

Solution-IV[™] Accounting Order Processing



Version 8.521

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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 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.

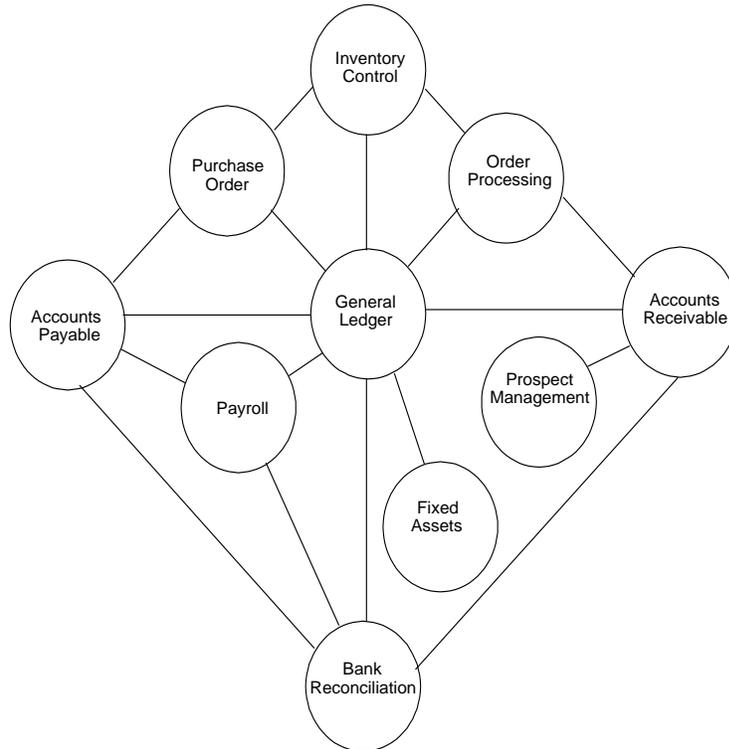
- A wide variety of sales analysis reports can be printed.
- Customer contracts can be defined by customer, item, or customer/item combination, allowing special pricing for a specific contract quantity.
- Standard reports include:
 - ◆ Credit Exception Report
 - ◆ Lost Sales Report
 - ◆ Open Deposit 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.

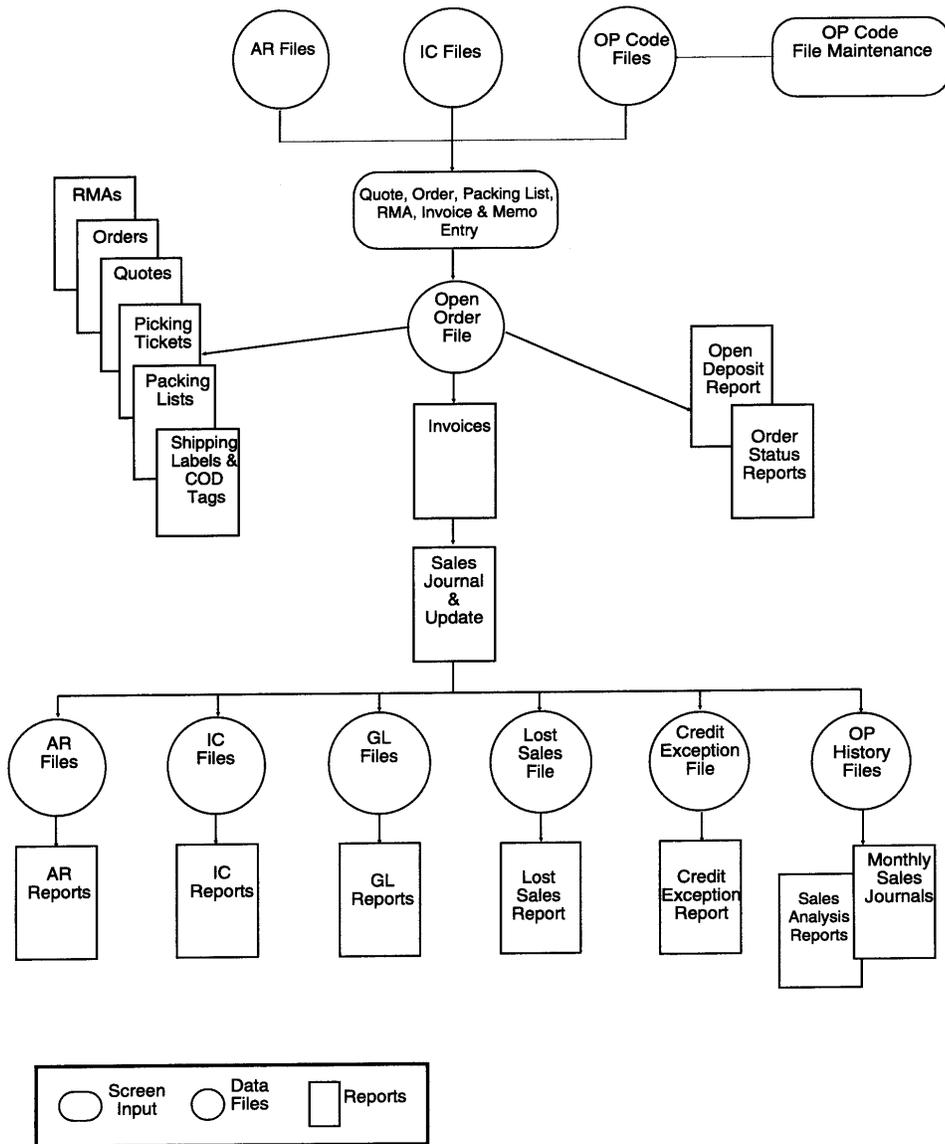
Thoroughbred Solution-IV Accounting Flowchart

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
- Code File Maintenance 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 option **4**, Order Processing.

Term: T1	Order Processing Main Menu	10/15/97
Menu: OPM	Lightspeed Distributors (DEM)	12:21 PM
Transaction Entry		
1 Quote Entry		
2 Order Entry		
3 Packing List Entry		
4 RMA Entry		
5 Invoice and Memo Entry		
Transaction Registers & Updates		
6 Order, Quote and RMA Printing		
7 Picking Ticket Printing		
8 Shipping Label Printing		
9 COD Tag Printing		
10 Packing List Printing		
11 Invoice Printing		
12 Sales Journal and Update		
Maintenance & Inquiries		
13 Order and Quote Inquiry		
14 Invoice History Inquiry		
15 Price Inquiry		
16 Code File Maintenance Menu		
Reports		
17 Monthly Reports Menu		
18 Sales Analysis Reports Menu		
Period End Processing		
19 Period End Update		
20 Status Change Update		
Selection: _		

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 Entry

Invoice 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.

Transaction Registers & Updates**Order, Quote 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.

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.

Sales Journal and 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 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.

Reporting

Monthly Reports Menu

The Monthly 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 option **16**, 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.

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.

Code File Listings

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.

Reason Code Listing

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

Monthly 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 option **17**, Monthly Reports Menu.

```

Term: T1                      OP Monthly Reports Menu          10/15/97
Menu: OPR                     Lightspeed Distributors (DEM)      12:23 PM

Monthly Reports
1 Credit Exception Report
2 Lost Sales Report
3 Open Deposit Report
4 Monthly Sales Journal
5 Order Status Report by Customer
6 Order Status Report by Item

Backorder Processing
7 Backorder Fill Report

Selection: _

```

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.

Monthly 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.

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.

Backorder Processing

Automatic Backorder Report

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

Sales Analysis Reporting Menu

Introduction

This menu gives you access to the sales analysis 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 option **18**, Sales Analysis Reporting Menu.

Term: T1	OP Sales Analysis Reports Menu	10/15/97
Menu: OPS	Lightspeed Distributors (DEM)	12:23 PM

Summary Sales Analysis Reports 1 Sorted by Customer 2 Sorted by Item Code 3 Sorted by Product Code 4 Sorted by Item Class Code 1 5 Sorted by Item Class Code 2 6 Sorted by Item Class Code 3 7 Sorted by Item Class Code 4 8 Sorted by Customer Class 1 9 Sorted by Customer Class 2 10 Sorted by Sales Rep 11 Sorted by State	Detail Sales Analysis Reports 12 Sorted by Customer plus Item 13 Sorted by Item plus Customer 14 Sorted by Sales Rep plus Cust
Sales Analysis Maintenance 15 Rebuild Sales Analysis File	

Selection: _____

Summary Sales Analysis

Customer Sales Analysis

This report prints a sales analysis summary, by customer, showing sales, cost of sales, units sold, gross profit, and profit percentage. It provides a way of looking at your customer base in terms of sales and gross profit by customer.

Item Sales Analysis

This report prints a sales analysis summary, by item, showing sales, cost of sales, units sold, gross profit, and profit percentage. It provides a way of looking at your inventory in terms of sales and gross profit by item.

Product Line Sales Analysis

This report prints a sales analysis summary, by product line, showing sales, cost of sales, units sold, gross profit, and profit percentage. It provides a way of looking at your inventory in terms of sales and gross profit by product line.

Item Class Code Sales Analysis

This report prints a sales analysis summary, by inventory item class code, showing sales, cost of sales, units sold, gross profit, and profit percentage. It provides a way of looking at your inventory in terms of sales and gross profit by inventory item class code.

AR Class Code Sales Analysis

This report prints a sales analysis summary, by customer class code, showing sales, cost of sales, units sold, gross profit, and profit percentage. It provides a way of looking at your customer base in terms of sales and gross profit by Accounts Receivable customer class code.

Sales Representative Sales Analysis

This report prints a sales analysis summary, by sales representative, showing sales, cost of sales, units sold, gross profit, and profit percentage. It provides a way of looking at your customer base in terms of sales and gross profit by sales representative.

State Sales Analysis

This report prints a sales analysis summary, by state, showing sales, cost of sales, units sold, gross profit, and profit percentage. It provides a way of looking at your customer base in terms of sales and gross profit by state.

Detail Sales Analysis

Customer plus Item Sales Analysis

This report prints a sales analysis summary, by customer plus item code, showing sales, cost of sales, units sold, gross profit, and profit percentage. It provides a way of looking at your customer base in terms of sales and gross profit by item that each customer has purchased.

Item plus Customer Sales Analysis

This report prints a sales analysis summary, by item plus customer, showing sales, cost of sales, units sold, gross profit, and profit percentage. It provides a way of looking at your inventory in terms of sales and gross profit by the customers that have purchased a particular item.

Sales Analysis Maintenance

Rebuild Sales Analysis File

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.

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 option **1**, OP Parameters Maintenance.

Section	Parameter	Value
Questions regarding data entry	Allow item quantities to go below zero?	<input checked="" type="checkbox"/> Y
	Allow entry of qty shipped in Order Entry?	<input type="checkbox"/> N
	Change commission amounts on summary screen?	<input type="checkbox"/> N
	Save deleted orders?	<input type="checkbox"/> N
	Save deleted invoices?	<input type="checkbox"/> N
	Require reason code on RMA's?	<input type="checkbox"/> N
	Require authorization code on RMA's?	<input type="checkbox"/> N
	Allow point of sale entry?	<input type="checkbox"/> N
Other processing questions	Post distributions to General Ledger?	<input type="checkbox"/> Y
	Print packing lists?	<input type="checkbox"/> Y
	Print daily sales tax summary?	<input type="checkbox"/> Y
Retain completed orders	30 days	
Default printers	Orders	<input type="checkbox"/>
	Picking Tickets	<input type="checkbox"/>
	Shipping Labels	<input type="checkbox"/>
	COD Tags	<input type="checkbox"/>
	Packing Lists	<input type="checkbox"/>
Preprinted Forms	Orders?	<input type="checkbox"/> N
	Packing Lists?	<input type="checkbox"/> N
	Invoices?	<input type="checkbox"/> N
Credit Override?	<input type="checkbox"/> Y	
Password	<input type="checkbox"/>	

Description of Fields

Allow Negative Quantities?

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 ship qty in order entry?

You have the option of bypassing the packing list entry function as follows:

- 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.

Change Commiss Info in Summary?

- Y** Allows you to change the commission amount and/or percentage on the summary (total) screen.
- N** Computes commissions solely on default and line values.

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 the invoice entry file when they are deleted.

Require Reason on RMA?

- Y** A reason code is required on an RMA.
- N** A reason code is not required.

Require Authorization on RMA?

- Y** An authorization code is required on an RMA.
- N** An authorization code is not required.

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.

Post Distribution to GL?

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.

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 Daily Sales Tax Summary?

During the Sales Journal Reports, you have the option of printing a report that shows an invoice-by-invoice summary by sales tax code.

- Y Prints Sales Tax Summary with Sales Journal Reports.
- N Skips Sales Tax Summary Report.

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.

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

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.

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

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.

Pricing priority in the event of a contract/special conflict

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 Customer contract price has priority.

S Special promotion price has priority.

Require F8 for next number?

You have the option of pressing **F8** to bring up the number of the next order, invoice, etc., in sequence, or to enter the actual number yourself.

Y Requires the entry 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 merely 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. The system will automatically update these numbers as they are used.

Post sales 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.

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 option **2**, OP Parameters Listing.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

03/31/00 04:20 PM OP Parameters Listing Term: T0
 Lightspeed Distributors (DEM) Page: 1

 Questions regarding data entry:

Allow item quantities to go below zero? Y
 Allow entry of quantity shipped in Order Entry? N
 Change commission amounts on summary screen? N
 Save deleted orders? N
 Save deleted invoices? N
 Require reason code on RMA's? N
 Require authorization code on RMA's? N

Other processing questions:

Post distributions to General Ledger? Y
 Print packing lists? Y
 Print daily sales tax summary? Y
 Retain completed orders 30 days

Default printers:

Orders:
 Picking Tickets:
 Shipping Labels:
 COD Tags:
 Packing Lists:
 Invoices:

Preprinted Forms:

Orders: N - Plain paper
 Packing Lists: N - Plain paper
 Invoices: N - Plain paper

Credit Override: Y

Password:

Standard Message:

Thank you for your order!
 Our new hours are from 9:00 AM until 10:00 PM

Contract price takes priority in the event of a contract/sales promo conflict

Require <F8> for next number? N

Next quote number: 100
 Next order number: 106
 Next RMA number: 100
 Next invoice number: 104
 Next credit memo: 100
 Next debit memo: 100

Post sales and returns by AR posting code? N

Post cost of sales by AR posting code? N

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 option **3**, Contract Maintenance.

	Month to Date	Year to Date	Last Year
Sales	0.0000	0.0000	0.0000
Cost of Sales	0.0000	0.0000	0.0000
Number of Invoices	0	0	0

Description of Fields

Customer

Enter up to ten alphanumeric characters for the customer code to which the contract applies.

Item code

Enter up to 22 characters representing the item code for which you are creating the contract.

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

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

Expiration

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

Contract Method

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

- A Discount amount off regular price
- C Markup percentage over cost
- D Discount percentage off regular price
- M Markup amount over cost
- O Override price break code
- P Actual price

Type

Enter the type of contract from the following list:

- I Price is calculated using item list price.
- Q Price is calculated using the quantity price break.

Amount or Percentage

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

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.

Item Price Class

If the contract method is 'O' enter the price break class that applies to this contract.

Contracted Quantity

Enter the number of units to which this contract applies.

Minimum Quantity

This field contains the minimum quantity to be ordered at any one time for this contract to be used for pricing.

Note: The minimum quantity checks against one line on an order. If the same contract item appears on two different lines on an order each line will have to be at least this amount before the contract price will be used.

Quantity Used

This field contains the number of units that have been sold against this contract so far. When "used" equals "contract quantity", this contract will be fulfilled and will no longer be used for pricing.

Sales

These fields contain the sales of the item on this contract month-to-date, year-to-date, and all of last year.

Cost of Sales

These fields contain the cost of sales of the item on this contract month-to-date, year-to-date, and all of last year.

Number of Invoices

These fields contain the actual number of invoices to which this contract applied, month-to-date, year-to-date, and all of last year.

Exit the Screen

When you are finished, press **F4** from the customer or item code 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 option **6**, Contract Listing.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

03/31/00 04:20 PM		Customer Contract Listing		Term: T0
		Lightspeed Distributors (DEM)		Page: 1

Customer				
Code	Name			

H001	High Gear BIKes & Trikes			
Item: K124	Whiz Bang Custom Bike Kit - 24"			
Contract Code: K-H001 Kit Promotion - A. Kennedy				
Date: 01/01/00 Start: 01/01/00 End: 12/31/00				
Quantity of Contract:		200.0000		
Quantity used so far:		0.0000		
Quantity remaining:		----- 200.0000		
Minimum Order Quantity:		0.0000		
Use percentage off item quantity price break price				3.000 %
Use contract price even if promotion price exists				
	Month-to-date	Year-to-date	Last year	
Sales:	0.00	0.00	0.00	
Cost of Sales:	0.00	0.00	0.00	
Number of Invoices:	0	0	0	

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 option **5**, 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 option **8**, Reason Code Listing.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Code File Maintenance Menu.

Reason Code	Description	Month to Date	Year to Date	Last Year
03/31/00 04:21 PM Reason Code Listing Term: T0				
Lightspeed Distributors (DEM) Page: 1				
CREDIT	Overcharge			
	Returns Amount:	0.0000	0.0000	0.0000
	Number of Returns:	0	0	0
DAMAGE	Damaged during shipment			
	Returns Amount:	0.0000	0.0000	0.0000
	Number of Returns:	0	0	0
LOST	Lost during shipment			
	Returns Amount:	0.0000	0.0000	0.0000
	Number of Returns:	0	0	0
OVER	Overshipment			
	Returns Amount:	0.0000	0.0000	0.0000
	Number of Returns:	0	0	0

4 Reason Codes Printed

4 UPS Manifest Subsystem

The UPS Subsystem allows you to print true UPS COD tags and shipping manifests when using the Solution -IV Order Processing System.

UPS Parameters Maintenance

Introduction

The UPS Parameters allows you to customize the Order Processing UPS Subsystem to meet the specific needs of your company. It allows you to define standard UPS charges that will be used for printing the UPS shipping manifest.

How to Execute

From any IDOL-IV menu enter ;OPU then select option 1, UPS Parameters Maintenance from the OP UPS Maintenance Menu.

UPS Parameter Maintenance

Solution IV Lightspeed Distributors (DEM) 10/15/97 TO

Shipper Number 1 Ship Chg .00 Print by Order or Inv I

In state ZIP code range [] to []

Additional Charges

Per COD received	.00
Per address correction	.00
Per acknowledgement	.00
Per call tag received	.00
If electronic format	.00
Per value over \$100	.00
Weekly service charge	.00

Weight and Size Limits

Maximum per package (lbs)	.00
Maximum size (len + girth)	[]
Maximum length	[]

Minimum charge for a package over [] " in length and girth equal to package weighing [] pounds

Air Restrictions

Max declared value	.00
Maximum liability	.00
Next Day Air Letter	.00

Description of Fields

Shipper Number

Enter the Shipper Number UPS has assigned to your company.

Shp Chg

Enter the shipping surcharge that your company applies to shipments. This charge is added to the standard UPS charges.

Print by Order or Inv

You have the option of printing the UPS shipping manifest from order or invoices.

Prints the manifest from the order.

Prints the manifest from the invoice.

In-state ZIP code range (from)

Enter the first three digits of the starting ZIP code for in-state shipments.

In-state ZIP code range (to)

Enter the first three digits of the ending ZIP code for in-state shipments.

Per COD received

Enter the additional UPS charge for each additional cash-on-delivery shipment.

Per address correction

Enter the UPS charge for address correction requested.

Per acknowledgement

Enter the UPS charge for an acknowledgement of delivery.

Per call tag received

Enter the UPS charge for call tags.

If electronic format

Enter the UPS charge for electronic transmission formatting of call tags.

Per value over \$100

Enter the UPS charge for each package with a declared value over \$100. This charge will be for each additional \$100 or fraction thereof.

Weekly service charge

Enter the UPS weekly service charge.

Max declared value

Enter the maximum value that may be declared for a single package when that package is shipped UPS Air.

Max liability

Enter the maximum carrier liability.

Next Day Air Letter

Enter the UPS charge for Next Day Air service for letters.

Maximum per package (lbs)

Enter the maximum weight in pounds allowed by UPS per package.

Maximum size (len + girth)

Enter the maximum size in inches, calculated as length plus girth, allowed by UPS per package.

Maximum length

Enter the maximum length in inches allowed by UPS per package.

Minimum charge length

Enter the length in inches that would cause UPS to charge your company a minimum charge based on weight. This length is for a single package. If a package is greater in length than what you input here, the minimum charge will be applied.

Minimum charge weight

Enter the weight in pounds to be used if UPS is to charge a minimum charge to your company because a package is longer than the maximum accepted length.

The system then prompts:

Add this Record?

Y Add the record.

N Do not add the record.

F4 Make corrections.

UPS Parameters Listing

Introduction

Prints a listing of the information entered in UPS Parameters Maintenance.

How to execute

From the OP UPS Maintenance Menu select option **2**, UPS Parameters Listing

Sample Report

```
09/19/02 01:33 PM      OP UPS Parameters Listing      Term: T0
                        Lightspeed Distributors (DEN)      Page: 1
-----
Shipper Number: 1
Company shipping charge:      1.00
Print manifest by Invoices
In state ZIP code range: 000 to 999

Additional Charges
  For each COB received for collection:      .00
  For each address correction:      .00
  For each Acknowledgement of Delivery:      .00
  For each Call Tag received:      .00
  If electronic format:      .00
  For declared value over $100, per $100:      .00
  Weekly service charge:      .00

Weight and Size Limits
  Maximum weight per package:      .00
  Maximum size per package:      (length + girth)
  Maximum length per package:

<CR> to continue.
```


Zone Chart Listing

Introduction

This report is a listing of the entries made in Zone Chart Maintenance.

How to Execute

From the OP UPS Maintenance Menu select option **5**, Zone Chart Maintenance.

Sample Report

From ZIP Code	To ZIP Code	UPS Zone
001	099	02
100	199	03

End of Report. <CR> to continue.

Weight Table Listing

Introduction

This report is a listing of the entries made in Weight Table Maintenance.

How to Execute

From the OP UPS Maintenance Menu select option **6**, Weight Table Listing.

Sample Report

Zone	Type	Description
02	Commercial	Zone 2 - Standard
		Weight Charge
		50.00 1.00
		100.00 1.25
		999.00 2.00

End of Report. <CR> to continue.

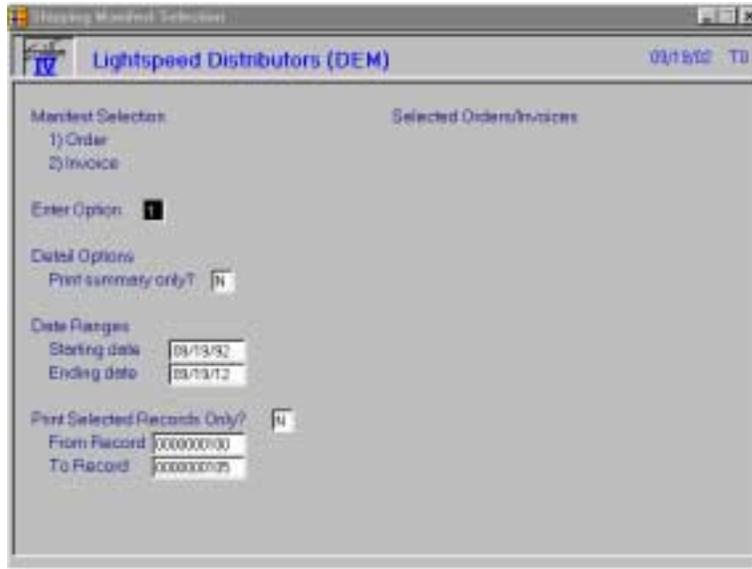
UPS Shipping Manifest

Introduction

This report is a listing of the UPS charges for each carton that is being shipped via UPS. A summary report by UPS is also printed.

How to Execute

From the OP UPS Maintenance Menu select option **7**, UPS Shipping Manifest. The system displays the Shipping Manifest Report Selector.



Description of Fields

Enter Option

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report:

Sort by Order

Sort by Invoice

Print summary only?

Select from the following:

Y On the 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. Quantities ordered, quantities shipped, and quantities backordered are listed in detail.

Starting date

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

Ending date

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

Print Selected Records 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.

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 Record

If you are printing this report for a range of records, enter the starting record number.

To Record

If you are printing this report for a range of records, enter the ending record number.

The system prompts:

Are the report selection options correct?

N Allows you to change the options entered.

Y The system prompts:

Do you want a printed copy?

Y Prints the report to the selected printer.

N Displays the report on the screen.

Sample Report

09/19/02 11:28 AM													Term: TO		
Shipper Number: 1															
Invoice Number	Customer Name and Address	Zone	Air	Hise	Excess	Del	COB	ADD	Call	UPS	Company	Total	Shipping	COB	
Number		MT	IS	OS	IN	Value	Ins	Charge	Sec	Sec	Tag	Charge	Charge	Amount	
000000103	BC0001 F.H. Mitchell 333 Warren Avenue Scarsville, WI 53086	10	OZ			1	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00

09/19/02 11:28 AM													Term: TO	
Shipper Number: 1													Page: 1	
Summary Total														
Zone Via		Pieces	Weight	Charges	Common Carrier			Air						
					Pieces	Weight	Charges	Pieces	Weight	Charges				
02 Zone 2 - Standa		1.00	10.00	0.00										
Report Total:		1.00	10.00	.00	.00	.00	.00	.00	.00	.00				
					Number of ADDs:		.00	ADD Charges:		.00				
					Number of CODs:		.00	COD Charges:		.00				
					Total UPS Revenue:				.00					

5 Transaction Processing

This chapter explains how to perform the following:

- Transaction Entry, which includes:
 - ◆ Quote Entry
 - ◆ Order Entry
 - ◆ Packing List Entry
 - ◆ RMA Entry
 - ◆ Invoice and Memo Entry
- Order, Quote and RMA Printing
- Picking Ticket Printing
- Shipping Label Printing
- COD Tag Printing
- Packing List Printing
- Invoice Printing
- 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

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.

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. Quote Entry can be accessed as option **1** 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. Order Entry can be accessed as option **2** 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. Packing List Entry can be accessed as option **3** 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). RMA Entry can be accessed as option **4** 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. Invoice and Memo Entry can be accessed as option **5** from the Order Processing Main Menu.

Transaction Entry

How to Execute

From the Order Processing Main Menu, select the desired option, 1-5.

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.

Order/Invoice Entry - Header

Lightspeed Distributors (DEM) 10/15/97 TO
Order Header Entry

Order Number: 000000102 Date 02/21/97 Invoiced 02/26/97 Shipped 02/26/97
Quote Number:

Bill to: M001 Ship to: SAME
Name: Mike's Toys Name: Mike's Toys
Address: 1545 Newport Blvd. Address: 1545 Newport Blvd.
City: Costa Mesa City: Costa Mesa
State: CA ZIP: 92626 Country: CA 92626
Contact: Mike Summer Contact: Mike Summer

Invoice Address: SAME Picker:
Resale: S4 EA 24-985 Packer:
Purchase Order:
RMA Reason:
Authorization:
Comment:
On Hold: N

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.

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.

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.

Purchase Order

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

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.

Hold Order

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".

Picker

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

Packer

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

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.

Order/Invoice Entry - Codes			
Solution IV		Lightspeed Distributors (DEM)	
Order Code Entry		10/15/97 T0	
Order Number:	0000000102	Date	02/21/97
Invoiced	02/26/97	Shipped	02/26/97
Bill to:	M001	Ship to:	SAME
Discount	10.0 %	FOB	
Post Code	CA California	Truck Route	
Ship Method	UPS-GR UPS - Ground	Repetitive?	N
Terms Code	02 2% 10 Days, Net 30 Days	Selection Cycle	
Sales Tax	CA California	Print Order?	Y
Warehouse	NJ New Jersey Warehouse	Print Pick Ticket?	Y
Sales Rep-1	SALLY 100.000 %	Print COD Tags?	N
Rep-2	.000 %	Cash Only?	N
Rep-3	.000 %	Ship Complete Only?	N
Deposit information			
Deposit Req'd	.00	Date	
Deposit Rec'd	.00	Card Number	
Reference		Exp. Date	
		Paid by	
		Approval	

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.

Deposit Rec'd

NOT ACCESSIBLE - FILLED BY CASH RECEIPTS UPDATE - If a deposit was received from a customer for this order, this field will show the amount of the deposit received.

Reference

NOT ACCESSIBLE - FILLED BY CASH RECEIPTS UPDATE - If a deposit was received from a customer for this order, this field will contain the ten character reference number for the deposit.

Date

NOT ACCESSIBLE - FILLED BY CASH RECEIPTS UPDATE - If a deposit was received from a customer for this order, this field will show the date the deposit was received.

Paid by

NOT ACCESSIBLE - FILLED BY CASH RECEIPTS UPDATE - If a deposit was received from a customer for this order, this field will show how the deposit was paid.

Card Number

NOT ACCESSIBLE - FILLED BY CASH RECEIPTS UPDATE - If the "paid-by" field is a credit card, this field will contain the credit card number used.

Exp. Date

NOT ACCESSIBLE - FILLED BY CASH RECEIPTS UPDATE - If a deposit was received from a customer for this order and a credit card was used to pay the deposit, this field will show the expiration date for the credit card.

Approval

NOT ACCESSIBLE - FILLED BY CASH RECEIPTS UPDATE - If a deposit was received from a customer for this order and a credit card was used to pay the deposit, this field will show the approval code obtained for the credit card.

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.

Order/Invoice Entry - Header

Lightspeed Distributors (DEM) 10/15/97 T0

Order Line Entry

Order Number: 0000000102 Date: 02/21/97 Invoiced: 02/26/97 Shipped: 02/26/97

Quote Number:

Bill to: M001 Ship to: SAME

Net Amount: 6,907.75

Order/Invoice Entry

Line	Item Code	Description	Ordered	Shipped	Backorder	Price	Amount	Text
1	K124	Whiz Bang Custom Bike Kit - 24"	2.0000	.0000	1.0000	900.0000	1800.00	

Line	Item Code	Item Description	Order Quantity	Quantity
1	K124	Whiz Bang Custom Bike Kit - 24"	2.0000	
2	K126	Whiz Bang Custom Bike Kit - 26"	2.0000	
3	R100	Rainbow Rascals Tricycle	2.0000	

^Up Arrow v-Down Arrow Pg-Up Pg-Dn Line-Ins Line-Del Line-Num

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.

Pric

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 not 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**.

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.

Summary Screen

When you are finished with the Lines screen, the Summary screen will appear

Order/Invoice Entry - Summary	
Lightspeed Distributors (DEM) Order Summary Entry 10/15/97 TO	
Order Number:	0000000102
Date:	02/21/97
Invoiced:	02/26/97
Shipped:	02/26/97
Bill to:	M001
Ship to:	SAME
Net Amount:	6,907.75
Est. Ship:	02/25/97
Date Promised:	02/25/97
Expiration Date:	
Discount Information: Amount subject to discount: 6907.75 Customer discount rate: 10.00 % Customer discount amount: 690.78 Overridden discount: 0.00 Total discount: 690.78	
Commission Information: Sales subject to commission: 6216.98 Sales rep 1 commission: .00 Sales rep 2 commission: .00 Sales rep 3 commission: .00 Total commission: 0.00	
Sales Information: Taxable sales: 0.00 Non-taxable sales: 6216.97	
Packing Information: Weight: 285.50 Number of cartons:	
Totals Information: Net sales: 6,216.97 Freight: 0.00 Sales tax: 0.00 Total amount: 6,216.97	

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 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 Discount

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

Overridden Discs

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.

Amt 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 Amt

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.

Total Sales

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

Frnt 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.

UPS Screen

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

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

Crt	Weight	Charge	Type	Value	Length	Girth	ADD	Cof
1	25.00	1.00	C	200.00	24	20	N	N

Description of Fields**Crt**

Enter the carton number and press **Enter**.

Weight

Enter the weight in pounds of this carton.

Charge

Enter the freight charge for this carton.

Type

Enter the type from the following:

- C** Commercial
- R** Residential
- N** Next Day
- S** Same Day

Value

Enter the value of this carton.

Length

Enter the length in inches of this carton.

Girth

Enter the girth in inches of this carton.

AOD

Enter whether an acknowledgement of delivery is requested for this carton.

Y Yes an acknowledgement is required.

N No an acknowledgement is not required.

Call

Enter whether a call tag is required for this carton.

Y Yes a call tag is required.

N No a call tag is not required.

Payment Screen

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

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

Pg	Payment Cd	Amount	Check Number	Credit Card Number	Expire Date	Approv Code
	MC	2498.98		1111-1111-1111-1111	02/04/03	KERE4E

Description of Fields**Sequence**

Press enter and the next sequence number will appear.

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.

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.

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 OP Main Menu select option **2**, 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.

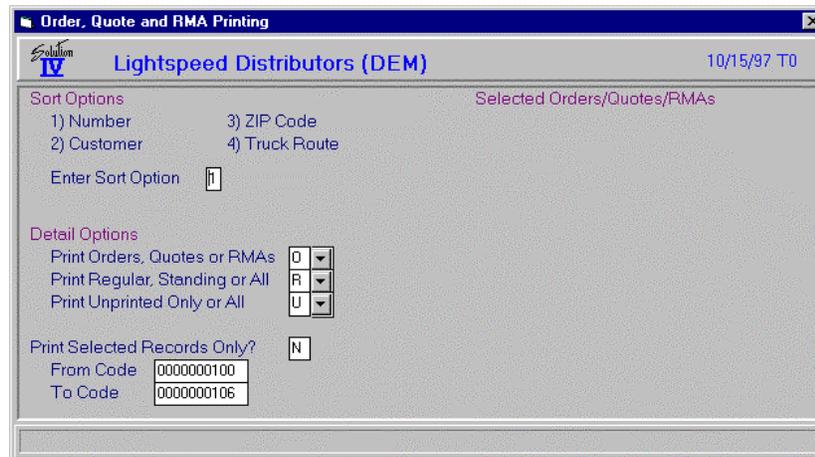
Order, Quote and RMA Printing

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 Order Processing Main Menu, select option **6**, Order, Quote 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

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 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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Order Processing Main 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 Order Processing Main Menu, select option **7**, 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 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 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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Order Processing Main Menu.

P I C K I N G T I C K E T

Lightspeed Distributors

Warehouse NJ
 Page: 1
 Order Number: 000000102- 1
 Order Date: 02/22/00
 Expires:
 Customer PO:
 Customer: M001
 Resale Number: S4 EA 24-985

Bill to:
 Mike's Toys
 1545 Newport Blvd.
 Costa Mesa, CA 92626
 Attn: Mike Summer

Ship to:
 Mike's Toys
 1545 Newport Blvd.
 Costa Mesa, CA 92626
 Attn: Mike Summer

 Sales Rep: Sally Summers
 Ship VIA: UPS - Ground

FOB:

Terms: 2% 10 Days, Net 30 Days
 Tax: California

Line	Item Code	U/M	Ordered	Shipped
1	K124	EA		
	Whiz Bang Custom Bike Kit - 24"		1.0000	-----
	Bin: N350			
	Comp: F124		1.0000	
	Comp: TAPE		2.0000	
	Comp: W124		4.0000	
2	K126	EA		
	Whiz Bang Custom Bike Kit - 26"		1.0000	-----
	Bin: N360			
	Comp: F126		1.0000	
	Comp: TAPE		2.0000	
	Comp: W126		4.0000	

Picked by: _____ Date: ___/___/___ Time: ___:___

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 Order Processing Main Menu, select option **8**, 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.

Labels

After selecting a printed or displayed copy, you will see labels similar to the following. When they are finished, you will be returned automatically to the Order Processing Main Menu.

High Gear Bikes & Trikes
1153 Valley Road
Shop Rite Plaza
Bedminster, NJ 07787

Attn: Joy Applegate

Order: 0000000100 Carton: 1

High Gear Bikes & Trikes
1153 Valley Road
Shop Rite Plaza
Bedminster, NJ 07787

Attn: Joy Applegate

Order: 0000000100 Carton: 2

COD Tag Printing

Introduction

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

How to Execute

From the Order Processing Main Menu, select option **9**, 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?

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 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 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.

Sample Tags

After selecting a printed or displayed copy, you will tags similar to the following. When they are finished, you will be returned automatically to the Order Processing Main Menu.

Lightspeed Distributors	
	6161.51
0000000100	
Carton # 1	02/18/00
High Gear Bikes & Trikes	
1153 Valley Road	
Shop Rite Plaza	
Bedminster, NJ 07787	

Lightspeed Distributors	
	6161.51
0000000100	
Carton # 1	02/18/00
High Gear Bikes & Trikes	
1153 Valley Road	
Shop Rite Plaza	
Bedminster, NJ 07787	

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 Order Processing Main Menu, select option **10**, 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?

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 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 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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Order Processing Main 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 Order Processing Main Menu, select option **11**, 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.

Detail Options

Print Invoice, Credit or Debit?

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 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.

Sample Invoice

After selecting a printed or displayed copy, you will see an invoice similar to the following. When it is finished, you will be returned automatically to the Order Processing Main Menu.

Lightspeed Distributors

I N V O I C E

Page: 1
 Invoice Number: 000000103
 Invoice Date: 03/01/00
 Customer PO:
 Order Number: 000000103
 Customer: RC0001
 Resale Number:
 Apply To:

Bill to:
 Frank Kitchell
 F.H. Kitchell
 333 Warren Avenue
 Somerville, NJ 08876

Ship to:
 Frank Kitchell
 F.H. Kitchell
 333 Warren Avenue
 Somerville, NJ 08876

 Sales Rep: House Account
 Ship Via: Customer pick up

FOB:

Terms: C.O.D.
 Tax: New Jersey

Line	Item Code	U/M	Ordered	Shipped	Backordered	Price	Extension
1	S124 Schwoosh - 10 speed - 24* Any additional descriptive information may be entered here for an item you sell. This information may be changed during Order Entry and will appear on the order as well as the invoice.	EA	2.	2.	0.	495.00	990.00
2	S126 Schwoosh - 10 speed - 26*	EA	2.	2.	0.	495.00	990.00
3	R100 Rainbow Rascals Tricycle	EA	2.	2.	0.	159.00	318.00
4	TAPE Handlebar Tape	EA	4.	4.	0.	3.95	15.80

Thank you for your order!

Our new hours are from 9:00 AM until 10:00 PM

Invoice Total	Discount	Freight	Sales Tax	Deposit Rec'd	Balance Due
2,313.80	0.00	0.00	185.10	0.00	2,498.90

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 Order Processing Main Menu select option **12**, 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 4/5/02 and you are still entering invoices for March, be sure the posting date is 3/31/02.

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.

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.

Sample Reports

After selecting a printed or displayed copy, you will see reports similar to the following. When the reports are finished, you will be returned automatically to the Order Processing Main Menu.

03/31/00 04:57 PM		Order Processing Daily Sales Journal						Term: T0	
Posting Date: 03/31/00		Lightspeed Distributors (DEM)						Page: 1	
Invoice	Customer/ Inv Date Terms	Sales Tax	Taxable Sales	Non-tax Sales	Freight	Sales Tax	Invoice Total		
0000000103	RC0001 F.H. Kitchell 03/01/00 00-C.O.D. Order No: 0000000103	NJ : 8.000 %	2,313.80	0.00	0.00	185.10	2,498.90		
Report Total:			2,313.80	0.00	0.00	185.10	2,498.90		

03/31/00 04:57 PM		Order Processing Profit & Commission Journal						Term: T0	
Posting Date: 03/31/00		Lightspeed Distributors (DEM)						Page: 1	
Invoice	Invoice Date	Sales Representative/ Item Code	GL Account	Commission Rate	Amount	Net Sales	Gross Profit	Subject to Commission	
0000000103	03/01/00	HOUSE House Account		.00%	0.00				
		S124	400-00-00			990.00	590.00	990.00	
		S126	400-00-00			990.00	590.00	990.00	
		R100	400-00-00			318.00	158.00	318.00	
		TAPE	400-00-00			15.80	7.80	15.80	
Report Total:						2,313.80	1,345.80	2,313.80	

03/31/00 04:57 PM		Order Processing Sales Tax Code Summary				Term: T0	
Posting Date: 03/31/00		Lightspeed Distributors (DEM)				Page: 1	
Sales Tax	Description	Rate	Taxable Sales	Taxable Freight	Sales Tax Billed		
NJ	New Jersey	8.000%	2,313.80	0.00	185.10		

03/31/00 04:57 PM		Order Processing Item Code Summary					Term: T0	
Posting Date: 03/31/00		Lightspeed Distributors (DEM)					Page: 1	
Item Code	Description	Quantity Sold	Net Sales	Cost	Gross Profit	Profit %		
R100	Rainbow Rascals Tricycle	2.0000	318.00	160.00	158.00	49.69 %		
S124	Schwoosh - 10 speed - 24"	2.0000	990.00	400.00	590.00	59.60 %		
S126	Schwoosh - 10 speed - 26"	2.0000	990.00	400.00	590.00	59.60 %		
TAPE	Handlebar Tape	4.0000	15.80	8.00	7.80	49.37 %		
Stocking Total:			2,313.80	968.00	1,345.80	58.16 %		
Non-restock Total:			0.00	0.00	0.00	.00 %		
Non stock Total:			0.00	0.00	0.00	.00 %		
Consignment Total:			0.00	0.00	0.00	.00 %		
Priced Message Total:			0.00	0.00	0.00	.00 %		
Report Total:			2,313.80	968.00	1,345.80	58.16 %		

03/31/00 04:57 PM	Sales Journal (OPJS)	Term: T0
Posting Date: 03/31/00	General Ledger Account Summary	Page: 1
	Lightspeed Distributors (DEM)	

Account Code		Debit Credit

110-00-00	Accounts receivable - NJ	2,498.90
130-00-00	Inventory - NJ	968.00
210-00-00	Sales tax payable	185.10
400-00-00	Sales - Bikes	2,313.80
500-00-00	Cost of sales - Bikes	968.00

		3,466.90 3,466.90

6 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, quote, invoice, or RMA. (The invoices and RMAs viewed are those not yet updated. To view those, use option **14**, Invoice Inquiry).

How to Execute

From the Order Processing Main Menu, select option **13** Order and Quote Inquiry.

The screenshot shows a window titled "Order/Invoice Inquiry - Header" for "Lightspeed Distributors (DEM)" on "10/15/97 T0". The window displays the following information:

Customer Number	M001	Name	Mike's Toys
Order Number	0000000102	Date	02/21/97
Invoiced	02/26/97	Shipped	02/26/97

Sold to information:

Name	Mike's Toys
Address	1545 Newport Blvd.
City	Costa Mesa
State	CA
ZIP	92626
Country	
Contact	Mike Summer

Ship to information (SAME):

Name	Mike's Toys
Address	1545 Newport Blvd.
City	Costa Mesa
State	CA
ZIP	92626
Country	
Contact	Mike Summer

Other fields:

Invoice Address	SAME	Picker	<input type="checkbox"/>
Resale	S4 EA 24-985	Packer	<input type="checkbox"/>
Purchase Order			
RMA Reason			
Authorization			
Comment			
On Hold	N		

Footer: <CR>>Select Record F5-Change Sequence

Description of Fields

Customer

Enter up to ten alphanumeric characters for the customer code whose transactions you wish to view.

Number

Enter the transaction number you wish to view.

Address

After displaying the information found on the Header or address screen of the order, such as the one shown above, the system prompts:

Display: Address Codes Lines Summary UPS Report
Codes

Selecting 'C' displays the information found on the Code screen of the order, as follows:

Order/Invoice Inquiry - Codes

Discount	10.000	%	FOB	
Post Code	CA	California	Truck Route	
Ship Method	UPS-GR	UPS - Ground	Repetitive?	N
Terms Code	02	2% 10 Days, Net 30 Days	Selection Cycle	
Sales Tax	CA	California	Print Order?	Y
Warehouse	NJ	New Jersey Warehouse	Print Pick Ticket?	Y
Sales Rep-1	SALLY	100.000 %	Print COD Tags?	N
Rep-2		.000 %	Cash Only?	N
Rep-3		.000 %	Ship Complete Only?	N

Deposit Information

Deposit Required	.00	Date		Paid by	
Deposit Received	.00	Card Number			
Reference		Exp. Date		Approval	

Lines

Selecting 'L' displays the information found on the line screen of the order, as follows:

Order/Invoice Inquiry - Lines

Line	Item Code	Description	Lot-Serial
1	K124	Whiz Bang Custom Bike Kit - 24"	

Whse	Prod	Sales	Price	DS?	CM?	TX?	DC?	Tax	Disc	Comm	Unit Cost
NJ	BIKES	EA		N	Y	Y	Y		.000	.000	600.0000

Ordered	Shipped	Backordered	Price	Amount
2.0000	.0000	1.0000	900.0000	1800.00

Line	Item Code	Item Description	Lot/Serial Number	Warehouse
1	K124	Whiz Bang Custom Bike Kit - 24"		NJ
2	K126	Whiz Bang Custom Bike Kit - 26"		NJ
3	R100	Rainbow Rascals Tricycle		NJ
4	S124	Schwosh - 10 speed - 24"		NJ

F2-Display Text

Uses standard line logic (**Up Arrow**, **Down Arrow**, **Page-Up**, **Page-Down**, **Line#**) to move up and down the lines of the order in order to view all lines or press **F1** to view the text.

When you are finished looking at the lines, press **F4** to return to the prompt.

Summary

Selecting 'S' displays the "totals" information as found on the summary screen of the order, as follows:

Order/Invoice Inquiry - Summary

Est. Ship	02/25/97	Date Promised	02/25/97	Expiration Date	
-----------	----------	---------------	----------	-----------------	--

Discount Information:		Commission Information:	
Discount percent		Sales rep 1 amt	0.00
Discount amount	690.78	Sales rep 2 amt	0.00
		Sales rep 3 amt	0.00
		Total commission	0.00

Sales Information:		Total Information:	
Taxable sales	0.00	Net sales	6,216.97
Non-taxable sales	6,216.97	Freight	0.00
		Sales tax	0.00

Packing Information:		Total amount	6,216.97
Weight	285.50		
Number of cartons			

UPS

Selecting 'U' displays the UPS information entered.

T	Order/Inv	Crt	Weight	COD Charge	T	Value	Len	Grt	D	T
O	0000000102	1	25.00	1.00	C	200.00	24	20	N	N

Report

Selecting 'R' prints the transaction for you just as if you had selected the option from the menu.

Exit the Screen

When you are finished looking at that order, press **F4** at the Display prompt to return to the customer code. When you are finished with all inquiries, press **F4** at the customer code to return to the Order Processing Main Menu.

Invoice Inquiry

Introduction

This option gives 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. Screen representations are not shown here because this function works exactly like option **13**, Order and Quote Inquiry.

How to Execute

From the Order Processing Main Menu, select option **14**, Invoice Inquiry.

Description of Fields

Customer

Enter up to ten alphanumeric characters for the customer code whose transactions you wish to view.

Number

Enter the transaction number you wish to view

After displaying the information found on the Header or address screen of the invoice, the system prompts:

Display: Address Codes Lines Summary UPS Report

Address

Selecting '**A**' redisplay the information found on the address or header screen of the invoice.

Codes

Selecting '**C**' displays the information found on the Code screen of the invoice.

Lines

Selecting '**L**' displays the information found on the line screen of the invoice.

Use the standard line logic (**Up Arrow**, **Down Arrow**, **Page Up**, **Page Down**, **Line#**) to move up and down the lines of the invoice in order to view all lines or press **F1** to view the text. When finished, press **F4** to return to the display prompt.

Summary

Selecting '**S**' displays the "totals" information as found on the summary screen of the invoice.

UPS

Selecting '**U**' displays the UPS information entered.

Report

Selecting '**R**' prints the transaction for you just as if you had selected the option from the menu.

Exit the Screen

When you are finished looking at this invoice, press **F4** at the display prompt to return to the customer field. When you are finished with all inquiries, press **F4** at the customer field 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 option **15**, Price Inquiry.

Price Inquiry

Solution IV Lightspeed Distributors (DEM) 10/15/97 T0

Customer M001 Mike's Toys
 Item B118 Headlamp Bulb
 Quantity 100.0000
 UOM EA Unit Price 2.0000
 List Price 2.000 Customer Discount % 10.000
 Extended Amount 180.00

Item/Customer Price Break +

Level	Quan/Amount	Disc-Markup-Amt	Level	Quan-Amount	Disc-Markup-Amt
0	.0000	.0000	5	.0000	.0000
1	.0000	.0000	6	.0000	.0000
2	.0000	.0000	7	.0000	.0000
3	.0000	.0000	8	.0000	.0000
4	.0000	.0000	9	.0000	.0000

Contract
 Promotion

F2-Lookup

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.

Quantity

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

After entering the customer, item, and quantity, 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 of display, press **Enter** twice to continue.

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.

7 Order Processing Reports

This chapter describes how to execute Solution -IV Order Processing reports. They include:

Monthly Reports

- Credit Exception Report
- Lost Sales Report
- Open Deposit Report
- Monthly Sales Journal
- Order Status Report by Customer
- Order Status Report by Item
- Automatic Backorder Report

Sales Analysis Reports

- Customer Sales Analysis
- Item Sales Analysis
- Product Line Sales Analysis
- Item Class Codes Sales Analysis
- AR Class Codes Sales Analysis
- Sales Representative Sales Analysis
- State Sales Analysis
- Customer plus Item Sales Analysis
- Item Plus Customer Sales Analysis

Sales Analysis Maintenance

- Rebuild Sales Analysis Files

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 Monthly Reports Menu, select option **1**, 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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following.
When the report is finished, you will be returned automatically to the Monthly Reports Menu.

03/31/00 04:23 PM		Credit Exception Report Lightspeed Distributors (DEM) Sorted by Number						Term: T0 Page: 1	
Number	Date	Customer	Description	Credit Rating	Credit Limit	Balance Due Before Order	Order Amt	Credit Limit Exceeded By	Balance Due After Order
I-0000000100	02/18/00	H001	High Gear Bikes & Trikes Reason: Invoicing without deposit receipt			0			
O-0000000105	02/22/00	RC0003	V. C. Hardison Reason: Credit limit exceeded	BAD	5,000	85.32	12,375.00	7,460.32	12,460.32

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 Monthly Reports Menu, select option **2**, 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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

03/31/00 04:23 PM		Lost Sales Report Lightspeed Distributors (DEM)						Term: T0 Page: 1	
Number	Date	Customer	Description	Item	Whse	Quantity	Price	Extension	
O-0000000105	02/22/00	H001	High Gear Bikes & Trikes	S124	NJ	35.0000	495.0000	17,325.00	
O-0000000105	02/22/00	H001	High Gear Bikes & Trikes	S126	NJ	48.0000	495.0000	23,760.00	

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 Monthly Reports Menu, select option **3**, 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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

03/31/00 04:25 PM

Open Deposit Report
Lightspeed Distributors (DEM)
Sorted by Number

Term: T0
Page: 1

Order Number	Customer	Name	Deposit Required	Deposit Received	Date Received	How Paid	Payment Reference	Exp Date	Approval
0000000105	RC0003	V. C. Hardison	1,000.00	0.00					

Monthly Sales Journal

Introduction

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.

How to Execute

From the Monthly Reports Menu, select option **4**, Monthly 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.

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.

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.

Sample Reports

After selecting a printed or displayed copy, you will see reports similar to the following. When they are finished, you will be returned automatically to the Monthly Reports Menu.

03/31/00 04:25 PM		Order Processing Monthly Sales Journal					Term: T0	
		Lightspeed Distributors (DEM)					Page: 1	
		Sorted by Invoice Number						
Invoice	Customer/ Inv Date Terms	Sales Tax	Taxable Sales	Non-tax Sales	Freight	Sales Tax	Invoice Total	
0000000100	H001 High Gear Bikes & Trikes 02/20/00 02-2% 10 Days, Ne NJ Order No: 0000000100	: 8.000 %	5,705.10	0.00	0.00	456.41	6,161.51	
0000000101	JOE'S Joe's Bike Town 02/24/00 02-2% 10 Days, Ne NJ Order No: 0000000101	: 8.000 %	0.00	4,978.80	0.00	0.00	4,978.80	
0000000102	M001 Mike's Toys 02/27/00 02-2% 10 Days, Ne CA Order No: 0000000102	: 7.250 %	0.00	4,596.97	0.00	0.00	4,596.97	
Report Total:			5,705.10	9,575.77	0.00	456.41	15,737.28	

03/31/00 04:25 PM		Order Processing Monthly Profit & Commission Journal					Term: T0	
		Lightspeed Distributors (DEM)					Page: 1	
		Sorted by Invoice Number						
Invoice	Invoice Date	Sales Representative/Item	GL Account	Commission Rate	Commission Amount	Net Sales	Gross Profit	Subject to Commission
0000000100	02/20/00	BILL Bill Blaze		7.00%	399.36			
		B118	400-00-00			10.80	10.20	10.80
		C118	400-00-00			64.80	58.80	64.80
		E118	400-00-00			153.00	118.00	153.00
		W118	400-00-00			27.00	17.00	27.00
		F124	400-00-00			1,611.00	811.00	1,611.00
		F126	400-00-00			1,611.00	811.00	1,611.00
		S124	400-00-00			1,336.50	736.50	1,336.50
		S126	400-00-00			891.00	491.00	891.00
						5,705.10	3,053.50	5,705.10
0000000101	02/24/00	BILL Bill Blaze		7.00%	348.52			
		HM292	400-00-00			1,080.00	380.00	1,080.00
		DRL7	400-00-00			67.50	32.50	67.50
		K124	400-00-00			810.00	210.00	810.00
		K126	400-00-00			810.00	210.00	810.00
		R100	400-00-00			429.30	189.30	429.30
		S124	400-00-00			891.00	491.00	891.00
		S126	400-00-00			891.00	491.00	891.00
						4,978.80	2,003.80	4,978.80
0000000102	02/27/00	SALLY Sally Summers		10.00%	459.70			
		K124	400-00-00			810.00	210.00	810.00
		K126	400-00-00			810.00	210.00	810.00
		R100	400-00-00			286.20	126.20	286.20
		S124	400-00-00			1,336.50	736.50	1,336.50
		S126	400-00-00			1,336.50	736.50	1,336.50
		TAPE	400-00-00			17.77	7.77	17.77
						4,596.97	2,026.97	4,596.97
Report Total:					1,207.58	15,280.87	7,084.27	15,280.87

03/31/00 04:25 PM		Order Processing Sales Tax Code Summary			Term: T0	
		Lightspeed Distributors (DEM)			Page: 1	
Sales Tax	Description	Rate	Taxable Sales	Taxable Freight	Sales Tax Billed	
NJ	New Jersey	8.000%	5,705.10	0.00	456.41	

03/31/00 04:25 PM		Order Processing Item Code Summary				Term: T0	
		Lightspeed Distributors (DEM)				Page: 1	
Item Code	Description	Quantity Sold	Total Sales	Total Cost	Gross Profit	Profit %	
B118	Headlamp Bulb	6.0000	10.80	0.60	10.20	94.44 %	
C118	Headlamp Casing	6.0000	64.80	6.00	58.80	90.74 %	
DRL7	Titanium Derailer - 7 oz.	1.0000	67.50	35.00	32.50	48.15 %	
E118	Headlamp Electric Element	10.0000	153.00	35.00	118.00	77.12 %	
F124	24" Custom Bike Frame	2.0000	1,611.00	800.00	811.00	50.34 %	
F126	26" Custom Bike Frame	2.0000	1,611.00	800.00	811.00	50.34 %	
HM292	Hand Made Super Bike	1.0000	1,080.00	700.00	380.00	35.19 %	
K124	Whiz Bang Custom Bike Kit - 24"	2.0000	1,620.00	1,200.00	420.00	25.93 %	
K126	Whiz Bang Custom Bike Kit - 26"	2.0000	1,620.00	1,200.00	420.00	25.93 %	
R100	Rainbow Rascals Tricycle	5.0000	715.50	400.00	315.50	44.10 %	
S124	Schwoosh - 10 speed - 24"	8.0000	3,564.00	1,600.00	1,964.00	55.11 %	
S126	Schwoosh - 10 speed - 26"	7.0000	3,118.50	1,400.00	1,718.50	55.11 %	
TAPE	Handlebar Tape	5.0000	17.77	10.00	7.77	43.73 %	
W118	Headlamp Wires	10.0000	27.00	10.00	17.00	62.96 %	
Stocking Total:			15,280.87	8,196.60	7,084.27	46.36 %	
Non-restock Total:			0.00	0.00	0.00	.00 %	
Non stock Total:			0.00	0.00	0.00	.00 %	
Consignment Total:			0.00	0.00	0.00	.00 %	
Priced Message Total:			0.00	0.00	0.00	.00 %	
Report Total:			15,280.87	8,196.60	7,084.27	46.36 %	

03/31/00 04:25 PM		Monthly Sales Journal		Term: T0	
		General Ledger Account Summary		Page: 1	

----- Lightspeed Distributors (DEM) -----			
Account Code		Debit Credit	

110-00-00	Accounts receivable - NJ	11,140.31	
110-01-00	Accounts receivable - CA	4,596.97	
130-00-00	Inventory - NJ		8,196.60
210-00-00	Sales tax payable		456.41
400-00-00	Sales - Bikes		15,280.87
500-00-00	Cost of sales - Bikes	8,196.60	
		-----	-----
		23,933.88	23,933.88

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 Monthly Reports Menu, select option **5**, Order Status Report by Customer.

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 prom date

O Print orders past the promised date.

U Prints orders under promised date.

A Prints orders regardless of promised date.

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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Reports Menu.

03/31/00 04:28 PM		Order Status Report by Customer Lightspeed Distributors (DEM)				Term: T0 Page: 1			
Number Item	Customer PO Description	Ordered	Estimated Promised	Shipped	Ordered	Shipped	Backordered	Discounted Price	Open Order Extension
H001	High Gear Bikes & Trikes								
O-000000104	02/28/00 03/03/00 03/03/00								
B118	Headlamp Bulb	2.0000		0.0000	0.0000	0.0000	0.0000	1.8000	3.60
C118	Headlamp Casing	2.0000		0.0000	0.0000	0.0000	0.0000	10.8000	21.60
E118	Headlamp Electric Element	2.0000		0.0000	0.0000	0.0000	0.0000	15.3000	30.60
H118	Headlamp Assembly	2.0000		0.0000	0.0000	0.0000	0.0000	21.6000	43.20
W118	Headlamp Wires	2.0000		0.0000	0.0000	0.0000	0.0000	2.7000	5.40
F124	24" Custom Bike Frame	1.0000		0.0000	0.0000	0.0000	0.0000	805.5000	805.50
F126	26" Custom Bike Frame	1.0000		0.0000	0.0000	0.0000	0.0000	805.5000	805.50
K124	Whiz Bang Custom Bike Kit - 24"	1.0000		0.0000	0.0000	0.0000	0.0000	785.7000	785.70
K126	Whiz Bang Custom Bike Kit - 26"	1.0000		0.0000	0.0000	0.0000	0.0000	810.0000	810.00
R100	Rainbow Rascals Tricycle	2.0000		0.0000	0.0000	0.0000	0.0000	143.1000	286.20
S124	Schwoosh - 10 speed - 24"	1.0000		0.0000	0.0000	0.0000	0.0000	445.5000	445.50
S125	Schwoosh - 10 speed - 25"	1.0000		0.0000	0.0000	0.0000	0.0000	445.5000	445.50
S126	Schwoosh - 10 speed - 26"	1.0000		0.0000	0.0000	0.0000	0.0000	445.5000	445.50
M001	Mike's Toys								
O-000000102	02/22/00 02/26/00 02/26/00 02/27/00								
K124	Whiz Bang Custom Bike Kit - 24"	2.0000		1.0000	1.0000	1.0000	1.0000	810.0000	810.00
K126	Whiz Bang Custom Bike Kit - 26"	2.0000		1.0000	1.0000	1.0000	1.0000	810.0000	810.00
RC0001	F.H. Kitchell								
O-000000103	02/25/00 02/27/00 02/27/00								
S124	Schwoosh - 10 speed - 24"	2.0000		0.0000	0.0000	0.0000	0.0000	495.0000	990.00
S126	Schwoosh - 10 speed - 26"	2.0000		0.0000	0.0000	0.0000	0.0000	495.0000	990.00
R100	Rainbow Rascals Tricycle	2.0000		0.0000	0.0000	0.0000	0.0000	159.0000	318.00
TAPE	Handlebar Tape	4.0000		0.0000	0.0000	0.0000	0.0000	3.9500	15.80
RC0003	V. C. Hardison								
O-000000105	02/22/00 02/24/00 02/24/00								
S126	Schwoosh - 10 speed - 26"	25.0000		0.0000	0.0000	0.0000	0.0000	495.0000	12,375.00
4 Customers Printed								Report Total:	21,242.60

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 Monthly Reports Menu, select option **6**, Order Status Report 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.

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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following.
When the report is finished, you will be returned automatically to the Monthly Report Menu.

03/31/00 04:28 PM		Order Status Report by Item Lightspeed Distributors (DEM)						Term: T0 Page: 1	
Item Number	Customer	Description	Ordered	Quantity on Order	Unit Meas	Discounted Price	Extension	Qty On Hand	Qty Available
B118		Headlamp Bulb							
0-0000000104	H001	High Gear Bikes & 02/28/00		2.0000	EA	1.8000	3.60		
				2.0000	EA	1.8000	3.60	194.0000	192.0000
C118		Headlamp Casing							
0-0000000104	H001	High Gear Bikes & 02/28/00		2.0000	EA	10.8000	21.60		
				2.0000	EA	10.8000	21.60	194.0000	192.0000
E118		Headlamp Electric Element							
0-0000000104	H001	High Gear Bikes & 02/28/00		2.0000	EA	15.3000	30.60		
				2.0000	EA	15.3000	30.60	190.0000	188.0000
F124		24" Custom Bike Frame							
0-0000000104	H001	High Gear Bikes & 02/28/00		1.0000	EA	805.5000	805.50		
				1.0000	EA	805.5000	805.50	15.0000	14.0000
F126		26" Custom Bike Frame							
0-0000000104	H001	High Gear Bikes & 02/28/00		1.0000	EA	805.5000	805.50		
				1.0000	EA	805.5000	805.50	15.0000	14.0000
H118		Headlamp Assembly							
0-0000000104	H001	High Gear Bikes & 02/28/00		2.0000	EA	21.6000	43.20		
				2.0000	EA	21.6000	43.20	100.0000	98.0000
K124		Whiz Bang Custom Bike Kit - 24"							
0-0000000102	M001	Mike's Toys 02/22/00		1.0000	EA	810.0000	810.00		
0-0000000104	H001	High Gear Bikes & 02/28/00		1.0000	EA	785.7000	785.70		
				2.0000	EA	797.8500	1,595.70	18.0000	16.0000
K126		Whiz Bang Custom Bike Kit - 26"							
0-0000000102	M001	Mike's Toys 02/22/00		1.0000	EA	810.0000	810.00		
0-0000000104	H001	High Gear Bikes & 02/28/00		1.0000	EA	810.0000	810.00		
				2.0000	EA	810.0000	1,620.00	18.0000	16.0000
R100		Rainbow Rascals Tricycle							
0-0000000103	RC0001	F.H. Kitchell 02/25/00		2.0000	EA	159.0000	318.00		
0-0000000104	H001	High Gear Bikes & 02/28/00		2.0000	EA	143.1000	286.20		
				4.0000	EA	151.0500	604.20	25.0000	21.0000
S124		Schwoosh - 10 speed - 24"							
0-0000000103	RC0001	F.H. Kitchell 02/25/00		2.0000	EA	495.0000	990.00		
0-0000000104	H001	High Gear Bikes & 02/28/00		1.0000	EA	445.5000	445.50		
				3.0000	EA	478.5000	1,435.50	24.0000	21.0000
S125		Schwoosh - 10 speed - 25"							
0-0000000104	H001	High Gear Bikes & 02/28/00		1.0000	EA	445.5000	445.50		
				1.0000	EA	445.5000	445.50	30.0000	29.0000
S126		Schwoosh - 10 speed - 26"							
0-0000000103	RC0001	F.H. Kitchell 02/25/00		2.0000	EA	495.0000	990.00		
0-0000000104	H001	High Gear Bikes & 02/28/00		1.0000	EA	445.5000	445.50		
0-0000000105	RC0003	V. C. Hardison 02/22/00		25.0000	EA	495.0000	12,375.00		
				28.0000	EA	493.2321	13,810.50	25.0000	3.0000
TAPE		Handlebar Tape							
0-0000000103	RC0001	F.H. Kitchell 02/25/00		4.0000	EA	3.9500	15.80		
				4.0000	EA	3.9500	15.80	45.0000	41.0000
W118		Headlamp Wires							
0-0000000104	H001	High Gear Bikes & 02/28/00		2.0000	EA	2.7000	5.40		
				2.0000	EA	2.7000	5.40	190.0000	188.0000
14 Items Printed				Total open order:		21,242.60			
				Total quotes:		0.00			
				Total RMA's:		0.00			

Automatic Backorder Report

Introduction

This report shows which backorders can now be filled as a result of receipt of backordered items.

How to Execute

From the Monthly Reports Menu, select option **7**, Automatic Backorder 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.

Sample Report

After running the backorder release calculation and selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you will be returned automatically to the Monthly Report Menu.

03/31/00 04:28 PM		Backorder Fill Report						Term: T0	
		Lightspeed Distributors (DEM)						Page: 1	
Order Num	Date	Customer		Quantity	Quantity	Quantity	Unit Price	Extension	
Line Item		Item Description	UOM	Ordered	Backordered	Filled			
0000000102	02/22/00	M001	Mike's Toys						
1	K124	Whiz Bang Custom Bike Kit - 24 EA		2.0000	1.0000	1.0000	900.0000	900.00	
2	K126	Whiz Bang Custom Bike Kit - 26 EA		2.0000	1.0000	1.0000	900.0000	900.00	
							Order Total:	1,800.00	
Total Number of Orders:		1		Report Total:				1,800.00	

Sales Analysis Reports

Introduction

The summary sales analysis reports show sales, cost of sales, units sold, gross profit, and profit percentages in summary form in a variety of different orders.

How to Execute

From the Sales Analysis Reporting Menu, select your option from the following choices:

- 1 Customer
- 2 Item
- 3 Product Line
- 4-7 Item Class Code 1-4
- 8-9 AR Class Code 1-2
- 10 Sales Representative
- 11 State (from the Customer Masterfile)
- 12 Customer Plus Item

Item Plus Customer

Sales Rep Plus Customer

Sales Analysis Reports

Lightspeed Distributors (DEM) 10/15/97 TO

Detail Options

Print sales? Y

Print cost of sales? Y

Print quantities sold? Y

Print gross profit? Y

Print profit percentage? Y

Sort by qty, amount or profit N D

Ascending or descending D A

Print Selected Years Only? N Y

From Year To Year

Selected Years

Sort Range

From

To

Select 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?

- Y** Prints unit quantities sold on the Sales Analysis Reports.
- N** Omits unit quantities.

Print Gross Profit?

- Y** Prints gross profit dollar amounts on the Sales Analysis Reports.
- N** Omits gross profit dollar amounts.

Print Profit Percent?

- Y** Prints gross profit percentages on the Sales Analysis Reports.
- N** Omits gross profit percentages.

Sort by Qty, Amount, or Profit

- Q** Will rank your chosen order by quantity sold. (For example, you can see which customers purchase the most in units sold).
- A** Will rank your chosen order by dollar amounts sold. (For example, you can see which customers purchase the most in dollars).
- P** Will rank your chosen order by profit. (For example, you can see which customers purchase with the greatest profit).
- N** Do not rank the report.

If you do not select **N** above, the system prompts:

Ascending or Descending

- A** Sorts report in ascending order (smallest amounts first).
- D** Sorts report in descending order (largest amounts first).

Print Selected Years Only?

- Y** Allows you to enter up to ten individual years to print on the report.
- N** Allows you to enter a range of years.

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

**From Year
To Year**

Enter the starting and ending years you wish to print, or press **Enter** twice to select all years for which history exists.

**From Sort
To Sort**

Enter the starting and ending range of records for which you are printing this report or press **Enter** twice to select all years for which history exists.

Sample Reports

After selecting a printed or displayed copy, you will see reports similar to the following. When the reports are finished, you will be returned automatically to the Sales Analysis Reporting Menu.

03/31/00 04:29 PM	OP Sales Analysis Lightspeed Distributors (DEM) Customer											Term: T0 Page: 1		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Customer H001 2000														
Quantity:	0	0	41	0	0	0	0	0	0	0	0	0	0	
Sales:	0	0	5706	0	0	0	0	0	0	0	0	0	0	
Cost:	0	0	2652	0	0	0	0	0	0	0	0	0	0	
Profit:	0	0	3054	0	0	0	0	0	0	0	0	0	0	
Profit %:	0.00	0.00	53.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Customer JOE'S 2000														
Quantity:	0	0	11	0	0	0	0	0	0	0	0	0	0	
Sales:	0	0	4979	0	0	0	0	0	0	0	0	0	0	
Cost:	0	0	2975	0	0	0	0	0	0	0	0	0	0	
Profit:	0	0	2004	0	0	0	0	0	0	0	0	0	0	
Profit %:	0.00	0.00	40.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Customer M001 2000														
Quantity:	0	0	15	0	0	0	0	0	0	0	0	0	0	
Sales:	0	0	4598	0	0	0	0	0	0	0	0	0	0	
Cost:	0	0	2570	0	0	0	0	0	0	0	0	0	0	
Profit:	0	0	2028	0	0	0	0	0	0	0	0	0	0	
Profit %:	0.00	0.00	44.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Report Total														
Sales:	0	0	15283	0	0	0	0	0	0	0	0	0	0	
Cost:	0	0	8197	0	0	0	0	0	0	0	0	0	0	
Profit:	0	0	7086	0	0	0	0	0	0	0	0	0	0	
Profit %:	0.00	0.00	46.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

03/31/00 04:30 PM

OP Sales Analysis
 Lightspeed Distributors (DEM)
 Item
 Descending sort by Profit

Term: T0
 Page: 1

	January	February	March	April	May	Total June	% of Report July	Total August	September	October	November	December
Item S124 2000						55	7.28					
Quantity:	0	0	8	0	0	0	0	0	0	0	0	0
Sales:	0	0	3565	0	0	0	0	0	0	0	0	0
Cost:	0	0	1600	0	0	0	0	0	0	0	0	0
Profit:	0	0	1965	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	55.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Item S126 2000						55	7.28					
Quantity:	0	0	7	0	0	0	0	0	0	0	0	0
Sales:	0	0	3119	0	0	0	0	0	0	0	0	0
Cost:	0	0	1400	0	0	0	0	0	0	0	0	0
Profit:	0	0	1719	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	55.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Item F124 2000						50	6.65					
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
Sales:	0	0	1611	0	0	0	0	0	0	0	0	0
Cost:	0	0	800	0	0	0	0	0	0	0	0	0
Profit:	0	0	811	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	50.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Item F126 2000						50	6.65					
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
Sales:	0	0	1611	0	0	0	0	0	0	0	0	0
Cost:	0	0	800	0	0	0	0	0	0	0	0	0
Profit:	0	0	811	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	50.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Item K124 2000						26	3.43					
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
Sales:	0	0	1620	0	0	0	0	0	0	0	0	0
Cost:	0	0	1200	0	0	0	0	0	0	0	0	0
Profit:	0	0	420	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	25.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Item K126 2000						26	3.43					
Quantity:	0	0	2	0	0	0	0	0	0	0	0	0
Sales:	0	0	1620	0	0	0	0	0	0	0	0	0
Cost:	0	0	1200	0	0	0	0	0	0	0	0	0
Profit:	0	0	420	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	25.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Item HM292 2000						35	4.65					
Quantity:	0	0	1	0	0	0	0	0	0	0	0	0
Sales:	0	0	1080	0	0	0	0	0	0	0	0	0
Cost:	0	0	700	0	0	0	0	0	0	0	0	0
Profit:	0	0	380	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	35.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Item R100 2000						44	5.82					
Quantity:	0	0	5	0	0	0	0	0	0	0	0	0
Sales:	0	0	715	0	0	0	0	0	0	0	0	0
Cost:	0	0	400	0	0	0	0	0	0	0	0	0
Profit:	0	0	315	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	44.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Item E118 2000						77	10.19					
Quantity:	0	0	10	0	0	0	0	0	0	0	0	0
Sales:	0	0	153	0	0	0	0	0	0	0	0	0
Cost:	0	0	35	0	0	0	0	0	0	0	0	0
Profit:	0	0	118	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	77.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Item C118 2000						91	11.99					
Quantity:	0	0	6	0	0	0	0	0	0	0	0	0
Sales:	0	0	65	0	0	0	0	0	0	0	0	0
Cost:	0	0	6	0	0	0	0	0	0	0	0	0
Profit:	0	0	59	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	90.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Item DRL7 2000						49	6.41					
Quantity:	0	0	1	0	0	0	0	0	0	0	0	0
Sales:	0	0	68	0	0	0	0	0	0	0	0	0
Cost:	0	0	35	0	0	0	0	0	0	0	0	0
Profit:	0	0	33	0	0	0	0	0	0	0	0	0
Profit %:	0.00	0.00	48.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Rebuild Sales Analysis Files

Introduction

A large amount of data is maintained on the system in order to be able to print the sales analysis reports. While everything possible is done by the system to keep the integrity of this data intact, it is possible for the file to become corrupted. You will also need to use this function if you or your dealer adds a sort to the sales analysis file in order to have the existing data use the new sort.

If you use the rebuild function to restore the integrity of your system, be sure to make a backup before you start. It is preferable to run this function overnight since it can be time-consuming if your files are very large.

How to Execute

From the Sales Analysis Reporting Menu, select option **15**, Rebuild Sales Analysis File.

Description of Fields

The system will verify that all of the necessary files are available and then prompt:

Do you want to continue with the update? Yes No

Y Rebuilds the summary sales analysis sort files then returns you to the Sales Analysis Reporting Menu.

N Returns you directly to the Sales Analysis Reporting Menu.

Exit the Screen

The system will return to the Sales Analysis Reporting Menu when the update is finished.

8 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

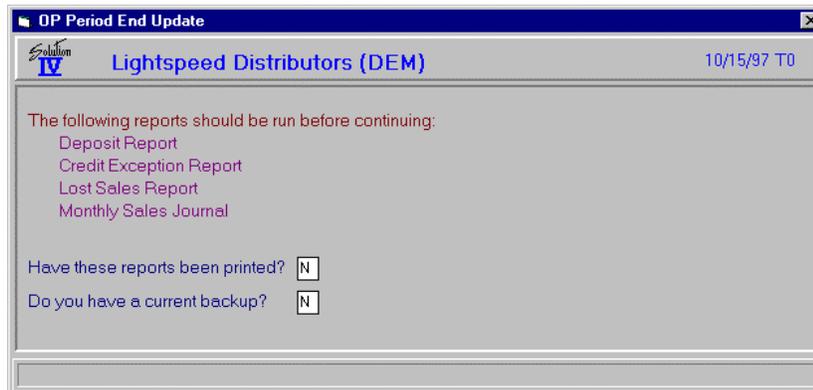
This function should be run at the end of each accounting period after all transactions have been entered for the period and after, or in conjunction with, all monthly reports. Be sure to run it before any entries are made for the following period.

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 option **19**, 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

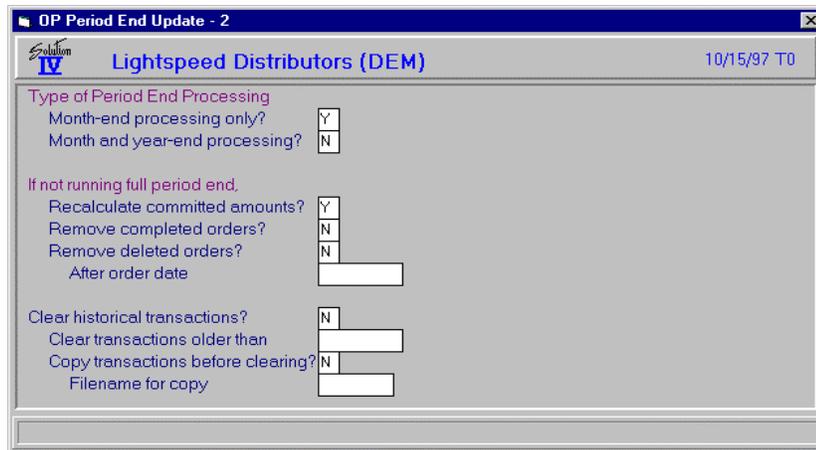
If you have printed your final copy of these reports, answer **Y**.

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.

Clear historical transactions?

Every transaction in the system is saved to a combination of historical transaction files. This is done so those events can be recreated (with effort) if necessary. You have the option, however, of clearing these files periodically, as this file can grow large very quickly.

Y Clears data from the historical files based on the date entered below.

N History files are left alone.

Clear transactions older than

Enter the oldest date for which you wish to maintain historical information.

Copy transactions before clear?

This feature will copy a transaction to be deleted to a separate file before deleting it from the standard history file.

If you would like to copy the transactions to be cleared to a separate file so you can back them up before actually deleting them:

Y Gives you that option.

N Will remove the transactions without a copy, removing them forever.

Filename for copy

Enter up to seven characters for the filename to which you wish to copy the history file for backup.

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!

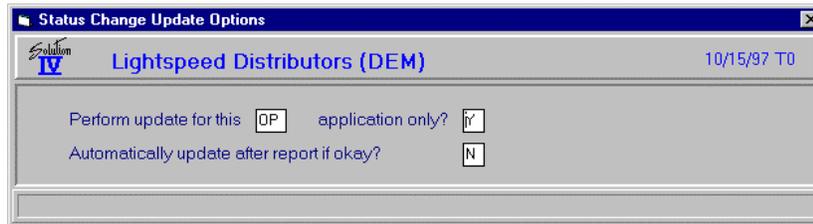
Before You Start

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 option **20**, 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.

9 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? Yes No

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? Yes No

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? Yes No

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? Yes No**

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. Return to continue 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? Yes No

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? Yes No

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 from 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 $(25 \times \$35) + (10 \times \$40)$ or a total of \$1275 or \$36.43 each. If you sell 30 of them, the cost of the sale will be computed as $\$36.43 \times 30$ or \$1092.90, with a remaining inventory value of $\$36.43 \times 5$ 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: $\text{Assets} = \text{Liabilities} + \text{Equity}$.

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.

C**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.

D**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!

E**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: $\text{Equity} = \text{Assets} - \text{Liabilities}$.

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 $(25 \times \$35) + (10 \times \$40)$ or \$1275. If you sell 30 of them, the cost of sale will be computed as $(25 \times \$35) + (5 \times \$40)$ or \$1075, with a remaining inventory value of $(5 \times \$40)$ 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: $\text{Gross Profit Percentage} = (\text{Total Sales} - \text{Total Cost of Sales}) / \text{Total Sales}$.

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: $\text{Income} = \text{Revenues} - \text{Expenses}$.

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 $(25 \times \$35) + (10 \times \$40)$ or \$1275. If you sell 30 of them the cost of sale will be computed as $(10 \times \$40) + (20 \times \$35)$ or \$1100, with a remaining inventory value of $(5 \times \$35)$ 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: $\text{Current Ratio} = \text{Current Assets} / \text{Current Liabilities}$.

The Quick Ratio is the relationship of current assets less inventory to the current liabilities. It can be expressed as: $\text{Quick Ratio} = (\text{Current Assets} - \text{Inventory}) / \text{Current Liabilities}$.

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: $\text{Net Assets} = \text{Total Assets} - \text{Total Liabilities}$.

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 (35×35) or \$1225. If you sell 30 of them the cost will be computed as (30×35) or \$1050 with a remaining inventory value of (5×35) 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.