those COD tags, which have not already been printed.

Print Selected Warehouses Only?

Y   Displays a view and allows you to select individual warehouses for which to print COD tags.

N   Allows you to enter a range of warehouses to print.

If you answer **N**, the system prompts:

From Warehouse
To Warehouse
Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Print Selected Orders Only?
You will only be asked this question if you are printing the report sorted by order number.

Y   Displays a view and allows you to select individual orders for which to print COD tags.

N   Allows you to enter a range of orders.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report
Select a printed or displayed copy. When the tags are finished, you will be returned automatically to the Transaction Processing Menu.

Packing List Printing

Introduction
You can print separate packing lists showing the quantity ordered, quantity shipped, and the quantity being backordered, or you may choose a copy of the order form for the packing list instead.

How to Execute
From the Transaction Processing Menu, select **Packing List Printing.**

Sort Options
Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

1. Number:	Prints the forms in order number order.
2. Customer:	Prints the forms in customer code order.
3. ZIP Code:	Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.
4. Truck Route:	Prints the forms in truck route order.

Detail Options
Print Unprinted Only or All?

When printing packing lists, you have the option of printing from all orders in the open order file or only from orders for which packing lists have not been printed.

A   Prints packing lists for all orders.

U   Prints only those packing lists, which have not already been printed.

Print Selected Warehouses Only?

Y   Displays a view and allows you to select individual warehouses for which to print packing lists.

N   Allows you to enter a range of warehouses to print.

If you answer **N**, the system prompts:

From Warehouse
To Warehouse
Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Print Selected Orders Only?
You will only be asked this question if you are printing the report sorted by order number.

Y   Displays a view and allows you to select individual orders for which to print packing lists.

N   Allows you to enter a range of orders.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Transaction Processing Menu.

Invoice Printing

Introduction

Invoice Printing is used to print invoices, credit memos and debit memos. These can be direct (one step) invoices or invoices which were generated from orders. You may choose to print invoices on pre-printed invoice forms.

How to Execute

From the Transaction Processing Menu, select **Invoice Printing**.

Sort Options
Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

1. Number: Prints the forms in invoice/memo number order.

2. Customer: Prints the forms in customer code order.

3. ZIP Code: Prints the forms in ZIP code order. This is useful if you want to take advantage of bulk mail rates.

4. Truck Route: Prints the forms in truck route order.

5. Customer Name: Prints the forms in customer name order.

Detail Options
Override Customer Preferences?
When using FormsCreator you have the option of deciding to override the output and override the delivery preference.

N   Do not override the customer preference.

P   Print the output.

E   Email the output.

A   Email the output Adobe format.

F   Fax the output.

Print options
Enter the preferences that you wish to print. This reflects back upon the customer's desired delivery method for this report. You may enter up to three different preferences.

Example: You may enter PF to print the customers that prefer hard copy or a fax copy of the report. The E-mail customers would be skipped.

P   Hardcopy

E   E-mail

A   E-mail as Adobe .pdf

F   Fax

Print Invoice, Credit or Debit or All?
You have the option of printing Invoices, Credit Memos, or Debit Memos, as follows:

I   Invoices only

C   Credit Memos only

D   Debit Memos only

A   All of the above

Print Unprinted Only or All?
You have the option of printing all invoices or only those, which have not been printed.

A   Prints all invoices.

U   Prints only unprinted invoices.

Print Retail Invoices?
Y   Prints invoices using retail pricing.

N   Prints invoices using entry pricing.

Print Selected Invoices Only?
You will be asked this question only if you are printing invoices in invoice number order.

Y   Displays a view and allows you to select individual invoices to print.

N   Allows you to enter a range of invoices.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes in the range you wish to print, or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the invoices are finished, you will be returned automatically to the Transaction Processing Menu.

Sales Journal and Update

Introduction

The Sales Journal is a series of six audit reports, including:

> ➢ Daily Sales Journal

> ➢ Profit and Commission Journal

> ➢ Sales Tax Summary

> ➢ Sales by Item Summary

> ➢ Consignment Item Summary

> ➢ General Ledger Account Summary

Print the journals to check the information entered during Invoice Entry. If everything is correct, you may continue with the update, which posts the invoice information to the permanent Accounts Receivable, Order Processing, Inventory Control, and General Ledger files.

Note: This series of reports is an important part of your audit trail, and must be kept with your permanent accounting records.

How to Execute

From the Transaction Processing Menu select **Sales Journal and Update**.

Description of Fields
Enter Posting Date

Enter the date you wish to use for posting the invoices to General Ledger. This is most important because it controls the General Ledger period in which these invoices appear. Make sure the date is entered in the proper month.

Example: If today is 4/5/07 and you are still entering invoices for March, be sure the posting date is 3/31/07.

Note: Because the General Ledger uses the posting date (not the invoice date), be sure to separate your invoices into batches by month before entering.

From Date
To Date
If you are printing this report for a range of dates, enter the starting and ending dates.

Over/Short Amount
The difference between the amount that should be in your cash drawer and the counted amount in your cash drawer.

Payment Code
Enter up to 2 alphanumeric characters for the payment code. The payment code is a file verified code required during entry of payments.

Do you want a printed copy?

Y   Prints the Sales Journals to the printer.

N   Displays the reports on the screen. You cannot update if you display the reports on the screen.

If the reports were sent to the printer, the system prompts:

Do you want to continue the update?

Y   Updates the invoices to the permanent files and removes them from the open order file.

N   Returns to the Order Processing Maintenance Menu. You may make any corrections, and then print the reports again.

Reports

Select a printed or displayed copy. When the reports are finished, you will be returned automatically to the Transaction Processing Menu.

5 Inquiries

This chapter describes the inquiry options that are available from the Order Processing Main Menu. They include:

- ➢ Order and Quote Inquiry

- ➢ Invoice History Inquiry

- ➢ Price Inquiry

Order and Quote Inquiry

Introduction
This option allows quick access to viewing information about an open order or quote. Optionally, you may also view information on RMAs, invoices, credit memos and debit memos which have been entered into the system but not yet updated. The information shown includes items ordered, quantities, pricing, and discount information.

How to Execute
From the Order Processing Main Menu, select **Order and Quote Inquiry**. The Customer Inquiry screen will display in the Order No field. Use arrow keys to move to the other fields. Press **F2** from any field for lookup.

Description of Options
Order Detail
This option allows you to view the detail lines associated with this order.

Header Data
This option allows you to view the header information associated with this order.

Order Totals/Commissions
This option allows you to view the summary information associated with this order.

Bill-to/Ship-to/Invoice-to
This option allows you to view the billing, shipping and invoicing addresses associated with this order.

Invoice Against
This option allows you to view the invoices that have been posted against this order.

Cycle Invoice Against
This option allows you to view the cycle invoices that have been posted against this order.

Payment Data
This option allows you to view the payment information associates with this order.

Reprint
This option will reprint this order.

Exit the Screen
When you are finished with all inquiries, press **F4** at the customer code to return to the Order Processing Main Menu.

Invoice History Inquiry

Introduction
This option allows quick access to viewing information about an invoice, credit memo, or debit memo which has already been updated through the Sales Journal Update but is still contained in the historical invoice files. This information includes items ordered, quantities, pricing, and discount information.

How to Execute
From the Order Processing Main Menu, select **Invoice History Inquiry**. The Customer Inquiry screen will display in the Invoice No field. Use arrow keys to move to the other fields. Press **F2** from any field for lookup.

Description of Options
Invoice Detail
This option allows you to view the detail lines associates with this invoice.

Header Data
This option allows you to view the header information associated with this invoice.

Invoice Totals/Commissions
This option allows you to view the summary information associated with this invoice.

Bill-to/Ship-to/Invoice-to
This option allows you to view the billing, shipping, and invoicing addresses associated with this invoice.

Payment Data
This option allows you to view the payment information associated with this invoice.

Summary Invoice Orders
This option allows you to view the orders tied to with this summary invoice.

Reprint
This option will reprint this invoice.

Exit the Screen
When you are finished with all inquiries, press **F4** at the customer code to return to the Order Processing Main Menu.

Price Inquiry

Introduction
The Price Inquiry option allows you to enter a customer and item code as well as a quantity ordered. It then computes a price for the item. This option is useful for quoting prices over the phone without actually entering an order or quote.

How to Execute
From the Order Processing Main Menu, select **Price Inquiry**.

Description of Fields
Customer
Enter up to ten alphanumeric characters for the customer code.

Item
Enter up to 22 characters representing the item code for which you wish to view pricing.

Whse
Enter up to 6 alphanumeric characters for the warehouse code. The warehouse code is used to breakdown your inventory into multiple warehouses or locations.

Ship to
Enter up to six alphanumeric characters for the ship-to address code for this customer. If the address the goods are to be shipped to is not in the ship-to address file, press **F3** to add the ship to address to the customer file, or leave this field as **same** and override the name and address information.

Quantity

Enter the number of units that are being priced. The price often depends on the quantity purchased.

Project Code

Enter up to 16 alphanumeric characters for the project code. The project code is a file verified code that may be used in order entry.

Quantity

Enter the number of units being priced. The price often depends on the quantity purchased.

Width

Enter the width for this inquiry. This field is necessary if the UOM is SQFT.

Length

Enter the length for this inquiry. This field is necessary if the UOM is SQFT.

Origs

Enter the quantity of original sheets for this inquiry.

Sets

Enter the number of sets for this inquiry.

After entering the customer, item, and quantity, ship to, and project the price and extension are displayed. The relevant price breaks, contract, and sales promotions are displayed as well (if applicable).

The system then prompts:

End Display or **Show Price Break**:

End Display   Returns to the Price Inquiry Screen.

Show Price Break Displays the price break information.

From the Price Inquiry screen, press **Enter** to enter another quantity. To change the item or customer, use the **Up Arrow.**

Exit the Screen

When you are finished with Price Inquiry, press **F4** from customer, item, or quantity to return to the Order Processing Main Menu.

6   Order Processing Reports

This chapter describes how to execute Solution-IV Order Processing reports. Reports from the Reports Menu include:

Standard Reports
- ➢ Credit Exception Report
- ➢ Lost Sales Report
- ➢ Open Deposit Report
- ➢ Historical Sales Journal
- ➢ Reprint Invoices
- ➢ Reprint Selected Invoices
- ➢ Price Override Report
- ➢ Deleted Payment Report
- ➢ Sales Comparison Report

Order Status Reports
- ➢ Order Status by Customer
- ➢ Order Status by Item
- ➢ Order Status by Oper/Cust
- ➢ Order Status by Srep/Cust
- ➢ Order Status by Warehouse
- ➢ Order Status by Whse/Class
- ➢ Order Status by Cust/Project

Backorder Processing Reports
- ➢ Backorder Fill Report

Invoice Reports
- ➢ Invoice Report by Charge
- ➢ Invoice Report by Dept.
- ➢ Invoice Report by Project
- ➢ Build ARC File

Open to Buy Processing
- ➢ Open to Buy Parameters
- ➢ Open to Buy Goals
- ➢ Open to Buy Report

Sales Analysis Reports

Credit Exception Report

Introduction
This report shows all instances where the credit limit was overridden during Order Entry. It shows the customer's balance, credit limit, the amount the credit limit was exceeded by at the time of the order, the total order amount, and the operator who made the override.

How to Execute
From the Reports Menu, select **Credit Exception Report**.

Sort Options
Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

1.Number: Sorts the report in transaction number order.

2.Customer: Sorts the report in customer code/transaction number order.

Detail Options
Clear file after report?

After printing the Credit Exception Report, you have the option of clearing the credit exception file.

Y   Clears credit exception file.

N   Retains information in credit exception file.

Print Selected Records Only?

You are asked this question only if you are sorting by order number.

Y   Displays a view and allows you to select orders to print.

N   Allows you to enter a range of orders.

If you select **N**, or sorted by customer, the system prompts:

From Sort Option
To Sort Option
Enter the first and last codes in the range you wish to print or press **Enter** twice to select all codes.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Lost Sales Report

Introduction
This report shows all instances of lost sales that occurred due to insufficient on-hand quantity for an item. During Order Entry, when there is insufficient quantity on-hand to cover an order the operator is prompted with the question "Is this a lost sale?" Answering **Y** will record this sale in the lost sales file for inclusion on this report.

> **Note:** This function is active only if you do not allow negative quantities in your parameters.

How to Execute
From the Reports Menu, select **Lost Sales Report**.

Description of Fields
Print Selected Records Only?

Y   Displays a view and allows you to select transactions to print.

N   Allows you to enter a range of transactions.

If you answer **N**, the system prompts:

From Number
To Number
Enter the first and last codes in the range you wish to print or press **Enter** twice to select all codes.

Clear file after report?
After printing the Lost Sales Report, you have the option of clearing the lost sales file as follows:

Y   Clears the lost sales file.

N   Retains information in the lost sales file.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Open Deposit Report

Introduction

This report shows all outstanding orders with deposits pending as well as orders on which the deposit has been received, but the order has not yet shipped.

How to Execute

From the Reports Menu, select **Open Deposit Report**.

Sort Options

Enter Sort Option

Enter the option number corresponding to the sort order for which you wish to print this report.

1.Number: Sorts the report in order number order.

2.Customer: Sorts the report in customer code/order number order.

Detail Options

Print Selected Records Only?

You are asked this question only if you are sorting by order number.

Y   Displays a view and allows you to select order numbers to print.

N   Allows you to enter a range of order numbers.

If you answer **N**, or are printing in customer code order, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes in the range you wish to print or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Historical Sales Journal

Introduction
The Historical Sales Journal is a series of reports similar to the Daily Sales Journal detailing all the invoices updated during the time period selected.

How to Execute
From the Reports Menu, select **Historical Sales Journal**.

Sort Options
Enter Sort Option
Enter the option number corresponding to the sort order for which you wish to print this report.

1.Number: Sorts the report in invoice number order.

2.Customer: Sorts the report in customer code/invoice number order.

3.Zip Code: Prints the report in ZIP code order.

4.Truck Route: Prints the report in truck route order.

5.Sales Rep: Prints the report in sales rep order.

Detail Options

Print Invoice, Credit or Debit?

You have the option of printing only invoices, credit memos, debit memos, or all of the above as follows:

A   Prints all invoices, credit and debit memos in the selected range.

I   Prints only invoices in the selected range.

C   Prints only credit memos in the selected range.

D   Prints only debit memos in the selected range.

Invoice or Posting date basis

I   Based on Invoice date

P   Based on Posting date

Starting Date
Ending Date

Enter the first and last dates in the range you wish to print, or press **Enter** twice to print the report for all information contained in the history files.

Print Selected Invoices Only?

You are asked this question only if you are sorting by invoice number.

Y   Displays a view and allows you to select invoice numbers to print.

N   Allows you to enter a range of invoice numbers.

If you answer **N**, or used sorts two through four, the system prompts:

From Sort Option
To Sort Option

Enter the first and last codes in the range you wish to print or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When they are finished, you will be returned automatically to the Reports Menu.

Reprint Invoices

Introduction

Invoice Reprinting is used to print historical invoices for all products that have been shipped to your customers. These may be direct (one step) invoices or invoices which were generated from orders. You may optionally choose to print invoices on pre-printed invoice forms. Credit memos and Debit memo are also printed using this menu option.

How to Execute

From the Reports Menu, select **Reprint Invoices**.

Description of Fields

Print Selected Customers Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

Y   Display a view and allow you to select individual records to print on the report

N   Allows you to enter a range of records to print.

From Customer
To Customer

If you are printing this report for a range of customers, enter the starting and ending customer codes.

Print Selected Billing Cycles?
Each customer has a billing cycle in the Customer Masterfile. If you have selected all or a range of customers, you may choose to print only those customers in the range who have either a certain billing cycle whose cycle falls within a given range:

Y   Allows you to select up to three specific billing cycles.

N   Allows you to enter a range of billing cycles.

From Cycle
To Cycle
To select a range of billing cycles enter the starting and ending billing cycle.
To select one billing cycle enter that billing cycle for both From Cycle and To Cycle.
To select all billing cycles press Enter for both From Cycle and To Cycle.

Selected Cycles
Enter up to 3 specific billing cycles. For a project invoice to print for a customer, the customer must be in the customer range specified above and have one of these billing cycles in his Customer Masterfile.

From Date
To Date
If you are printing this report for a range of dates, enter the starting and ending dates.

Detail Options
Override Customer Preferences?
When using FormsCreator you have the option of deciding to override the output and override the delivery preference

N   Do not override the customer preference

P   Print the output.

E   Email the output.

A   Email the output Adobe format.

F   Fax the output.

Print Options
Enter the preferences that you wish to print. You may enter up to three different preferences.

P   Hardcopy

E   E-mail

A   E-mail as Adobe .pdf

F   Fax

Print Invoices, CM's, DM's or All

On this report, you have the option of printing invoices, credit memos, or debit memos:

I   Prints only invoices on the report.

C   Prints only credit memos on the report.

D   Prints only debit memos on the report.

A   Prints invoices, credit memos, and debit memos on the report.

All or open only?

This flag is used to indicate whether or not to print all invoices or only open invoices when using the reprint invoices option.

A   Print all invoices for this reprint.

O   Print only open invoices for this reprint.

Print retail invoices?

Y   Prints invoices using retail prices.

N   Prints invoices using entry prices.

From Invoice Memo
To Invoice Memo

If you are printing this report for a range of invoices, enter the starting and ending invoice numbers.

Primary Range (Cust, Date, Inv)

You have the option of selecting the primary processing range for the reprinting of historical invoices:

C   Process is driven by the customer range.

D   Process is driven by the date range.

I   Process is driven by the invoice/memo range.

Exit the Screen

Select a printed or displayed copy. When the invoices are finished printing, you will be returned automatically to the Reports Menu.

Reprint Selected Invoices

Introduction
This option allows you to reprint invoice for a specific customer.

How to Execute
From the Reports Menu, select **Reprint Selected Invoices**.

Description of Fields
Customer Code

Enter the customer code for the specific customer invoices you wish to reprint.

Print Method

When using FormsCreator you have the option of deciding to override the output and override the delivery preference.

N Do not override the customer preference.

P Print the output.

E Email the output.

A Email the output Adobe format.

F Fax the output.

E-Mail

Enter the email address that you wish to send these invoices to. This will be used when the printing preference is an A or an E.

Fax

Enter the fax number that you wish to send these invoices to. This will be used when the printing preference is an F.

Attention

Enter the information for who's attention this invoice is going to.

Print Invs, CMs, DMs or All?

On this report, you have the option of printing invoices, credit memos, debit memos as follows:

I   Prints only invoices on the report.

C   Prints only credit memos on the report.

D   Prints only debit memos on the report.

A   Prints invoices, credit memos and debit memos on the report.

Print Selected Invoices Only?

If you have chosen to print the invoices sorted in its primary sort order, you have the option of entering specific codes or a range of codes as follows:

Y   Displays a view and allows you to select individual invoices to print.

N   Allows you to enter a range of records to print.

From Code
To Code

If you are reprinting a range of invoices enter the starting and ending codes.

Exit the Screen

Select a printed or displayed copy. Once the invoices are finished printing you will be automatically returned to the Reports menu.

Price Override Report

Introduction
This report will show quotes, orders, RMAs, invoices, credit memos, and debit memos in which an item's standard price has been overridden.

How to Execute
From the Reports Menu, select **Price Override Report**.

Sort Options
Enter Sort Option
Enter the option number corresponding to the sort order for which you wish to print this report.

1.Order/Invoice Number: Sorts the report in order/invoice number order.

2.Customer: Sorts the report in customer code order.

3.Operator: Prints the report in operator code order.

Detail Options
Print Orders, Invs, History or All
O   Prints only Orders on the report.

I   Prints only Invoices on the report.

H   Prints only Historical invoices on the report.

A   Prints orders, invoices and history on the report.

Print Quotes, Orders, RMA's or All

Q   Prints only Quotes on the report.

O   Prints only Orders on the report.

R   Prints only RMA's on the report.

A   Prints orders, quotes and RMA's on the report.

Print Invoices, CM's, DM's or All

I   Prints only Invoices on the report.

C   Prints only Credit Memos on the report.

D   Prints only Debit Memos on the report.

A   Prints invoices, credit memos, and debit memos on the report.

Starting Date
Ending Date
If you are printing this report for a range of date, enter the starting and ending dates.

Print Selected Invoices Only?
If you have chosen to print the report sorted by its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

Y   Displays a view and allows you to select individual records to print on the report.

N   Allows you to enter a range of records to print.

From Code
To Code
If you are printing this report for a range of codes, enter the starting and ending codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Deleted Payments Report

Introduction
This report shows the payment records that have been deleted when an order or invoice has been deleted from the entry files.

How to Execute
From the Reports Menu, select **Deleted Payments Report**.

Detail Options
From Order Date
To Order Date
If you are printing this report for a range of dates, enter the starting and ending dates.

Print Operator Range
From Operator
To Operator
If you are printing this report for a range of operators, enter the starting and ending operator code.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Sales Comparison Report

Introduction
This report shows sales comparing one date range to another. You may choose to show sales by customer, customer class, item, item class or sales representative.

How to Execute
From the Reports Menu, select **Sales Comparison Report**.

Sort Options
Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list on the screen.

Description of Fields
Starting Date
Ending Date
If you are printing this report fro a range of dates, enter the starting and ending date.

Compare Start
Compare End
Enter the starting and ending date for the date range you wish to compare the sales against.

From Code
To Code
If you are printing this report for a range of items, enter the starting and ending item codes.

Class type
You need to select which item class code the report will use to determine the data that will print.

1   Item Class 1

2   Item Class 2

3   Item Class 3

4   Item Class 4

P   Item Price Class

From 2nd
To 2nd
If you are printing this report for a range, enter the starting and ending point for this range.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Order Status Report by Customer

Introduction
This report shows the status of all open orders on a customer-by-customer basis.

How to Execute
From the Reports Menu, select **Order Status by Customer**.

Description of Fields
Summary only
Y   Prints one line per order showing the total on the order.

N   Prints the line detail for the order, followed by the total.

Orders, quotes or backorders

O   Prints orders only.

Q   Prints quotes only.

B   Prints backorders only.

A   Prints orders, quotes, and backorders.

Regular orders, held orders or both

R   Prints regular, non-hold orders only.

H   Prints only orders on hold.

B   Prints all orders.

Over or under estimated date

O   Print orders past the estimated ship date.

U   Print orders under estimated ship date.

A   Prints orders regardless of estimated ship date.

Over or under promised date

O   Print orders past the promised date.

U   Prints orders under promised date.

A   Prints orders regardless of promised date.

From Order Date
To Order Date

If you are printing this report for a range of dates, enter the starting and ending dates.date.

Print Uninvoiced Orders?

Y   Prints orders that have not been invoiced.

N   Prints orders that have not been shipped.

Print Selected Customers Only?

Y   Displays a view and allows you to select customers to print.

N   Allows you to enter a range of customers.

If you answer **N**, the system prompts:

From Customer
To Customer

Enter the first and last codes in the range you wish to print or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Order Status Report by Item

Introduction
This report shows the status of all open orders on an item-by-item basis.

How to Execute
From the Reports Menu, select **Order Status by Item**.

Description of Fields
Print summary only?

Y   Prints one line per item showing total quantities on-order, on-hand, and available.

N   Prints the individual order quantities as well as the total.

Print selected types?

O   Prints orders only.

Q   Prints quotes only.

B   Prints backorders only.

A   Prints orders, quotes, and backorders.

Print Reg, Hold, or Both?

R   Prints regular, non-hold orders only.

H   Prints only orders on hold.

B   Prints all orders.

From Order Date
To Order Date
If you are printing this report for a range of dates, enter the starting and ending dates.

Print Uninvoiced Orders?

Y   Prints orders that have not been invoiced.

N   Prints orders that have not been shipped.

Print Selected Items Only?

Y   Displays a view and allows you to select items to print.

N   Allows you to enter a range of items.

If you answer **N**, the system prompts:

From Item
To Item
Enter the first and last items in the range you wish to print or press **Enter** twice to select all items.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Report Menu.
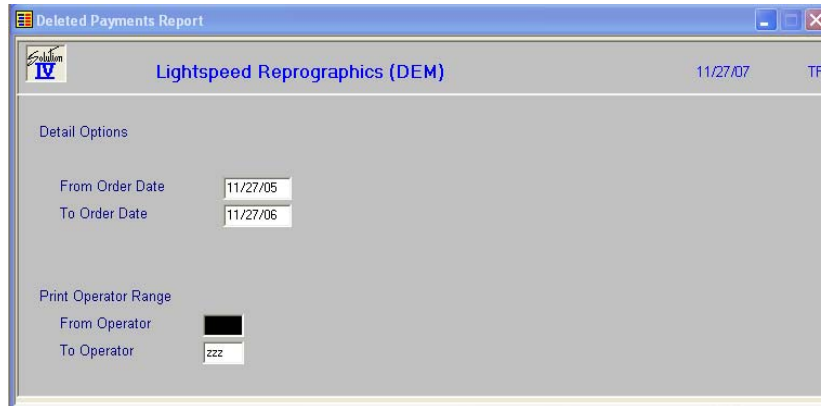
Order Status Report by Oper/Cust

Introduction
This report shows the status of all open order on an Operator by Customer basis.

How to Execute
From the Reports Menu, select **Order Status by Oper/Cust**.

Description of Fields
Print summary only?

Y   Prints one line per order showing the total on the order.

N   Prints the line detail for the order, followed by the total.

Print selected types?

O   Prints orders only.

Q   Prints quotes only.

B   Prints backorders only.

A   Prints orders, quotes, and backorders.

Print Reg, Hold, or Both?

R   Prints regular, non-hold orders only.

H   Prints only orders on hold.

B   Prints all orders.

Print Over, Under est date

O   Print orders past the estimated ship date.

U   Print orders under estimated ship date.

A   Prints orders regardless of estimated ship date.

Print Over, Under promised date

O   Print orders past the promised date.

U   Prints orders under promised date.

A   Prints orders regardless of promised date.

From Order Date
To Order Date
If you are printing this report for a range of dates, enter the starting and ending dates.

Print Uninvoiced Orders?

Y   Prints orders that have not been invoiced.

N   Prints orders that have not been shipped.

From Operator
To Operator
If you are printing this report for a range of operators, enter the starting and ending operator code or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Order Status Report by Sales Rep/Customer

Introduction
This report shows the status of all open order on a Sales Rep by Customer basis.

How to Execute
From the Reports Menu, select **Order Status by Srep/Cust**.

Description of Fields
Print summary only?
Y   Prints one line per order showing the total on the order.

N   Prints the line detail for the order, followed by the total.

Print selected types?
O   Prints orders only.

Q   Prints quotes only.

B   Prints backorders only.

A   Prints orders, quotes, and backorders.

Print Reg, Hold, or Both?
R   Prints regular, non-hold orders only.

H   Prints only orders on hold.

B   Prints all orders.

Print Over, Under est date
O   Print orders past the estimated ship date.

U   Print orders under estimated ship date.

A   Prints orders regardless of estimated ship date.

Print Over, Under promised date

O   Print orders past the promised date.

U   Prints orders under promised date.

A   Prints orders regardless of promised date.

From Order Date
To Order Date
If you are printing this report for a range of dates, enter the starting and ending dates.

Print Uninvoiced Orders?

Y   Prints orders that have not been invoiced.

N   Prints orders that have not been shipped.

From Operator
To Operator
If you are printing this report for a range of operators, enter the starting and ending operator code or press **Enter** twice to select all codes.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Order Status Report by Warehouse

Introduction
This report shows the status of all open orders by warehouse.

How to Execute
From the Reports Menu, select **Order Status by Warehouse.**

Description of Fields
Print summary only?
Y   Prints one line per item showing total quantities on-order, on-hand, and available.

N   Prints the individual order quantities as well as the total.

Print selected types?
O   Prints orders only.

Q   Prints quotes only.

B   Prints backorders only.

A   Prints orders, quotes, and backorders.

Print Reg, Hold, or Both?
R   Prints regular, non-hold orders only.

H   Prints only orders on hold.

B   Prints all orders.

From Order Date
To Order Date
If you are printing this report for a range of dates, enter the starting and ending dates.

Print Uninvoiced Orders?

Y Prints orders that have not been invoiced.

N Prints orders that have not been shipped.

Print Selected Warehouse Only?

Y Displays a view and allows you to select warehouses to print.

N Allows you to enter a range of warehouses.

If you answer **N**, the system prompts:

From Warehouse
To Warehouse
Enter the first and last warehouse in the range you wish to print or press **Enter** twice to select all warehouses.

Report

Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Report Menu.

Order Status by Warehouse/Class

Introduction
This report shows the status of all open orders on a warehouse by warehouse basis broken down by item class.

How to Execute
From the Reports Menu, select **Order Status by Whse/Class**.

Description of Fields
Summary only?

Y   Prints one line for each order showing the open order numbers.

N   Allows you to see the status of each line on an open order, with quantities ordered, shipped and backordered listed in detail.

Orders, quotes or backorders
O   Prints orders only

Q   Prints quotes only

B   Prints backorders only

A   Prints orders, quotes and backorders

Regular orders or held orders
R   Prints only those orders which are not on-hold

H   Prints only orders which have been flagged as on-hold

B   Prints all orders

Over or under estimated date

O   Prints only those orders which have past their estimated ship date.

U   Prints only those orders which have not yet missed their estimated ship date.

A   Prints all orders regardless of the estimated ship date.

Over or under promised date

O   Prints only those orders which have past their promised ship date.

U   Prints only those orders which have not yet missed their promised ship date.

A   Prints all orders regardless of the promised ship date.

From Order Date
To Order Date
If you are printing this report for a range of dates, enter the starting and ending order dates.

Print Uninvoiced Orders?

Y   Prints orders that have not been invoiced

N   Prints orders that have not been shipped.

Print Selected Warehouses?
If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

Y   Displays a view and allows you to select individual records to print on the report.

N   Allows you to enter a range of records to print.

From Warehouse
To Warehouse
If you are printing this report for a range of warehouses, enter the starting and ending warehouse codes.

Class type
You need to select which item class code the report will use to determine the data that will print.

1   Item Class 1

2   Item Class 2

3   Item Class 3

4   Item Class 4

P   Item Price Class

From Class
To Class
If you are printing this report for a range of price classes, enter the starting and ending price class code.

Report
After verifying the printed options are correct, select a printed or displayed copy. When the report is finished, you will be returned automatically to the Report Menu.

Order Status by Customer/Project

Introduction
This report shows the status of all open orders on a customer by customer basis broken down by project code.

How to Execute
From the Reports menu, select **Order Status by Cust/Project.**

Description of Fields
Summary only?

Y On the Order Status Reports, this option prints one line for each order showing the open order numbers.

N This option allows you to see the status of each line on an open order, with quantities ordered, shipped and backordered, listed in detail.

Orders, quotes or backorders
Print orders, quotes or backorders.

O Prints orders only.

Q Prints quotes only.

B Prints backorders only.

A Prints orders, quotes, and backorders.

Regular orders or held orders
Print regular orders or held orders.

R Prints only those orders which are not on-hold.

H Prints only orders which have been flagged as on-hold.

B Prints all orders.

Over or under estimated date
Print over or under estimated date.

O Prints only those orders which have past their estimated ship date.

U Prints only those orders which have not yet passed their estimated ship date.

A Prints all orders regardless of the estimated ship date.

Over or under promised date
Print over or under promised date.

O Prints only those orders which have passed their promised ship date.

U Prints only those orders which have not yet passed their promised ship date.

A Prints all orders regardless of the promised ship date.

From Order Date
To Order Date
If you are printing this report for a range of dates, enter the starting and ending date.

Print Uninvoiced Orders?

Y Prints orders that have not been invoiced.

N Prints orders that have not been shipped.

Print Selected Customers?
If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

Y Displays a view and allows you to select individual records to print on the report.

N Allows you to enter a range of records to print.

From Customer
To Customer
If you are printing this report for a range of customers, enter the starting and ending customer code.

From Project
To Project
If you are printing this report for a range of projects, enter the starting and ending project code.

Backorder Fill Report

Introduction
This report shows which backorders can now be filled as a result of receipt of backordered items.

How to Execute
From the Reports Menu, select **Backorder Fill Report**.

Description of Fields
Use Order Date Sequence?

Y   Prints the report in order date/order number order.

N   Prints the report in order number order.

Include Complete Orders Only?

Y   Shows only those orders, which may be completely filled.

N   Shows all orders, even if they may be only partially filled.

Print Selected Orders Only?

Y   Displays a view and allows you to select orders to print.

N   Allows you to enter a range of orders.

If you answer **N**, the system prompts:

From Order
To Order
Enter the first and last codes in the range you wish to print or press **Enter** twice to select all codes.

Report
After running the backorder release calculation, select a printed or displayed copy. When the report is finished, you will be returned automatically to the Report Menu.

Invoice Report by Charge

Introduction
This report shows all invoices by charge.

How to Execute
From the Reports Menu, select **Invoice Report by Charge**.

Detail Options
Summary only?
Y   Prints one line for each order showing the open order numbers.

N   Allows you to see the status of each line on an open order with quantities ordered, shipped and backordered listed in detail.

From Invoice Date
To Invoice Date
If you are printing this report for a range of dates, enter the starting and ending invoice dates.

From Charge
To Charge
If you are printing this report for a range of charge numbers, enter the starting and ending charge numbers.

Print Selected Customer Only?
Y   Displays a view and allows you to select customers to print.

N   Allows you to enter a range of customers.

If you answer **N**, the system prompts:

From Customer
To Customer
If you are printing this report for a range of customers, enter the starting and ending customer codes.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Invoice Report by Dept.

Introduction
This report shows all invoices by department.

How to Execute
From the Reports Menu, select **Invoice Report by Dept**.

Detail Options
Summary only?
Y Prints one line for each order showing the open order numbers.

N Allows you to see the status of each line on an open order with quantities ordered, shipped and backordered listed in detail.

From Invoice Date
To Invoice Date
If you are printing this report for a range of dates, enter the starting and ending invoice dates.

From Department
To Department
If you are printing this report for a range of departments, enter the starting and ending department codes.

Print Selected Customer Only?
Y Displays a view and allows you to select customers to print.

N Allows you to enter a range of customers.

If you answer **N**, the system prompts:

From Customer
To Customer
If you are printing this report for a range of customers, enter the starting and ending customer codes.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Invoice Report by Project

Introduction
This report shows all invoices by project.

How to Execute
From the Reports Menu, select **Invoice Report by Project**.

Detail Options
Summary only?
Y   Prints one line for each order showing the open order numbers.

N   Allows you to see the status of each line on an open order with quantities ordered, shipped and backordered listed in detail.

From Invoice Date
To Invoice Date
If you are printing this report for a range of dates, enter the starting and ending invoice dates.

From Project
To Project
If you are printing this report for a range of projects, enter the starting and ending project codes.

Print Selected Customer Only?
Y   Displays a view and allows you to select customers to print.

N   Allows you to enter a range of customers.

If you answer **N**, the system prompts:

From Customer
To Customer
If you are printing this report for a range of customers, enter the starting and ending customer codes.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Build ARC File

Introduction
This option creates a text file for ARC from your Order Processing History files.

How to Execute
From the Reports Menu, select **Build ARC File**.

Detail Options
From Invoice Date
To Invoice Date
If you are printing this report for a range of dates, enter the starting and ending invoice dates.

Print Selected Customers Only?
Y   Displays a view and allows you to select customers to print.

N   Allows you to enter a range of customers.

If you answer **N**, the system prompts:

From Customer
To Customer
If you are printing this report for a range of customers, enter the starting and ending customer codes.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Open to Buy Parameters

Introduction
Open to Buy Parameters are used by the Open to Buy Report to determine what accounts, customers and stores should be used.

How to Execute
From the Reports Menu, select **Open to Buy Parameters**.

Description of Fields
Beginning Production Account
Ending Production Account
Enter the starting and ending Account Code for Production accounts. Use the same format as you would for any General Ledger Account Code. Press **F2** for a lookup of account codes.

Beginning Merchandise Account
Ending Merchandise Account
Enter the starting and ending Account Code for Merchandise accounts. Use the same format as you would for any General Ledger Account Code. Press **F2** for a lookup of account codes.

Include or Exclude Production Locations
This field indicates whether this process will include or exclude particular production locations when calculating the data for the Open to Buy Report.

E   Will exclude particular production locations.

I   Will include particular production locations.

Include or Exclude Production Departments
This field indicates whether this process will include or exclude particular production departments when calculating the data for the Open to Buy Report.

E   Will exclude particular production departments.

I   Will include particular production departments.

Include or Exclude Merchandise Locations
This field indicates whether this process will include or exclude particular merchandise locations when calculating the data for the Open to Buy Report.

E   Will exclude particular merchandise locations.

I   Will include particular merchandise locations.

Include or Exclude Merchandise Departments
This field indicates whether this process will include or exclude particular merchandise departments when calculating the data for the Open to Buy Report.

E   Will exclude particular merchandise departments.

I   Will include particular merchandise departments.

Include or Exclude Customers
This field indicates whether this process will include or exclude particular customers when calculating the data for the Open to Buy Report.

E   Will exclude particular customers.

I   Will include particular customers.

Enter up to 10 customer codes. The customer will either be included or excluded from the Open to Buy Report calculation.

Include or Exclude Merchandise Product Codes
This field indicates whether this process will include or exclude particular product codes when calculating the merchandise data for the Open to Buy Report.

E   Will exclude particular products.

I   Will include particular products.

Enter up to 10 product codes. The product will either be included or excluded from the Open to Buy Report merchandise calculation.

Include or Exclude Production Product Codes
This field indicates whether this process will include or exclude particular product codes when calculating the production data for the Open to Buy Report.

E   Will exclude particular products.

I   Will include particular products.

Enter up to 10 product codes. The product will either be included or excluded from the Open to Buy Report production calculation.

Include or Exclude Stores
This field indicates whether this process will include or exclude particular store codes when calculating data for the Open to Buy Report.

E   Will exclude particular stores.

I   Will include particular stores.

Enter up to 10 store codes. The store will either be included or excluded from the Open to Buy Report calculation.

Add this Record?
Y   Will save the changes.

N   Will not save the changes.

You will then be returned to the Reports Menu.

Open to Buy Goals

Introduction

Open to Buy Goals are used by the Open to Buy Report for performance analysis on a month-by-month basis.

How to Execute

From the Reports Menu, select **Open to Buy Goals**.

Description of Fields

Year and Month

Enter the year and month for this Open to Buy Goal. Use the format of YYMM.

Store

Enter up to three characters for the store code.
Note: Store code ZZZ is reserved.

Days in Month

Enter the number of days in this month.

Merchandise Sales

Enter the merchandise sales goal. This goal will be used in the Open to Buy report to show how well the company has done in light of its goals.

Production Sales

Enter the production sales goal. This goal will be used in the Open to Buy report to show how well the company has done in light of its goals.

Cash

Enter the cash goal. This goal will be used in the Open to Buy report to show how well this company has done in light of its goals.

Merchandise Percent Target

Enter the merchandise percentage target. This goal will be used in the Open to Buy report to show how well the company has done in light of its goals.

Production Percent Target

Enter the production percentage target. This goal will be used in the Open to Buy Report to show how well the company has done in light of its goals.

Total Percent Target
Enter the total percentage target. This goal will be used in the Open to Buy report to show how well the company has done in light of its goals.

Add this record?

Y   Will add the record.

N   Will not add the record.

You will then be returned to the Reports Menu.

Open to Buy Report

Introduction
This report shows the performance of your company for sales in productions, merchandise, and cash.

How to Execute
From the Reports Menu, select **Open to Buy Report**.

Description of Fields
Year and Month
Input the year and month for this report. Use the format of YYMM.

From Store
To Store
If you are printing this report for a range of stores, enter the starting and ending store codes.

Report
Select a printed or displayed copy. When the report is finished, you will be returned automatically to the Reports Menu.

Sales Analysis Reporting Menu

Introduction

This menu gives you access to a variety of sales analysis reports. These include such repots as sales by item, customer, product line, class code, state, and sales representative.

Any of the reports on this menu may be printed at any time. In fact, you will probably be printing some reports far more often than once per month. All reports are current as of the last update.

How to Execute

From the Order Processing Main Menu, select **Sales Analysis Reports Menu**.
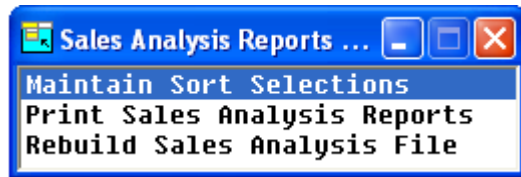
Maintain Sort Selections

Introduction

This option allows you to select which sort options you wish to use when processing your sales analysis reports.

How to Execute

From the Sales Analysis Reports Menu select **Maintain Sort Selections**.

Select the sort options you wish to use when processing your sales analysis reports. Enter a **Y** next to the sort options you wish to use and an **N** next to the sort options you do not wish to use.

Print Sales Analysis Reports

Introduction

This option allows you to print various Sales Analysis reports showing sales, cost of sales, units sold, gross profit, profit percentage, and average unit price. Sort options are maintained in the Maintain Sort Selections option.

How to Execute

From the Sales Analysis Reports Menu, select **Print Sales Analysis Reports**.

Sort Selection

Press **F2** from the Sort Selection field to select from the sort list below or enter the corresponding letter of the Sales Analysis sorts.

```
OP Sales Analysis Sorts

Customer              (A)
Customer Name         (P)
Customer plus Item    (B)
Customer plus Product (O)
Customer plus Project (d)

Customer Class 1      (I)
Customer Class 2      (J)

Sales Rep - Commiss   (K)
Sales+Cust - Commiss  (N)
Sales Rep - All       (T)
Sales+Cust - All      (U)
Sales Rep plus Item   (c)

State                 (L)

Posting Code          (Q)
Post plus Customer    (R)
Post plus Product     (S)

Item                  (C)
Item plus Customer    (M)

Item Class 1          (E)
Item Class 2          (F)
Item Class 3          (G)
Item Class 4          (H)

Product               (D)
Product plus Cust     (V)

Customer ZIP          (W)
Ship-to ZIP           (X)

Warehouse             (Y)
Warehouse plus Cust   (Z)
Warehouse plus Item   (a)
Warehouse plus Prod   (b)
```

Detail Options

Print sales?

Y   Prints sales dollar amounts on the Sales Analysis Reports.

N   Omits sales dollar amounts.

Print cost of sales?

Y   Prints item cost information on the Sales Analysis Reports.

N   Omits cost information.

Print quantities sold?

Y   Prints unit quantities sold on the Sales Analysis Reports.

N   Omits unit quantities.

Print gross profit?

Y   Prints gross profit dollar amount on the Sales Analysis Reports.

N   Omits gross profit dollar amounts.

Print profit percentage?

Y   Prints gross profit percentages on the Sales Analysis Reports.

N   Omits gross profit percentages.

Print average unit price?

Y   Prints the average unit price for the sales on the Sales Analysis Report.

N   Omits the average unit price.

Sort by qty. amount or profit

Q   Sorts report by quantity sold.

A   Sorts report based on dollar amount sold.

P   Sorts report based on gross profit.

Ascending or descending

A   If you are printing this report for a range of years, enter the starting year.

D   If you are printing this report for a range of years, enter the ending year.

Number to print

You have the option of limiting the number of analysis entries to print when you sort in a particular sequence. Enter the number of entries you wish to see.

From year and period

If you are printing this report for a range of years, enter the starting year.
If you are printing this report for a range of periods, enter the starting period.

To year and period

If you are printing this report for a range of years, enter the ending year.
If you are printing this report for a range of periods, enter the ending period.

Sort Range
From
To

If you are printing this sales analysis report for a range of records, enter the starting and ending sort codes.

2nd From
2nd To

When defining a second sort for printing this sales analysis report, enter the starting and ending sort codes.

Rebuild Sales Analysis File

Introduction

Although the sales analysis summary file is kept up-to-date during the month as invoices are updated through the Sales Journal update, it may be necessary from time to time to run this option and rebuild the sales analysis file. Although it may take some time to run on a large system, it should be run at least once a quarter.

As with any update affecting large amounts of data, it is very important that you make a backup before using this option.

How to Execute

From the Sales Analysis Reports Menu, select **Rebuild Sales Analysis File**.
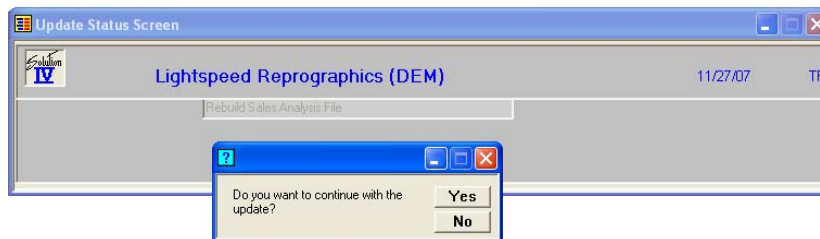
The system will prompt:

Do you want to continue with the update?

Y   Will rebuild your Sales Analysis File.

N   Will not rebuild your Sales Analysis File.

When you are finished you will be automatically returned to the Sales Analysis Reports Menu.

7 Period End Processing

This chapter describes the options that are available during Period End Processing. They include:

➢ Period End Update

➢ Status Change Update

Each of these functions is usually executed only once each month, after all transactions have been entered for the current month and before any entries are made for the next month.

Period End Update

Introduction
This function should be run at the end of each accounting period after all transactions have been entered for the period and after, or in conjunction with, all monthly reports. Be sure to run it before any entries are made for the following period.

The Period End Update does the following:

> ➢ Zeros out all month-to-date buckets throughout the Order Processing system, such as in the contract and reason code files.

> ➢ Recalculates the committed amounts in the item and customer files.

> ➢ If running year-end, the Period End Update will also transfer the year-to-date buckets to the last year buckets and zero-out all year-to-date buckets.

> ➢ If desired, period end will also clear data from the historical files using the dates entered.

How to Execute
From the Order Processing Main Menu, select **Period End Update**.
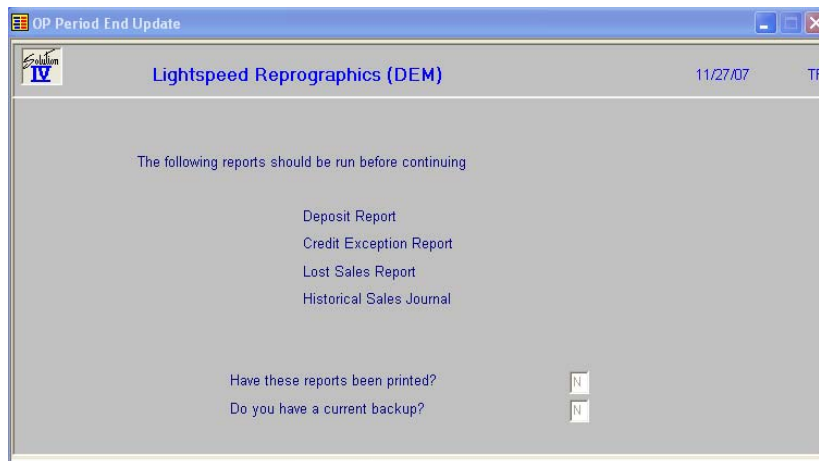
Description of Fields
Have these reports been printed?
The following reports should be printed before processing period end because data will be cleared from these files:

> ➢ Lost Sales Report

> ➢ Open Deposit Report

> ➢ Credit Exception Report

> ➢ Order Status Report by Customer

> ➢ Order Status Report by Item

> ➢ Monthly Sales Journal

If you have printed your final copy of these reports, answer **Y**.

Do you have a current backup?
It is **VERY IMPORTANT** that you make backups before processing period end. If you do not make other backups during the month, at least make them at this time.

If you have current backups, answer **Y**.

If you answer **Y** to both the above questions, the system will display the following screen; otherwise you will be returned to the Order Processing Main Menu.

Full month end processing?
Month end processing does the following:

♦   Zeros out all month-to-date buckets throughout the Order Processing system, such as in the customer contract and reason code files.

♦   Recalculates committed amounts.

♦   Removes fully filled orders from the order file.

Be sure you have completed all Order Processing transactions for the month and that you have printed the required reports before running month end processing.

Important: Month-end processing must be run before entering any transactions for the following month!

Full year-end and month-end processing?
Year-end does everything that month-end does, plus:

♦   Clears all year-to-date buckets throughout the system.

♦   Rolls the year-to-date figures into the last year buckets.

You may choose to run the Order Processing year on a calendar or fiscal year basis.

All the warnings that apply to month end processing apply to year-end processing as well.

Recalculate committed amounts?
You have the option of recalculating the quantities committed in the inventory Masterfile as well as the customer credit amount committed during the period end update. It is done every month as part of month-end, but may be done separately, mid-month, if necessary.

Y   Recalculates the committed amounts in the inventory and customer Masterfiles.

N   Retains the existing committed amounts.

Remove completed orders?
Y   Removes completely filled orders from open order file.

N   Retains filled orders in open order file.

Remove deleted orders?
Y   Removes deleted orders that were saved in the open order file.

N   Retains deleted orders in the open order file.

After order date
If you selected to remove deleted orders, enter the date through which you wish to remove the deleted orders.

Remove quotes?
Y   Removes quotes from open order file.

N   Retains quotes in open order file.

Older than quote date
Enter the date to use when removing quotes. All quotes older than this date will be removed. The expiration date of the quote is not checked for these deletions.

Exit the Screen
When the update is finished, you will be returned to the Order Processing Main Menu.

Status Change Update

Introduction

The Status Change Update takes all of the code file entries that you have marked to change or delete, verifies their validity, and then affects the change. A report is printed prior to the update detailing the changes/deletes, before giving you the option of continuing the update or not.

> **Important**: This is a powerful function, which may result in codes being deleted or irreversibly combined with others. Make sure you have current backups before continuing!

Before You Start

Before you start the Status Change Update, you must do the following:

➢ Make a current backup for your own protection.

➢ Make sure the transaction entry files have been updated.

➢ Make sure no one else is using Solution-IV.

How to Execute

From the Order Processing Main Menu, select **Status Change Update**.
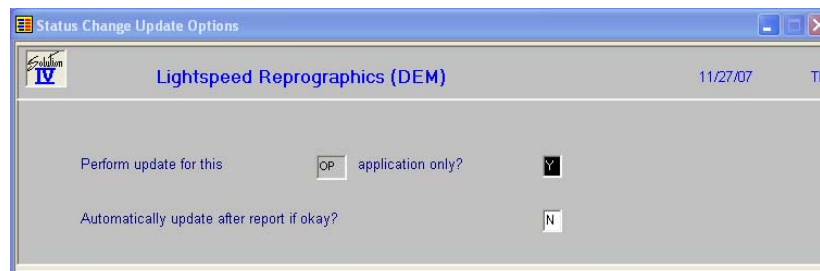
Procedures for Status Change

1. Make sure the entry files are empty and that no one else is using the system (any company, any application).

2. Build a list of all records that are marked to be changed or deleted (status= C or D).

3. Once the list is built, it checks all of the records to be deleted and ensures that they are not being used elsewhere (except in the history files).

   Example: If you are deleting reason code COLOR, COLOR may not be used by any RMAs in the order file, but may exist on records in the history file.

4. It then checks the records to be changed and ensures that the "change to" it not going to be changed to something else or deleted.

5. A report is printed showing the changes and deletions to be made and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped.

If there are no conflicts, the system prompts:

Are you sure you want to continue the update?

Y   Completes the status changes as indicated on the report in the order below.

N   Does not do the update and returns to the Order Processing Main Menu.

6. The requested changes are performed.

7. The requested deletes are performed.

8. The history files are marked if anything was changed. There are multiple flags in each record in each of the history files. Each flag corresponds to each element that could be changed (they are normally blank). If the element has been changed, the associated flag is set to 'C'.

Exit the Screen

When the Status Change Update is complete, you will be returned to the Order Processing Main Menu.

8 Appendices

The following pages contain supplemental information, which is helpful to the understanding of Solution-IV Order Processing.

A. Order Processing Messages

B. Understanding the Accounting Theory Behind Order Processing

C. What to do with all the Paper Generate

D. Glossary

A   Order Processing Messages

Most messages that you will encounter when using the Solution -IV Order Processing system are described in the appropriate chapters of this manual, where the operation you are performing is documented.

This appendix contains additional messages that may be displayed during the normal processing of your system. These messages are not discussed in the body of the manual because they are not frequently displayed.

The messages are grouped as follows:

> ➢   Contract Maintenance

> ➢   Credit Exception Report

> ➢   Invoice Entry

> ➢   Lost Sales Report

> ➢   Order Entry

> ➢   Period End Processing

> ➢   Quote Entry

> ➢   RMA Entry

Contract Maintenance
Contracts not allowed for this customer.
There is a flag in the customer masterfile indicating whether or not contracts are allowed for the specific customer. Change this flag to a "**Y''** in Customer Maintenance, then return to Contract Maintenance and add the contract.

Credit Exception Report
Do you really want to clear the exception file?   <u>Yes</u>   <u>No</u>

If you stated before printing the report that you wished to clear the credit exception file after printing the report, you will receive this prompt.

Y   Clears the credit exception file.

N   Keeps the credit exception file intact. The next time you print the report, the same exceptions will still appear.

Invoice Entry
F8 key required to get next number.
You must press **F8** to get the next invoice number, or enter an invoice number that already exists to modify it.

Only Terms x allowed: Accept?   <u>Yes</u>   <u>No</u>
The credit rating code for this customer indicates that only the terms code above is allowed. You may make a credit exception as follows:

Y   Allows the entered terms code. The override will be shown on the Credit Exception Report.

N   Forces you to enter only the allowed terms code shown above.

Order x being invoiced, update not allowed.
This order is already being invoiced on another invoice number that has not yet been updated.

Order x expired <date>, cannot invoice.
The order you are trying to invoice has an expiration date that has past. If you do need to invoice the customer because the goods have been shipped, go to Order Entry and change the expiration date.

Order x finished, processing not allowed.
The entire order has been shipped and invoiced. No further maintenance on this order is allowed.

Record has line with unspecified warehouse.
You have the ability in Order Entry to not specify the warehouse from which you are shipping the items to the customer. When you ship the items, however, you must specify from where they were shipped. Return to the lines on this invoice and enter the warehouse code where needed.

Record has line without required lot/serial number.
You have the ability in Order Entry to not specify the lot/serial number that is to be shipped to the customer. When you actually ship the item, however, you must indicate which lot/serial number(s) were needed.

Terms x not allowed: Accept?   <u>Yes</u>   <u>No</u>
The credit rating code for this customer indicates that the terms code entered above is not allowed. You may make a credit exception as follows:

Y   Allows the entered terms code. The override will be shown on the Credit Exception Report.

N   Forces you to enter only a valid terms code for this customer.

Lost Sales Report
Do you really want to clear the lost sales file?   <u>Yes</u>   <u>No</u>

If you stated before printing the report that you wished to clear the lost sales file after print the report you will receive this prompt.

Y   Clears the lost sales file.

N   Keeps the lost sales file intact. The next time you print the report, the same lost sales will still appear.

Order Entry
F8 key required to get next number.
Your parameters indicate you must use the **F8** key to get the next order number. You may enter an existing order number if you wish to modify an order.

Only x available. <u>Return to continue</u> Alternate items Lost sale

If the quantity available is less than the quantity ordered, you have the following options:

Return   Allows you to place the order anyway.

A   Gives you a view of the alternate items.

L   Records this as a lost sale in the lost sales file and asks for a new item code.

Only Terms x allowed: Accept?   <u>Yes</u>   <u>No</u>

The credit rating code for this customer indicates that only the above terms code is allowed. You may make a credit exception as follows:

Y   Allows the entered terms code. The override will be shown on the Credit Exception Report.

N   Forces you to enter only the allowed terms code shown above.

Order x being invoiced, update not allowed.
This order is in the process of being invoiced. No changes are currently allowed in Order Entry.

Order x exists, copy not allowed.
You will get this message if you are trying to copy an order to an order number that already exists. Use a different "copy to" order number.

Order x finished, processing not allowed.
This order has been fully shipped and invoiced. Use a new order number.

Terms x not allowed: Accept?   <u>Yes</u>   <u>No</u>

The credit rating code for this customer indicates that the terms code entered above is not allowed. You may make a credit exception as follows:

Y   Allows the entered terms code. The override will be shown on the Credit Exception Report.

N   Forces you to enter only a valid terms code for this customer.

Period End Processing
File x already exists.
The backup file you have entered already exists. You must enter a new name for the backup file or remove the old backup file.

Quote Entry
F8 key required to get next number.
Your parameters indicate you must use the **F8** key to get the next quote number. You may enter an existing quote number if you wish to modify a quote.

RMA Entry
F8 key required to get next number.
Your parameters indicate you must use the **F8** key to get the next RMA number. You may enter an existing RMA number if you wish to modify a RMA.

B Understanding the Accounting Theory Behind Order Processing

You can use the Solution-IV Order Processing package without understanding accounting, but you may find the following concepts helpful in understanding what the system is doing.

Definition

The Solution-IV Order Processing module may be the focus of your entire accounting system since it is where most of your accounting activity occurs. Order Processing serves many functions, including processing quotes, filling orders, billing customers for goods they have purchased, and tracking returns. The Order Processing module is one of the few modules that cannot stand-alone; it needs Solution-IV Accounts Receivable for managing your customer base, and Solution-IV Inventory Control to manage the inventory itself.

Solution-IV Order Processing also has a Sales Analysis sub-system, giving your managers the information they need to see what you are selling, who you are selling to, and the profits of each of those sales.

Accounting Components

Every company's financial picture is made up of the following basic elements:

> **Assets -** anything of value that the company owns.
> *Examples:* cash, accounts receivable, inventory, property

> **Liabilities -** anything that the company owes to someone else.
> *Examples:* accounts payable, notes payable

> **Equity -** what the company is worth.
> *Examples:* owner's equity, capital stock, retained earnings

> **Revenue -** income or earnings.
> *Examples:* sales revenue, interest income

> **Expenses-** the cost of doing business.
> *Examples:* cost of sales, payroll expense, supplies

The Order Processing system only makes postings during the invoice update. At this time, it will use sales accounts, which are found in the revenue area, cost of sales, and inventory and accounts receivable accounts that are asset accounts. In the simplest of terms, your profit on the sale of an item is the difference between what you sell it for and how much you paid for it in the first place. Of course there are other costs of doing business as well, but the "gross profit" on an item by item basis is important too.

Cash vs. Accrual

There are two acceptable ways of keeping your accounting records.

> ➢ Under an accrual method of accounting, revenue is recorded into the General Ledger whenever you make a sale, not when you actually receive payment. Operating under an accrual basis, you are better able to match revenue to expenses, giving a better picture of the actual profitability of your company. Most companies operate under an accrual basis.

> ➢ If you operate under a cash basis, you do not actually record the revenue in the General Ledger until the payment is received. The Solution-IV Order Processing package does not make postings in this manner. If you need to operate on a cash basis, your accountant can help you reverse your postings at the end of each month, to give you an accurate picture of your company's financial condition under a cash basis.

Debits & Credits

In the simplest of terms, every account has a debit side and a credit side. If total debits are more than total credits, the account has a debit balance. If total credits are more than total debits, the account has a credit balance. Each account has a normal debit or credit balance. The following table demonstrates what happens with each basic component.

Account type	Normal balance	Debits	Credits
Asset	Debit	Increase Balance	Decrease Balance
Liability	Credit	Decrease Balance	Increase Balance
Equity	Credit	Decrease Balance	Increase Balance
Revenue	Credit	Decrease Balance	Increase Balance
Expense	Debit	Increase Balance	Decrease Balance

Pluses & Minuses

Debits and credits cause some confusion when thought of as pluses and minuses. In general, in the General Ledger, debits are entered as positive numbers and credits are entered as negative numbers. This may be confusing because revenue is a credit account (see the above table), which means the amounts posted to it are usually negative numbers. We have tried to eliminate this confusion in the Order Processing package by doing the debits and credits (pluses and minuses) for you.

While in Solution-IV Order Processing, you will have to enter very few, if any, negative numbers. The only time you will need to enter negatives is when you are making an adjustment to an invoice when not using a credit memo, such as for a line-item discount. Even when you enter positive numbers for credit memos, the system converts the numbers into negatives for you.

Postings
The basis of double entry accounting, which Solution-IV uses, requires that every entry be composed of two entries - a debit and a credit. The chart at the end of this section shows the actual postings made by Order Processing to General Ledger.

Subsidiary Ledger
A subsidiary ledger is a supporting ledger consisting of a group of similar accounts, the total of which is in agreement with a controlling account in the General Ledger. The purpose behind a subsidiary ledger is to keep unnecessary detail out of the General Ledger.

The Order Processing module itself has no formal subsidiary ledger to the General Ledger; the subsidiary ledgers come from Accounts Receivable (the Aged Trial Balance) and Inventory Control (the Inventory Valuation Report). However, the Order Processing module provides the supporting documents (the Sales Journals) for the Accounts Receivable and Inventory Control reports and can be considered to be subsidiary ledgers to those reports.

Pricing
The Solution-IV Order Processing module has a very sophisticated discount pricing scheme which warrants an explanation. When in any of the order entry function (quotes, orders, invoices, RMAs), each time you enter a line, the following algorithm is executed to determine the appropriate price for the item. Factors include the quantity purchased, the customer, contract, and sales promotions in effect.

1.   PRICE = list price from the item masterfile.

2.   Using the ITEM-PRICE-CLASS and the CUSTOMER-PRICE-CLASS, use the "price break" file to see if a quantity price break exists. If so, PRICE = computed price form price break file.

3.   Using the contract file, see if a contract exists for this customer/item combination. If a valid contract exists, then PRICE = price from contract file.

4.   Using the sales promotion file, see if this item has a valid sales promotion in effect. If one exists and the sales promotion price takes priority over the contract price (either because it has priority or the lessor of the two has priority and the sales promotion price is less), then PRICE = price from the sales promotion file.

General Ledger Accounts Used
All accounts come from the AR Posting Code, IC Product Code, IC Item, and /or IC Warehouse files.

Order Processing Postings

Type of Entry	Account	Debit	Credit
Invoice Entry	Accounts Receivable	110.00	
	Discounts Allowed (Trade Discount)	10.00	
	Sales		100.00
	Sales Tax Payable		6.00
	Freight		14.00
	Cost of Goods Sold	60.00	
	Inventory		60.00

If a Deposit was recorded earlier on the invoice, the following posting is also made:

Customer Deposits	55.00	
Accounts Receivable		55.00

C   What to do with all the Paper Generated

Solution-IV Order Processing generates a great deal of paper from the multitude of reports it prints. This appendix explains why so much paper is generated and what you are supposed to do with it.

Why?
The entire line of the Solution-IV Accounting System has been designed to comply with the Generally Accepted Accounting Principles (GAAP). In general, GAAP are broad concepts and detailed practices including all conventions, rules, and procedures that comprise accepted accounting practice at any given time. They have become generally accepted by agreement in industry.

The paper generated by the Solution-IV Order Processing system complies with GAAP, providing an audit trail, or sufficient backing, for every entry in the General Ledger, a principle mandated by GAAP. The Sales Journals and Status Change Register provide this necessary audit trail.

What You Need to Keep
In general, you will need to keep the final copy of each of the reports listed below. The final copy is the one printed just before you run the update. If you printed the report several times, you can identify the final copy by looking at the date and time the report was printed. It is important that you keep only the final copy and discard the earlier ones.

The reports that you **MUST** keep are:

> ➢ Copies of all invoices, credit memos and debit memos
> ➢ Sales Journals (all four)
> ➢ Status Change Register

Keep the final copies of the reports you print before running the Period End Update, as well. In general, these reports consist of the following:

> ➢ Credit Exception Report
> ➢ Lost Sales Report
> ➢ Open Deposit Report
> ➢ Monthly Sales Journals
> ➢ The Sales Analysis Reports you find most useful

How to Organize Saved Reports

The following are suggestions on how best to file and organize printed reports. Review them and determine the one that works most effectively for you.

Ring Binders

If your company is relatively small and is printing only a few reports each month, standard three-ring binders may be the best method for you. Use dividers to separate the reports by month. You should have at least four binders, one for each of the following:

> ➢ Sales Journals

> ➢ Status Change Register

> ➢ Analysis Reports

> ➢ Monthly Reports

Data Binders

If your company is a little larger, computer data binders may work better for you. They hold more printed information and do not require the extra time it takes to tear off the feed strips and to punch the holes. You should have a binder for each of the registers, plus one for each report - a total of 8 binders. Use dividers specially made for data binders to help organize the contents. Disadvantages of data binders are that (1) they are large and cumbersome to handle, and (2) it may be difficult to take pages out if necessary.

Filing Cabinet

A third way to file your reports is to use hanging file folders and your filing cabinet. You should use a separate folder for each type of report and file them by month. For example, you would label a folder "Monthly Sales Journals—January". If you print many reports, and need to make copies of them from time to time, this will be the easiest system for you. Be sure to keep the reports in date order in the file folder.

Invoices

There are several ways to file invoices. At a minimum you should keep one copy of each invoice, filed in numerical order. Data binders or file folders are good for this function. You may choose to keep an additional copy in the customer's file, or stored by month in customer code order (e.g. January - A, January - B). The method you choose depends on the volume of your business, and how often you need to access the information.

A Closing Note

Try to keep your filing system as up to date as possible. Although it may seem tedious, saving and organizing your reports is beneficial. In the event of a system problem, you will find the saved reports invaluable in tracing data entry in the system. In an accounting or IRS audit, you will be able to provide the information needed easily and quickly. With proper storage of your important reports, corrections will be easier to make and audits will take less time, saving you both time and money.

D   Glossary

1099 Reporting
1099 reporting is the filing of a 1099 tax form with the federal government. This is a report of all payments made to individual vendor of more than an amount specified by the government in a calendar year.

A

Account or Account Code
An account is the basic component of a formal accounting system. It records all additions and deductions and shows balances of assets, liabilities, owners' equity, revenues and expenses.

There are two types of accounts: debit and credit. Asset and expense accounts are usually debit accounts. Liability, equity and revenue accounts are usually credit accounts.

Accounting
The process of recording, organizing, reporting and interpreting the financial data of a business.

Accounting Period
An accounting period is an interval of time for which a financial statement is prepared. In most businesses, each month is a separate accounting period.

Solution-IV allows you to store data for as many as 26 accounting periods (2 full years).

Accounting System
An accounting system is a method for interpreting the financial performance of a business. It includes the raw data, procedures and equipment needed to make this analysis.

Accounts Payable
Accounts payable is a record of money owed and payments made by a business to creditors. It is a current liability showing the actual dollar amount owed to creditors.

Accounts Receivable
Accounts receivable is a record of money owed and payments made to a business by customers. It is a current asset showing the actual dollar amount owed by customers.

Accrual Basis
Accrual basis accounting records revenues and expenses for the current accounting period even though payments will not be received or paid until a later accounting period. This is to be distinguished from cash basis.

Most companies operate on the accrual basis.

See Accrued Asset and Accrued Liability.

Accrued Asset
An accrued asset is a revenue that is recorded when it is earned, not when a payment is received. The revenue then appears on financial statements for the period in which it is earned. (It may also be called an accrued income.)

Example: If you sell a camera for $295 on credit, this transaction is immediately recognized as revenue and recorded in accounts receivable (even though cash has not yet been received).

Accrued Liability
An accrued liability is an expense recorded when it is incurred, not when a payment is made. The expense then appears on financial statements for the period in which it is incurred. (It may also be called an accrued expense).

*Example***:** If you purchase on credit 5 dictionaries at $24.95 each, the $124.75 transaction is immediately recognized as an expense even though cash has not been paid.

Accumulated Depreciation
Accumulated depreciation is the sum of all recorded depreciation for a particular asset (or group of assets) since the date of acquisition.

Activity
Activity is the continuous completing of transactions. This activity, whether an expense or a revenue, changes the account balance.

The Solution-IV General Ledger allows you to see the activity of each account for a given accounting period.

Adjusting Entry
An adjusting entry is a general journal entry that corrects an account or brings that account up to date.

These entries are usually made at the end of an accounting period, but may be made whenever it is considered appropriate.

Aging Period
The aging period is an interval of time following a sale or a purchase that defines a revenue or expense as outstanding. The length of this period is different for each company.

Example: A loan company may want a listing of payments that are 2 weeks late.

Allowance for Bad Debts
Allowance for bad debts is an asset account that offsets uncollectible revenue. The amount is usually estimated as a percentage of accounts receivable, based on previous experience with unpaid accounts.

Alphanumeric
Alphanumeric describes a combination of letters and/or numbers.

Example: L48, 56SJ, E913S, 1234, and ASTVLS are alphanumeric.

Amortization
Amortization is the writing-off of the cost of an intangible asset over its economic life. It is usually used with leasehold improvements, organization costs, or goodwill.

Asset
An asset is anything that is owned by a business and has a monetary value.

Example: Buildings, fixtures, equipment, supplies and cash are assets.

Audit Report
An audit report verifies the accuracy of information entered into the computer. An audit report must be printed before updating the permanent files.

Audit Trail
An audit trail is a detailed record of accounting activity. It is a means of examining transactions from the time they are entered into a journal until they are printed in the financial statements.

Average Cost Method
The average cost method is a system of inventory costing. The value of inventory is determined by averaging the cost of goods in stock with goods recently received.

Example: 25 bicycle pedals purchased by you for resale at a cost of $35 each remain in inventory. You purchase 10 more at $40. Your inventory is now valued at (25 x $35) + (10 x $40) or a total of $1275 or $36.43 each. If you sell 30 of them, the cost of the sale will be computed as $36.43 x 30 or $1092.90, with a remaining inventory value of $36.43 x 5 or $182.15.

See Standard Cost, LIFO and FIFO.

B

Back Order
A back order is a request for items that are currently out of stock. As soon as they become available they are shipped to the customer.

Backup
A backup is a copy of computer files on a portable medium (such as a floppy diskette or tape cartridge). Should the computer files be corrupted or destroyed the backup can be used to replace the data.

Backups should be made at regular intervals.

Bad Debt
A bad debt is a revenue that is partially or completely uncollectible. It becomes an expense when it is established that the customer will not pay the obligation and it is not practical to enforce payment.

Balance
A balance is the difference between total debits and total credits of an account at a given time. An individual account is said to have a debit balance if debits are greater than credits, a credit balance if credits are greater than debits, or a zero balance if debits equal credits.

Balance Forward
Balance forward is a technique used in accounts receivable summarizing all transaction activity at the end of an accounting period. The balance is then carried forward to the next accounting period.

See Open Item.

Balance Sheet
A balance sheet is a financial statement summarizing the financial status of a business at a specific time. It is a detailed presentation of the assets, liabilities and owner's equity as in the fundamental accounting equation: Assets = Liabilities + Equity.

Bank Reconciliation
A bank reconciliation compares the bank statement to the depositor's records. Differences should be analyzed and explained by deposits in transit, checks outstanding, bank charges, and errors.

Bucket
A bucket is a field on the screen or in a file where data is displayed or stored. Often it is a field that does not allow user input such as the data in a specific aging category.

Budget
A budget is a financial plan or goal for a specific period of time. It can be used to compare with actual results.

Capital
In accounting, capital is too general to be used by itself. In most cases it means the ownership of the assets of a business by the proprietor(s).

See Equity.

Cash Basis
Cash basis accounting records revenue only when a payment is received and records an expense only when a payment is made. The payments are recorded on financial statements for the period in which they are made.

Very small businesses usually operate on a cash basis.

Example: When the sale of a product or a service is made, the transaction is not recorded until cash is received. This is to be distinguished from accrual basis.

Cash Discount
A cash discount is the amount deducted from a customer's bill when a prompt payment of that invoice is made.

Character
A character is a symbol, letter, or number.

Chart of Accounts
The chart of accounts is a table of contents for the General Ledger. It lists the accounts systematically with assets followed by liabilities, capital, revenue, cost of sales and expenses.

Check Register
A check register is a listing of check numbers and invoices paid. It is available when computer checks are generated, hand-written checks are entered, or as a summary at the end of the period.

Company
A company is an organization with its own separate assets, liabilities and equity. It may, however, be a division, branch office, department or subsidiary of a single organization. Solution-IV separates all files by company. In Solution-IV a company may also be referred to as a business or an entity.

Compressed Printing
Compressed printing is a feature available on some 80-character printers. It allows reports formatted for a 132-character column width to be printed on an 8-inch by 11-inch page.

Credit
A credit decreases an asset or an expense account and increases a liability, equity, or revenue account. It is entered on the right side of a ledger account.

Credit Balance
See Balance.

Credit Limit
A credit limit is the maximum dollar amount in merchandise a customer may receive prior to payment. Once this amount is reached, the customer must make a payment before receiving additional merchandise.

Credit Memo
A credit memo is a document notifying a customer that his account has been credited. It is usually a result of a return. A credit memo reduces accounts receivable.

Current Asset
A current asset is expected to be converted into cash or depleted in one year or less.

Current Liability
Also called short term liability. See Liability.

Current Liquidity Ratio
See Liquidity Ratios.

Current Ratio
See Liquidity Ratios.

Cursor
The cursor is a character on a computer terminal screen which marks the place where typed characters are entered.

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   D
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Data File
See File.

Debit
A debit increases an asset or an expense account and decreases a liability, equity, or revenue account. It is entered on the left side of the ledger account.

Debit Balance
See balance.

Depreciation
Depreciation is the decrease in value of a fixed asset over a period of time. The loss of value is caused by wear or obsolescence.

Direct Labor
Direct labor is the labor cost to convert raw materials into finished goods.

Discount Due Date
The discount due date is the last day a payment may be made to receive a cash discount. After this date the full price must be paid.

Diskette
A diskette, computer storage media, is made of flexible plastic rather than rigid metal. It is a portable medium and can be easily stored.

Due Date
The due date is the date on which payment must be made.

Dunning Message
Dunning messages are messages that may be printed on a customer statement. The messages usually are different, depending on how late the customer's oldest invoice is.

Example: Your account is past due please pay promptly. Thank you!

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   E
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Economic Life
The economic life of a fixed asset is the time during which it is usable. When it must be replaced, its economic life is over.

Equity
Equity is the investment in a business by the owner. It can be expressed as: Equity = Assets – Liabilities.

Expense
An expense is a cost incurred while operating a business.

Example: The electric bill is an expense of operating a retail store.

F

FIFO
FIFO (an abbreviation for first-in, first-out) is a method of assigning cost to inventory. Those items acquired or produced first are used or sold first. This keeps the value of all items in stock at the latest price to be paid for them.

In inflationary times, costing by FIFO increases both the gross margin and the stated value of remaining inventory.

Example: 25 bicycle pedals purchased by your company for resale at a cost of $35 each remain in inventory. You purchase 10 more at a cost of $40. Your inventory is now valued at (25 x $35) + (10 x $40) or $1275. If you sell 30 of them, the cost of sale will be computed as (25 x $35) + (5 x $40) or $1075, with a remaining inventory value of (5 x $40) or $200.

See LIFO, Standard Cost and Average Cost.

Field
A field is the place on the computer terminal screen where a single item of data is entered.

Example: In a customer masterfile record, the customer name is typed in the customer name field and the customer address is typed in the customer address field.

See Key.

File
A computer file is a collection of related records stored under a unique name. Data files contain accounting information such as journal entries and account balances. Program files contain instructions used by the computer.

Financial Statement
A financial statement is a report of the financial status of a business. It can be a balance sheet, profit and loss statement, or any other presentation of financial data.

Fiscal Year
The fiscal year is an accounting period that does not necessarily follow the calendar year. It might consist of 12 months, 13 periods of 28 days each or 4-4-5 weeks (each 13 weeks equaling 1/4 year).

Fixed Asset
A fixed asset is a physical item having a useful life of one year or more. It is also referred to as property, plant, equipment, or plant assets.

Example: A copy machine is a fixed asset.

Floppy Disk
See Diskette.

Function
A function is an operation that performs a job.

G

GAAP
See Generally Accepted Accounting Principles.

General Ledger
The General Ledger summarizes all business transactions, grouping them by account code. Financial statements are prepared from this information.

Generally Accepted Accounting Principles (GAAP)
Generally Accepted Accounting Principles provide guidelines for conventions, rules, and procedures currently considered acceptable accounting practice.

Goodwill
Goodwill is an intangible asset whose dollar value is derived from the management skills and reputation of a business. It represents the potential earning power of a business beyond the current market value of its assets. Goodwill is usually recognized only at the time a business is sold.

Gross Profit
Gross profit is the difference between the selling price and the cost of the items being sold. It does not recognize other expenses such as rent, telephone, or utilities.

Gross Profit Percentage
Gross profit percentage shows the relationship of gross profit to sales. It can be expressed as: Gross Profit Percentage = (Total Sales – Total Cost of Sales) / Total Sales.

H

Hard Disk
The hard disk is computer storage media made of rigid material and is either fixed or removable. It has greater storage capacity and handles data faster than diskettes.

Hardware
Hardware is a general term referring to the computer and its associated equipment.

I

Income
Income is the excess of revenues over expenses. It may be expressed as: Income = Revenues-Expenses.

Income Statement
An income statement is a report that balances total revenues and total expenses over a period of time. A positive balance is a profit, while a negative balance is a loss. It is also called a profit and loss statement or a statement of operations.

Intangible Asset
An intangible asset is a long term asset without physical substance.

Examples: Copyrights, franchises, patents, trademarks, and goodwill are intangible assets.

Integration
Integration is the bringing of separate parts together. It can be used to describe the transferring of data from one system to another or the entering of data into the system once and having it transferred to all related files.

Example: Accounts Payable is integrated with General Ledger. Entries to Accounts Payable which are relevant to General Ledger are automatically transferred to General Ledger.

Interactive System
An interactive system does not allow the user to enter invalid data.

Example: Solution-IV is an interactive system and does not accept the entry of a company code that has not yet been created.

Interest
Interest is the amount of money paid for the use of money over time.

Inventory
An inventory is the stock owned by a business at any given time. It can be finished goods held for direct sale or component parts used in manufacturing for future sale.

Inventory Costing
Inventory costing is the method of determining the value of items in inventory.

See LIFO, FIFO, Average Cost, and Standard Cost.

Invoice
An invoice is a complete list of goods or services delivered to the buyer by the seller. It also shows quantity, price, shipping charges, terms, and other costs or discounts.

J

Journal Entry
A journal entry is the primary means of entering financial data into the General Ledger. The sum of the debits and credits in a journal entry must always equal zero.

Example: The journal entry for the purchase of $250 of office supplies (paid in cash) would consist of a $250 credit to cash and a $250 debit to office supplies expense.

K

Key
A key is a specialized field (see Field). Since the system uses the characters entered in this field to access records in a specific file, the key entry must be unique.

Example: In Solution-IV Customer Maintenance Masterfile, the customer code is the key field.

L

LIFO
LIFO (an abbreviation for last-in, first-out) is a method of assigning cost to inventory. Those items acquired or produced last are used or sold first. This keeps the value of all items in stock at the earliest price paid for them.

In inflationary times costing inventory by LIFO reduces both the gross margin and the stated value of remaining inventory.

Example: 25 bicycle pedals purchased by you for resale at a cost of $35 each remain in inventory. You purchase 10 more at a cost of $40. Your inventory is now valued at (25 x $35) + (10 x $40) or $1275. If you sell 30 of them the cost of sale will be computed as (10 x $40) + (20 x $35) or $1100, with a remaining inventory value of (5 x $35) or $175.

See FIFO, Standard Cost and Average Cost.

Labor Burden
Labor burden is the expense incurred for workers in addition to their actual wages.

Example: The employer's share of FICA (Social Security), federal and state unemployment insurance tax, workers' compensation insurance premiums, and employer-paid union contributions are part of the labor burden.

Leasehold Improvement
A leasehold improvement is a fixed asset purchased by the lessee for a rented property. Usually it may not be removed from the property when the lease expires.

Example: The installation of new fixtures and walls are leasehold improvements.

Leverage Ratios
Leverage ratios indicate how much the business is encumbered by its liabilities. It is the relationship of liabilities to assets and of debt to equity.

Liability
A liability is the amount of money due creditors.

Types of liabilities:
1. Current(or short term)-full payment is due in 1 year or less.

2. Long term-full payment is not expected for over 1 year.

Liquidity Ratios
Liquidity ratios indicate how much of the assets are easily available.

The Current Ratio is the relationship of current assets to current liabilities. It can be expressed as: Current Ratio = Current Assets/Current Liabilities.

The Quick Ratio is the relationship of current assets less inventory to the current liabilities. It can be expressed as: Quick Ratio = (Current Assets - Inventory) / Current Liabilities.

List Price
A list price is a published price subject to customer discounts.

Long Term Liability
See Liability.

M

MTD
MTD is an abbreviation for month-to-date. In Solution-IV it usually refers to the activity of an account (such as General Ledger account codes, customers, or vendors) so far this month.

Masterfile
A masterfile is a computer file containing all related data elements for a specific record.

Multi-Company Accounting
See Multi-Company Environment.

Multi-Company Environment
A multi-company environment allows the user to maintain separate sets of records for different businesses. Solution-IV is a multi-company environment system. It is also called multi-company accounting.

Multi-User Accounting System
A multi-user system allows more than one user to access a specific program from different terminals at the same time. All users can access the same files (except when a file has been security protected).

N

Net Asset
The net asset is the total stockholders' equity. It can be expressed as: Net Assets = Total Assets – Total Liabilities.

Net Income
See Net Profit.

Net Profit
The net profit results when income exceeds costs and expenses. A Net Loss occurs when costs and expenses exceed income.

O

Open Item
Open item accounting is the accounts receivable procedure which tracks each transaction in the customer record. Statements for open item customers show all invoices that are not fully paid regardless of the period in which they originated.

See Balance Forward.

Operating Expense
An operating expense includes marketing and administrative expenses. It is all expenses other than the cost of goods, cost of labor, interest, and income tax.

Operator Code
The operator code is an identifier from 1 to 3 characters long that must be entered to gain access to the system or to a function.

Overhead
Overhead is an expense not directly related to a specific job. These expenses occur whether or not a specific job is under way.

Example: Wages to office personnel, office supplies, rent, and utilities are overhead.

Overhead Burden
Overhead burden is all overhead expenses except for labor that can be applied to the cost of producing goods or services.

Overhead Rate
An overhead rate applies a predetermined rate to a contract or job to cover overhead burden. It is usually based on labor hours or direct material dollars.

Overtime
Overtime is the number of hours of work done beyond regular hours. These records are kept for payroll purposes.

Example: Overtime might be anything over 8 hours a day or 40 hours a week.

P

Paid-in Capital
Paid-in capital is the amount of money invested as equity when a business is started.

Parameter
A parameter is a format definition. When setting up Solution-IV, the system may be customized by setting parameters such as the length of the account size, the position of the location segment and the position of the department segment.

Perpetual Inventory Method
The perpetual inventory method is a continuous count of merchandise. The inventory count is updated at the time of a purchase or a sale.

Physical Inventory
A physical inventory is a list of merchandise on hand, determined by an actual count.

Profit Center
A profit center is a part of a business generating its own income and incurring its own expenses. It is separated from the rest of the business for accounting purposes. A conceptual division (rather than a physical department) of a company may also be a profit center.

Example: One store in a chain of stores may be designated a profit center.

Profitability Ratios
The profitability ratio is the relationship of the net profit to the size of the business. It may be expressed as:

Net Profit Margin = Net Profit / Total Sales
Return on Assets = Net Profit / Total Assets
Return on Equity = Net Profit / Total Equity
Earnings per Share = Net Profit / Total Shares of Stock

Program File
See File.

Purchase Order
A purchase order is a document requesting a vendor to ship a specified quantity of merchandise.

Q

Quantity Pricing
Quantity pricing is a system that provides a lower price when larger quantities are ordered.

Example: 10 bicycle tires may be ordered at $9.95 each, while 100 bicycle tires may be ordered at $9.45 each.

Quick Ratio
See Liquidity Ratios.

R

Range
A range is a group defined by two specific end points.

Examples: The number 2 is within the range of numbers from 1 to 10. The letter G is outside the range of all letters from A to C.

Ratio Analysis
A ratio analysis is a financial report assessing the performance of a business. It analyzes the activity in terms of leverage ratios, liquidity ratios, and profitability ratios for a business over a specific period of time.

Record
A record is related data stored in a computer file.

Example: Information for each company (company name, address, telephone number, federal ID number and applications used) is a single record in the Company Masterfile.

Recurring Entry
A recurring entry is a fixed journal entry that occurs on a regular basis.

Example: Rent, loan payments, and flat rate utility fees may be recurring entries.

Reorder Amount
The reorder amount is the minimum quantity of stock allowed in inventory. When that number is reached, an order is placed to replenish the stock.

Example: If the reorder amount for handlebars is 25, an order will not be placed until the inventory reaches 25 handlebars.

Reorder Level
See Reorder Amount.

Retainage
Retainage is an amount of money withheld from payment until an entire job (or a specified portion of the job) is completed. It is most often used in construction.

Retained Earnings
Retained earnings are profits reinvested in the business as stockholder equity. It is also the accumulated profits, minus any losses or dividends, of a company from its creation.

Reversing Entry
A reversing entry cancels a previous entry. A credit is used to cancel a debit and a debit is used to cancel a credit.

S

Sales Allowance
The sales allowance is a reduction of the previously agreed upon selling price.

Sales Returns
A sales return is a product returned by the customer. When merchandise is returned, a debit must be made to the sales return and allowances account, and a credit to Accounts Receivable.

Security
Security is a system safeguard against unauthorized entry.

Short Term Liability
Also called current liability. See Liability.

Source Document
A source document is the original transaction record. It is used to enter data into the computer file.

Example: The vendor invoice is a source document which contains information such as the vendor invoice number, the invoice date, terms, discount, and sales tax which is entered into the computer files.

Standard Cost Method
The standard cost method is a system of inventory costing. It uses a predetermined amount for a specific item to value the inventory and establish the sales price.

See LIFO, FIFO and Average Cost methods.

Example: The standard cost of your bicycle pedals is predetermined to be $35. 25 pedals remain in inventory at a cost of $35 each. You purchase 10 more at $40 each. Your inventory value will be calculated at (35 x $35) or $1225. If you sell 30 of them the cost will be computed as (30 x $35) or $1050 with a remaining inventory value of (5 x $35) or $175.

T

Terms
Terms are the conditions of payment agreed to by the customer and are included on the invoice. Discount terms are often used to encourage prompt payment.

Example: Terms of payment such as 2/10 net 30 (a 2% discount is allowed if payment is made within 10 days), might be offered to encourage prompt payment.

Trade Discount
A trade discount is a reduction from the list price.

Transaction
A transaction is an event that affects the financial position of a business.

Example: The purchase of 2 bicycle pumps @ $7.50 each is a transaction requiring the following journal entries: a $15 debit to inventory and a $15 credit to cash.

Trial Balance
The trial balance is a report showing the balance of each account in the General Ledger. The total credits must always equal the total debits in the General Ledger.

Two-Step Billing
In a two-step billing procedure the first step is to enter the customer order and the second step is to prepare the invoice for that order. The invoice is not prepared until the ordered items are shipped.

V

Variance
A variance is the difference between an actual amount and an estimated amount. It can be shown as an amount (e.g., $1000 over) or as a percentage (e.g. -2%).

Example: If $500 is budgeted for office supplies and $450 is spent, the variance is $50 under (or -10%).

Voucher
A voucher is a document that legitimizes an invoice and authorizes payment. Solution-IV Accounts Payable allows the entry of records using either the vendor's invoice number or your company's voucher number.

W

W-2 Form
A W-2 form is a statement of an employee's total earnings received and total taxes paid during the calendar year. The IRS requires that a W-2 be prepared for and distributed to each employee.

W-4 Form
The W-4 is a form completed by the employee informing the company of the amount of income tax that should be withheld from that employee's wages. The form is provided by the IRS and is also called the Employee's Withholding Exemption Certificate.

Working Capital

Working capital is the amount of capital in current use in the operation of a business. It can be expressed as: Working Capital = Current Assets – Current Liabilities.

Write-Off

See Amortization.

Y

YTD

YTD is an abbreviation for year-to-date. In Solution-IV it usually refers to the activity of an account (such as General Ledger account codes, Customers, or Vendors) so far this fiscal year.