SHSI Series V

Accounting Systems

Customer Order Processing

Version 1.0

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1   Welcome to Series 5 Customer Order Processing

The Series 5 Customer Order Processing system is one segment of a fully integrated set of Financial Applications. It provides data entry, reporting and inquiry functions for management your company's Customer's Order Entry and Processing needs.

The Customer Order Processing system runs in conjunction with the Series 5 Accounts Receivable and Inventory Management systems, and optionally with the WEB Access Management and General Ledger systems.

This help is designed both as a course in using the Series 5 Customer Order Processing and as an ongoing reference while you are working with the program.

Getting started – new users

- Study the Introduction [10] and Quick Start Tutorials sections to familiarize yourself with the basics of the application.

- Check out all the links in the **Help** tab – plenty of help is available!

Getting started – users upgrading from prior revisions

- See the History of Enhancements [15] for a quick summary of the major changes and where to find the functions you are looking for.

- Even if you are an experienced Customer Order Processing user, please run through the Introduction [10] and Quick Start Tutorials sections quickly to get up to speed with what has changed in the latest version of the program.

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Part II

2 Introduction

The topics in this section provide some basic information about the Customer Order Processing system, what it is for and what you can do with it.

2.1 Product Overview

The Customer Order Processing system basically provides for the on-line entry, maintenance and control of your company's customers' orders of goods. Orders may be entered manually, or interfaced from 3rd party capture systems, such as the web. Picking Tickets can be printed, orders are billed, and invoices printed. It works directly with the Inventory Management system which provides information on the goods that are available for sale. It is the system that offers the following functions:

- ❑ **Customer Order and Invoice Entry**
- ❑ **Entry and Maintenance of Special Pricing**
- ❑ **Customer Ship-To and Bill-To Maintenance**
- ❑ **Printing of Picking Tickets and Packing Slips**
- ❑ **Order Billing**
- ❑ **Printing of Invoices**
- ❑ **Interface Invoices to Accounts Receivable**
- ❑ **Automatic Back Order Processing**
- ❑ **Historic Order and Invoice Inquiry**
- ❑ **Assorted Sales Analysis Reports**

The Customer Order Processing system handles the Order Entry for a single company, but for an unlimited number of locations. If you have more than one company, then you need only to set up additional Series 5 company systems, one for each. Each O/P company may be interfaced into it's own G/L, or into a corporate G/L system.

The Customer Order Processing system may be used in conjunction with the Series 5 Inventory Management system.

2.2 Customer Order Processing Features

A brief summary of some of the major features of the Series 5 Customer Order Processing system!

Customer Order and Invoices

Orders are entered into the system interactively by an operator, they may be interfaced from a user supplied text file, or loaded from a Point-of-Sales system. Either way, they end up in an Order Batch, that can be reviewed and edited prior to actually being posted as active orders. Multiple Order Batches may reside on the system simultaneously, thus allowing multiple order entry operators at the same time. Invoices may also be interfaced from files down-loaded from user defined sources. The following types of orders ay be entered:

❖ **Regular Orders**	This is the common type or order. These are entered from a customer's Purchase Order, or from a phone-in Order. This type of order will remain on file until the specified Release Date, at which time a Picking Ticket will be printed. After shipping, the order is marked for billing, Tax, Freight and Miscellaneous charges are entered and an Invoice is printed. This type of process is referred to as Two-Step process.
❖ **Invoices**	An Invoice order is one where there is no delay between the time of ordering and the time of shipping. This is the type of order used for over-the-counter sales, or where a service is provided, or where all of the items ordered are automatically billed. These orders would typically be already paid for. This type of process is referred to as One-Step process.
❖ **Credit Memos**	A Credit Memo order allows the customer to receive a credit for returned merchandise, or for overcharges.
❖ **Loss / Reshipment Orders**	A Loss/Reshipment order is similar to that of Regular order. A Packing Slip and Picking Ticket are printed, however no Invoice or Sales Transaction is generated.

One Step or Two-Step Billing

In the context of the Customer Order Processing system, Billing involves the selection of Orders that have been shipped, and indicating the Quantity of each line item that are to be invoiced. Once orders are selected for billing, Invoices may be printed and posted, updating the Inventory files and recording the appropriate Open Item records in the Accounts Receivable system. The Customer Order Processing system offers two types of methods for the entry of customer orders, and the subsequent billing. These methods are traditionally referred to a Two-Step Billing and One-Step Billing.

❖ **One-Step Billing**	1. The Customer's order is entered into the system as an Invoice. Details of the order are entered along with the individual items that are actually purchased. At the time of order entry, it's known exactly the quantity of each item being purchased. A Pick Ticket may be printed for the warehouse, but is is assumed that there is always enough stock available to ship what was ordered. If goods are purchased in a store, and the customer's order is entered at a

	cash register, and payment is received, this is also a One-Step process.
❖ **Two-Step Billing**	**1.** The Customer's order is entered into the system as a Regular Order. Details of the order are entered along with the individual inventory items that are wanting to be purchased. A Pick Ticket is printed, and the individuals in the stocking warehouse will attempt to select and pack the order for shipping.
	2. The billing department receives information from the warehouse to indicate which orders were shipped, and what quantities of each ordered item actually went. The items that were shipped are then selected for billing. An invoice is generated for the goods that were shipped. Any ordered items that could not be filled are marked to be backordered.

Quotes Entry and Management

Customer Quotes may be entered, and printed or emailed as desired. Quotes are similar to Orders in that items are entered and priced using the same rules. The Quote can be emailed to the customer.   Once the customer approves the quote, it can be automatically converted into an Order for processing.

Point-of-Sales Order Entry

Orders may also be entered from a terminal acting as a Point-of-Sales terminal or from a telephone order taker. For a specially defined Order Batch, after each order is entered, an Invoice or a Picking Ticket will be printed immediately, and the order posted. Default values for the Order Batch and the Customer reduce the amount of keystrokes required to entry of the Customer Name, the Type of Payment, and the Code and Quantity of each item.

Entry of Matrix Set defined Inventory Items to Customers' Orders

The Customer Processing and Inventory Management systems provide support for Matrix Set defined Inventory Items. These are items that are available in assorted variations such as color, material, style or size. Some features of the implementation of Matrix Inventory are as follows:

- Variations of inventory items are defined by a Matrix Set. A given Matrix set may be applied to more than one inventory item
- For each Matrix Set, you may define up to 3 Dimensions. In other words have three different kinds of variant attributes per item. For example blue jeans have a waist size, a inseam length and a style. These each would be be called a Dimension.
- For each Dimension you may define up to 35 attributes. For blue jeans you might have 10 different waist sizes, and these are Attributes.
- The Inventory Item and it's Matrix set variations are defined used a 20

character Inventory Item Code. Each Dimension of the Item Code is made up of up to 3 characters. So for example you might have an item that has 3 dimensions and they would be coded as   JEANS:32W:29I:RLX for blue jeans with a 32 inch waist, 29 inch inseam, relax fit.

When entering an Order, when a Matrix defined Inventory Item is selected, a matrix grid display screen is presented. Any of the defined Dimensions may be presented as rows or columns in the table-like display, and relevant Quantity and Price fields may be displayed and edited directly on the matrix.

Multiple Ship-From Warehouse Locations

Normally, all inventory items for a given order would be shipped from the warehouse defined by the location in the Order Header. It is possible to specify that a particular item be shipped from a different location. When Picking Tickets are printed for a given location, only those items that are to be shipped from that location, are printed. It's quite possible that a given order may have two Picking Tickets, each for different locations.

Special Pricing

During the entry of Order Line Items, the system automatically computes the Unit Price for the associated Inventory Item. This unit price may have been derived by means of one of the special Price Code Tables that are available in the system, or by the price specified in the Inventory Item record. Price Code Tables may be used to offer Prices, Discounts, or Cost Markups based on quantity or dollar amount purchased. Different Price Code Tables may be established based on Customer or Customer Type, Inventory Item or Product Category, Ship-To, or combinations of. Price Codes may be defined for specific warehouse locations, and be in effect for specified period of time.   The Price Tables may be imported and exported from/to a spreadsheet for easy manipulation.

Prepaid Orders

For Invoice type orders, or when Regular orders are billed, Prepayment amounts may be entered as Cash Receipts. This allows for processing of Order Deposits, Cash-With-Order Sales, Over-The-Counter Sales and Credit Card Payments. When the order is Invoiced, the deposit is identified, and when interfaced to Accounts Receivable, an A/R Open Item Payment transaction will be generated along with the Invoice.

Picking Tickets

Order Picking Tickets are printed on demand for either a particular warehouse location, or all locations. Only those order that have line item Release Dates less than or equal to the Cut-Off date are printed. Line items are sorted using a Picking Zone and Sequence number defined for the inventory stored at the given location. Picking Tickets may be reprinted as necessary.

When Picking Tickets are printed, a Picking Cycle Counter is incremented and assigned to the line items printed. When the associated order is eventually billed, it is possible to select all items associated to a particular Picking Cycle thus automated to billing selection process.

Billing with PC Based Manifest Systems

Picking Tickets are returned from the Shipping department to the Billing department. For each ticket, the associated Order is selected and those items shipped will be selected for billing. If the quantity shipped does not match the original order, or if any item could not be shipped, the order is revised as required.

The system provides for support of a PC based Manifest System. When Picking Tickets are printed, a Bar Code is printed, coded with the Customer Code and the Order Number. A text file is also generated containing pertinent shipping information, which can be exported to the Manifest system. After all orders are picked, the Manifest system is used to scan the Bar Code of the Picking Ticket, produce the necessary documents to ship the order, and generate a text file summarizing all orders ready for billing. This text file is read by the Billing application and the corresponding Orders are automatically selected for billing.

Invoicing

After all orders have been selected for billing, Invoices are generated and printed. The Invoice information is summarized and written to the Accounts Receivable system as a Sales Transaction. Orders that were not fully shipped or billed will remain on the system for future selection.

If necessary, an Invoice Inquiry option provides a means of viewing the Order and associated Line Items for a given Invoice. The Invoice may also be Re-Printed on demand.

Back Order Processing

When orders are entered with inventory items that do not have enough stock on hand, part or all of the items may be marked for Back Ordering. The Back Order Processing application provides for the identification of items and/or customers having orders with back ordered items. It also allows back ordered items to be automatically release if sufficient inventory stock is available. An Eligible-for-Release report may first be printed listing those items that could be release as of a specific date.

When the automatic release of back order items is processed, the quantity-to-ship fields of each item will be set to the value of the quantity-on-back-order and the item will be marked eligible to be printed on a picking ticket.

Using the Series 5 Customer Order Processing can be fun

Don't believe it? Give it a try.

2.3 History of Enhancements

Over the lifespan of the Customer Order Processing system a number of major enhancements and minor fixes have been applied. Following is a brief summary.

New and Different – Enhancements and Fixes in O/P

➡ For 2013

⊟ Interface from User Point-of-Sales Systems

A new Operation has been introduced to the Order Entry system. "Interface User POS Invoices", loads invoiced order information from a Point-of-Sales generated interface file. These files may formatted as a tab-delimited, CSV, or Excel spreadsheet. The interface may be executed either to validate the input file data with an Exception Report, or to load the invoiced orders into an Series 5 Order Entry Batch. The format of the input data conforms to that supplied by AccPOS's point-of-sales systems. However, the format may be customized for any POS system. *(Feb-20-2013)*

⊟ O/P Invoices

The Order Entry Invoices may now be printed as an MS-Word document utilizing a template with a watermark. The watermark is a graphic that might contain a company's logo, colors and custom layout of fields and items to be printed. The name of the template is defined in the Series 5 Configuration file variable MSWORD-OP-INV-SPECS and assumes the documents are printed in a 10-point Courier New font. *(Feb-08-2013)*

➡ For 2012

⊟ No revisions were made to O/P in 2012

Now significant enhancements recorded.

➡ For 2011

⊟ O/P Control Preferences for Quotes Entry

New fields have been introduced to the O/P Control Preferences. These include Next System Assigned Quote Number, and a set of radio-buttons to define how Quotes are to be grouped when entered. Should you have the need to enter Customer Quotes, assign values to these new fields as required. *(Aug-24-2011)*

⊟ Quotes Entry and Management

The Series 5 Order Entry system has been enhanced to provide for the entry of Quotes. These are similar to a customer's order, but are labeled as a "Quote". They

will remain on the system, until they are selected to be converted into an Order, or purged. Quotes may be printed and/or sent to customers as a PDF attached to an email. The entry and management of Quotes is provided by an new menu item, "Quotes Entry", found in the O/P Menu's Operations drop-down menu.

Quotes are entered in sets grouped either by Location, Sales Agent, Sales Agent for each Location, or for the company as a whole. A property in the O/P Control Preferences determines how they are grouped; and a property associated to each O/P User Access rights determines if that user can view all Quotes for the company, or not.
   (Aug-24-2011)

New Feature to Attach Supporting Documents to Customers' Order Transactions

You may now attach a variety of different documents to Customer Order Transactions. Up to 15 separate documents may be selected, and attached and viewed from the Order Entry and the Historic Orders Inquiry functions. The different types of documents support are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)

- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

Order Entry and Billing Operations

The operational functions to enter customer orders, and the subsequent billing of orders once picked, have been enhanced to handle those Inventory items that have been defined with a Matrix Set. When a Matrix Set Item is selected to be entered for a customer's order, a Matrix Entry screen will be displayed utilizing a grid. On this grid screen, Quantities and Unit Price information associated to applicable transactions may quickly be entered for sets of items having the same attribute variations. (ie. You may assign a value to be applied to a given row, column, or the entire matrix). When a non-zero Quantity is recorded, an associated Order Line Item Transaction(s) are automatically added. When a Zero Quantity is record, the associated Order Line Item Transaction(s) are automatically deleted. The displayed Matrix screen handles up to a 3-dimensional Matrix Set definition. For those Matrix Sets with more than 1 dimension, you may choose to display different Attribute sets on any of the three possible dimension axis.   *(Mar-14-2011)*

O/P Files Rebuild for Matrix Inventory and 8 digit Invoice Numbers

A new program has been developed that will process all O/P records that contain Inventory Codes and Invoice numbers. It reads all applicable data files, and rebuilds them as required.   *(Mar-14-2011)*

> **Upgrade function**
>
> When the software with this enhancement is installed, the program **UPGRADOP** must

be compiled, defined as a User Function, and executed.

Support for Matrix Set Inventory Items

The Customer Order Processing system has been enhanced to provide support for the Inventory Systems' implementation of Matrix Set defined Inventory Items. These are items that have variations in color or size, for example clothing. Some features of the implementation of Matrix Inventory are as follows:

- Variations of inventory items are defined by a Matrix Set. A given Matrix set may be applied to more than one inventory item
- For each Matrix Set, you may define up to 3 Dimensions. In other words have three different kinds of variant attributes per item. For example blue jeans have a waist size, a inseam length and a style. These each would be be called a Dimension.
- For each Dimension you may define up to 35 attributes. For blue jeans you might have 10 different waist sizes, and these are Attributes.
- The Inventory Item and it's Matrix set variations are defined using a 23 character Inventory Item Code. Each Dimension of the Item Code is made up of up to 3 characters. So for example you might have an item that has 3 dimensions and they would be coded as   JEANS:32W:29I:RLX for blue jeans with a 32 inch waist, 29 inch inseam, relax fit.
- When an Inventory Item defined with a Matrix Set is selected by the Order Entry function, a matrix grid display screen is presented, on which the different variants of the item may be presented in alternative display options. Quantities to be ordered, to be shipped, of the unit prices may be edited directly on the matrix.

All Inquiry functions and reporting functions available to the Order Processing system have been revised accordingly. *(Mar-14-2011)*

8 Digit Invoice Numbers

The Customer Order Processing system has been enhanced to provide 8 digit Invoice Numbers, (up from 6 digits). All Inquiry functions and reporting functions available to the Order Processing system have been revised accordingly. *(Mar-14-2011)*

For 2010

Order Entry - Line Items Entry

In the Order Entry function, when dealing with the order's Line Items, new functions have been introduced. These include the ability to "Copy" and/or "Paste" individual line items. *(Aug-10-2010)*

For 2009

O/P Inventory Profit Analysis Inquiry/Report

The option to export data to spreadsheet has been enhanced. There are up to 3 different types of data that may be output to an Excel spreadsheet. Each type will now

be output to it's own worksheet within the Excel workbook.   *(Dec-16-2009)*

⊟ **Functions Exporting to Excel Spreadsheets**

For those functions that export data to Excel spreadsheets, the following enhancements have been made:

- When titles are output, they will be formatted as bold in 14-point
- When legends are output, they will be formatted as bold in 12-point
- When headers are output, they will be formatted as bold and italic
- Dollar amount data column will be formatted for "Currency", (where $ signs will be displayed with 2 decimal places)

The following applications have been revised accordingly, where applicable *(Dec-16-2009)* :

- Price Codes Maintenance – Prices Export
- Price List Report – With output to Spreadsheet
- O/P Inventory Period Profit Analysis – Export functions

⊟ **Committed Items Report**

The Committed Items report has been enhanced to offer analysis by Customer, Inventory Items, Inventory by Customer and Customer by Inventory. As well, Items or Customer may be grouped by a number of applicable codes. Either a Summary or a Detail report, listing each order, may be printed. *(Aug-19-2009)*

⊟ **Price Codes Maintenance**

The grid screen used to display the Price Codes has been enhanced. There now is the option to have ALL price codes displayed, (as was previously the case), or to have only those for a selected Price Code Type displayed. A drop-down list offers the operator the opportunity to choose which Price Code type is to be displayed. *(Aug-12-2009)*

⊟ **Inventory Profit Analysis Inquiry/Report**

A new analysis has been introduced to the Order Processing system. Totals of invoiced inventory are accumulated from the Invoice Line Item history file for a range of operator selected periods. Periods are defined as calendar years, calendar months, G/L Fiscal Years or Fiscal Periods. The function analyzes sales to attempt to compute the profit earned from each Inventory Item along with an estimate of what discounts, on the average, had been given, relative to a Base Price for the item. Totals are tallied by Inventory Items, Product Categories, and Suppliers.

Information is presented to the screen in grid format, and may be output as a report, or exported to a spreadsheet. For any given item displayed in the grid, a drill-down function is offered that when evoked displays a screen showing Period Comparatives with Trend percentages. *(Aug-05-2009)*

⊟ **12 Period Sales Analysis Report**

When a range of inventory items was selected, figures were not being correctly compiled. The problem has been fixed. *(July-31-2009)*

⊟ **Customer Bill-To Codes Maintenance**

When editing the address fields, they were not being applied to the record. The problem has been fixed. *(Jun-11-2009)*

⊟ **Order Inquiry and Invoice History Inquiry functions**

When inquiring to an Active Order, or an Historic Invoice, a screen was displayed with a number of enclosed tabbed sub-screens. When selecting different tabs, sometimes the information within the sub-screens would not always be displayed. This was determined to be a problem in the Windows operating system as used by the AcuGT runtime. These applications have been re-worked so that the display of the tabbed sub-screens are now correctly displaying all available information. *(Jun-04-2009)*

⊟ **Clear Credit Card Numbers**

A new function has been introduced to the O/P system. Under the menu's **File** drop-down menu, **Clear All Credit Card Numbers** may be invoked to have all occurrences of credit card numbers cleared. That is, in those data records where a credit card number is stored, the number **1111-1111-1111-1111** will be assigned to the card number. A cutoff date may be entered as a filter to limit the records that have the numbers cleared for those files were dates would be applicable. This function should be executed on a regular basis to ensure that historic Invoice and Order records have their credit card fields cleared. Also, if data files are being used in a test environment, all data files should have the credit card fields cleared. *(Jun-03-2009)*

⊟ **O/P Files Rebuild for Encryption**

A new program has been developed that will process all O/P records that contain Credit Card numbers. It reads the active and Historic Order files, and the Invoice History file and encrypts any Credit Card and Debit Card Numbers that have been previously stored. *(Jun-03-2009)*

Upgrade function

When the software with this enhancement is installed, the program **UPGRADOP_ENCRYPT** must be compiled, defined as a User Function, and executed.

⊟ **O/P Interface to Accounts Receivable**

When prepaid O/P Invoices are posted to Accounts Receivable as Sales Transactions, if paid with Credit Cards or Debit Cards, the Credit/Debit Card numbers are passed as xxxxxxxxxxxx9999, where 9999 is the last 4 digits. The Credit/Debit Card # as stored in the Sales Transaction is not encrypted. *(Jun-03-2009)*

⊟ **Order Entry Functions**

The Order Entry function has been revised so that when Credit Card and Debit Cards Number are displayed, or printed, the first 12 digits are now masked. Only the last 4 digits are shown. When the Credit Card numbers are displayed to be edited, all digits are displayed. . *(Jun-03-2009)*
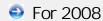
⊟ **Order Entry, User Order Interface Functions**

The Credit Card and Debit Cards Number found in the the Order Header records are

now fields that are encrypted. The encryption is considered a "strong" encryption based on a Vigenere Cipher algorithm using multiple dynamically built conversion tables. Both the Order Entry operation and the User Order Interface operation programs have been revised accordingly. *(Jun-03-2009)*

⊟ **Invoice Printing**

The Invoice Generation and Printing function has been revised. Prepaid Orders and Invoices will be assigned the date that is entered as the Invoice Date when their invoices are printed. Previously, the Order Date was used as the Invoice date.   This action is meant to ensure that Invoices are dated when they are printed, rather than when the Prepaid transaction occurred. *(April-15-2009)*

➡ For 2008

⊟ **On-Line Help**

The Customer Order Processing system now has On-Line Help. You can access these help files from the application's screens or menu bars.   *(Aug-01-2008)*

New and Different – Enhancements and Fixes in all Series 5 Systems

➡ For 2014

⊟ **Support for Office 365**

The printing routines, and the import/export routines have been enhanced to provide support for MS Word and MS Excel in Office 365. *(Oct-01-2014)*

⊟ **Series 5 User Logon Profile Maintenance**

A new property has been introduced to the Series 5 Logon User's profile. You may now specify the Default Import/Export File type for each user. When Importing or Exporting data the selected default will now be automatically set. The Import/Export routines has been revised to use the specified default. *(Mar-26-2014)*

➡ For 2013

⊟ **Generating Documents and Reports as MS Word Documents**

When output is generated as an MS Word Document, an entry in the runtime configuration file is used to define the output orientation, font name, font size, and where applicable, a Template. The system has been enhanced to now provide for 40 character font names and template filenames. (Increased from 25 characters)   *(July-03-2013)*

⊟ **Attach Supporting Documents function**

The ability to attach documents to different Series 5 Transactions Master Code records has been enhanced. You may now attach an HTML file or a link to a Web Page. Also, when displaying JPEG or Bit-Map files, the Microsoft Office Picture Viewer Utility will be employed.
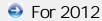
Also, when adding a new attachment, the system will default the path to a folder that should exist in the directory designated to be the "Temporary" directory associated to each Company System. You should create a directory named "Attachments" in that directory, (if it's not already there).   *(Jun-27-2013)*

⊟ **Series 5 Outlook Email Reading**

Series 5 applications may now make use of a new routine that provides the ability to read email from MS Outlook.   Currently used by the A/P and O/P Manager Approval functions, emails are read that were sent from designated approval managers. The internal driver used to read emails using calls to Microsoft Office Outlook. The following capabilities associated to reading emails are now possible:

- Emails are read from program selected in-boxes
- Filters may be set to read only emails from selected Senders or emails with a specified character string within the Subject line
- Up to 3 attachments may be read and passed to the S5 application
- Sub-folders withing a designated In-Box may be created by the system
- Emails may be deleted or moved to different sub-folders

(May-26-2013)

➡ For 2012

⊟ **Series 5 Import/Export Functions**

When importing or exporting data fields from/to MS Excel, after the process has been completed, the EXCEL.EXE process was not being terminated, (due to a problem with Windows, or there is some secret function to do so). The problem has been fixed. Now, when Excel is launched from Series 5, it's Process Id is detected, and once the import/export is completed, the process is "Killed" using a system call using the TASKKILL DOS command. *(Nov-12-2012)*

⊟ **Series 5 Import/Export Functions**

When importing or exporting data fields from MS Excel, tab-delimited, or CSV data files, the system will now handle text fields up to 200 characters in length. *(Sept-18-2012)*

⊟ **Series 5 Launching Microsoft Calendar**

The Series 5 Applications make calls to the Microsoft Calendar routine to display a calendar, and accept the operator's selection of a date. In order to make use of this feature, the Microsoft Calendar must be registered on all client computers executing Series 5. MSCAL.OCX may be found in **\ms\ocx** on the AcuGT, (Extend 9.xx), installation CD for Windows. If you cannot locate it on the release CD, a copy is included in the Series 5 release directory in **S5\UTIL** .   *(June 25-2012)*

This is accomplished by executing the following command from the designated DOS Command Prompt:

REGSVR32.EXE S5\UTIL\MSCAL.OCX

where:

For System	From Directory	Comments
Windows Server 2003 & 2008 - 64 bit	C:\Windows \SysWOW64	Right click on the Command Prompt and select "Run as Administrator"
Windows XP and 7	C:\Windows \System32	Right click on the Command Prompt and select "Run as Administrator"
earlier Windows	C:\Windows\System	

☐ **Reports and Forms generated as MS Word Documents**

All reports and forms that are generated as MS Word Documents may now have an assorted formatting properties applied to the text that is generated. The following formatting capabilities may be applied:

- "Formatting Regions", defined as ranges of lines, for a page may be formatted with a particular font type and size and be set as Bold, Italic, Underlined, Shaded, or as Reverse Video. Up to 5 different regions may be defined and activated under program control as the page is being populated with text.
- "Tab Sets" may be defined consisting of up to 10 tab settings per line. The types of tabs include Left-Tab, Right-Tab, Center-Tab, and Decimal-Aligned-Tab. Up to 20 different Tab Sets may be defined and activated under program control as the page is being populated with text. As the line of reporting text is output, the tabs are inserted and any preceding spaces are removed. (This basically now allows the use of variable pitch fonts, when outputting columns of data, ensuring proper alignment).
- Individual words or sub-strings, within a print line, may now be output as Bold, Italic, Underlined, Shaded, or as Reverse Video. On a given page, up to 50 sub-strings may be formatted in this manner. On a given line, up to 6 sub-strings may be formatted in this manner.
- Single, (thick or thin), and Double Lines may now be inserted at any position within a page. As the page is being populated with text, the lines are defined to the printing routines with position and sizing set under program control. Up to 40 line may be output per page.

These types of formatting controls could be implemented for Invoices, Purchase Orders, Customer Statements, A/P Checks or Customer Quotes. In order to take advantage of these features, the appropriate applications' program must be pro-grammatically customized. Contact Sentinel Hill Software Inc., for more information. further details. *(Apr-24-2012)   HS5_Enhancements_to_ALL_Systems-2011-2013.xml*

☐ **All Series 5 Applications offering Export Functions**

When entering export selection options, if the operator was to click on the "About Exporting" information tab, an error was being reported that the "File did not exits". This problem has been fixed. Now you may freely select any filtering or output options tab when they are presented without any problems. *(March-09-2012)*

⊟ **Using Windows' Logon Usernames**

New functionality has been introduced to the Series 5 Main menu Signon process. You may now define to have the Series 5 system use the client's Windows Logon Code as the User Code for signing in to Series 5. If set, when Series 5 is launched, the Windows Signon Code will be used. The User-Logon screen will be presented, but only the Password field may be displayed for keyboard entry. *(If the given Series 5 User Logon profile had a blank password entered, then the User-Logon screen will not be presented at all. Control will be transferred directly to the Main Menu screen.)*

For systems that are set to use the Windows User Logon code, user's will ONLY be able to log in to Series 5 using the Windows Logon Code. The function to **"Repeat User's Logon"**, found under the Main Menu's File drop-down menu will be disabled. **Note however, if a user has their System Management Access set to Full, they will still be able to "Repeat User's Logon", and sign on as a different user.**

For systems that do not wish to use the Windows logon, the default will still be set to that defined by the PC Client user's **SHSI_USER_NAME** environment variable. (Feb-28-2012)

⊟ **Bitmapped Images in Series 5**

All Series 5 applications that load bitmapped images have been revised to expect the image filenames to be in upper case. *(Feb-28-2012)*

> **Upper Case Bitmap Files**
>
> On UNIX systems, please make sure that all bitmap files in the bin/images folder have uppercase file names.

⊟ **Series 5 File Error Handling Routine**

The logic used to report serious file I/O errors has been enhanced to correctly identify the full folder path for any sequential text files that might be generated. Previously in some cases, the error message displayed incorrectly showed the path that was assigned as the Data Files Directory assigned to the Company System. This problem has been fixed. *(Jan-30-2012)*

⊟ **Series 5 Directory/Folder Selection "Browse" Feature**

For any application that requires entry or selection of a directory path, a "Browse" push button is presented. The operator could click this button, and the Windows Folder browse dialogue window would be presented. Previously, only descendants of the user's default working folder are shown. The system has been revised to now display only those folders which are descendants of the root directory of the Directory Path field associated to the "Browse" button. So now, if you were to enter C:\ in the

Directory Path, when the "Browse" button is clicked, you would be able to browse any directory on your computer's "C" drive. Setting the Directory Path blank, or to something other that a drive letter designation, would result in only being able to browse descendants of the user's default working directory. *(Jan-18-2012)*

"Series 5 File Error Handling Routine

The logic used to report serious file I/O errors has been enhanced to identify errors associated to the use of AcuServer. Previously, 9D-104 errors were reported as an "AcuServer Connection Failure". Now, all 9D-XX errors are identified, and the applicable message displayed. *(Jan-10-2012)*

Reports and Forms generated as MS Word Documents

All reports and forms that are generated as MS Word Documents are now created protected as "Read-Only" documents. A password may be used to un-lock them. Refer to the applicable documentation for further details. *(Jan-10-2012)*

➡ For 2011

Series 5 Import/Export Routine

The generic routine to handle importing and exporting of data, (to spreadsheet or character delimited files), has been enhanced to provide for CSV files that do not have/ allow quotes around character strings. *(Dec-12-2011)*

"CALLEREQ" Program

The CALLEREQ program has been revised to call either the W/M's E-Request Service routine or the new P/I's On-Demand Billing Service routine. It no longer resides as a program belonging to the W/M system, rather, it has been moved into the S/M, (System's Management) directory and library. Please ensure the correct compile script files are installed. *(Nov-11-2011)*

Interfacing with MS Office Excel and Word

The logic provided to launch MS Excel or MS Word has been expanded to handle the case where MS Office was installed in **C:\Program Files (x86)\Microsoft Office \Office**. (Previously the system only looked in in **C:\Program Files\Microsoft Office \Office** . *(Oct-03-2011)*

Series 5 Email Generation

A number of different application functions offer the ability to automatically generate and send emails. This includes the emailing of invoices, purchase orders, statements, customer quotes, reports and other messages.
The internal driver used to send emails has been enhanced to generated and send emails using calls to Microsoft Office Outlook, (rather than to the MAPI library). As a result, the following capabilities associated to sending emails are now possible:

- Emails may be sent as Plain Text, Rich Text, or as HTML
- Emails may be generated when executing as either a thin-client of FAT client
- Emails may now be sent with copies going to Cc users and Bcc

- The text message associated to emails are now loaded from user created/ maintained data files, rather than being coded from within the application software. These text files may be either plain ASCII text, or HTML files and contain up to 8192 characters. Except for specific types of emails, these files MUST BE LOCATED in the directory named **Email-Templates** located in each Company System's designated reports directory.
- Provides support for 120 character email addresses, and 140 character subject line

(Sept-20-2011)

☐ **Importing $ Numeric Cells from Spreadsheet**

A problem has been identified and fixed when importing $ formatted columns of data from spreadsheet. If any headings were specified, and they exceeded 22 characters in length, the number being input and recorded was ZERO. The problem has been fixed. *(July-25-2011)*

☐ **Generating Reports as MS Word Documents**

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2010 Word utility. Now, when presented with the print options screen, and the operator chooses to "Save To Disk", they may choose to output as an Office 2007/2010 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. *(June-14-2011)*

☐ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2010 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007/2010 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. *(June-14-2011)*

☐ **Generic Search Function**

In all Series Series 5 applications where a grid screen is presented for the entry of transactions, or the maintenance of master codes, a "Search" function is provided. This function has been enhanced in the cases where the operator has chosen to search for a given record where a Date is chosen as the search criteria. Now the following literal label is displayed, "mm/dd/yy", indicating the desired format that the date should be entered as. As well, the date entered may now be as "*mmddyy*", "*mmddyyyy*", "*mm/dd/yy*", or "*mm/dd/yyyy*", depending on the mood of the operator. *(May-02-2011)*

☐ **New Feature to Attach Supporting Documents to assorted Master Code Records and Transactions**

You may now attach a variety of different documents to assorted Master Code records, and Transactions. Up to 15 separate documents may be selected, and attached and viewed from the applicable functions in assorted Series 5 systems. These documents

may also be viewed where applicable. The different types of documents supported are as follows:

- PDF
- Bitmap (*.BMP files)
- JPEG
- TIFF
- ASCII Text (*.TXT files)

- MS Word 2003 documents
- MS Word 2007 documents
- MS Excel 2003 documents
- MS Excel 2007 documents
- ASCII Text (*.txt files)

(Apr-14-2011)

⊟ Printing to Windows Spooler

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. If the Printer Queue does not have a "Captured Printer" defined, then a Windows "Printer Select" dialogue box window is displayed. Previously, the the Series 5 system made a call to have the "Printer Select" window displayed which was an older style, compatible with older versions of Windows. Now a new call is made displaying a modern Windows XP/7 "Printer Select" Window. *(Feb-09-2011)*

⊟ System Captured Windows Maintenance

The Series 5 provides for the definition of Printer Queues. As a property to each Series 5 Printer Queue, you may define a "Captured Printer". When a report is generated and a given Series 5 Printer Queue is chosen that has a "Captured Printer", the report prints directly to the associated network printer. The routine used to capture a Windows printer was not working correctly under Windows 7. This problem has been fixed. *(Feb-09-2011)*

➲ For 2010

⊟ Default Reporting Output Destination

In all Series 5 applications that generate reports that might normally be printed, a Print Options screen is presented. From this screen, the operator may choose to have the output directed to a printer; to be "Archived", to be just displayed to the screen to "Browse"; or output as an MS Word or PDF file. The default output has been changed to be just displayed to the screen to be "Browsed". (Previously it was defaulted to be output to a printer).

Additionally, should you desire to set the default output, you may do so by inserting a variable in the runtime Configuration file. The variable SHSI_RPT_DESTINATION with a single numeric argument, will provide the default target for generated reports, where you would set the argument as follows:

1 - To the Printer   17 - To Disk as an MS Word 2003 document

2 - Archived   26 - To Disk as an MS Word 2007 document
3 - Both the Printer 35 - To Disk as a PDF document
and Archived
4 - To be just
Browsed

Note that if the applicable application already determined the target output, these defaults will NOT be used. *(Oct-13-2010)*

☐ **Data File "Properties" function**

In all Series 5 applications that maintain master codes records, or provide for the entry or inquiry of transaction or history records, under File on the menu bar, the Properties function will display information about the related files. This function has been enhanced to now display 12 numeric digits for both the files size, and the number of records in the file. Also, now the version of the Vision file is displayed, along with the number of volumes that are used to hold the data and the index keys for the associated file(s). *(Sept-01-2010)*

☐ **Using the Mouse Wheel to navigate Series 5 Grid Screens**

In all Series 5 applications that use a paged grid screen, (those showing rows of master codes and/or transaction records similar to a spreadsheet), the operator may now navigate forwards and backwards through the records using the Mouse Wheel. If the Ctrl-Key is also pressed while twirling the mouse, 4 rows of data are skipped instead of just 1. (If when you spin the mouse too fast, and a "Stack Overflow" error occurs, in the runtimes Configuration file, add the variable PERFORM_STACK 384 and it should work OK) Note that this new feature is only available for systems with at least AcuGT Rev 8.1.3 *(July 27-2010)*

☐ **MS Excel System Error Recovery**

The Series 5 family of applications offers the ability to import to, and export from, an MS Excel Workbook document. System error that could be generated while outputting to and/or inputting from, MS Excel documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When importing from an Excel document with a filename, selected from the application, that did not actually exist, (and the operator had forgotten to "Browse" to choose the particular file).

- When a user attempted to generate output as an MS Excel document, but they did not have MS Excel installed, or it was installed in a location other than the default, a fatal error occurred.

The import/export routines have been enhanced to now capture any system errors that were being generated from MS Excel. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the import/export will just be abandoned). *(May-31-2010)*

☐ **Compiling with INTEL Native mode**

A problem has been discovered when compiling with the Intel native mode. This option must be removed from the S5_GCBL.BAT compiler macro that can be found in the S5 \util directory. (Basically replace the **set NATIVE=--intel** command with **set NATIVE=** command. *(May-21-2010)*

⊟ Generating Standard Forms as MS Word Documents

The Series 5 generates a number of different forms. For example, A/P Checks, Invoices, Picking Tickets, Statements and Purchase Orders. Variables within the runtime configuration file may be set up that are used to indicate how the forms are to be generated and/or printed. Arguments to these variables indicated whether the form was printed, archived, and/or saved as MS Word documents. The 2nd argument, used to define the output, may now have the following values:

- WORD2003
- WORD2007
- PRINT&WORD2003
- PRINT&WORD2007
- ARCHIVE&WORD2003
- ARCHIVE&WORD2007

Existing arguments associated to WORD will be interpreted as WORD2003.

The applications that generated these forms have been enhanced to now recognize arguments that indicate the forms are to be generated as Office 2007 Word or Office 2003 Word documents. *(May-21-2010)*

⊟ MS Word System Error Recovery

The Series 5 printing routines had the ability to generate output as an MS Word document. System error that could be generated while outputting to and/or automatic printing of MS Word documents were causing Series 5 applications to terminate with a not too friendly error message. The errors that were particularly annoying were as follows:

- When outputting to an MS Word document that had a template defined, and the given template file was not set up for that user, a fatal error occurred.

- When outputting to an MS Word document that was supposed to be automatically printed, but the given network printer was either offline, or that segment of the network was not active, a fatal error occurred.

- When a user attempted to generate output as an MS Word document, but they did not have MS Word installed, or it was installed in a location other than the default, a fatal error occurred.

The printing routines have been enhanced to now capture any system errors that were being generated from MS Word. A reasonably friendly error message will now be displayed, and the particular application will continue processing. (In most cases, the generation of the report will just be abandoned). *(May-21-2010)*

⊟ Generating Reports as MS Word Documents

The Series 5 printing routines had the ability to generate output as an MS Word document. This function has been enhanced to provide support for Office 2007 Word utility. Now, when presented with the print options screen, and the operator chooses to

"Save To Disk", they may choose to output as an Office 2007 or Office 2003 Word document. The system will automatically append either the .DOCX or the .DOC extension, and generate the document using the correct file format. For users that have Office 2007 installed, the default File Type will be the Office 2007 Word, but they may choose either Office formats. For users that do not have Office 2007 installed, the default File Type will be the Office 2003 Word, and they will not be able to choose Word 2007 or the PDF formats. *(May-20-2010)*

☐ **Automatic Sending of Emails**

The Series 5 system has the capability of automatically sending emails. Emails are sent by making a call to a MAPI.Library, which in turn sends the email using Microsoft Outlook. If the receiver's email address is prefixed with "**LN:**" or "**Ln:**", (indicating that they are Lotus Notes users), then instead of using MAPI, a DOS command call is made using the command line defined by the runtime configuration variable "**DOS_MAIL_CMD**", to actually send the email. Within this command line, there are pseudo variables, that would be replaced with the Subject, Receivers Name and Address and the path to an Attachment. This capability has been enhanced to now provide for sending the email with 2 attachments. The new pseudo variable **% ATTACHMENT2%** will be replaced with the full path to a 2nd attachment, if applicable. *(May-03-2010)*

☐ **Import/Export Functions**

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. Now, when presented with the import/export options screen, the operator may select to load from, or output to, either an Excel 2007 Workbook, or an Excel 97-2003 Workbook. The system will automatically append either the .XLSX or the .XLS extension, and read or write the spreadsheet using the correct file format. For users that have Office 2007 installed, the default File Type will be the Excel 2007 Workbook, but they may choose either Excel format. For users that do not have Office 2007 installed, the default File Type will be the Excel 97-2003 Workbook, and they will not be able to choose Excel 2007. *(May-03-2010)*

☐ **Import/Export Functions**

When the import/export screen is presented and a particular directory and file is selected for processing, if the operator clicks on the Back push-button, (to go back and change an option of prior screens), upon re-displaying the import/export screen, the originally selected file/directory was being reset to the program's default. This problem has been fixed. *(Mar-24-2010)*

☐ **Generating Sub-Documents as MS Word or PDF Files**

The Series 5 printing routines had the ability to generate a sub-document as an MS Word document. (A sub-document might be a single Invoice or Customer Statement, generated with a unique filename). This functionality has been enhanced to have the sub-document generated as either an MS Word document, or a PDF document. These sub-documents may be generated at the same time, totally independent from, their normal "printed" versions. When generated as Word documents or PDF documents, MS Word Templates may be used to define the properties of the resulting

document with watermarks and headers and footers.   *(Mar-15-2010)*

▫ Import functions from Excel Spreadsheets

The Series 5 import function offers the option to input from an Excel spreadsheet. In any application that loaded data in this manner, it was difficult to determine when all valid rows of data had been loaded. The Excel import function has been enhanced so that it will correctly stop once valid rows of data have been loaded. (Previously, the system would attempt to load up to 65,436 rows of data and when executing any given Import function it would appear as if the system has hanging).   *(Mar-03-2010)*

▫ Printing of Report as PDF Documents

All reports and forms that are generated from the Series 5 applications may now be saved as PDF documents. This option is available only to users that have Microsoft's Office 2007 installed on their systems. When the Print Options screen is presented, click the **Save To** check box, and select **PDF Document** from the associated **Save As** drop list.   *(Feb-23-2010)*

▫ Browsing to Select Files and/or Directories Functions

All routines that offer the functionality to click a "Browse" button to present the operator with a window from which a directory, or a file, can be selected have been revised. Under Windows 7, the clicking of the "Browse" caused a "nested input of events" syndrome to occur. In effect, repeatedly displaying the browse window. The logic for these routines have been revised to avoid this problem.   *(Jan-28-2010)*

▫ Encryption/Decryption Function

The subroutine has been revised to now handle 8 digit numeric seeds. This was done to accommodate the A/R system that now has 8 digit documents numbers. All existing encrypted fields will still be able to be decrypted.   *(Jan-24-2010)*

➲ For 2009

▫ Printing of Reports in Series 5

The Series 5 printing function has been enhanced to offer the option of printing multiple copies of reports, forms, invoices, orders, etc. A new entry field has been added to the print options sub-screen labeled **# of Copies.** You may select to have up to 9 copies printed. These copies printed will be automatically collated.

Multiple Copies

The ability to have the system print multiple copies is a a feature that is provided as a function of the Windows operating system, and the driver for your printer. If either does not support multiple copies, then setting a value other than 1, will have no effect.

This feature is available only to users executing on Windows system, either directly, or as thin clients.

As well, fields on the Print Options sub-screen have been reorganized slightly to accommodate the new field. (Fields and display prompts associated to outputting reports to a Print Queue are now enclosed within a frame.

Where applicable, in all Series 5 applications, the size of display windows and/or tab sub-screens have been adjusted accordingly. *(Dec-22-2009)*

Export functions to Office 2007 Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. Office 2003 Excel had allowed for 65,500 rows, and Office 2007 Excel allows for 1,000,000 rows. When exporting data, the Series 5 system would automatically start outputting to a 2nd worksheet when 65,500 rows were reached. The system will now switch to a 2nd worksheet depending on which version is being used.

As well, the Spreadsheet I/O routines have been enhanced to support up to 999,999 rows of data. *(Dec-16-2009)*

Exporting to Excel Spreadsheets functions

The logic used to export to Excel spreadsheets has been enhanced. In the assorted Series 5 applications, those functions that offer functions to export to an Excel spreadsheet have the ability to perform the following:

- Create multiple worksheets
- Select a specific worksheet to be populated
- Format titles, legends and headers in larger fonts, as bold, and/or as italic
- Have data columns justified left, center or right
- Have a data column formatted for "Currency", (where $ signs will be displayed with 2 decimal places)
  - ❑ For Office 2003 Excel negative numbers are displayed with parenthesis around them
  - ❑ For Office 2007 Excel negative numbers are displayed in red with parenthesis around them

Where applicable, in most of the Series 5 applications, these new capabilities have been introduced. *(Dec-10-2009)*

Import and Export functions to Excel Spreadsheets

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If the user selected to launch Excel after exporting data, the system incorrectly assumed Office 2003 was installed, and it's Excel utility was being executed. If you only have Office 2003, then this would not have been a problem. The system now correctly detects the version of Excel to launch. *(Nov-11-2009)*

Selecting Dates from Lookup Calendars

When executing under Windows VISTA, dates were not properly being returned. The year was loaded incorrectly as year ZERO which resolved to a date falling in the year 2000. The problem has been fixed. *(Oct-28-2009)*

⊟ **Automatic Disabling of User who Fail to Correctly Logon**

As a new security feature, as an option, you may select to have users that fail to correctly log in to Series 5 after a specified number of times, automatically disabled from logging in again. Before they can use the Series 5 system again, the System's Manager, or Series 5 Gatekeeper must modify their Logon Properties record. This option may be selected with a new field found on System Control Options screen. *(Oct-22-2009)*

⊟ **User Logon Passwords**

Passwords now must contain at least one numeric digit, and one alpha character, and be at least 8 characters in length. *(Oct-22-2009)*

⊟ **Import and Export functions to Excel Spreadsheets**

The Series 5 import/export function offers the option to output/input to an Excel spreadsheet. If that output/input option is selected, and Excel is not installed on the user's workstation, a message will now be displayed. Previously, the system assumed it was installed, and when it attempted to call Excel to build/read the spreadsheet, the program would bomb out with an error. This will no longer happen. *(June-02-2009)*

⊟ **Outputting Reports and Invoices as MS Word Documents**

Any Series 5 generated reports, invoices, statements, etc, may be output as an MS Word document. For any MS Word documents that are generated, a Template may also be specified, (as defined in a Series 5 Configuration file variable). These templates must be installed on each users workstation in the *C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates* folder. For users with Office 2007 these templates need an extension of **.DOTX**. For earlier versions of MS Office, the templates need an extension of **.DOT**. The system has been enhanced so that if from the Series 5 Print Options screen, MS Word output is chosen, it will test for the occurrence of the designated template file for the particular type of output being generated. If the template cannot be located, an error message is displayed. Previously, if when generating the output, the MS Word utility could not find the template, the system displayed an evil looking message, and would abort. *(June-02-2009)*

⊟ **Main Menu User Logon**

When a user fails to logon after 5 attempts of entering their User Code and Password, the system exits. Now, as well, an entry will be recorded in the User Access Log file. *(April-04-2009)*

⊟ **Encryption/Decryption Function**

A new subroutine has been developed that provides the functionality to encrypt and decrypt data fields. The algorithm used is based on a Vigenere Cipher. This would be considered a "strong" encryption. The subroutine is made available to any Series 5 application that requires encryption of any given data record field. *(March-11-2009)*

⊟ **Series 5 Grid Management Screens**

In any of the Maintenance or Transaction Inquiry routines that listed items in a grid

whereby a given item, such as a Customer Code or a G/L Account, could be selected. If there were no item on file to be listed, sometimes transactions for the next item on file were being displayed, but the entry field was not being updated. This problem has been fixed. Also, now a message will be displayed indicating that no records were found for the item entered, but the next highest item's items were being displayed. *(Feb-03-2009)*

➡ For 2008

⊟ **Using AcuGT Rev 8.1**

With the recent release of Rev 8.1 of AcuGT, we have discovered that the INTEL native mode, on certain occasions cause Memory Access errors. The batch file used to compile programs **S5\util\s5_gcbl.bat** must be edited to have the variable NATIVE set to nothing. *(Nov-15-2008)*

⊟ **User Logon Passwords**

The Series 5 system now requires all passwords to be made up of at least 8 non-space characters, at lease one of which must be a numeric digit. Also, if a users password has expired, they will be offered the opportunity to assign a new password, after entering the old password. The rules for password entry will apply. *(Oct-7-2008)*

⊟ **Import and Export and User Interface Applications**

An error occurred when exporting to an Excel spreadsheet if the 1st character the output string was a "+", "=", or "-" character. In this case, Excel expected a valid formula. If this was not the case, a terminating error was displayed. The problem has been fixed. Now the Series 5 software will automatically insert a single quote""" character in front of the string before inserting to the cell. *(Oct-7-2008)*

⊟ **User Access Maintenance**

The Series 5 User Access maintenance routine has been enhanced to simplify the steps to establish new users and give/deny access rights. (*Sept-24-2008*)

- The Enable and Enable-Like functions have been simplified. In each case, you now just highlight the "Red" head that is to be given access rights, and click the Enable or Enable-Like push button, (or right click, and select the desired function from the pop-up menu.

- For the Enable-Like function, a drop-down list will be presented, from which you can select the user that already has access rights, whose rights are assigned to the new user.

- The Copy function has been simplified. If you highlight a "Green" head user that is already enabled, and select Copy from the Edit menu's drop-down menu, you will be able to select one of the users that has no access rights in drop-down list that is presented. (The Copy is basically the reverse of the Enable-Like

function)

- For "Green" head users that are already enabled, when right-clicked, the pop-up menu has 2 new functions - "Set All Items to Full Access" - "Set All Items to No Access". These will make it easier to set up and maintain the users' access rights.

- A pop-up window will now be displayed, when any given menu-item in the tree is right-clicked. You will be able to set the access to either "No Access", or to "Full Access" directly, without having to edit the properties sub-screen.

User Access Maintenance

The Series 5 User Access has been enhanced to support up to 250 Logon Users. Formerly was limited to 100 users. *(Sept-10-2008)*

Print Manager and Browser

The Series 5 reporting and printing routines have been enhanced to handle filenames of up to 30 characters long. The UPGRADSM utility must be executed to have the Report-Manager file's records rebuilt to accommodate the larger field. *(Aug-25-2008)*

Import and Export and User Interface Applications

In all applications that offer the opportunity to load from or read a text based interface file where a **BROWSE** button had been provided, you will now be able to select files that have a "—" or a SPACE in the filename or the directory path. *(Aug-25-2008)*

Import/Export Functions

The import and export function has been enhanced to provide support for Office 2007 EXCEL utility. The system will identify Office 2007 utilities by seeing if Excel.EXE can be found in the clients's C:\Program Files\Microsoft Office\Office12 folder. For exporting, the files will be created with the *.XLSX* extension; and if selected to be launched, Office 2007 Excel will now correctly be executed. *(Aug-25-2008)*

On-Line Help

The Series 5 systems now have On-Line Help. You can access these help files from the application. In all functions that offer a menu bar, clicking Help will display a drop-down menu offering General Help, Help on the particular function, and Help about Grids. For menu items that don't have a menu bar, if help is available, a help icon may be clicked to display Help about the particular screen. (Note that help may not actually be available in all cases where offered in the drop down menus) *(Aug-10-2008)*

Broadcast Messages

The Series 5 Broadcast messages have been increased in size. You may now specify 3 lines of 80 character lines of message text to be displayed. The files used to hold these messages have been renamed to be EMERGENCY.DAT and BROADCASTS.DAT. *(Aug-10-2008)*

Application User Access Analysis Export

A new function has been introduced to each applications' User Access Maintenance function. You may now Export to a spreadsheet an analysis table of users access rights. Each row of the table is a menu item, and each column is a Logon User. It provides a quick snapshot of which users have access to any particular function. *(July-15-2008)*

⊟ **User Access Logging**

As an option, your systems manager can turn on the option to log user access to all the systems' menu items. *(June-15-2008)*

Major O/P Features not Found in Series 4

⊟ **Support for Matrix Inventory Items**

Matrix Set Inventory Items may be ordered and processed.

⊟ **8 Digit Invoice Numbers**

Invoices may now be generated using up to 8 digit numbers. The Accounts Receivable or General Ledger systems also support the larger Invoice numbers.

⊟ **Generic Customer or Inventory selections for Reports**

All reporting functions now have a generic Customers and/or Inventory selection filter screens. It allows you to randomly select different Items and Customers to be reported.

2.4   Getting Help

There are a number of different sources of help in Series 5. In addition to this help file you can also access the Power Point tutorials and Sentinel Hill Software support.

To get started, your main source of information should be this help file. We have designed it to provide all the information you will need for using and learning the Customer Order Processing.

Before contacting support, please make sure that you really can't find the information you need here. Thanks!

⊟ Displaying the help

- The quickest way to display the help is to press **shift-F1**. If context-sensitive help is available it will be displayed automatically.

- Most screens will have a **Help** button that displays relevant information when clicked.

- On the Series 5 main menu screen, and each application menu screen on the menu-bar click **Help** then **On-Line** Help .

Contacting Sentinel Hill Software support

- Direct email support is available from the Sentinel Hill Software team at support@sentinel-hill.com. You can send an email to this address automatically by clicking on the **support@sentinel-hill.com** graphic on the Licensing tab screen displayed after clicking Help / About on each systems' menu.

- If you have a Support Contract, you may contact Sentinel Hill support center directly at 1-800-663-8354.

Summary of Fixes and Enhancements

- For each application, a detailed history of the changes that have been made is available from our website at   Series 5 Fixes and Enhancements.

Getting a printed user manual

You can download formatted PDF versions of the documentation for each application from our website with the following links:

Accounts Payable	Miscellaneous Invoicing
Accounts Receivable	Fixed Assets
Customer Order Processing	Web Access Management
Inventory Management	Series 5 Systems Manager
Purchase Order Processing	Professional Invoicing

Part

III

3 The Basic User Interface
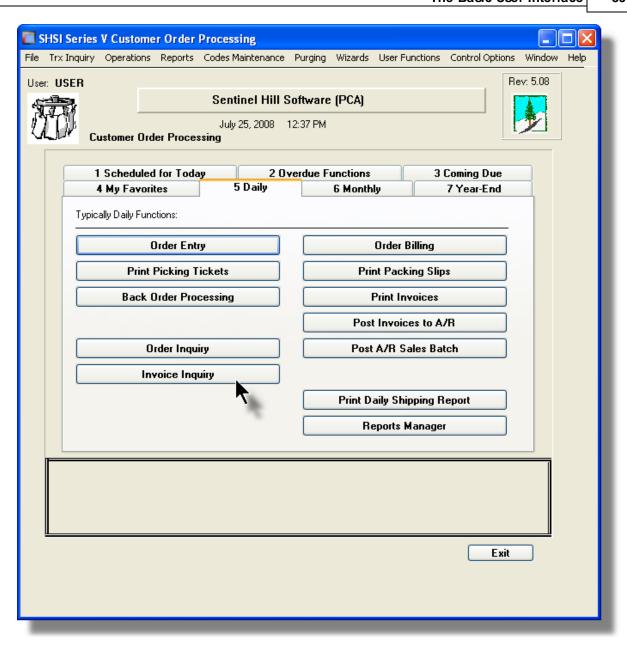
Throughout the Series 5 system applications, there are a number of basic common types of screens to provide a consistent operation. These are discussed in this chapter and it's related sub-topics.

3.1 Customer Order Processing Application Menu

Each Application has a primary menu screen. These menu programs all operator in the same manner, and basically offer the same types of functions.

The instructions below explain the features available and how to customize some of the sub-screens. For detailed instruction on the actual application, refer to the related topics in the Customer Order Processing Menu Functions 152 and The O/P Menu 152 chapters.

Here is the O/P menu that will be used to identify the different functions available.

Applications' Menu Bar

All functions available to a given user may be accessed from the menu bar at the top of the screen. Menu items are grouped according to the type of functions for each application.

Applications' Menu Bar

The following menu bar groups of functions are defined:

Menu Bar Group	Types of Application Functions
File	For the Reports Manager, Batch Job Processor, and other File Management functions
Trx Inquiry	For functions that offer screen Inquiry of current or archived data, or interactive analysis
Operations	For Sales Transaction Entry, Cash Receipts Entry, Invoicing, Printing Customer Statements or Dunning Letters, Purging the Receivables and other typically daily, monthly or annual functions
Reports	For the generations of reports
Code Maintenance	Maintenance functions for defining and updating master code files
Purging	Functions that Purge History files
Wizards	For setting up and/or launching user defined Wizards
User Functions	For launching user created programs or other Window's Utilities
Control Options	For defining preferences for the operation of the Customer Order Processing system; and for defining User Access rights to each menu item
Window	Functions to manage the simultaneous execution of up to 9 of the applications' functions
Help	Displays licensing information, launches Help, or executes a Monitor displaying users currently using the system

For example, to select the Customer Codes Maintenance function:

1. Click Codes Maintenance in the menu bar.
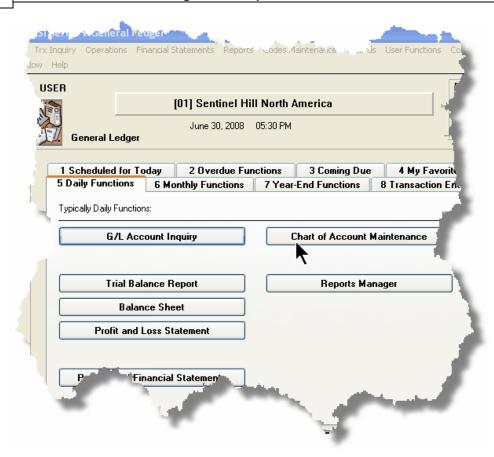
2. Select **Customers...** from the drop-down menu and the Customer Codes Maintenance screen will be displayed**.**

━ Daily Operations - Monthly Operations, Year-End Operations and Transaction Entry tabbed sub-screens

Tabbed sub-menus are provide on the application menus that offer common types of functions. Each of the applications menus offer tabbed sub-screens that have those functions that would be typically invoked a certain times, or to enter Transactions.

For example, those menu functions in the G/L system that might be executed on a daily basis:

1. Click on the applications' **Daily Functions** tab.

2. Click on the desired function push button.
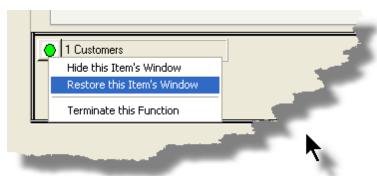
3.1.1 Multi-Threaded Windows

The applications menus provide the ability to select and execute up to 9 functions all at the same time. Each executes in their own window independent of one another.
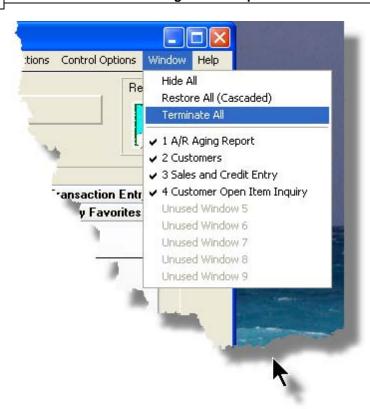
➡ Execute multiple functions from the Applications' menu simultaneously

- The functions that have been launched are displayed in the frame at the bottom on the application menu

- If you right click the icon associated to an executing function, a drop-down menu will appear from which you can hide or restore it's screen, or terminate the function.

- The functions that have been launched are visible as items under the menu bar's **Window** sub-menu

- You may terminate, hide or cascade the executing functions windows by selecting the appropriate function from the menu bar's **Window** sub-menu

- You may hide, or redisplay a particular executing function by clicking on it's entry in the menu bar's Window sub-menu

3.1.2 Scheduled Menu Functions

The Series 5 Menus offers the ability to define certain functions to be scheduled for particular times of the day at specified intervals. Tabbed sub-screens display those functions that have been scheduled and are **Overdue**, **Due for Today**, or **Coming Due**. The operator must click the push button in the sub-screen to select these functions to have them executed. Once the function is finished, the operator will be prompted to reschedule the job.

Refer to the section on Users Scheduled Menu Functions [138] under the User Access Management [130] Chapter for the steps to set up the Scheduled functions.

Scheduled Menu Sub-Screen Examples
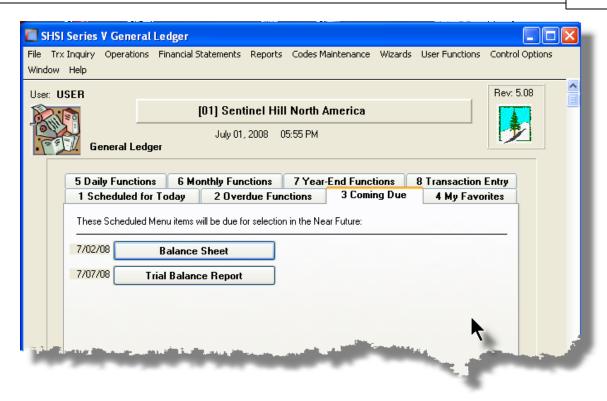
- For menu functions that are scheduled to be launched today:

- For menu functions that are scheduled, but were not launched on the day they were due. They are Overdue:

- For menu functions that are scheduled, but for a date in the future:

Rescheduling Scheduled Functions

Once a scheduled menu item's process has completed, a screen is presented to the operator offering to have the menu item rescheduled.

1. The fields will default so the function will be scheduled as defined.

2. You may have the item rescheduled using one of the following intervals:

> **3.** Click on the applicable push button as required.

3.2 Grid Processing Screens

The Series 5 applications have been developed around the concept that the operator should be able to navigate easily through the master codes data sets or batches of transactions that are being worked with. To accomplish this, the assorted accounting systems have made use of a graphical control known as a grid.
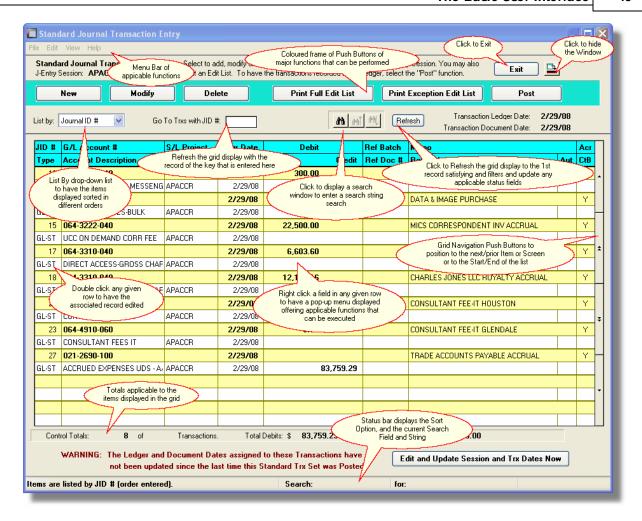
The grid control is basically a table that provides the operator with a list of the data records being worked with, and controls to navigate through the associated file. Individual fields may be edited, pop-up menus may be displayed for related functions, and the cursor up/down and Page up/down keys may be used to move around rows and columns of data.

The screens that display these grids also offer a number of functions that the operator can manage or manipulate the particular records' information. These are fairly consistent throughout the Series 5 accounting systems.

Grid screens are typically developed for the following types of menu functions:
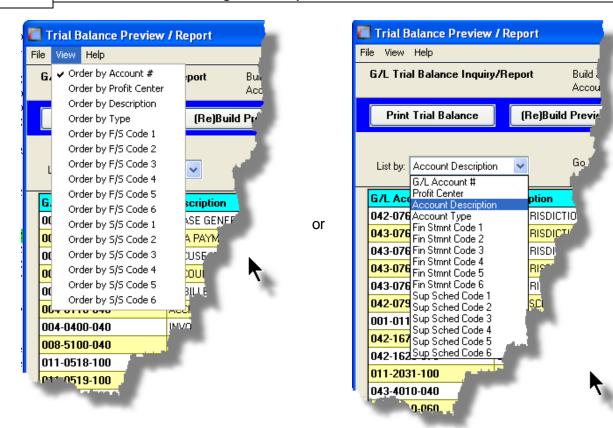
- ❑ Master Code Maintenance routines
- ❑ Transaction Entry routines
- ❑ Data Inquiry routines
- ❑ Operations that require the operator to perform some type of function to easily set or edit properties of a specific type of data record

Here is an example of a grid based screen that offers most of the controls typical of a Transaction Entry function. *(In this case there are 2 rows in information for each data item being displayed)*.

List-By or View Options Menu

In those grid applications where the items may be displayed using different sort criteria, click on **View** in the menu-bar for a drop-down menu of selections; or make the selection from the **List-By** drop-down list.
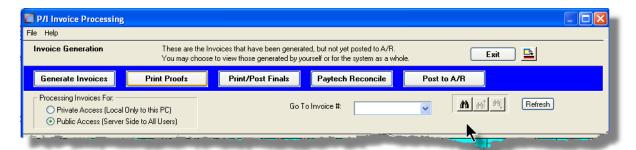
A description of the sort order is displayed in the status bar at the bottom of the screen.

"Fast Button" Frame Tasks Push Buttons
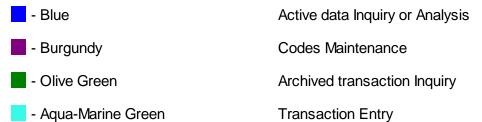
In all the grid based screen functions, the major operations that could be performed are displayed as Push Buttons in a brightly colored frame. This is referred to as the "Fast Button" Frame.

Or for another example:
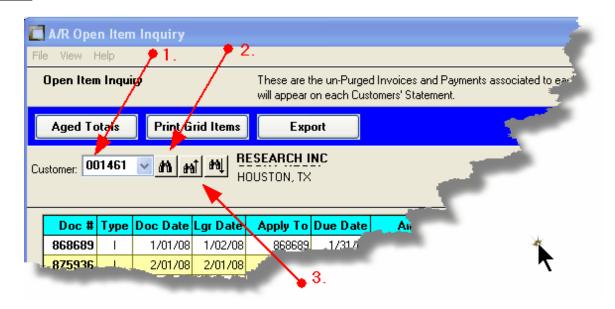
Note that different types of functions have different frame background colors.

■ - Blue	Active data Inquiry or Analysis
■ - Burgundy	Codes Maintenance
■ - Olive Green	Archived transaction Inquiry
■ - Aqua-Marine Green	Transaction Entry

━ Selecting to Display Items Associated to a Particular Code

In certain grid based applications, you will be able to display only those items associated to a particular master code. There is a field in which you can enter the desired code.

In the example, the screen displays all Open Items for a selected Customer.

In this example there are three ways that a given Customer may be selected:

1. Enter the Customer Code whose items are to be displayed in the grid.

2. Click on the icon to have the Customer "Lookup" window displayed and select the desired customer.

3. Click on the "Find Prior" or "Find Next" icons for the prior or next Customer Code on file with items to be displayed

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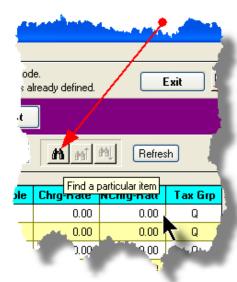
Processing Tip

When a grid application that offers a code to be selected is initially displayed, that field is is normally blank. If you wish to just display items for the 1st code on file, click on the "Find Next" icon push button and the system will do the rest.

Search Function

In all the grid based screen functions, a Search function is provided.

1. Click on the Search icon.

2. The Search window will be displayed. Enter the string or number to be searched in the **Find** field and select the particular field of the given record to be tested.

3. Set the searching options as desired and click on the **Find** push button. (If you rather just get a count of the # of records that satisfy the search, click on the **Count** push-button

4. If a record is found, then the grid will be refreshed with that item displayed. Also, the Search Backward/Forward icons will be enabled, and you could then search back or forward by clicking on the appropriate buttons.
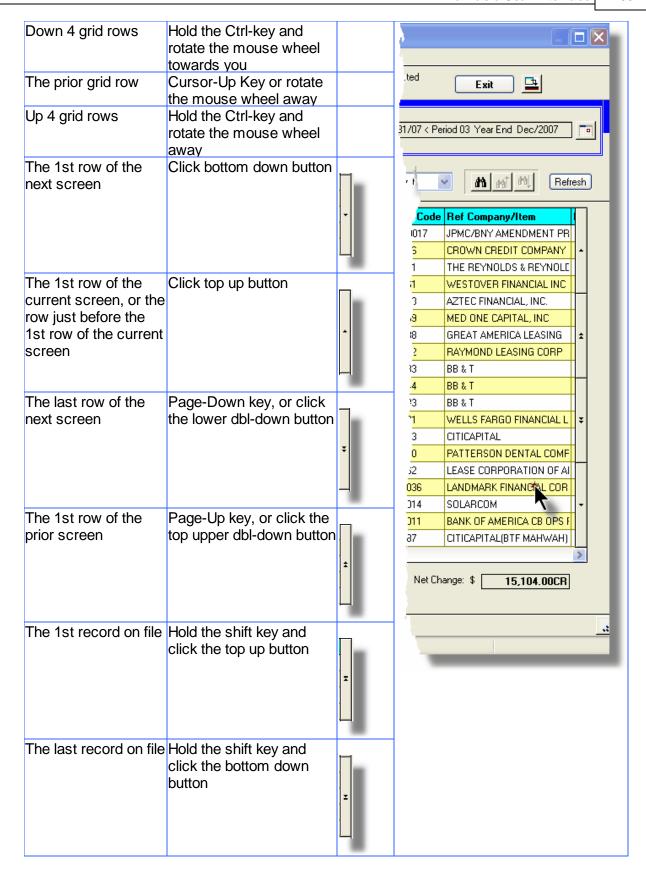
5. The current search string, and name of the field tested is displayed in the status bar at the bottom of the screen.

Grid Navigation Buttons
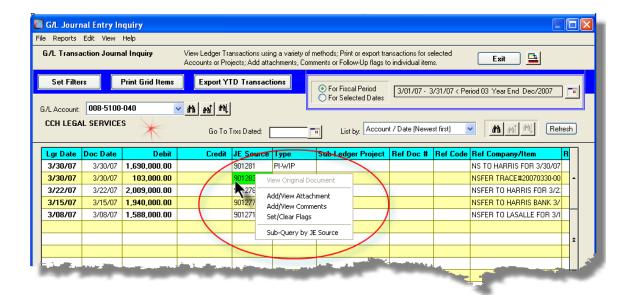
To move through a file of records that are accessed or displayed using the grid, use the Navigation Buttons found at the right side of the screen.

Navigation To	Keyboard Key or Mouse Click	Graphic	
The next grid row	Cursor-Down Key or rotate the mouse wheel towards you		

Down 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel towards you	
The prior grid row	Cursor-Up Key or rotate the mouse wheel away	
Up 4 grid rows	Hold the Ctrl-key and rotate the mouse wheel away	
The 1st row of the next screen	Click bottom down button	
The 1st row of the current screen, or the row just before the 1st row of the current screen	Click top up button	
The last row of the next screen	Page-Down key, or click the lower dbl-down button	
The 1st row of the prior screen	Page-Up key, or click the top upper dbl-down button	
The 1st record on file	Hold the shift key and click the top up button	
The last record on file	Hold the shift key and click the bottom down button	

Exit

31/07 < Period 03 Year End Dec/2007

Refresh

Code	Ref Company/Item	
1017	JPMC/BNY AMENDMENT PR	
5	CROWN CREDIT COMPANY	
1	THE REYNOLDS & REYNOLD	
1	WESTOVER FINANCIAL INC	
3	AZTEC FINANCIAL, INC.	
9	MED ONE CAPITAL, INC	
8	GREAT AMERICA LEASING	
2	RAYMOND LEASING CORP	
3	BB & T	
4	BB & T	
3	BB & T	
1	WELLS FARGO FINANCIAL L	
3	CITICAPITAL	
0	PATTERSON DENTAL COMF	
2	LEASE CORPORATION OF AI	
036	LANDMARK FINANCIAL COR	
14	SOLARCOM	
11	BANK OF AMERICA CB OPS	
37	CITICAPITAL(BTF MAHWAH)	

Net Change: $ 15,104.00CR

Grid Row Pop-Up Menus

For most of the grid based menu item screens, you can right-click a given row to have a pop-up menu of the functions that would be applicable to the record represented in the row.
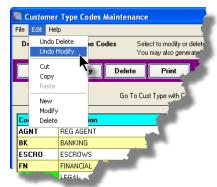
Editing Cell Contents Directly on the Grid
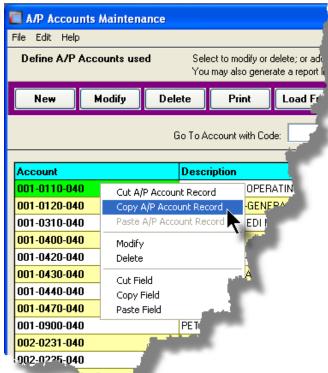
In a number of code maintenance applications, descriptive fields may be edited directly on the grid. If this is allowed, when those particular cells are double clicked, the contents of the cell will be highlighted. the operator may then key in the new value.

Standard Record Editing Functions

Most of the grids in the Series 5 system's applications provide an Edit drop-down menu from the menu bar. This offers functions to Cut, Copy and Paste the associated records belonging to the grid. For codes maintenance applications, there are also functions to Undo the last deleted item; and to Undo the last edited item. From the drop down menu under **Edit** in the menu-bar, click the desired function. *(**In most cases, these functions are also available from the pop-up menu displayed when a row in the grid is right-clicked).***
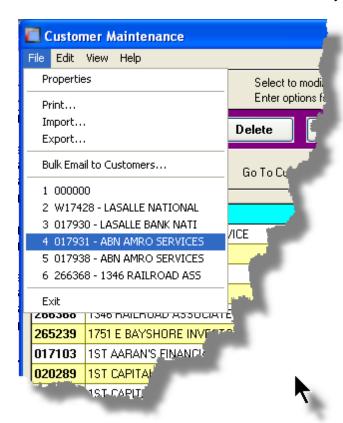
Warning

The Undo Delete, Undo Modify, Cut, Copy and Paste functions are only operable while working in the particular function. If you exit the function associated to the grid, when you return, any Cut, Modified or Deleted record may not be Pasted or Undone.

Most Recently Accessed Items Menu
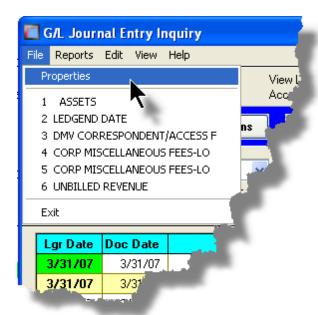
In the drop down menu under **File** in the menu-bar, most grid screens will provide a list of the

last 6 items that were added or edited . You can click on any one these to position to it.
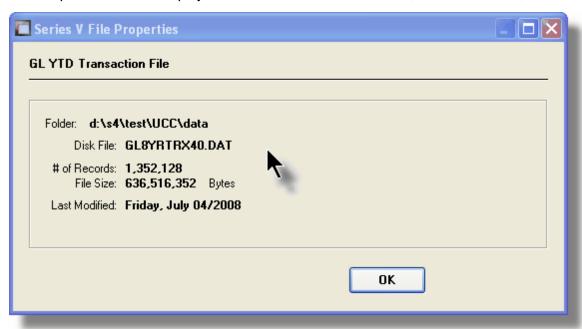
Grid File Properties Menu Function

In almost all applications using a grid screen, the rows of data displayed represent a data record in a file. The Properties function found In the drop down menu under **File** in the menu-bar, when clicked will display some properties about the displayed file.

The Properties Screen displayed shows the names of the files, the # of records, and the size.
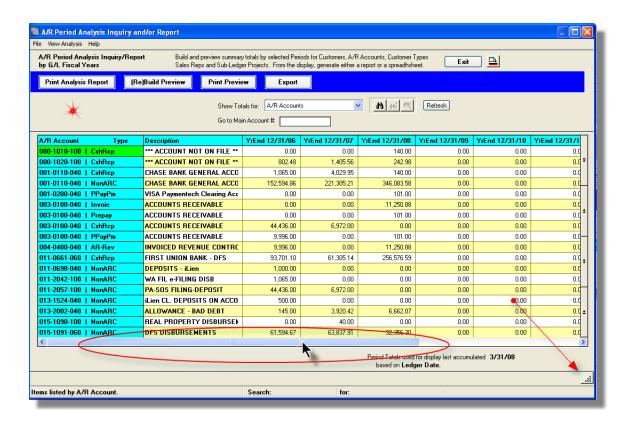
Grid Slide Bar and Full Screen Expand Push Button

In most cases, the columns of data displayed in the grid can be displayed in the screen's window. There are a few functions that have too many columns of data to fit.

If there are more columns defined that can't all fit on the screen at once, there will be a slide bar displayed at the bottom of the grid. The operator may slide it over with the mouse to view

the hidden columns of data.
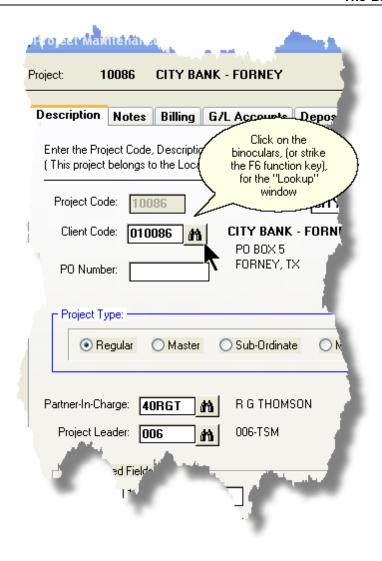
If there is an icon in the lower right corner of the screen, clicking on this will expand the screen laterally to it's full size. (You will need to have a wide screen for this to be effective).

3.3 Code "Lookup" Window
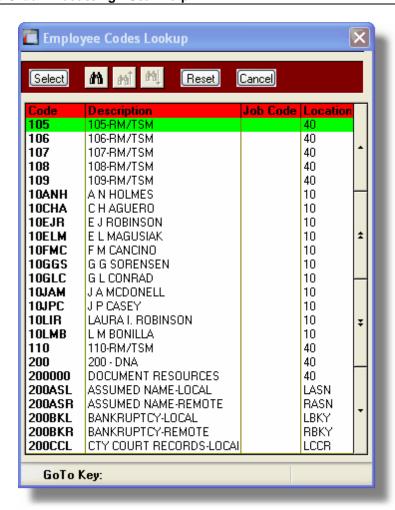
Throughout each of the Series 5 applications there may be master codes that must be entered into a field on a screen. In most cases there will be an icon of a pair of binoculars located to the right of the field. If you click on the binoculars, a "Codes Lookup" window will be displayed, from which you can browse for and select a code.

Here is an example of fields with the binoculars icon for entering master codes in the Professional Invoicing system.
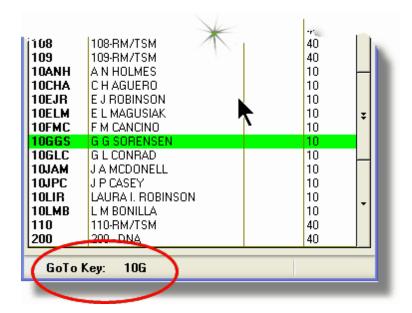
Code "Lookup" Window

All "Lookup" windows basically have the same characteristics and controls.

Employee Codes Lookup

Code	Description	Job Code	Location
105	105-RM/TSM		40
106	106-RM/TSM		40
107	107-RM/TSM		40
108	108-RM/TSM		40
109	109-RM/TSM		40
10ANH	A N HOLMES		10
10CHA	C H AGUERO		10
10EJR	E J ROBINSON		10
10ELM	E L MAGUSIAK		10
10FMC	F M CANCINO		10
10GGS	G G SORENSEN		10
10GLC	G L CONRAD		10
10JAM	J A MCDONELL		10
10JPC	J P CASEY		10
10LIR	LAURA I. ROBINSON		10
10LMB	L M BONILLA		10
110	110-RM/TSM		40
200	200 - DNA		40
200000	DOCUMENT RESOURCES		40
200ASL	ASSUMED NAME-LOCAL		LASN
200ASR	ASSUMED NAME-REMOTE		RASN
200BKL	BANKRUPTCY-LOCAL		LBKY
200BKR	BANKRUPTCY-REMOTE		RBKY
200CCL	CTY COURT RECORDS-LOCAl		LCCR

GoTo Key:

❖ Select a particular code by navigating to it in the window and double clicking the row, or clicking the **Select** push button

❖ To exit the Lookup window without selecting an item, click on the **Cancel** push button

❖ A Search window may be activated by clicking on the 🔍 binoculars icon

❖ Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.

❖ If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, of click the **Reset** pushbutton).

G/L Account "Lookup" Window

For "Lookup" windows offering a G/L Account to be selected, a similar window with the same characteristics and controls is displayed.

The main difference is the entry of the GoTo Key:
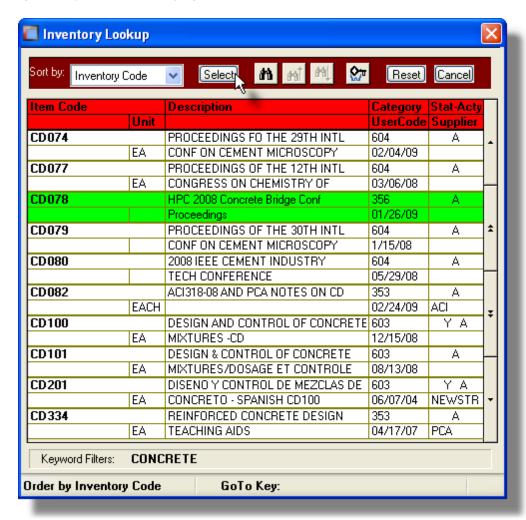
- ❖ As each numeric digit is entered, the system will attempt to redisplay showing the closest **Goto Key** account

- ❖ For systems with more than one G/L Account Main segment, enter either the Space-Bar, or the "-" character to indicate entry of the next Account Bank segment

- ❖ Only the G/L Account Main number is recognized. Don't bother trying to enter the Profit Center portion

- ❖ In the above screen example, you could have entered **730-** or **073090** to have the system position itself in the grid as shown

- ❖ Once the number of digits in the G/L Account's Main number has been entered, the GoTo Key fields is cleared, and a different number may be started

3.4   Inventory "Lookup" Window

The Inventory Items "Lookup" window provides the ability to list, and select an Inventory item. (It offers the same capability as all other Series 5 "Lookup" windows except it offers the ability to view Inventory items based on it's Descriptions' keywords.
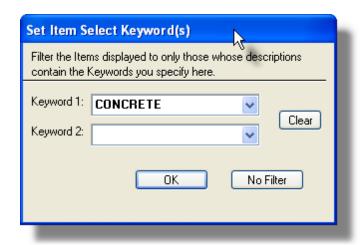
⊙ Inventory Code "Lookup" Window

The Inventory Lookup window is displayed as follows:
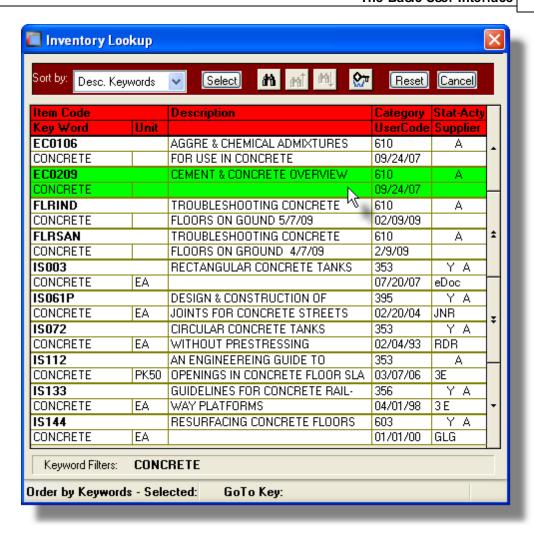
- ❖ Select a particular Inventory Item by navigating to it in the window and double clicking the row, or clicking the **Select** push button

- ❖ To exit the Lookup window without selecting an item, click on the **Cancel** push button

- ❖ A Search window may be activated by clicking on the 🔍 binoculars icon

- ❖ Move through the codes in the window by clicking on the grid navigate bar icons (on the right), or the cursor up/down keys, or the Page Up/Down keys.

❖ If you know the 1st few letters of the code you are wanting, you can type these, and the grid will redisplay showing the item closest to the **Goto Key** that you have typed. (To reset the Goto Key string, strike the ESC key, of click the **Reset** pushbutton).

❖ If you don't know the item, but you know at least one of the key words that was used in the Description of the item, you can look up items based on keywords.

Click the ▣ Keyword icon at the top of the screen; enter the keyword, and inventory items that have that word in their description are displayed in the grid. For example, in the screen following, the keyword CONCRETE was entered:

Set Item Select Keyword(s)

Filter the Items displayed to only those whose descriptions contain the Keywords you specify here.

Keyword 1: **CONCRETE** ▾

Keyword 2: ▾   [Clear]

[OK]   [No Filter]
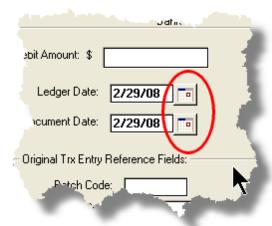
And the following items are displayed in the grid:

3.5 Date "Lookup" Window

Throughout the Series 5 applications there is the need to enter dates. With each date entry field there will be an icon of a calendar located to the right of the field.

If you click on the calendar, a "Date Lookup" window will be displayed, from which you can choose a date.

Date entry "Lookup" Window

Here is the "Date Lookup" window.
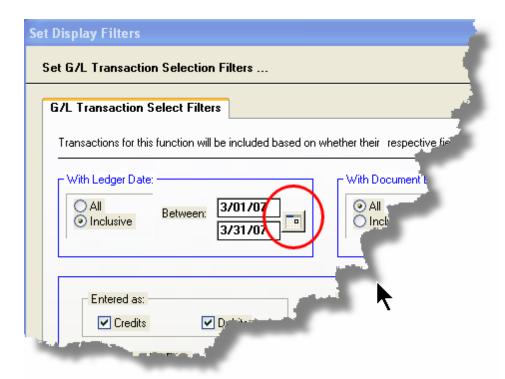
❖ Select a particular date by double-clicking it on the calendar

❖ Select a particular **Month** or **Year** by selecting it from the given drop down list fields

❖ Move to the next or previous Years and Months by clicking on the navigate buttons at the bottom

❖ Exit without selecting a date by clicking on the **Cancel** push button

3.6   Date Range "Lookup" Window

Throughout each of the Series 5 applications there may be a need to enter a range of dates. In most cases there will be an icon ▦ of a small calendar located to the right of the fields.

Here is an example of selecting a range of Ledger dates in one of the G/L system's functions.

If you click on the calendar, a "Date Range Lookup" window will be displayed, from which you can enter the starting/ending dates, or choose from a variety of different date range possibilities from a drop down select field.
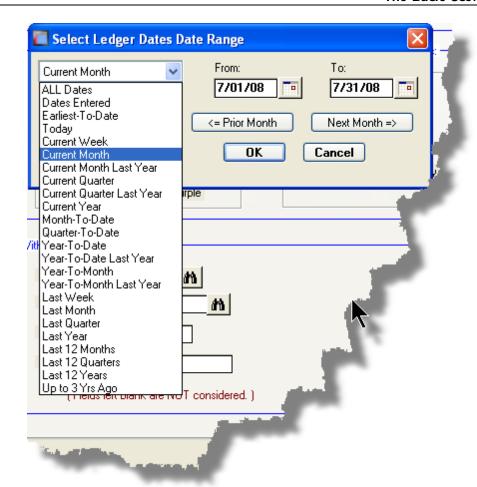
▬ Date Range "Lookup" Window

The window for entering a range of dates, (or selecting one form a drop down list).

You may choose, or set, a given date range using a variety of methods:

- ❖ Enter the dates in the **From** and **To** fields

- ❖ Click on the little calendar icons to have a calendar displayed from which a data can be chosen

- ❖ Click on the **Prior ...**. or **Next ....** push buttons to adjust the dates accordingly

- ❖ Choose a particular date range from the drop down list

Select Ledger Dates Date Range

Current Month

ALL Dates
Dates Entered
Earliest-To-Date
Today
Current Week
Current Month
Current Month Last Year
Current Quarter
Current Quarter Last Year
Current Year
Month-To-Date
Quarter-To-Date
Year-To-Date
Year-To-Date Last Year
Year-To-Month
Year-To-Month Last Year
Last Week
Last Month
Last Quarter
Last Year
Last 12 Months
Last 12 Quarters
Last 12 Years
Up to 3 Yrs Ago

From:
7/01/08

To:
7/31/08

<= Prior Month   Next Month =>

OK   Cancel

(Fields left blank are NOT considered.)

Part IV

4   Starting and Using the O/P System

In order to use any of the Series 5 system applications, each user must go through a sign-on process.

The following steps are required.

1. Signon using the users assigned User Code and Password**.**

2. Select the Company System that is to be processed.   (If only one Company system is defined, then this step is not required).

3. From the Main Menu screen, click the Accounts Receivable icon.

4.1   User Logon

Each user must first log in to use any of the Series 5 applications.
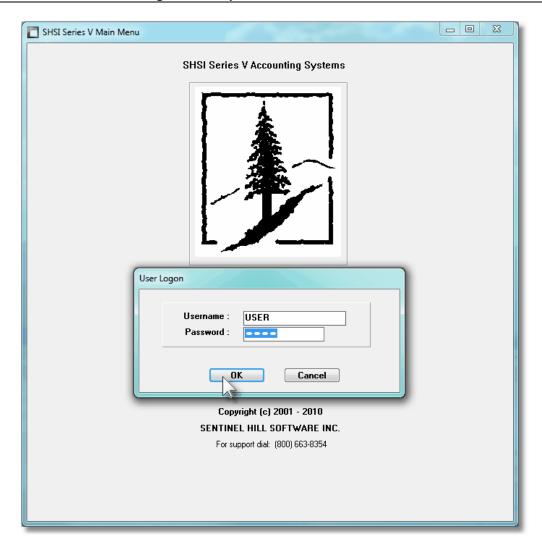
Key Information

Your Systems Manager, or designated "Gate Keeper" must first create a User Profile before any user can sign on to the system.

🔵   User Logon Screens

1. Click on the Series 5 application icon that has been set up on your desktop.

2. Enter your User Code and Password.   If setup by your Systems manager, the Username Code will default to that defined by the **SHSI_USER_NAME** DOS Environment Variable.
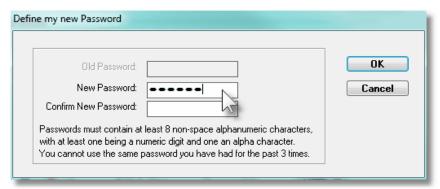
- You must enter the correct password to get into the system.

- You will have five attempts at entering the correct Username and Password combination

- Your Systems Manager may have established the rule that passwords must be renewed at some interval of time. (ie., every 3 months). If this is the case, the system will warn you 21 days ahead of time, that you will need to change the password. If it has expired, you will have to contact your System Administrator, or your Gatekeeper to set up a new password for you.

3. If you have defined more that one Company System, select the company to be worked with:

Defining a New Password

On occasion, you may be required to define a new password. You can have your Systems Manager, or the designated Gate Keeper assign you a new password, or you can do that yourself.

1. From the Main Menu's menu bar, click on **My Own Setup**, and from the drop down menu, click on **Change My Password**. The following screen will be displayed:

2. Enter your old password

3. Enter your new password in both fields presented. There are a few rules about the password you are allowed to use:

   ✓ The password must contain at least 8 non-space characters

   ✓ The password must contain at least 1 numeric digit and 1 alpha character

   ✓ You cannot use the same password that you have used for the last 3 times

   ✓ The password will time-out after a pre-determined period of time. (As setup by your Systems Manager)

   ✓ If you fail to enter the password correctly after a number of tries, (as setup by your Systems Manger), you will be disabled from logging in. You will have to contact your System Manager to have your profile re-enabled.

4. Click **OK** to proceed.

4.2   Series 5 Main Menu

The Series 5 Main Menu screen provides each of the bitmap buttons for each application that has been defined on your system.

➡ Series 5 Main Menu

Launch the O/P application by clicking it's associated graphic.

Part

V

5 Basic Processing Procedures

Throughout the Series 5 system applications, a variety of functions provide standard processing options screens. These are documented in this chapter and it's related sub-topics.

5.1 Background or Night Processing

Many of the Series 5 applications provide the ability to execute a number of their reporting and processing functions in the background as a batch job. You might choose to execute an application as a Batch Job so that your terminal may be free to be used for other activity, or so that a report could be delayed to be executed in the evening when the demands on your computer system are less. In order to process jobs in the background a PC terminal, running Windows, must be dedicated to executing the Batch Job Processor utility.

Some of the features of Batch processing:

> ➢ **Jobs may be queued to one of 5 different Job Queues**

> ➢ **Jobs may be queued with different Priorities**

> ➢ **Jobs may be queued to execute after a specified time of day (for Night Processing)**

> ➢ **Jobs may be defined as "Re-Occurring" at a variety of time intervals**

> ➢ **A Batch Job Manager can control and/or change individual jobs waiting to be executed**

> ➢ **Each Job has a Parameter Control file that can be edited**

> ➢ **Each completed Job has an Execute Audit Log file that may be viewed**

> ➢ **Multiple Batch Job Processor may execute simultaneously**

The ability to submit jobs to execute in the Background Job Processor is a privilege granted to individual users for each application's menu functions. It is also possible to define the option that a given operation MUST be executed by the Job Processor; and alternatively, that the job must execute after 6:00 PM in the evening.
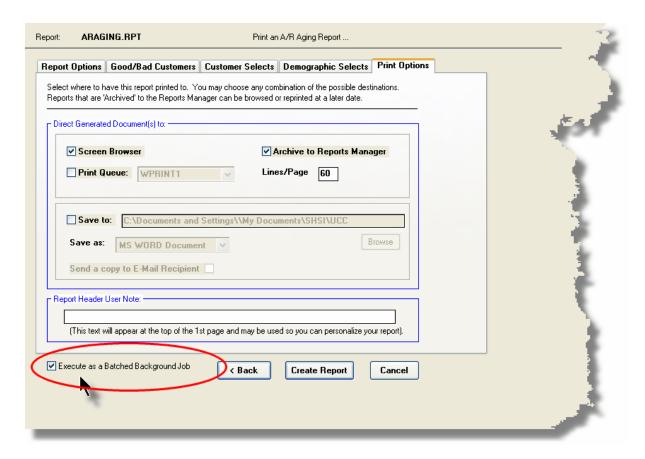
5.1.1 Selecting Jobs for Background Processing

Only certain jobs have been set up to optionally execute using the Batch Job Processor. These are mainly functions that generate reports, or functions that need to be executed every night, or those functions requiring extensive CPU processing.
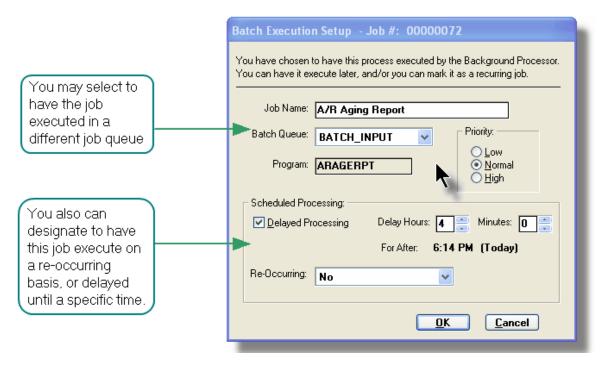
Processing Note

Batch Processing is a feature that carried over from the days when processors were relatively slow compared to today. As such, only a limited number of functions have been set up to execute in this manner. If there are any functions that you feel should be revised to execute in the Batch, please make your request to the development team at Sentinel Hill Software Inc.

If an application has been set up for Batch Processing, then typically on the last screen used to enter processing options, there will be a prompt at the bottom. Set the check box if you wish to execute the job in Batch. *If the user's access for the given menu item is set such that the job must be executed as a batch job, the check-box will be set, and disabled.*
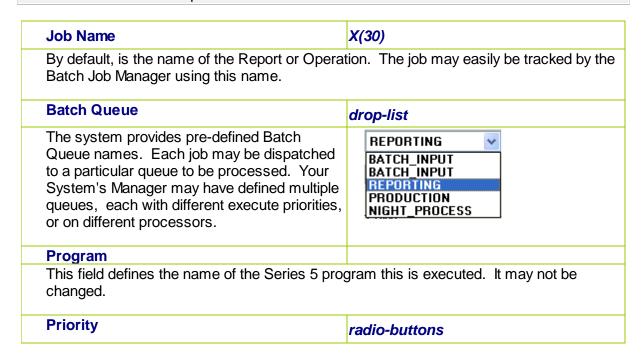
If you set the **Execute as Batched Background Job** check-box, the following options screen is displayed:

Once the **OK** push button is clicked, then the job will be submitted to the Job Batch Queue to wait for it's time to be executed. In the meantime, you may continue with other functions, or exit the Series 5 application totally. Notice that every job is assigned a unique number. This may be used to track the job using the Batch Job Manager.

⊟ Batch Execute Setup Field Definitions

Job Name	X(30)
By default, is the name of the Report or Operation. The job may easily be tracked by the Batch Job Manager using this name.	

Batch Queue	drop-list
The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	

Program	
This field defines the name of the Series 5 program this is executed. It may not be changed.	

Priority	radio-buttons

The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	⦿ Low ○ Normal ○ High
Delayed Processing	*check-box*
Should you wish to have this job execute at some designated time of the day, set this check-box. You will then be able to set the Delay Hours and Minutes. The delay will default such that the job would executed after 6:00 pm today.	
Re-Occurring	*drop-list*
When a job is initially queued, you may set this option to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.	No ⌄ No Hourly (9-5) Daily (Mon-Fri) Every Day of the Week Weekly Monthly

5.1.2   Batch Job Management

The Batch Job Manager is available to each of the Series 5 applications. Whenever an application's function is queued to be executed by the Batch processor, an entry is recorded in the Batch Job file. The Batch Manager allows you to view the status of the job, put it on Hold, have it re-queued, or even delete it.

✤ Accessing the O/P Batch Job Manager
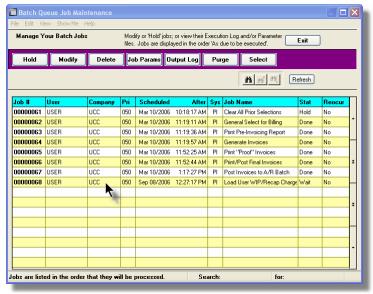
> From either the O/P Main menu, or any application, select **Batch Job Processing** from the **File** drop-down menu.

Batch Job Queue Manager Grid Screen
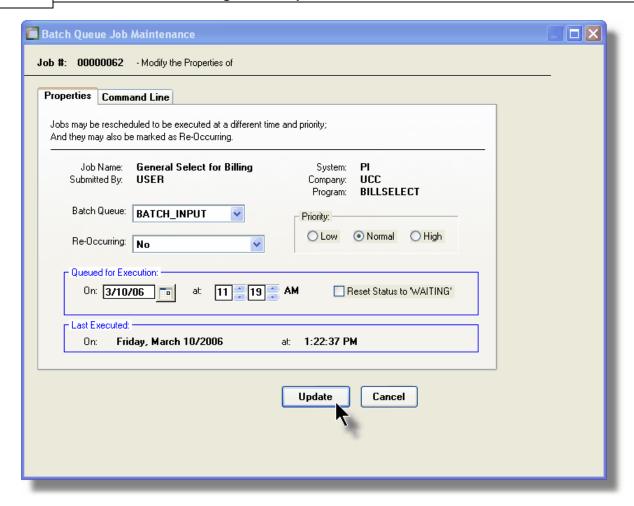
Maintenance and monitoring of the Batch Jobs is done with a Series 5 grid screen.
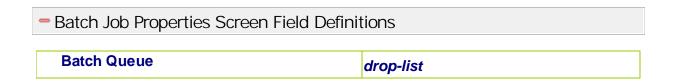
"Fast Buttons"	
Hold	Put a Hold on the the selected Job
Modify	Modify the properties of the selected job
Delete	Delete the selected Job
Job Params	Display and edit the Job's execution parameters with Notepad
Output Log	View the output log generated when the selected job was executed.
Purge	Have those jobs satisfying a number of filters deleted from the system
Select	Set filters for the items that are displayed in the grid

Modifying a Job in the Batch Queue

1. In the grid, navigate to the row listing the job that is to be modified.

2. Double-click the row, or right-click the row to have a drop-down menu displayed, then click **Modify**, ... or just click on the **Modify** button in the "Fast Button" frame. The Job's properties screen will be displayed.

3. Edit any given field as required. Note in particular, that if a job has been placed on "Hold", or if it has completed, you can click on the Reset Status to "WAITING" check box, and the job will be executed at the next opportunity after the specified execution time.

4. You can also view and edit the system command line that is used to launch the particular job. This is the shell or Command Prompt command that is issued. **YOU SHOULD NOT NORMALLY EVER NEED TO EDIT THIS COMMAND LINE.**

5. Click the **Update** push button at the bottom of the screen.

Batch Job Properties Screen Field Definitions

Batch Queue	*drop-list*

The system provides pre-defined Batch Queue names. Each job may be dispatched to a particular queue to be processed. Your System's Manager may have defined multiple queues, each with different execute priorities, or on different processors.	REPORTING BATCH_INPUT BATCH_INPUT REPORTING PRODUCTION NIGHT_PROCESS
Re-Occurring	*drop-list*
A job that has already completed, may be set up to have it automatically re-occur at one of the defined intervals. After it eventually executes, it will automatically re-queue itself to execute. Note that any date parameters or filters associated to the application, will automatically be updated based on the given interval chosen.	No No Hourly (9-5) Daily (Mon-Fri) Every Day of the Week Weekly Monthly
Priority	*radio-buttons*
The priority will determine how quickly the batch request is executed. The default setting is determined from the User's access properties for the given application.	⊙ Low ○ Normal ○ High
Queued for Execution - Date and Time	*(mm/dd/yy)*
You can set to have this job execute at some designated time of a particular date.	
Reset Status to "WAITING"	*check-box*
If a job has completed, or if it has been placed "On-Hold", then you can reactivate it and have it execute again. *(Depending on the function, you may have to re-edit the Job Parameters to set up correct dates of report options)*.	

▬ Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

Click on the [icons] Search icon.

A search string may be entered for the following fields:
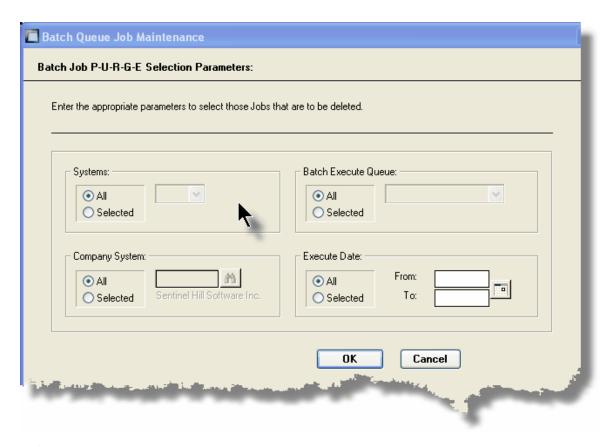
- Job Name
- Job Number

Grid Display and Purge Filters Screen

If your company makes use of Batched Jobs, over a period of time you may have a great number of Job History records. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

Batch Queue Job Maintenance

Batch Job P-U-R-G-E Selection Parameters:

Enter the appropriate parameters to select those Jobs that are to be deleted.

Systems:
- ⦿ All
- ○ Selected

Batch Execute Queue:
- ⦿ All
- ○ Selected

Company System:
- ⦿ All
- ○ Selected   Sentinel Hill Software Inc.

Execute Date:
- ⦿ All
- ○ Selected   From: To:

OK   Cancel

2. Set the applicable filters

3. Click the **OK** push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systems	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be listed.	

Company System	radio-buttons & drop down list
Click the **All** button, or the **Selected** button with a specific Company for which job records are to displayed or processed.	

Batch Execute Queue	radio-buttons & drop down list
Click the **All** button, or the **Selected** button with a specific Batch Queue. Only those jobs generated and processed by by the selected queue will be listed.	

Execute Date	radio-buttons & (mm/dd/yy) entry fields
Click the **All** button, or the **Selected** button with a date range. Only those jobs that executed within the range of dates entered will be listed.	

Putting a Job "On-Hold"

If a job has not yet executed, and for whatever reason, you want to put it on hold, you can do so. (Perhaps to change a parameter or priority).

1. In the grid, navigate to the row listing the Job to be put on-hold.

2. Right-click the row to have a drop-down menu displayed, then click **Hold**, ... or just click on the **Hold** button in the "Fast Button" frame.

3. A hold verification screen will be displayed. Click the **Put On Hold** button to proceed.

4. The Job's status will be set accordingly.

5. To re-activate the Job, you will have Modify it, and click the **Rest Status to "WAITING"** check-box.

Purging old "Completed" Job Control Records

Over a period of time, your users may have generated a great number of Job records. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.

2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).

3. Click the **OK** push-button. The system will remove all those jobs satisfying the selected filters.

5.1.3   The Batch Job Processor

In order to process any Customer Order Processing function jobs that might have been queued to be run in the background, or at night, a PC terminal running Windows must be dedicated to executing the Batch Job Processor utility. This is basically another Series 5 program that gets launched from the Batch Job Management function.
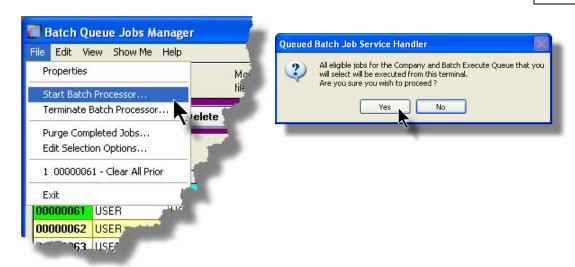
Some of the features of Batch Processor Utility:

> ➢ **The Processor Utility is launched from the File drop-down menu from the Batch Job Manager**

> ➢ **Multiple instances of the Processor Utility may execute at the same time on different client terminals**

> ➢ **Each Processor Utility may be set up to service jobs sent to a particular Batch Execute Queue**

> ➢ **Each Processor Utility may be set up to service jobs generated for a particular Company Systems**

> ➢ **Each Processor Utility may be set up to service jobs generated for a particular application**

> ➢ **An Execution Log screen is available that displays the last 10 jobs that have executed**

> ➢ **The window within which the Job Processor executes can be toggled between two sizes. In Expanded mode it shows the details and log of executing jobs; In Brief mode, it just shows a small general status screen**
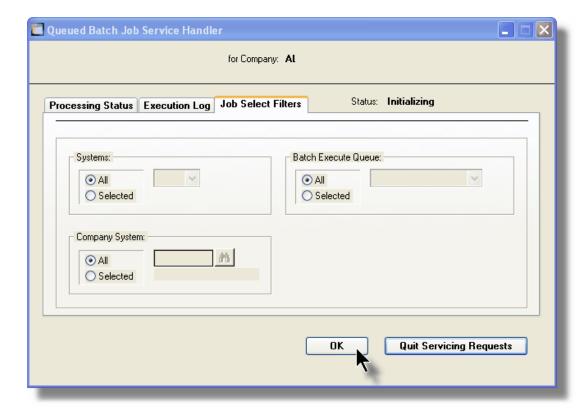
➖ Launching the Series 5 Batch Job Processor Utility

From the Batch Job Manager screen:

1. Click on **Start Batch Processor** from the **File** drop-down menu. A prompt will be displayed confirming the launch of the Job Processor.

2. Click the **Yes** button, then the Job Service Handler screen will be displayed and you will be able to set a number of filters that are used to select particular jobs that are to be accepted. *(By default All jobs will be processed).*
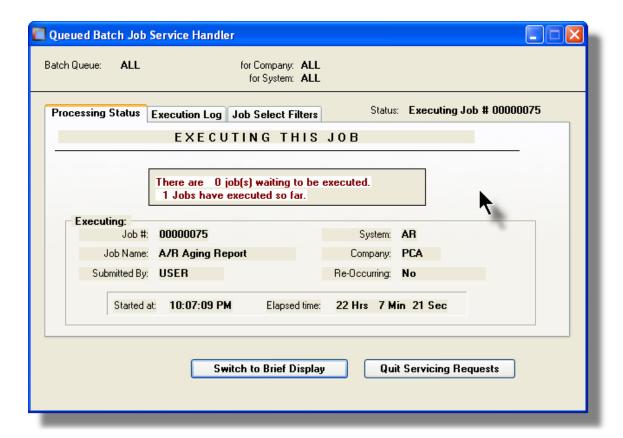
3. Click **OK** and the Job Processor will trundle off and wait for a job that it can execute.

Processing Note

The Batch Job Processor, when launched, is executed as an entirely new task in it's own window. You can switch back to the Batch Job Manager window, exit that, and do whatever you please without disturbing the Job Processor.
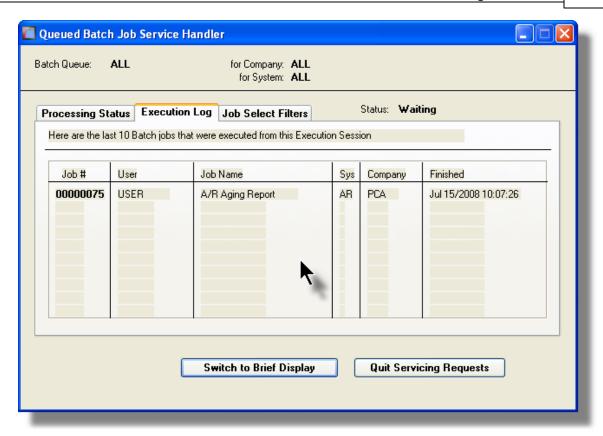
Processing Status Tab Screen

As jobs are executing, you can view their status on the Processing Status tab screen. It displays the jobs that is currently executing, or the last job that was executed.

Execution Log Tab Screen

A table is kept displaying the last ten jobs that have executed since the Job Processor has started.

Job Processor "Brief" Window

If you are not interested in view the progress of the batched jobs, you can switch the window to a "Brief" display. From which you can switch back to an "Expanded" display.

Job Select Filters Screen Field Definitions

Systems	radio-buttons & drop down list

Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those jobs generated from the selected system will be executed.	
Company System	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific Company for which job records are to be executed.	
Batch Execute Queue	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific Batch Queue. Only those jobs submitted to the selected queue will be executed.	

5.2   Data Importing and Exporting

In several Series 5 applications, the ability to import or export data from/to external sources has been implemented. There are standard import/export data screens that are displayed.
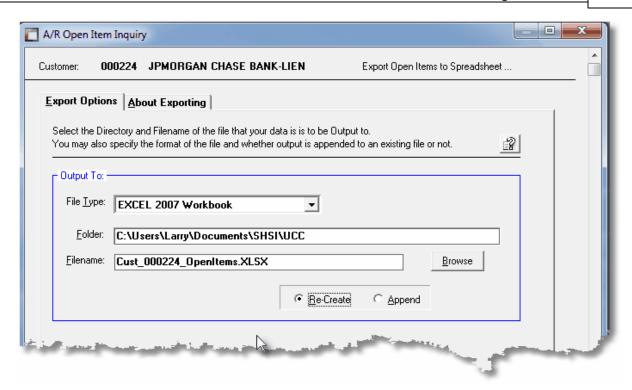
A number of different data formats are supported. These include:

> **MS Excel Workbooks**

> **Tab Delimited Text**

> **Lotus Text (Comma Delimited with quotation marks)**

> **Slash "\" Delimited Text**

> **CSV Text (Comma Delimited)**

5.2.1   Data Export Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to export data.
When selected, the following options screen is presented:

Selecting Export Format Options
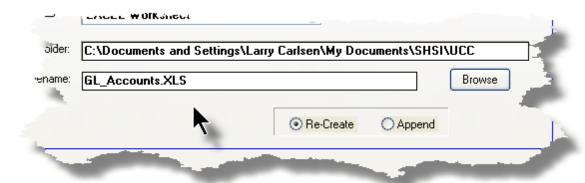
Normally, the Export Options screen will be presented with all fields defaulted for the particular application and function. However, you may want to revise the format of the output data and where it is to be generated. The following steps may be taken:

1. Determine the format of the data to be output. From the drop down list select from the following:

Data Input Format	Comments
▪➔ **EXCEL 2007/2010 Workbook**	An Office 2007 or 2010 MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 950,000 rows may be output to each sheet.
▪➔ **EXCEL 97-2003 Workbook**	An Office 2003, or earlier, MS Excel workbook is opened, and data is output directly to the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be output.
▪➔ **Tab Delimited Text**	The output columns of data are separated with the <tab> character. A maximum of 65,530 rows may be output.
▪➔ **CSV Comma Delimited Text**	The columns of data are output separated with a comma <,> character. Strings are output within the

		double quote, <">, character. A maximum of 99,999 rows may be processed.
⇢	**20/20 Text**	Formatted for an older spreadsheet utility.
⇢	**Lotus Text**	The columns of data must be comma separated with quotation marks around each field.
⇢	**Slash Delimited Text**	The columns of data must be separated with the "\" character.

2. You may then select the folder to which the file is created and the name of the file. You can click the [Browse] push button to locate or change the location.

Thin Client Processing Tip

If executing as a Thin Client user you should select output as Tab Delimited Text. Over a slow network, output to an Excel Spreadsheet is disgustingly slow. If you want the output to be on your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st created on the UNIX server, then copied to the PC client).

⊟ Field Definitions

File Type: *drop-down list*

Select the file type that is to be generated. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other that an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder: *X(90)*

Enter the name of the directory folder to which the exported data is to be written to. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.
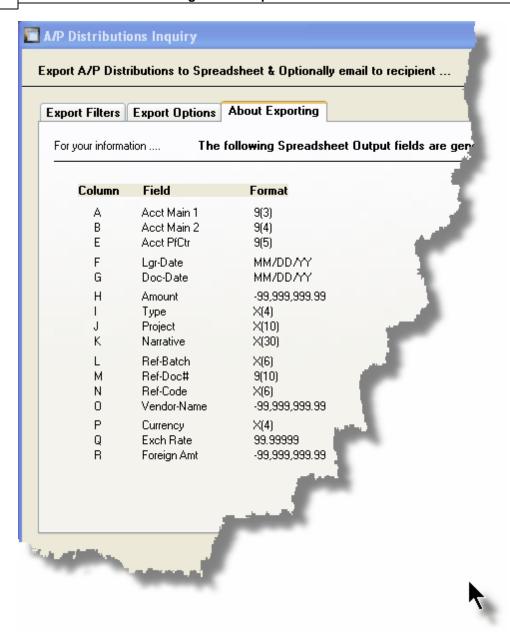
You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Folder field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:** in the Folder field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.

Filename: *X(50)*

The filename will default to a name applicable to the type of data. You may change if you so desired.

About Exporting Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).

A/P Distributions Inquiry

Export A/P Distributions to Spreadsheet & Optionally email to recipient ...

Export Filters | Export Options | **About Exporting**

For your information ....   **The following Spreadsheet Output fields are gen**

Column	Field	Format
A	Acct Main 1	9(3)
B	Acct Main 2	9(4)
E	Acct PfCtr	9(5)
F	Lgr-Date	MM/DD/YY
G	Doc-Date	MM/DD/YY
H	Amount	-99,999,999.99
I	Type	X(4)
J	Project	X(10)
K	Narrative	X(30)
L	Ref-Batch	X(6)
M	Ref-Doc#	9(10)
N	Ref-Code	X(6)
O	Vendor-Name	-99,999,999.99
P	Currency	X(4)
Q	Exch Rate	99.99999
R	Foreign Amt	-99,999,999.99

The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	Comments
➔ **X(30)**	30 character alphanumeric
➔ **9(6)**	6 digit numeric integer
➔ **MM/DD/YY**	6 digit date in mm/dd/yy order
➔ **-9,999,999.99**	signed numeric amount with 2 decimal places
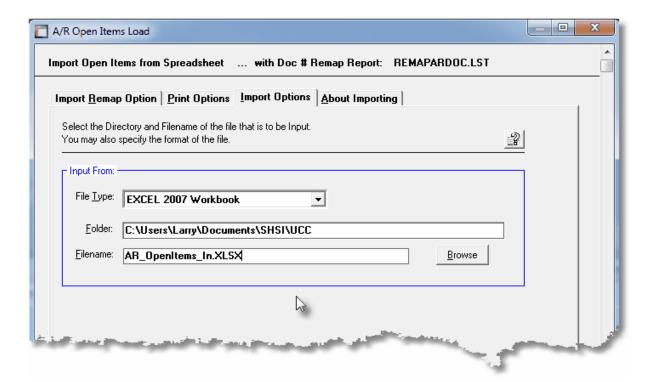
➠ **9(8)-9(5)**	G/L Account # 999999999999999999-99999
➠ **S9(9)**	signed 9 digit integer

5.2.2 Data Import Functions

Many of the Inquiry and assorted master Code Maintenance menu items offer the ability to import data.
When selected, the following options screen is presented:

⊟ Selecting Import Format Options

Normally, the Import Options screen will be presented with all fields defaulted for the particular application and function.   However, you may want to revise the format of the input data and where it is to be loaded from. The following steps may be taken:

1. Determine the format of the data to be input. From the drop down list select from the following:

Data Input Format	*Comments*
➠ **EXCEL 2007/2010 Workbook**	An Office 2007 or 2010 MS Excel workbook is opened, and data is read directly from the 1st worksheet's

	designated rows and columns. A maximum of 950,000 rows may be processed.
➡ **EXCEL 97-2003 Workbook**	An Office 2003, or earlier, MS Excel workbook is opened, and data is read directly from the 1st worksheet's designated rows and columns. A maximum of 65,530 rows may be processed.
➡ **Tab Delimited Text**	The input columns of data must be separated with the <tab> character. A maximum of 65,530 rows may be processed.
➡ **CSV Comma Delimited Text**	The columns of data must be separated with a comma <,> character. Strings must begin and end with the double quote, <">, character. A maximum of 99,999 rows may be processed.
➡ **20/20 Text**	Formatted for an older spreadsheet utility.
➡ **Lotus Text**	The columns of data must be comma separated with quotation marks around each field.
➡ **Slash Delimited Text**	The columns of data must be separated with the "\" character.

2. You may then select the folder from which the file is to be loaded from and the name of the file. You can click the Browse push button to locate or change the location.

Thin Client Processing Tip

If executing as a Thin Client user you will appreciate considerably faster processing of large data files when you process input as Tab Delimited Text. Over a slow network, input to an Excel Spreadsheet is disgustingly slow. If loading the input from your PC, then make sure that the "Thin Client" Unix Home Page in your User Logon Profile contains a path on the UNIX server. (Files are actually 1st copied to the UNIX server, then read

into the system).

Field Definitions

File Type: *drop-down list*

Select the type of data that is to be loaded. This field will default to the type that is defined in the Series 5 User Logon Profile. *(Note that if the the particular import/export function requires a specific format other that an Excel Spreadsheet, the default from the User Logon Profile is not set as the default).*

Folder: *X(90)*
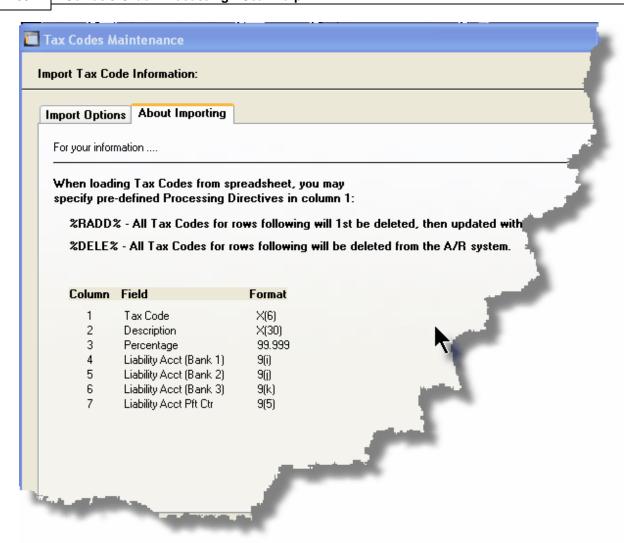
Enter the name of the directory folder from which the imported data is to be read from. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click the Browse button to select a different folder.

Filename: *X(50)*

The filename will default to a name applicable to the type of data. You may change if you so desired.

About Importing Tab Screen

Along with the Export Options tab screen there will be an About Exporting tab screen. This provides the operator with information about which fields are output to which columns, (assuming MS Excel output).

Tax Codes Maintenance

Import Tax Code Information:

Import Options | **About Importing**

For your information ....

When loading Tax Codes from spreadsheet, you may
specify pre-defined Processing Directives in column 1:

%RADD% - All Tax Codes for rows following will 1st be deleted, then updated with

%DELE% - All Tax Codes for rows following will be deleted from the A/R system.

Column	Field	Format
1	Tax Code	X(6)
2	Description	X(30)
3	Percentage	99.999
4	Liability Acct (Bank 1)	9(i)
5	Liability Acct (Bank 2)	9(j)
6	Liability Acct (Bank 3)	9(k)
7	Liability Acct Pft Ctr	9(5)

The codes displayed under the Format column indicated the type and size of the data. Here are some examples:

Data Format	Comments
⇒ **X(30)**	30 character alphanumeric
⇒ **9(6)**	6 digit numeric integer
⇒ **MM/DD/YY**	6 digit date in mm/dd/yy order
⇒ **-9,999,999.99**	signed numeric amount with 2 decimal places
⇒ **9(8)-9(5)**	G/L Account # 999999999999999999-99999
⇒ **S9(9)**	signed 9 digit integer

In some of the import functions, you can specify a Processing Directive in column 1 of your input data file. These are basically commands that direct the system to process the rows of data following in a special way. These commands are typically only provided for the input of Master Code records.

Pseudo Command	Comments
➡ **%RADD%**	If the data record being input is already defined on file, it is 1st deleted. Then a new record is written with the data loaded. (In some cases, the record being written may have other fields that would be initialized when the new record is written.
➡ **%DELE%**	Once a Master Code is identified, the associated record on file is deleted. No data is subsequently input.
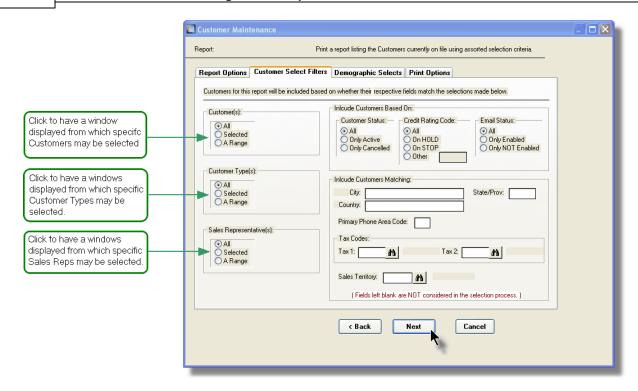
5.3   Record Processing Filters

In each Series 5 application, there is normally a primary Master Code or Transaction that is typical to most reporting and query activities. As such, in these functions, there is usually a screen that displays a number of fields associated to the Master Code or Transaction that may be set in order to limit the records or transactions being processed.
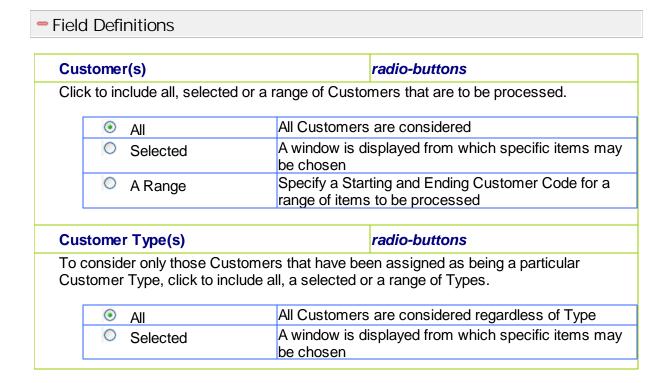
These filtering or selection screens provide the ability to select all codes, ranges of codes, or selected codes of the assorted Master Codes.

5.3.1   Customer Filters

Most reporting and inquiry functions available in the Customer Order Processing application, are based on the A/R Customer Master record. These routines provide the operator an opportunity to set filters such that only selected customer are reported or inquired. The following screen is presented where applicable:

In particular, for Customers, Customer Types and Sales Reps, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. It the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

▬ Field Definitions

Customer(s)	*radio-buttons*
Click to include all, selected or a range of Customers that are to be processed.	

⦿ All	All Customers are considered
○ Selected	A window is displayed from which specific items may be chosen
○ A Range	Specify a Starting and Ending Customer Code for a range of items to be processed

Customer Type(s)	*radio-buttons*
To consider only those Customers that have been assigned as being a particular Customer Type, click to include all, a selected or a range of Types.	

⦿ All	All Customers are considered regardless of Type
○ Selected	A window is displayed from which specific items may be chosen

○	A Range	Specify a Starting and Ending Customer Type for a range of items to be processed

Sales Representative(s)   *radio-buttons*

To consider only those Customers that have been assigned to particular Sales Representatives, click to include all, a selected or a range of Sales Reps.

⦿	All	All Customers are considered regardless of Sales Rep
○	Selected	A window is displayed from which specific items may be chosen
○	A Range	Specify a Starting and Ending Sales Rep Code for a range of items to be processed

Customer Status   *radio-buttons*

To consider only those Customers that have been flagged as having a given Status, click the appropriate radio button.

⦿	All	All Customers are considered regardless of status
○	Only Active	Only those Customers whose status is Active.
○	Only Canceled	Only those Customers marked as being Canceled will be processed.

Credit Rating Code   *radio-buttons*

Each Customer may have a Credit Rating status assigned to them. Consider only those Customers with the status as clicked.

⦿	All	All Customers are considered regardless of Rating
○	Different Name	Only those Customers whose Remit-To Company Name is different from it's own name will be processed.
○	Different Address	Only those Customers whose Remit-To address is different from it's own address will be processed.
○	Either	Only those Customers whose Remit-To name or address is different from it's own l be processed

Email-Status   *radio-buttons*

To consider only those Customers that have or have not been enabled to have their Customer Statements emailed to them.

⦿	All	All Customer are considered regardless of status
○	Only Enabled	Only Customers enabled for emailed statements are processed
○	Only NOT Enabled	Only Customers NOT enabled for emailed statements are processed

with Matching - City	*X(25)*

Select only those customers whose City matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Country	*X(20)*

Select only those customers whose Country matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - State/Province	*X(5)*

Select only those customers whose State or Province matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Primary Phone Area Code	*9(3)*

Customers have phone numbers. Select only those customers whose Area Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Tax Code 1	*X(6)*

Customers are assigned a primary Tax Code. Select only those customers whose Tax Code 1 matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Tax Code 2	*X(6)*

Customers are assigned a secondary Tax Code. Select only those customers whose Tax Code 2 matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Sales Territory	*X(5)*

Customers may be assigned to a particular Territory. Select only those customers whose Territory Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

Selecting Specific Customers, Customer Types or Sale Reps for Reporting

If you clicked to have **Selected** Customers, Customer Types, or Sales Reps from the **Customer Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.

1. Double click an item in the left pane to have it included.

2. The codes of those Items that have been chosen are displayed in the right pane.

3. Search for a particular code by clicking on the [binoculars icon] binoculars icon.

4. Click on the [push button icons] push button icons to position to the previous or next item, in the left pane, that has already been selected.

5. Click to have "ALL" items selected or unselected.

6. When a particular previously selected item is highlighted in the right pane, click the [<-- Remove] button to have it unselected.

7. Use the grid navigate buttons to move through the list of possible items.

8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

> **Processing Tip**
>
> Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.2   Customer Demographics Filters

As well as being able to set filters associated to the Customer Master records, you may also set filters for the Customer Demographic codes that have been assigned to your Customer Master records.   These routines provide the operator an opportunity to set filters such that only selected customers, based on whichever Customer Demographics have been assigned to them, are reported or inquired. The following screen is presented where applicable:

For each Demographic Code, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. It the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Point of Interest
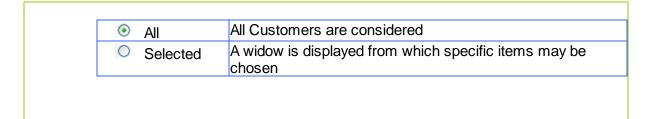
Please note that the Demographic Codes are dreamed up by you, the user. The screen here shows some creative, or maybe not so creative, examples.

➖ Field Definitions
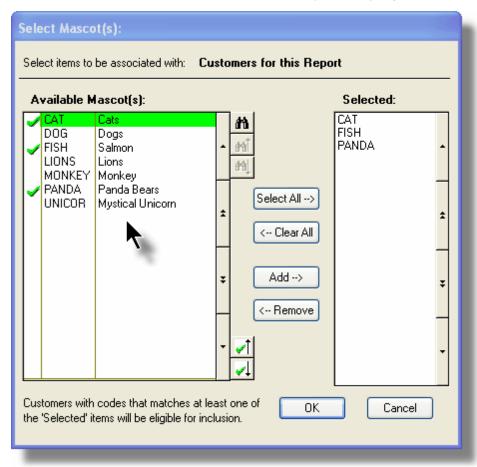
Xxxxxx Code(s)	*radio-buttons*
To consider only those Customers that have been assigned a particular Demographic Code, click to include all, or selected codes.	

⦿ All	All Customers are considered
○ Selected	A widow is displayed from which specific items may be chosen

Selecting Specific Demographic Codes

If you clicked to have **Selected** a code from the **Demographic Selects** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.

1. Double click an item in the left pane to have it included.

2. The codes of those Items that have been chosen are displayed in the right pane.

3. Search for a particular code by clicking on the ⛏ binoculars icon.

4. Click on the ✓↑ ✓↓ push button icons to position to the previous or next item, in the left

pane, that has already been selected.

5. Click to have "ALL" items selected or unselected.

6. When a particular previously selected item is highlighted in the right pane, click the
   <-- Remove button to have it unselected.

7. Use the grid navigate buttons to move through the list of possible items.

Processing Tip
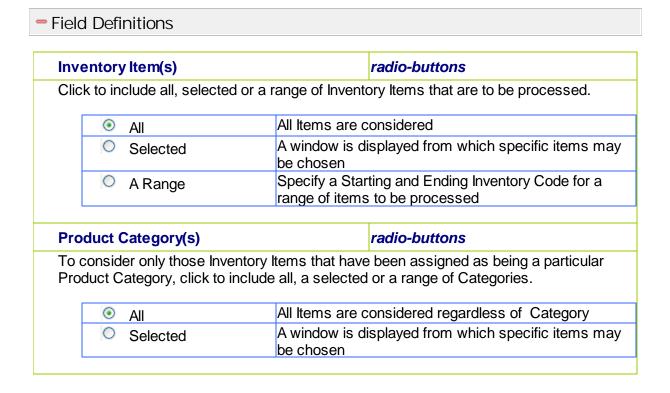
Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.3   Inventory Filters

Most reporting and inquiry functions available in the Customer Order Processing application, are based on the Inventory Master record. These routines provide the operator an opportunity to set filters such that only selected Inventory Items are reported or inquired. The following screen is presented where applicable:

Click to have a window displayed from which specific Status Codes may be selected.

Click to have a window displayed from which specific Inventory Items, Product Categories, Product Families, or Distribution Channels may be selected.

In particular, for Inventory Items, Product Categories, Product Families, and Distribution Channels, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. It the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Field Definitions

Inventory Item(s)	*radio-buttons*
Click to include all, selected or a range of Inventory Items that are to be processed.	

⦿	All	All Items are considered
○	Selected	A window is displayed from which specific items may be chosen
○	A Range	Specify a Starting and Ending Inventory Code for a range of items to be processed

Product Category(s)	*radio-buttons*
To consider only those Inventory Items that have been assigned as being a particular Product Category, click to include all, a selected or a range of Categories.	

⦿	All	All Items are considered regardless of Category
○	Selected	A window is displayed from which specific items may be chosen

○ A Range	Specify a Starting and Ending Product Category for a range of items to be processed

Product Family(s)	*radio-buttons*

To consider only those Inventory Items that have been assigned to particular Product Family, click to include all, a selected or a range of Families.

◉ All	All Items are considered regardless of Family
○ Selected	A window is displayed from which specific items may be chosen
○ A Range	Specify a Starting and Ending Product Family Code for a range of items to be processed

Item Stock-Status	*radio-buttons*

To consider only those Inventory Items that have been assigned a particular Stock Status to them.

◉ All	All Items are considered regardless of their Stock Status
○ Selected	A small window is displayed offering the different Stock Status settings. Set the check-box for those that are associated to the Inventory Items that are to be selected

Item Activity-Status	*radio-buttons*

To consider only those Inventory Items that have been assigned a particular Activity Status to them.

◉ All	All Items are considered regardless of their Activity Status
○ Selected	A small window is displayed offering the different Activity Status settings. Set the check-box for those that are associated to the Inventory Items that are to be selected

with Matching - Cross Sell Code	*X(6)*

Inventory may be assigned a Cross Sell Code. Select only those Inventory Items whose Cross Sell Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.
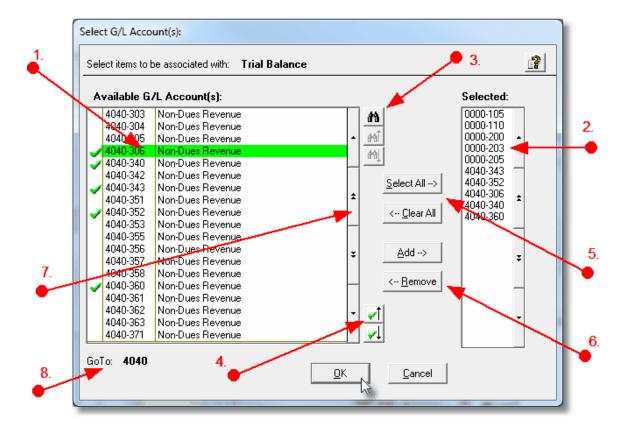
with Matching - Primary Supplier	*X(6)*

Select only those Inventory Items whose Primary Supplier Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.

with Matching - Reorder Manager	*X(6)*
Inventory may be assigned a Reorder Manager Code. Select only those Inventory Items whose Reorder Manager Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	

with Matching - Royalty Code	*X(3)*
Inventory may be assigned a Royalty Code. Select only those Inventory Items whose Royalty Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	

with Matching - Duty Code	*X(6)*
Inventory may be assigned a Duty Code. Select only those Inventory Items whose Duty Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	

with Matching - Matrix Set Code	*X(6)*
Inventory may be assigned a Matrix Set Code. Select only those Inventory Items that have a Matrix Set defined and whose Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	

with Matching - Tracking Codes 1 & 2	*X(8)*
Inventory may be assigned 2 Tracking Codes. Select only those Inventory Items whose Tracking Codes matches that entered. Leave the field blank if it is NOT to be considered as a filter.	

with Matching - User Code	*X(5)*
Inventory may be assigned a User Code. Select only those Inventory Items whose User Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	

with Matching - Freight Code	*X(5)*
Inventory may be assigned a Freight Code. Select only those Inventory Items whose Freight Code matches that entered. Leave the field blank if it is NOT to be considered as a filter.	

with Matching - Commission Code	*X(4)*
Inventory may be assigned a Commission Code. Select only those Inventory Items whose Commission Code matches that entered. Leave the field blank if it is NOT to be	
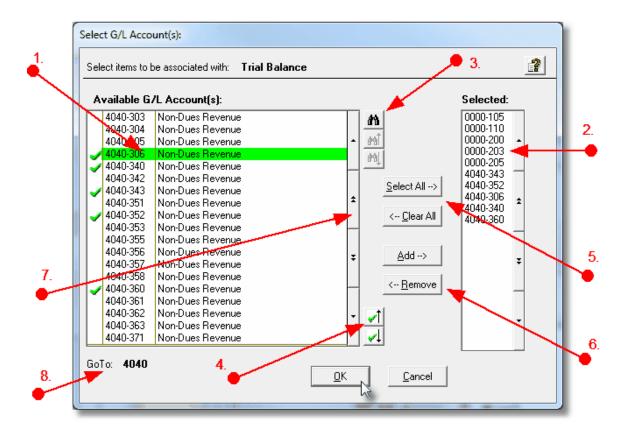
considered as a filter.

Selecting Specific Items, Categories, Families or Distribution Channels for Reporting

If you clicked to have **Selected** Inventory Items, Product Categories, Product Families or Distributions Channels from the **Item Select Filters** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.

1. Double click an item in the left pane to have it included.

2. The codes of those Items that have been chosen are displayed in the right pane.

3. Search for a particular code by clicking on the [binoculars icon] binoculars icon.

4. Click on the [push button icons] push button icons to position to the previous or next item, in the left pane, that has already been selected.
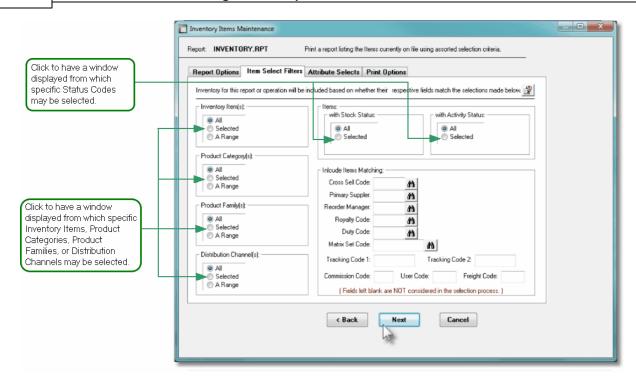
5. Click to have "ALL" items selected or unselected.

6. When a particular previously selected item is highlighted in the right pane, click the

   `<-- Remove` button to have it unselected.

7. Use the grid navigate buttons to move through the list of possible items.

8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.3.4   Item Attribute Filters

As well as being able to set filters associated to the Inventory Item Master records, you may also set filters for the Item Attribute codes that have been assigned to your Inventory Master records. These routines provide the operator an opportunity to set filters such that only selected Inventory Items, based on whichever Item Attributes have been assigned to them, are reported or inquired. The following screen is presented where applicable:

For each Attribute Code, you may choose to provide filters for Selected Codes or a Range of Codes. If the **A Range** radio button is clicked, then enter the starting and ending codes for the range of items that are wanted on the report. It the **Selected** radio button is clicked, then a window will be displayed from which you can select codes that are to be reported.

Point of Interest
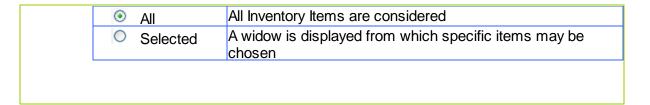
Please note that the Attribute Codes are dreamed up by you, the user. The screen here shows some creative, or maybe not so creative, examples.

➖ Field Definitions
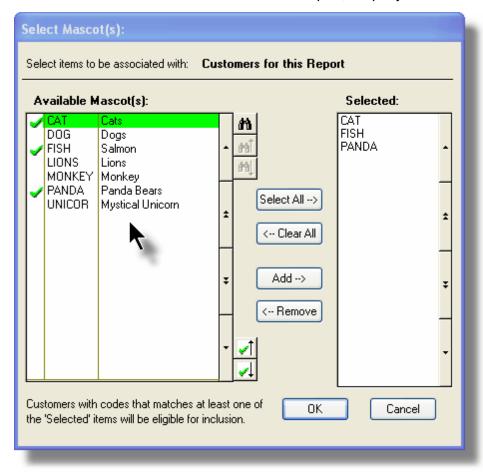
Xxxxxx Code(s)	*radio-buttons*
To consider only those Inventory Items that have been assigned a particular Attribute Code, click to include all, or selected codes.	

⊙ All	All Inventory Items are considered
○ Selected	A widow is displayed from which specific items may be chosen

Selecting Specific Attribute Codes

If you clicked to have **Selected** a code from the **Item Attributes Selects** screen, then a window, similar to the one that follows, is displayed. From the grid display on the left, double-click the items that are to be included in the report, or query.

1. Double click an item in the left pane to have it included.

2. The codes of those Items that have been chosen are displayed in the right pane.

3. Search for a particular code by clicking on the 🔍 binoculars icon.

4. Click on the ✔↑ ✔↓ push button icons to position to the previous or next item, in the left pane, that has already been selected.

5. Click to have "ALL" items selected or unselected.

6. When a particular previously selected item is highlighted in the right pane, click the
   <-- Remove button to have it unselected.

7. Use the grid navigate buttons to move through the list of possible items.

8. If you know approximately the code that you wish to select, start typing it. As each character is keyed in, the system will reposition itself to the closest matching item, and redisplay the items in the left pane. As each character is typed, it will be displayed as the GoTo string. To clear the GoTo string, press the <Esc> key on the keyboard.

Processing Tip

Selecting specific items in this manner requires more overhead when processing. If possible, you should select a range of items from the filters screen.

5.4   Report Generation and Printing

Most of the Series 5 applications generate reports or forms that need to be printed. The system offers a variety of options for selecting the format in which reports are generated and how they are actually to be printed.   Reports may be generated as follows:
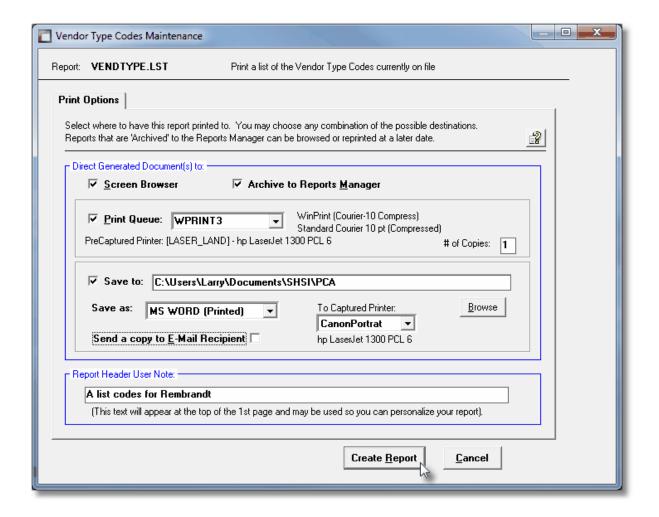
> ➢ **Viewed by the Series 5 Report Browser**

> ➢ **Printed to a selected printer**

> ➢ **"Archived" for later reference**

> ➢ **Saved as an ASCII text file or MS Word file**

> ➢ **Emailed to specified recipients**

> ➢ **Any combination of the above**

When a report is to be actually printed, any of the Series 5 defined Print Queues may be selected. An unlimited number of Printer Queues may be set up by your System Administrator. Each Queue has a variety of properties associated that means you can pretty well print to any of your network defined printers using different fonts or margin settings. (Refer to the chapter on ***Defining Series 5 Print Queues*** in the Systems Management

Help or manuals).

5.4.1 Report Options Screen

When any kind of report or form output is to be generated, the following window screen is displayed:
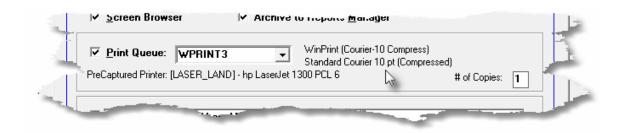
⊙ Selecting Report Generation Options

Normally, the Print Options screen will be presented with all fields defaulted for typical report handling. However, you may want to revise how and where the report is to be generated. The following steps may be taken:
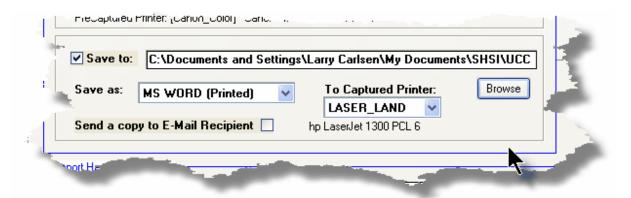
1. Determine where the generated report is to be directed. Click the appropriate check-box. You may choose one or more from the following:

Output To	Comments
☑ **Screen Browser**	Output is displayed to the screen using the Series 5 Report Browser 123.
☑ **Archived to Report Manager**	Output is saved as an "Archived" report. It may be viewed and reprinted using the Series 5 Report Manager 124. It will remain on the system until purged.
☑ **Print Queue**	Output will be directed to the selected Series 5 Printer Queue. This may be any printer that has been defined on your network. When selecting to output to a Printer Queue, you may select to have up to 9 copies printed, (as long as that feature is supported by your operating system, and printer).
☑ **Saved to Disk** as an MS Word Document	The output is written to an MS Word Document in the specified folder.
☑ **Saved to Disk** as an MS Word Document and printed	The output is written to an MS Word Document in the specified folder. It is also printed to the designated Captured Printer from within Word.
☑ **Saved to Disk** as an ASCII Text file	The output is written as a text file to the specified folder. This would be useful only if you needed to parse the file with some 3rd party utility.
☑ **Saved to Disk** as a PDF Document	The output is written to a PDF Document in the specified folder.

2. When selected to direct the report output to a Printer Queue, you may select a Series 5 Printer Queue from the drop down list. *(The list will contain each of the printers that has been assigned to the particular Company System that you are working in).* When the Print Queue has been selected, the system will echo the Description, the Font, and if applicable, the network assigned printer name of the Captured printer.

3. When selected to direct the report **Saved To Disk** you must select to save it as an MS Word Document, an MS Word Document Printed, a PDF Document, or an ASCII Text File. In either case you need to have specified the folder to which the file is saved. The default is the directory that is defined in the Series 5 User's Logon Profile field labeled as the **User's "My Documents" folder Pathname**. You can click the Browse push button to locate or change the folder where the file is to be stored.

4. If saving to an **MS Word Document Printed**, then after generated, the document will be printed from within Word. You will need to select a specific Captured Printer. Captured Printers are defined by your Systems Manager using the Captured Windows Printers maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on *Defining Series 5 Captured Windows Printers* in the Systems Management Help or manuals).

Setup Tip
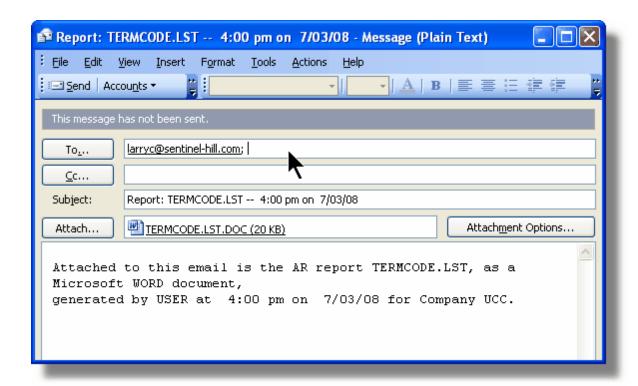
If you wish to be able to generate your reports as Word or PDF documents, your Systems Manager must have defined pertinent variables in the AcuGT runtime configuration file. For simple reports you specifically need to have set up the variable *MSWORD-DEFAULT-SPECS*. This defines whether the document is generated as Portrait or Landscape, the Font Name and Font Size and an optional Template that might be applied to the document when it is created. (Refer to the chapter *Setting up for MS Word* in the Systems Management Help or manuals.)

If templates are used to format the output to MS Word or PDF documents, they must be installed on each user's individual client PC. On Windows XP clients, these must be saved to the **C:\Documents and Settings \<PC UserName>\Application Data\Microsoft\Templates** folder. On Windows VISTA and Windows 7 clients, these must be saved to the **C:\Users\<PC UserName>\AppData\Roaming\Microsoft\Templates** folder.

For users of Office 2003 the file must be named with a xxxx.dot extension. For users of Office 2007 or later, the file must be named with a xxxx.dotx extension.

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5. When a report is saved to disk, you may also select to have the generated disk file email to a given recipient. Set the check-box accordingly. After the report is generated, the window to send an email will be displayed. You can select the recipient(s), and edit

the text of the message and click the Send button to send the email.

Protected MS Word Documents

When reports of forms are output as MS Word Documents, they are generated in protected "Read-Only" mode. If you really need to un-protect it, the password is **SENTINELHILL**.

Field Definitions

Screen Browser:	*check-box*
Set the check mark to have the report displayed to the screen using the Screen Browser utility.	

Archive to Reports Manager:	*check-box*
Set the check mark to have the report output as an "Archived Report". This may later be viewed and/or reprinted from the Reports Manager.	

Print Queue:	*check-box*
Set the check mark to have the report output to a printer.	

Print Queue:	*drop-down list*
Select the the Series 5 Printer Queue to which the report is to be output to.	

# of Copies:	*9*
When outputting to a Printer Queue, you may specify how many copies are to be printed. You can print up to 9 copies. This is a feature that is offered only on WIndows XP, VIsta and Windows 7, and is dependant on the type of printer and it's drivers. When multiple copies are chosen, they are printed collated.	

Save To:	*check-box*
Set the check mark to have the report output to a disk file, or folder, on your system as either an MS Word Document, a PDF Document, or a simple ASCII text file.	

Save To:	*X(90)*
Enter the name of the directory folder to which the saved-to-disk report is to be written. This will default to the directory path defined in the Users Logon Profile established by your Systems Manager. You may click on the **Browse** button to locate the desired directory. Only those folders which are descendants of the root directory, of that which is defined by the Save-To field, can be displayed. So if you wish to choose a folder on your "C" drive, enter **C:** in the Save-To field before clicking the "Browse" button. Setting the Folder field blank, or to a path that does not have a drive letter designation, would result in only being able to browse descendants of the user's default working directory.	

Save As:	*drop-down list*
Select to have the output saved as an Office Word document, an Office Word document that is printed from Word, as a PDF document, or as an ASCII text file. If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed.	

To Captured Printer:	*X(12)*
If chosen to Save to "MS Word Printed", then you must select the Captured Printer to which the report is to be printed. This must be a valid network printer that was captured using the Captured Windows Printers maintenance function available from the Series 5	

main menu under the System Maintenance drop down sub-menu. *(Refer to the Systems Management Help if required).*

Send a copy to E-Mail Recipient:	*check-box*
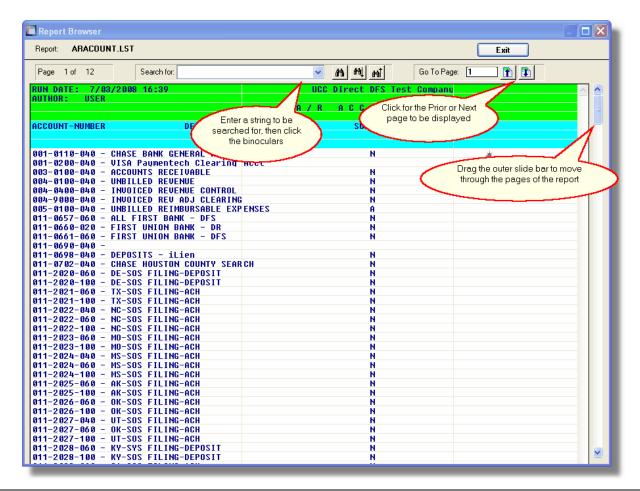
If chosen to save the report to a disk file, you may also select to have an email sent with the generated disk file as an attachment. Set the check mark to have the report emailed.

Report Header User Note:	*X(100)*

If you need to personalize the report, the text you enter here will be printed at the top of the 1st page.

5.4.2   Report Browser

When selected to direct a report output to the Screen Browser, or from the Reports Manager you have selected a particular report, the Series 5 Report Browser screen window will be shown.

You may navigate around the report in number of ways:

Graphic or Control to click	Action
Slide bar to the right	Position to up or down through the pages of the report. As you drag the slide bar, the 1st data line of each page is displayed at the bottom of the screen.
Search for: IMAGES VIEWED	Enter a search string. This may be text, or a number as it would be printed in the report. The drop down list contains previously entered search strings.
🔍	Search for the entered search string. The page where the string is found will be displayed, and the line containing the text will be displayed in red.
🔍↓ 🔍↑	Search Forward or Backward for the entered search string.
Go To Page: 1	Display the select Page.
⬆ ⬇	Display the Prior or Next page of the report.

5.4.3   Archived Reports Management

The Reports Manager is available to each of the Series 5 applications. Whenever a report is generated, the operator may have chosen to direct the output to be "Archived". These archived reports may be viewed and printed using the Reports Manager.
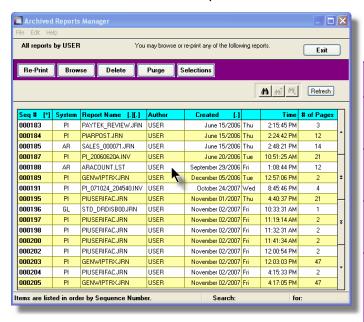
✚ Accessing the O/P Reports Manager

From either the O/P Main menu, or any application, select **Reports Manager** from the **File** drop-down menu.

➔ Reports Manager Grid Screen

Maintenance of the Archived reports is done with a Series 5 grid screen.

"Fast Buttons"	
Re-Print	Print the selected report
Browse	Browse the selected report
Delete	Delete the selected Archived report
Purge	Have reports satisfying a number of filters deleted from the system
Selections	Set filters for the items that are displayed in the grid

➖ Viewing an Archived Report
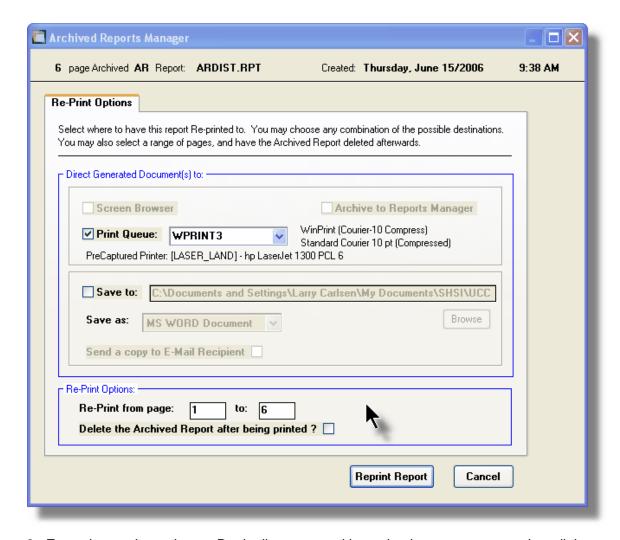
1. In the grid, navigate to the row listing the report that is to be viewed.

2. Double-click the row.

3. The Report Browser 124 window will be displayed.

Process Warning

The "archive" report files are stored in a sub-directory under the folder specified to be used for the company's data files. These files are not in any type of format that can be used, other than directly from the Reports Manager utility.

▬ Re-Printing an "Archived" Report

1. In the grid, Navigate to the row listing the report that is to be printed.

2. Right-click the row to have a drop-down menu displayed, then click **Re-Print**, ... or just click on the **Re-Print** button in the "Fast Button" frame. The Re-Print options screen will be displayed.

3. Enter the reprint options.   Basically you can either print the report, or save it to disk as

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an MS Word or ASCII text file. Notice that you can also specify a range of pages that are to be printed.

4. Click the **Reprint Report** push button at the bottom of the screen.

Grid Display Search options

You may search for specific records displayed in the grid using a number of relevant fields.

Click on the [search icon] Search icon.
A search string may be entered for the following fields:

- Sequence #
- Report Name
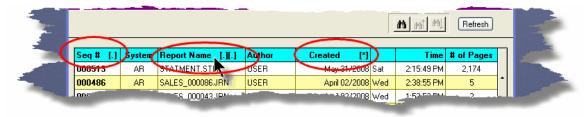
Grid Display Sort options

You may choose to have the items in the grid displayed using a number of sorts. These include:

- By Sequence #
- By System then Report Name
- By Report Name Extension, then System, then most recent date
- By the date created (with the most recent ones listed first)

To change the displayed sort order:
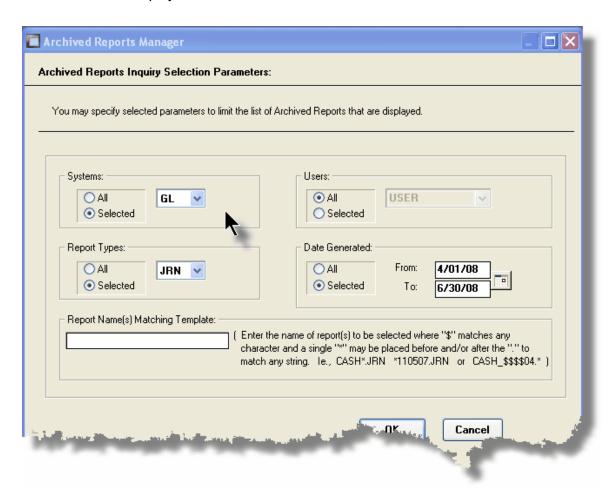
1. Click on the heading of the column of data which is to be used for the sort. Only those columns with a **[.]** can be used. The column that is currently used for the sort has **[*]** displayed.

Seq # [.]	System	Report Name [.][.]	Author	Created [*]	Time	# of Pages
000513	AR	STATMENT.STI	USER	May 31/2008 Sat	2:15:49 PM	2,174
000486	AR	SALES_000086.JRN	USER	April 02/2008 Wed	2:38:55 PM	5
000		ES_000043.JRN		2/2008 Wed	1:53:53 PM	2

Grid Display and Purge Filters Screen

Over a period of time, your users will probably be generating a great number of "Archived" reports. You can limit the number of items that are displayed in the grid. The same filter fields are also available to the Purge function.

1. Click on **Selections** in the "Fast Button" frame. The Archive Report selection filters screen will be displayed.

2. Set the applicable filters

3. Click the OK push-button. The grid will be redisplayed showing only those reports satisfying the selected filters.

Filters Screen Field Definitions

Systems	radio-buttons & drop down list
Click the **All** button, or the **Selected** button with a specific application from the drop down list. Only those reports generated from the selected system will be listed.	

Report Types	radio-buttons & drop down list
Click the **All** button, or the **Selected** button with a specific report name extension from the drop down list. Only those reports with their report name extension matching that	

which was selected will be listed.

Users	**radio-buttons & drop down list**
Click the **All** button, or the **Selected** button with a specific user from the drop down list. Only those reports generated by the selected user will be listed.	

Date Generated	**radio-buttons & (mm/dd/yy) entry fields**
Click the **All** button, or the **Selected** button with a date range. Only those reports generated within the range of dates entered will be listed.	

Report Name Template	*X(20)*
Enter a template to be used to match the report names to be listed. The "$" will match any single character. Use the "*" character immediately before or after the ".", or as the 1st character, to match a string of characters.	

Delete an "Archived" Report

1. In the grid, navigate to the row listing the report that is to be deleted.

2. Right-click the row to have a drop-down menu displayed, then click **Delete**, ... or just click on the **Delete** button in the "Fast Button" frame.

3. A delete verification screen will be displayed. Click the **Remove-It** button to proceed.

4. Both the entry in the tables, and it's corresponding "Archive" file will be deleted.

Purging old "Archived" Reports

Over a period of time, your users will probably be generating a great number of "Archived" reports. If you wish, you may delete them to reduce the overhead, make available more disk space, or just to get rid of them.

1. Click on the **Purge** button in the "Fast Button" frame.

2. The Purge options screen will be displayed. (This is the same screen as used for the Grid Display filters).

3. Click the OK push-button. The system will remove all reports satisfying the selected filters.

5.5   User Access Management

The Series 5 system provides for User Access security at the menu item level for each application, based on a users' sign-on code.

There are two user access records that must be established before any given user can access the system.

	Data	*Accessed From*	**Comments**
1.	User Logon Profile Record	The main menu's **System Maintenance** drop-down menu	Each user must have a Logon Profile record before they can be set up with any Application's Access rights. The user's sign-on code, password, email address, and default documents pathname are defined. Only users with full system Management access rights can maintain the Logon Profile records.
2.	User Application Access Record	The O/P menu's **Control Options** drop-down menu	A separate Access record must be established in each application that the user needs to execute. In those Customer Order Processing systems with multiple companies, a separate Access record must be defined for each company. The user's default printer and each individual menu items access rights are defined.

Once the User Access for a user is established, they may define specific menu items to be scheduled. That is, an icon will appear in a tabbed sub-screen in the applications menu on the date that it has been scheduled. Refer to the section on Scheduled Menu Functions [45] under the Customer Order Processing Application Menu [38] Chapter for further information and the topic following.

■ Accessing O/P Users' Access Maintenance Function

From the O/P menu, select **User Access Privileges** from the **Control Options** drop-down menu.

> **Processing Tip**
>
> If your company requires strict controls as to which individual is entitled to set up User Access rights, then a Gate Keeper may have been established. (See the topic on System

Control Options found in the Systems Manager's Help for further information). If this is the case, then the designated Gate Keeper will be the only individual that will be able to select the User Access Privileges maintenance function.
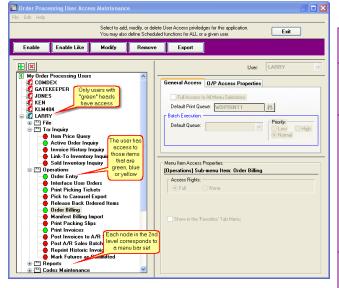
5.5.1   Defining Users' Access Rights

The Users' Access Rights record holds information about the users' privileges - ie., which menu items they can access.

O/P User Access Maintenance Tree Screen

Maintenance of the User Access properties is done in a tree structure. Following is the screen that is displayed listing each user that has been defined with a Logon Access record.

"Fast Buttons"	
Enable	Setup to give the h… "Red Head" user a…
Enable Like	Select a "Red Hea… enabled just like on… already enabled "G… user's access righ… down list will prese… those users that al… been enabled)
Modify	Modify the General… properties of the hi… "Green Head" user…
Remove	Remove all access… highlighted "Green …
Export	Generate a spread… users' menu acces… showing Users in e… and the application… in each row.

Characteristics of the screen to note:

- Each user defined with a Logon Access record is shown. Those users with a green head have a User Access record set up for this application. Those with red heads have no access.

- Click on the ⊞ next to the green heads to expand the tree to display the applications' menu bar topics.

- Click on the ⊞ next to the topic to expand the tree to display each of the associated drop-down menu functions. You can easily identify the access rights by the graphic next to the menu name.

> 🔵 - All users always have access
> 🟢 - Full access
> 🟡 - Restricted access
> 🔴 - No access

- The top right pane of the screen is used to edit the properties associated to the user.

- The bottom right pane of the screen is used to assign the access rights to the selected menu item

- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.

- Expand or collapse the sub-trees of all Users with access by clicking the 🔲 icons.

▬ Establishing Access for a User

1. First make sure that the user's User Code is visible in the tree as a 🔴 red head. If a User Code has not been set up, this needs to be done. User Logon Profiles are defined by your Systems Manager using the User Logon Profiles maintenance function available from the Series 5 main menu under the System Maintenance drop down sub-menu. (Refer to the chapter on ***Defining Series 5 User Logon Profiles*** in the Systems Management Help or manuals).

2. You can Enable the User using one of four methods:

   I.   Double click the 🔴 red head, ... or

   II. Highlight the node of the user to be set up, and click **Enable** in the "Fast Button" frame,..... or

   III. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable This User**, ... or

   IV. Highlight the node of the user to be set up, and right-click to display the pop-up menu. Then click on **Enable User Like Another**

In each case, the General Access tab sub-screen on the top of the right pane of the window will be activated.

- o If the user is to have access to all menu items, set the **Full-Access** check-box

- o Select, if any, the **Print Queue** that this user is most likely to be using. This will be displayed as the default when they generate a report.

- o Click on the **Add It** push button

3. At this point, the user is established, but if you had not given them Full Access, you need to set the Access Rights of each of the menu items that they are allowed to access.

- o Expand the tree of the newly added user by clicking on the ⊞ icon next to his now 🔵 green head

- o Expand the tree of each of the application's menu bar topics

- o Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.

- o Click the applicable **Access Rights** radio-button

- o If this menu item is to be shown in the User's Favorites sub-screen, set the check-box

- o If this menu item is to be scheduled, select the desired **Re-Occurring** frequency and set an initial scheduled date

- o Click the **OK** push button

- o Repeat for the next menu item

4. This potentially could be a lot of effort to set up all your users. If you have a number of users that will each have the same access rights, you can build the table for the 1st user, then copy it. Perform the following steps:

- o Highlight the read head of the User that you wish to enable access for

- o Click on **Enable Like** in the "Fast Button" frame or in the pop-up menu

- o Select the User Code of the currently enabled user that you want the new user to have the same access privileges.

- o Click on the **Select User** push button

- o Keep the same access rights values, or change them as required.

- o Click on the **Add It** push button again

- o The new user is now set up with the copied user's access rights

○ You may now go ahead and change any of the Access Rights of the menu items as needed

Batch Job Execution Access

If the particular menu item has been set up to provide the option to be executed in the Series 5 Batch Job Processor, then in order for the user to make use of this, the appropriate access rights must be assigned. Four variations are offered:

❖ **Allowed** - The user can decide when the menu item is executed, whether or not to submit it to the Job Processor

❖ **Not Allowed** - The user may not select to execute the job using the Job Processor

❖ **Forced** - When the menu item is chosen, and after any processing options or filters are entered, the job will be automatically submitted to the Job Processor to be executed

❖ **Delayed** - The job will be automatically submitted to the Job Processor to be executed after 6:00 pm the same day.

Modifying Access for a User

1. Highlight the 🧑 green head of the User to modified

2. If you wish to modify the General Access properties

○ Click **Modify** in the "Fast Button" frame, ... or right-click and click on **Modify**

in the pop-up-menu

o The right pane of the window will be activated

o Make the necessary changes and click the **Update** push-button

3. If you wish to change the Access properties of a particular menu item

o Double-click the menu item to which you want to allow access. The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window.

o The Access Properties fields for the given menu item will be displayed at the bottom of the right pane of the window

o Make the necessary changes and click the **OK** push-button.

4. If you wish to change the Access properties of a particular menu item in a slightly more elegant manner

o Highlight the menu item of interest, and right-click to display the pop-up menu.

o You can either give full access, or remove access totally, depending on the already assigned access

o Make the necessary changes and click the **OK** push-button.

Removing Access for a User

1. Highlight the green head of the User to removed.

2. Click **Remove** in the "Fast Button" frame, ... or right-click and click on **Remove** in the pop-up-menu:

3. Click the Yes push-button in the prompt.

General Access tab sub-screen Field Definitions

Full Access to All Menu Selections	*check-box*
For the user if checked, then he/she will have full access to all menu items.	
Default Print Queue	*X(20)*

Select the Series 5 Printer Queue that this user would typically by using. When any of the reporting functions are executed, this printer will be displayed as the default. Print Queues are defined by a System Maintenance function. *(Refer to the Systems Management Help if required).*

Batch Execution - Default Queue	**drop down list**

Jobs submitted by this user to the Series 5 Batch Job Processor will use the selected Queue

Batch Execution - Priority	**radio-buttons**

Jobs submitted by this user to the Series 5 Batch Job Processor will have the selected priority

Menu Item Access Property sub-screen Field Definitions

Access Rights	***radio-buttons***

Click Full, Semi-Restricted, Restricted, or None. Those menu items that offer Semi-Restricted or Restricted as options generally have multiple functions, some of which will not be granted to the user.

Show in the 'Favorites' Tab Menu	***check-box***

If checked, the corresponding menu item will be displayed as a push-button on the Customer Order Processing application's menu on the **My Favorites** tabbed sub-screen.

Scheduled Function - Re-Occurring	**drop down list**

To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Customer Order Processing application's menu.

No
No
Hourly (9-5)
Daily (Mon-Fri)
Every Day
Weekly
Monthly
Quarterly
Annually

Scheduled Function - Next Scheduled For	**(mm/dd/yy)**
Enter the date and time at which this particular scheduled function is to be executed.	

Special Access Rights for O/P Users

A second tab sub-screen is provided for O/P user's profiles. There are a number of privileges associated to the entry orders. In particular, a default Warehouse Location is assigned to each user, and whether the user has the privilege to ship goods from a different warehouse Location:

Special O/P User Access Properties Tab Screen - Field Definitions

Default Warehouse Location	*X(6)*
Throughout the Inventory Management system, and when entering customer orders, the Location specified, will be used as the default in any Location field that is presented.	

Access to Other Warehouse Locations	*radio-buttons*
This field is applicable for systems having multiple inventory Locations set up. If it is necessary to restrict individuals from accessing warehouse Locations, other than the one assigned to them, access rights may be defined using this field. Set the radio-button as needed.	

Allow Changes to System Assigned Prices during Order Entry	*check-box*

When orders are entered, the system assigns the unit sales price of all inventory items being purchased. For this particular user, you may grant or deny the ability for them to change the price that is assigned. *(This may be useful to deal with those sales representatives who slash the price of items, just for the sake of getting a sale)*.

Allow to Select to View/Edit all Quotes in the system	*check-box*
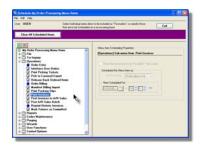
Normally users may only view and/or edit those Quotes that they have themselves entered, or those that are associated to the Location to which they are assigned. (As determined by a setting in the O/P Control Preferences 483) . If this user is allowed to view or edit all Quotes entered into the system, set this check-box.

5.5.2   Users Scheduled Menu Functions

Users may choose to select specific menu items to appear on the **Favorites** or **Scheduled** sub-screens when the Customer Order Processing menu is displayed. (Refer to the Scheduled Menu Functions topic in the chapter on The Basic User Interface for a description of these menu sub-screens).

➡ My Scheduled Menu Items Screen

Users set up the scheduled functions in a tree structure. Following is the screen that is displayed listing each menu-set and sub-functions.
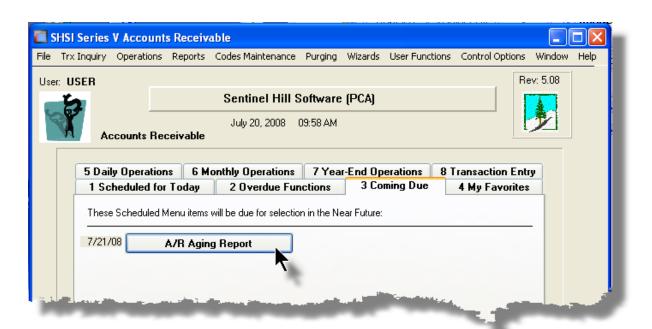
Characteristics of the screen to note:

- Click on the ⊞ next to each of the primary menu topics to expand the tree to display each of the associated drop-down menu functions. Only those items with the 🕒 icon can be scheduled.

- The right pane of the screen is used to edit the properties associated to the scheduled item.

- Note that you can set the check-box to the menu item displayed in the My Favorites tab sub-screen of the application menu.

- Expand or collapse the sub-trees of all Users with access by clicking the icons

Defining a Scheduled Menu Item

1. When the screen is displayed, click on the green "Plus-sign" of the [icons] icons to expand the tree structure to show each menu item.

2. Double-click the clock icon next to the menu item to be scheduled. The right pane of the window will be activated.

   o If this menu item is to be shown in the User's Favorites sub-screen, set the check-box

   o Select the desired **Re-Occurring** frequency and set an initial scheduled date

   o Click the **OK** push button

   o Repeat for the next menu item

3. The menu item will appear on the applicable Customer Order Processing tabbed sub-screen when next refreshed displayed.

■ Menu Item Access Property sub-screen Field Definitions

Show in the 'Favorites' Tab Menu	*check-box*
If checked, the corresponding menu item will be displayed as a push-button on the Customer Order Processing application's menu on the **My Favorites** tabbed sub-screen.	
Scheduled Function - Re-Occurring	**drop down list**
To set up this menu item to be scheduled, select a frequency, other than "No". The corresponding menu item will be displayed as a push-button in either the Scheduled for Today, Overdue Function or Coming Due tabbed sub-screen on the Customer Order Processing application's menu.	No ▾ No Hourly (9-5) Daily (Mon-Fri) Every Day Weekly Monthly Quarterly Annually
Scheduled Function - Next Scheduled For	**(mm/dd/yy)**
Enter the date and time at which this particular scheduled function is to be executed.	

5.6   Wizard Management

Each of the Series 5 system provides for the opportunity to define a number of Wizards. A wizard is a program that automatically performs a series of steps. Each step is a menu item that is associated to the application.
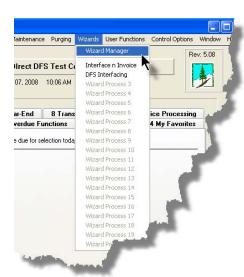
Basic properties and features of a Wizard:

❖ Wizards are user defined

❖ Define up to 20 Wizards for each application

❖ Each Wizard can be created with up to 10 menu functions

❖ Wizards can be launched from the applications' menu

❖ As Wizards are executed, each step is displayed on the screen and it can be aborted at any time

Accessing the O/P Wizard Functions

From the O/P menu, click on **Wizards** to display the drop-down menu. Select **Wizard Manager** to maintain your Wizards, or if any are defined, click to launch.
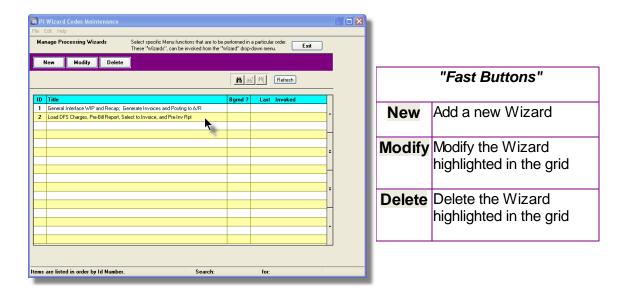
Processing Tip

If in a given application there are a series of menu items that are always performed, a Wizard may be created that will automatically launch each of these steps.

5.6.1   Maintaining Your Wizards

◉ Wizard Manager Grid Screen

Maintenance of the Wizards is done with a Series 5 grid screen.

"Fast Buttons"	
New	Add a new Wizard
Modify	Modify the Wizard highlighted in the grid
Delete	Delete the Wizard highlighted in the grid

⊟ Building a New Wizard

Setting up a Wizard consists of two basic parts. First, enter it's properties, then secondly, define each of the application's menu items that are to be executed by the wizard.

1. In the grid, click on the **New** button in the "Fast Button" frame.

2. The **Properties** screen will be displayed.

3. Enter a Wizard #, description, and any instructions to be displayed when it executes.

4. Click the **Next >** button at the bottom of the screen to proceed to the next tabbed sub-screen to define each step to be performed.

5. The **Processing Steps** grid screen will be displayed.

6. Click the New button to display a screen listing each of the possible menu items that can be used by the Wizard.

7. Select the item from the list and click the **OK** button.   Each item selected will be displayed in the **Processing Steps** grid.

Modify an existing Wizard
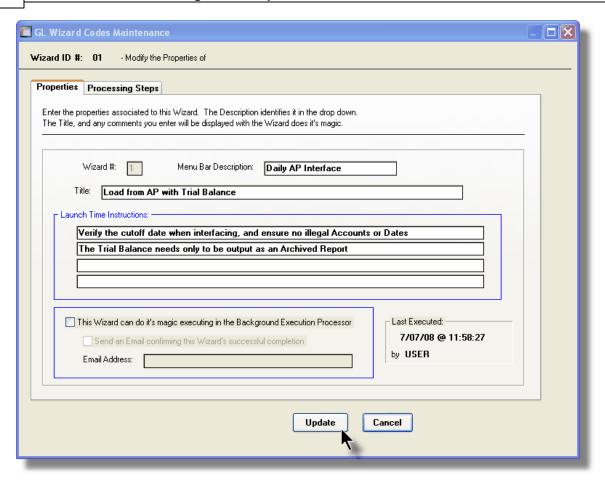
1. In the grid, navigate to the row displaying the wizard that is to be modified.

2. Double-click the row, ... or right-click the row to have a drop-down menu displayed, then click **Modify**, ... or click on the **Modify** button in the "Fast Button" frame.

3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

Delete an existing Wizard

1. In the grid, navigate to the row displaying the wizard that is to be modified.

2. Double-click the row, ... or right-click the row to have a drop-down menu displayed, then click **Modify**, ... or click on the **Modify** button in the "Fast Button" frame.

3. The Wizard Properties sub-screen is displayed with two tabbed sub-screens. Make the necessary changes to either sub-screens, and click the **Update** button to proceed.

Wizard Properties tab Screen

The Properties screen displays those fields used to identify it, and displayed when used.

Wizard Properties Screen Field Definitions

Wizard
9(2)

This is a unique # used to identify the wizard.

Menu Bar Description
X(25)

This is the description that will be displayed on the applications menu.

Title
X(70)

This is a title that is displayed on the Wizard's execution screen.

Launch Instructions
4 lines of X(90)

These instructions are displayed on the Wizard's execution screen

Background Execution *check-box*

Set to determine whether or not the Wizard can be executed in the Series 5 Background processor. *(The feature associated to this field has not yet been implemented).*
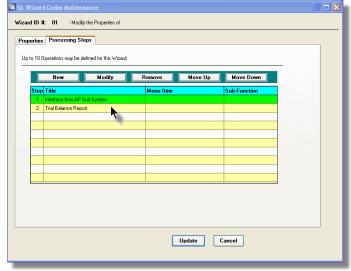
Confirmation Email *check-box and X(40)*

Set to have an email sent when the wizard is finished processing. *(The feature associated to these fields has not yet been implemented).*

Wizard Processing Steps tab Screens

The Processing Steps screen is a grid that displays each of the the menu items that are executed by the Wizard.

"Fast Buttons"	
New	Add a new Process Step
Modify	Modify the Process Step highlighted in the grid
Remove	Delete the Process Step highlighted in the grid
Move Up	Shift the highlighted Process Step up 1 row in the grid
Move Down	Shift the highlighted Process Step down 1 row in the grid

.

The following functions are provided for using the push-buttons:
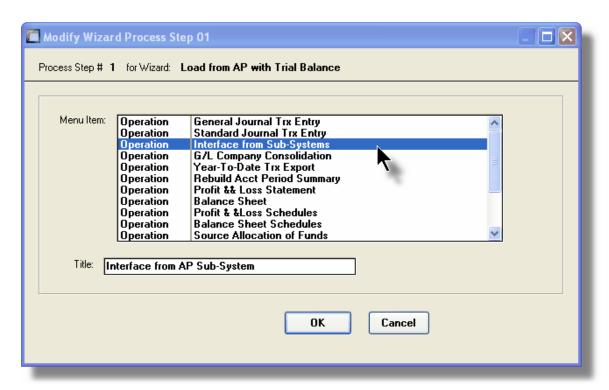
❑ New   - To add a new step to the table

❑ Modify   - To change the currently selected grid item

❑ Remove   - To delete the currently selected grid item

❑ Move Up   - To move the currently selected grid item up in the table

❑ Move Down - To move the currently selected grid item down in the table

The following screen is provided for selection of each step. The items listed are those O/P system menu items that have been configured to be executed using the Wizard.

Wizard Steps Screen Field Definitions

Menu Item   list-box

The list is made up of those menu items that may be selected as a step by the Wizard.

Title   X(40)

This is the title of the processing step. This field defaults to the name used in the applications' menu. It may be changed.

Grid Display Search Options

You may search for specific records displayed in the grid using a number of relevant fields.
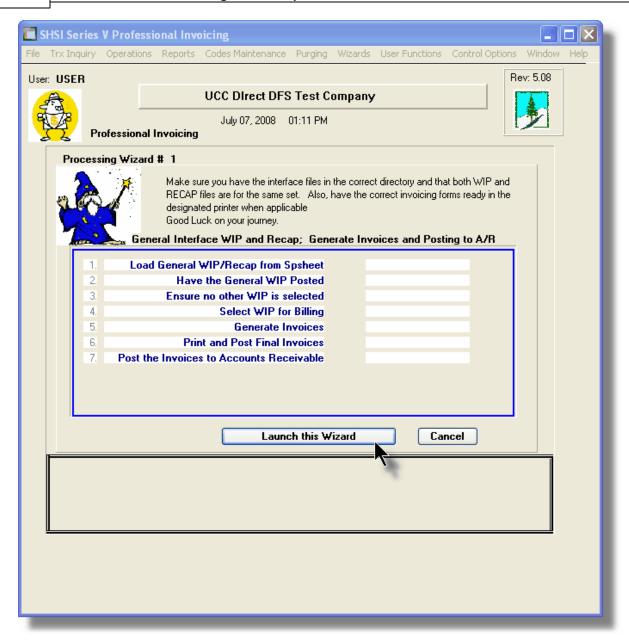
Click on the Search icon.

A search string may be entered for the following fields:
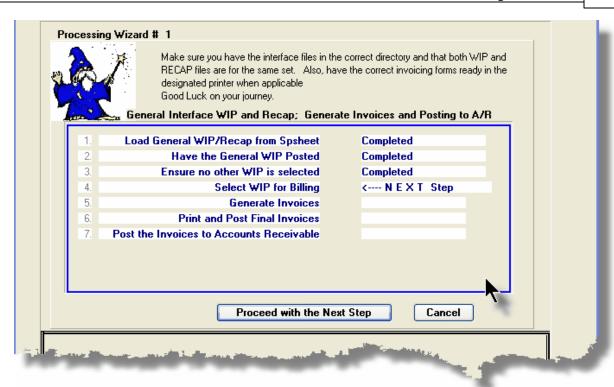
- Title
- Wizard ID #

5.6.2 Wizard Execution Screen

When a Wizard is launched from a given applications' menu, the following screen is displayed.

Click on the **Launch this Wizard** push-button to have it started. As each step is executed it's status is displayed in the table.
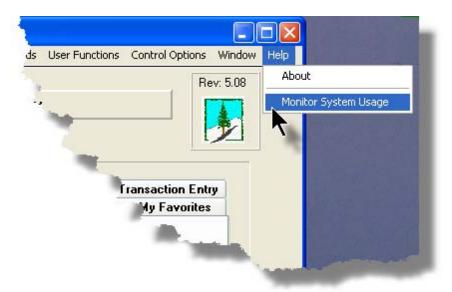
As each step is finished, you must click on the **Proceed with the Next Step** button, or you can abandon the Wizard by clicking on the **Cancel** push-button.
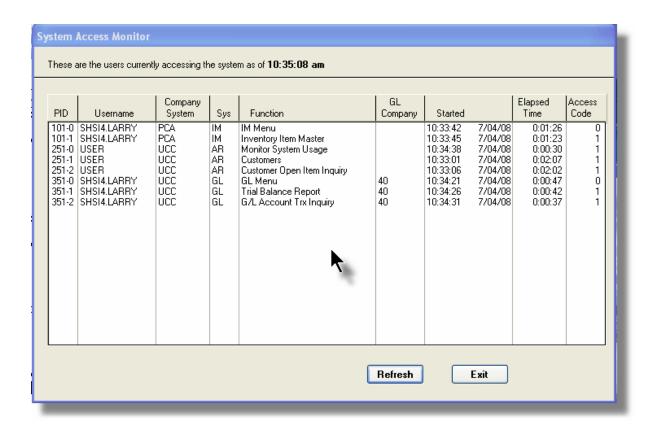
5.7   Monitor System Usage

TheSeries 5 keeps track of which users are currently logged into the system, and what menu function they are executing.
This screen may be displayed by selecting Monitor System Usage from the drop-down menu under any applications' menu bar that contains Help as a topic.

The following is an example of the Monitor display screen:

System Access Monitor

These are the users currently accessing the system as of **10:35:08 am**

PID	Username	Company System	Sys	Function	GL Company	Started		Elapsed Time	Access Code
101-0	SHSI4.LARRY	PCA	IM	IM Menu		10:33:42	7/04/08	0:01:26	0
101-1	SHSI4.LARRY	PCA	IM	Inventory Item Master		10:33:45	7/04/08	0:01:23	1
251-0	USER	UCC	AR	Monitor System Usage		10:34:38	7/04/08	0:00:30	1
251-1	USER	UCC	AR	Customers		10:33:01	7/04/08	0:02:07	1
251-2	USER	UCC	AR	Customer Open Item Inquiry		10:33:06	7/04/08	0:02:02	1
351-0	SHSI4.LARRY	UCC	GL	GL Menu	40	10:34:21	7/04/08	0:00:47	0
351-1	SHSI4.LARRY	UCC	GL	Trial Balance Report	40	10:34:26	7/04/08	0:00:42	1
351-2	SHSI4.LARRY	UCC	GL	G/L Account Trx Inquiry	40	10:34:31	7/04/08	0:00:37	1

[Refresh]   [Exit]

Processing Tip

Should you discover that there are items listed, but you know that there are no users in the system, ask your Systems Manager to purges these records. (There is a System Maintenance function that will delete all the records used in displaying the items on this screen).

Part VI

6 Customer Order Processing Menu Functions

All functions for the O/P system can be accessed from the menu bar at the top of the menu screen.

They are divided into types of functions. Each section following describes each set of common types of functions.

6.1 The O/P Menu

The Customer Order Processing Menu screen provides your access to all functions offered in the O/P system.

➡ Customer Order Processing Main Menu

- All functions associated to the Series 5 Customer Order Processing system are available from this screen

- Each function can be found within the sub-menu displayed under the menu-bar associated to the type of the function

- A number of tab sub-screens are available from which associated functions may be selected

- If menu functions have been set up to be scheduled, they may appear within tabbed sub-screens labeled **Scheduled for Today**, **Overdue Functions**, or **Coming Due**

- The **My Favorites** tab sub-screen will have any menu-functions that have been so define by the User Access Privileges function that may have been set up by your Systems Manager or Gate Keeper

- You can select up to 9 menu item functions at a time, each executing in their own window

- Access to specific menu items may be granted or denied from the User Access privileges function. *(Those functions that you are denied access to will be displayed in the drop-down menus as dimmed items)*

⊟ Menu Bar Headings

The menu bar is divided into major categories of functions. *(Follow the link in each item below for further information on each function).*

File	For accessing the Archived Reports Manager, and the Batch Job Processor utilities.
Trx Inquiry 157	For those functions that provide inquiry to assorted historic transactions and/or analysis.
Operations 201	For those menu items that provide basic operational functions.
Reports 364	For generating all the reports associated to the Customer Order Processing system.
Codes Maintenance 405	Those menu items for maintaining the assorted master codes used in the Customer Order Processing system.
Purging 474	Those menu items for Purging outdated historical transaction records used in the Customer Order Processing system.
Wizards 140	For user defined Wizards.
User Functions	For menu items to launch user defined programs or Windows utilities. (Refer to the Systems Management Help for details on setting up)
Control Options 482	For setting up control preferences and User Access rights to the Customer Order Processing system.
Window 42	For managing the multi-threaded windows that might have been activated by the user.
Help	Basic help, and a function to display those users currently in the Series 5 system.

6.2   File Management

The topics in this chapter describe functions and procedures that are a available under the **File** drop down menu on the Customer Order Processing menu. These menu items are used to perform assorted File Processing type functions. In particular, the function to access and view Archived Reports is found here.

These functions are available from the O/P Menu Bar as shown:

6.2.1 Clear All Credit Card Numbers

This Customer Order Processing function is used to clear those data fields from assorted data files that would be considered sensitive. In particular, Credit Card Numbers that have been recorded for all orders prepaid by credit cards, entered into the O/P system will be cleared.

Some points to note when having Credit Card Numbers cleared:

- When a Credit Card field is cleared, it is assigned the number **1111-1111-1111-1111**.

- The Credit Card Expiry date is set to 12/06

- The function to clear the Credit Card Numbers for historic and archived invoice files, should be executed at least every 6 months setting the cut-off date so that only the last 6 months of card #s are available. (Note that in the O/P Invoice and Order Inquiry functions, only the last 4 digits of the card number are displayed. Also, when credit card numbers are stored, they are encrypted).

Caution
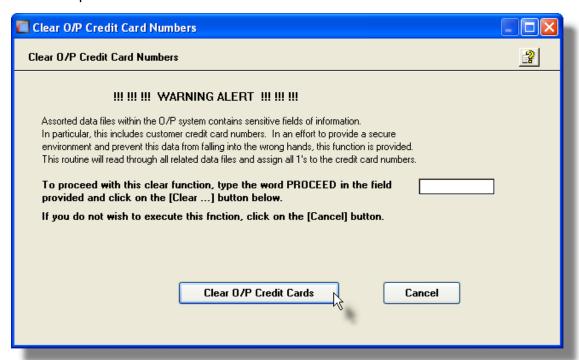
You may with to retain the credit card information say for the past 6 months, in case there is a query.

✤ Accessing the Clear Credit Card Numbers function

From the O/P Main menu, select **Clear All Credit Card Numbers** from the **File** drop-down menu.
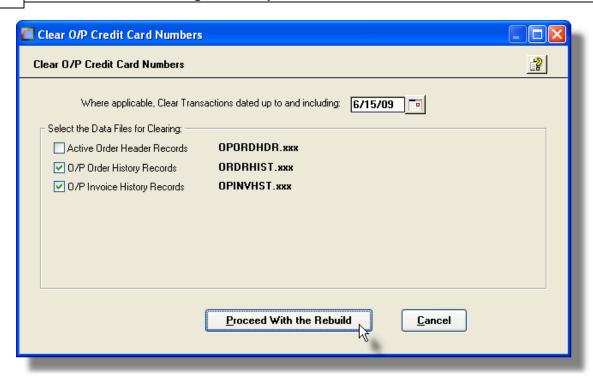
The following verification to proceed screen will be displayed. Type the word **PROCEED** in the field provided.

➡ Clear Credit Card Numbers - Options Screen

The following screen is presented to enter the cut-off date, and to indicate which files are to be processed:

Clear Credit Card Number Screen - Field Definitions

Clear Cutoff Date	*(mmddyy)*
For the Order, Order History and Invoice History records, specify the cutoff date. All transactions that were prepaid with a credit card, dated on or before the date entered, will have their credit card number fields cleared.	
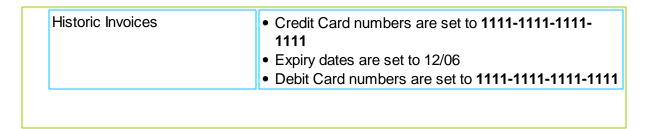
Select Files for Clearing:	*check-boxes*
Set the check box for each of the files that are to be processed to have their credit card numbers cleared. By default, only the historic Orders and Invoice files are pre-checked. (You would not normally want to clear the active Orders file because for production purposes, their credit card fields are required for invoicing).	
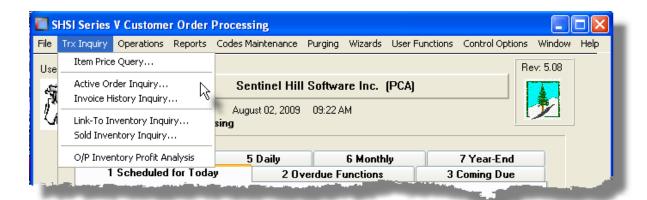
File	*Fields Cleared*
Orders	• Credit Card numbers are set to **1111-1111-1111-1111** • Expiry dates are set to 12/06 • Debit Card numbers are set to **1111-1111-1111-1111**
Historic Orders	• Credit Card numbers are set to **1111-1111-1111-1111** • Expiry dates are set to 12/06 • Debit Card numbers are set to **1111-1111-1111-1111**

Historic Invoices	• Credit Card numbers are set to **1111-1111-1111-1111** • Expiry dates are set to 12/06 • Debit Card numbers are set to **1111-1111-1111-1111**

6.3 Inquiry Functions

The topics in this chapter describe functions and procedures that are a available under the **Trx Inquiry Options** drop down menu on the Customer Order Processing menu. These menu items are used to perform assorted screen inquiry functions. In particular, the function to query the Active Orders, and the Historic Invoices are found here.

These functions are available from the O/P Menu Bar as shown:

6.3.1   Item Price Query

Using this inquiry function, you can quickly determine the price, and any discounts, for a particular Inventory Item. If special pricing is in effect, you may enter the applicable parameters to mimic the entry of customer's orders, and the system will calculate the correct price. The same algorithm is used as that used by the Order Entry operation function.   If Price Code tables have been established, they are also referenced when determining the unit price.
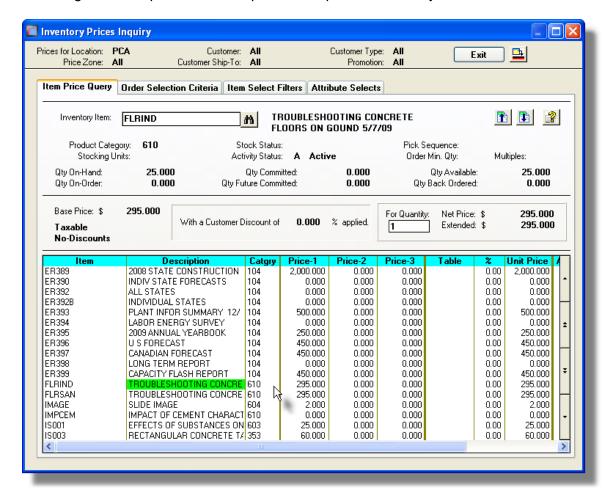
When an Inventory Item is selected, information about the item is also displayed along with the Unit Prices. If a Price Table, Discount Table or Markup Table is found that matches the selection criteria, it's information is also displayed.

The Inventory Price Inquiry function is launched from the O/P Menu's **Trx Inquiry** drop-down menu.

Item Price Query - Display Screen

The following screen is presented to inquire on the price of Inventory:

Some of the special features of this "Price Inquiry" screen are as follows:
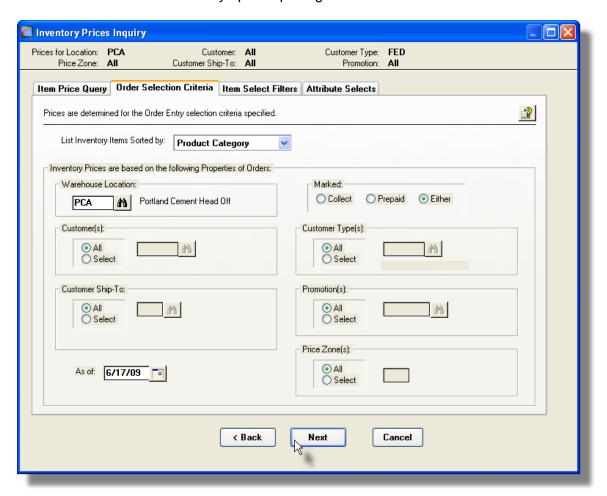
➢ To select the Inventory Item for which the price is displayed, enter it's code directly in the field provided,

➢ Items may also be selected by double-clicking the row displaying the item in the grid display in the lower half of the screen. Use the navigate buttons to the right of the grid to move through the list of inventory items.

➢ Select the previous, or the next inventory item on file by clicking the icons in the top right order of the tabbed screen.

➢ The Inventory Items are listed in the grid, sorted, based on the selection of the Sorted By field, found on the the **Order Selection Criteria** tab sub-screen.

➢ By default, the price is displayed for a Quantity of 1. You may change the quantity as needed. Bot the Unit Price, and the Extended Price is displayed. *(In some cases, a different Unit Price will be assigned when different quantities of goods are ordered).*

➢ If special pricing has been implemented by establishing Price Codes for different Customers, Customer Types, or any other of the assorted criteria, you may set those filters, that mimic the entry of an order. (Ie., you may specify the Customer, or Location, or Promotion that would be associated to the order in order to derive the correct prices). Click on the **Order Selection Criteria** tab to display the sub-screen to enter these parameters.

➢ Click the Item Price Query tab to return back to have the pricing information displayed based on the new selections.

➲ Price Query – Order Selection Criteria Screen

The following screen is presented to have those parameters associated to an order, entered, that would be used to determine any special pricing:

Inventory Prices Inquiry

Prices for Location: **PCA**   Customer: **All**   Customer Type: **FED**
Price Zone: **All**   Customer Ship-To: **All**   Promotion: **All**

| Item Price Query | Order Selection Criteria | Item Select Filters | Attribute Selects |

Prices are determined for the Order Entry selection criteria specified.

List Inventory Items Sorted by: **Product Category**   ▼

Inventory Prices are based on the following Properties of Orders:

Warehouse Location:
PCA 🔍   Portland Cement Head Off

Customer(s):
◉ All
○ Select   🔍

Customer Ship-To:
◉ All
○ Select   🔍

As of: **6/17/09** 📅

Marked:
○ Collect   ○ Prepaid   ◉ Either

Customer Type(s):
◉ All
○ Select   🔍

Promotion(s):
◉ All
○ Select   🔍

Price Zone(s):
◉ All
○ Select

[< Back]   [Next]   [Cancel]

Special Pricing Criteria

You need to set the values of the assorted fields presented on the Order Selection Criteria screen to mimic the entry of customer orders.

Only set those fields for which Price Tables have been established in the Price Codes Maintenance [437] function. If no special pricing has been defined in the system, then this screen may be ignored, (except if you wish to change the sorting order of the items displayed in the grid).

Order Selection Criteria Screen - Field Definitions

List Items Sorted By	drop-list

To have the Inventory Items displayed in the grid list sorted by one of the available fields.

```
Inventory Item Code
Description
Product Category
Product Family
Product Cross Sell
Primary Suppier Code
UPC Code
```

Warehouse Location	X(6)

If your system is configured for multiple warehouses, then this field will be enabled. Select the warehouse Location for which items would be shipped in order to have the correct price computed. Setting this field would only be applicable if different pricing was established for inventory that is shipped from different locations.

Customer(s)	radio-buttons and X(6)

If in your system special pricing has been established for different Customers, to determine the correct price of inventory items, click the **Selected** radio-button and select the applicable Customer.

Customer Ship-To	radio-buttons and 9(4)

If in your system special pricing has been established for different Customer Ship-To's, to determine the correct price of inventory items, click the **Selected** radio-button and select the applicable Ship-To code.

As of Date	(mmddyy)

If in your system special pricing has been established for specific periods of time, enter the date for which you need to determine the prices for the inventory items in question.

Marked	radio-buttons

If in your system special pricing has been established for the different criteria, based on whether goods are shipped Collect or Prepaid, set the mode that is applicable for which you need to determine the prices for the inventory items in question.

- ○ Collect
- ○ Prepaid
- ● Either

Customer Type(s)	*radio-buttons and X(5)*
If in your system special pricing has been established for different Customer Types, to determine the correct price of inventory items, click the **Selected** radio-button and select the applicable Customer Type.	

Promotion(s)	*radio-buttons and X(6)*
If in your system special pricing has been established for different Promotions, to determine the correct price of inventory items, click the **Selected** radio-button and select the applicable Promotion.	

Price Zone(s)	*radio-buttons and 9(4)*
If in your system special pricing has been established for the different Customer's Ship-To Price Zones, to determine the correct price of inventory items, click the **Selected** radio-button and select the applicable Price-Zone.	

6.3.2   Active Order Inquiry

After Orders are entered into the system, they remain as Active Orders until they are fully shipped and fully invoiced.   This Inquiry function provides access to all orders that either have not yet been posted to Accounts Receivable, or that have been posted, but have items that were back ordered and are yet to be fully invoiced.

The operator can easily bring up and display the active orders for a given customer, and perform a number of different functions on them. These include the following functions:

- Inquiry – All the details associated to the order, including the individual items ordered, may be viewed

- Amending – a selected order can be amended

- On-Hold Status – orders may be put On-Hold, and/or released from being On-Hold

- Pick Ticket Reprint – the Picking Ticket for selected orders may be reprinted

Some of the features of the Inquiry function are as follows:

- In the grid display, Orders may be listed for a selected Customer, or regardless of customer by Order #, either by originator's Email Address, Name or Phone #. If

Orders originated from a a web based order entry system, orders may also be listed by the Web system's Cart Number.

- A function is provided that will compute totals for each of the types of Orders on file, using a variety of selection filters

- A function is provided that will generate a summary list of Active Orders that are on file. This is basically the Order Status Report 371.

The Active Order Inquiry function is launched from the O/P Menu's **Trx Inquiry** drop-down menu.
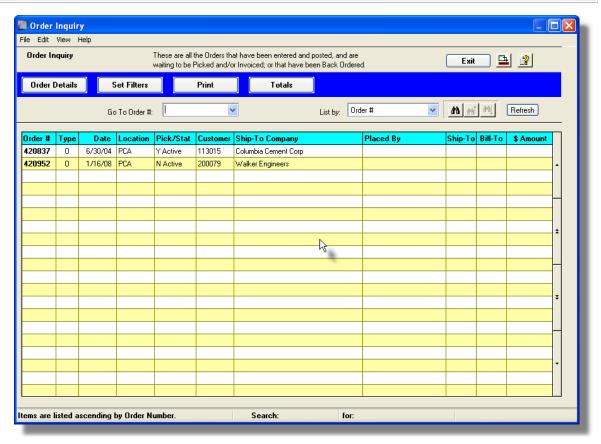
6.3.2.1 Order Inquiry Grid Screen

Active Orders are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction. Orders may be displayed to the grid sorted using a variety of different criteria.
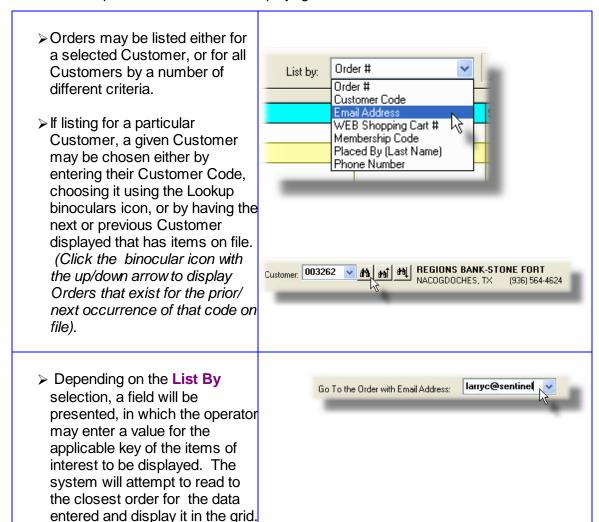
From the "Fast Buttons" frame, push buttons are provided that can be used to compute and display Totals, Set Display Filters, and generate an Active Order Summary Report.

➜ Order Inquiry Grid

"Fast Buttons"	
Order Details	To have the current highlighted order in the grid displayed in detail. A new screen is displayed. All information pertaining to the order, including the items that were ordered, are displayed. *(Double-clicking the particular row of the item, also causes the Order to be displayed).*
Set Filters	To have a number of different filters set to limit the orders that are displayed to the grid.
Print	To have the Order Status Report [371] generated listing selected Orders.
Totals	To compute totals of the different types of Orders in the system. The number of each type of order is displayed, along with the associated dollar amounts.

Some of the special features of this "Inquiry" grid are as follows:

> ➢ Orders may be listed either for a selected Customer, or for all Customers by a number of different criteria.

> ➢ If listing for a particular Customer, a given Customer may be chosen either by entering their Customer Code, choosing it using the Lookup binoculars icon, or by having the next or previous Customer displayed that has items on file. *(Click the binocular icon with the up/down arrow to display Orders that exist for the prior/ next occurrence of that code on file).*

> ➢ Depending on the **List By** selection, a field will be presented, in which the operator may enter a value for the applicable key of the items of interest to be displayed. The system will attempt to read to the closest order for the data entered and display it in the grid.

6.3.2.2   Order Display Screens

When a particular row in the Order Inquiry grid screen is double-clicked, a window is displayed showing the detail for that transaction.

Some of the features associated to the display of the Order are as follows:

- Within the screen displayed, a number of tabbed sub-screens may be clicked to show different fields associated to the Order.

- The Previous or Next Order on file may be easily navigated to by clicking the

  icons at the right top of the window.

A number of different functions may be launched, associated to the Order, using the displayed push-buttons at the bottom of the window.
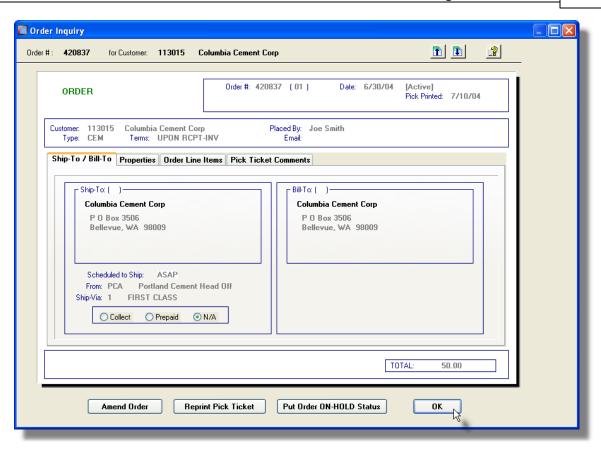
Amend the Order –	If you need to amend any portion of the order, you may do so. (Note that the Customer may not be changed).
Reprint the Order's Pick Ticket –	If the order has already had it's Pick Ticket printed, if so needed, you may have the order's Pick Ticket reprinted.
Put Order ON-HOLD –	If for what ever reason, this order should not proceed, it may be placed ON-HOLD. Once an order is ON-HOLD, the same inquiry function may be used to remove the ON-HOLD status. For orders that are ON-HOLD, on the Properties tab, Credit Information will be displayed.
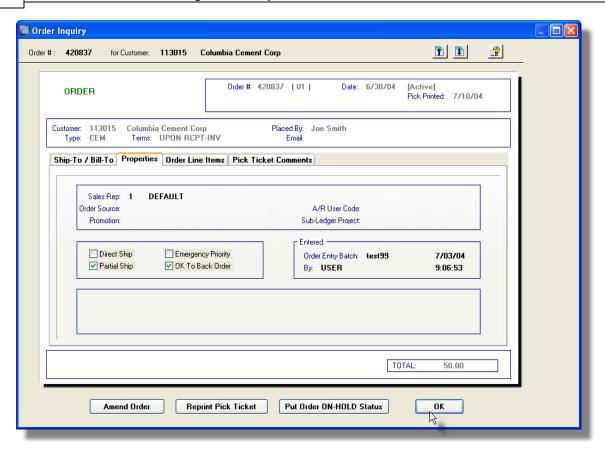
> **Order Inquiry – Ship-To / Bill-To tabbed Screen**

The following sub-screen is displayed when the Ship-To / Bill-To tab is clicked. It shows the Ship-To and Bill-To information:

⬇ Order Inquiry – Properties tabbed Screen

The following sub-screen is displayed when the Properties-To tab is clicked. It shows assorted properties associated to the order:
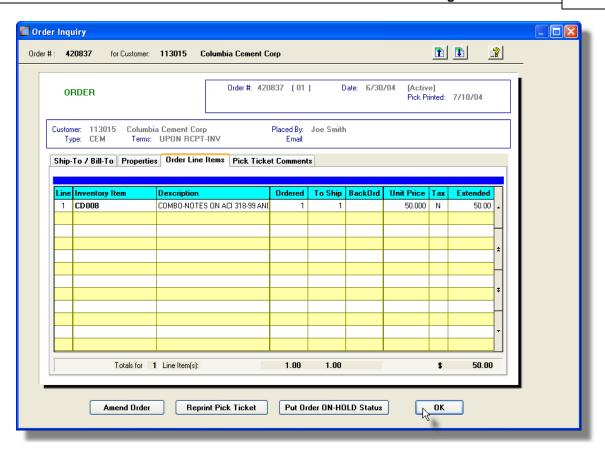
For orders that have been placed ON-HOLD, the following information is displayed. This data shows the customer' credit information:
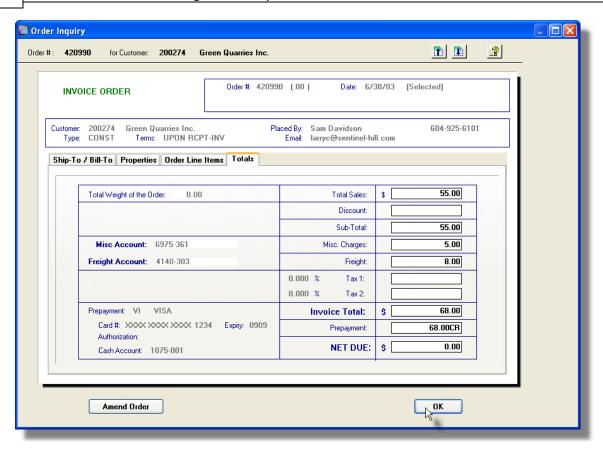
➲ Order Inquiry – Order Line Items tabbed Screen

The following sub-screen is displayed when the Order Line Items tab is clicked. It shows a sub-grid listing all the individual items that were ordered:

Order Inquiry

Order # : 420837 for Customer: 113015 Columbia Cement Corp

ORDER

Order #: 420837 (01) Date: 6/30/04 [Active]
Pick Printed: 7/10/04

Customer: 113015 Columbia Cement Corp Placed By: Joe Smith
Type: CEM Terms: UPON RCPT-INV Email:

Ship-To / Bill-To | Properties | Order Line Items | Pick Ticket Comments

Line	Inventory Item	Description	Ordered	To Ship	BackOrd	Unit Price	Tax	Extended
1	CD008	COMBO-NOTES ON ACI 318-99 ANI	1	1		50.000	N	50.00

Totals for 1 Line Item(s): 1.00 1.00 $ 50.00

Amend Order | Reprint Pick Ticket | Put Order ON-HOLD Status | OK

Invoice Order – Totals tabbed Screen

The following sub-screen is displayed for those Orders that have been entered as an Invoice. All totals associated to the order are presented:
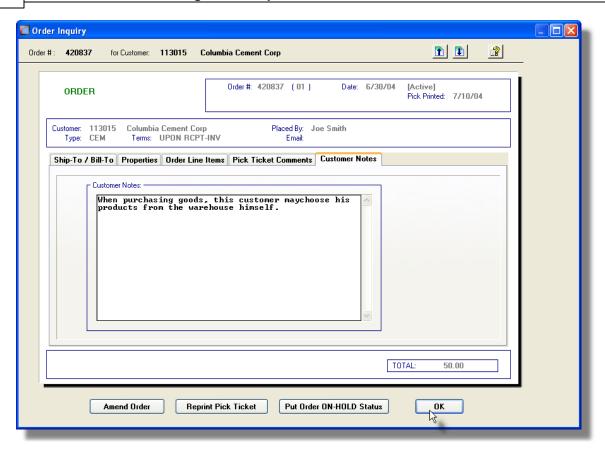
Order Inquiry – Picking Ticket Comments Properties tabbed Screen

The following sub-screen is displayed when the Pick Ticket Comments tab is clicked. It shows any extra comments that were entered with the order to be printed on the Pick Ticket:

Order Inquiry – Customer Notes Properties tabbed Screen

If the order's customer has Notes defined, as a property defined by the A/R Customer Maintenance function, they will also be displayed:

6.3.2.3 Amending an Order

In the event that you have posted an order from a batch in error, or you realize that an item was missing or incorrect, you may select that Posted Order to have it amended. If the order has already been Invoiced or is ON HOLD, you cannot amend it. You may, however, amend a "Quick" Invoiced order. Also, the operator must have the appropriate Location Access for the order, in order to retrieve it.

Re-Printing Pick Tickets for Amended Orders

If the order being amended has already had a Pick Ticket printed, the order may be Amended, but to have it's revised Pick Ticket printed, you must select Print Picking Tickets functions from the Operations sub-menu.

As an option when Printing the Pick Tickets, you may choose to have ONLY those orders that have been Amended Reprinted.

Orders may be amended by one of two methods:

1) Select the order from the Active Order Inquiry function grid screen, and click the Amend Order push button at the bottom of the screen.

2) Select the order from the Order Billing function grid screen for billing. Edit the order as required.

When amending an order, you may not change the Customer Code. Refer to the topics on Order Entry Data Screens ⎙²⁶⁸ for further details on particular fields of the Order's data entry screens.

6.3.2.4   Order Inquiry Filters Screen

The following functions may be executed from the Order Inquiry grid screen, where a number of assorted selection filters may be entered.
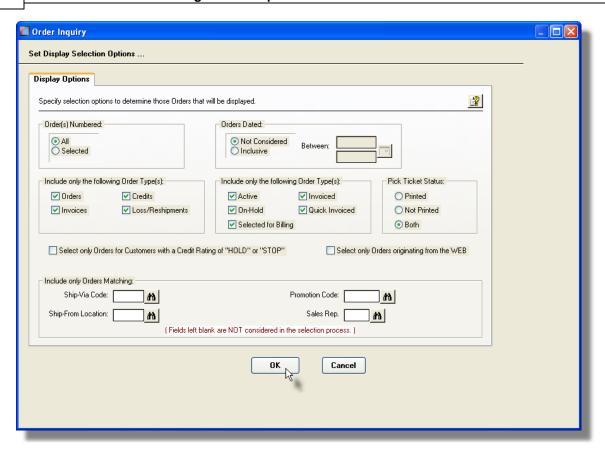
Set Grid Display Filters —	Enter a number of different filters set to limit the transactions that are displayed to the grid.
Print Order Status Report —	Generate a report of Active Orders on the system. This could be referred to as an Order Status Report. It's basically just a list of those orders that satisfy an assortment of selection criteria. For example you could obtain a list of orders that were On-Hold, or those that have not yet had a Pick Ticket printed.
Display Totals of Order Transactions —	Tally and display totals of the different types of Order Transactions.

The following screen, or something very similar, is displayed for each of these functions:

When generating the report or accumulating the Totals for display, the operator is also presented with the standard Customer Select Filters screen [101] and Demographic Selects screen [106]. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

For the report that is generated, if archived, will be catalogued with a report name of **ORDERSTATUS.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing [117] for full details).*

━ Processing Filter Options Screen - Field Definition

Order Number(s)	*radio-buttons and 9(6)*
To select All Orders regardless of their Order numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Order numbers.	

Orders Dated	*radio-buttons and (mmddyy)*
Select to have All Orders selected regardless of their dates; or only those for a given date	

range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

Include only Orders — for Type(s)   *check-boxes*

A check-box is presented for each of the types of Orders that may be generated in the O/P system. Click-or un-click to have the particular type processed by the given function.

Include only the following Order Type(s):

☑ Orders   ☑ Credits
☑ Invoices   ☑ Loss/Reshipments

Include only Orders — of Status   *check-boxes*

A check-box is presented for each of the types of Status settings Orders may be assigned in the O/P system. Click-or un-click to have the only those orders with a particular status processed by the given function.

Include only the following Order Type(s):

☑ Active   ☑ Invoiced
☑ On-Hold   ☑ Quick Invoiced
☑ Selected for Billing

Include only Orders — with Picking Status   *radio-buttons*

Select whether to select only those Orders for which a Pick Ticket has been printed, or Not. Or click "Both" to just include those Orders regardless.

Pick Ticket Status:

○ Printed
○ Not Printed
◉ Both

Select Only Orders for Customers with Credit Rating of "HOLD" or "STOP"   *check-box*

To have only those Orders processed for customers who have had their Credit Rating property set to HOLD or STOP. All orders that were entered for a customer whose rating was HOLD, are automatically placed ON HOLD status, so Pick Tickets cannot be printed, and the order cannot be billed. Orders for a customer whose rating was STOP, cannot even have an order entered.

Select Only Orders originating from the WEB   *check-box*

To have only those Orders processed that originated from the World-Wide Web. These are orders that were Interfaced from an external source, or were entered using Sentinel Hill Software's Web Order Entry system; and have a non-zero Web Cart Number assigned to them.

Include only Orders — for Ship-Via Code	*X(4)*
To have only those Orders processed that were recorded with a particular Ship-Via Code. *(Leave the field blank if it is not to be considered as a selection filter).*	
Include only Orders — for Ship-From Location	*X(6)*
To have only those Orders processed that were recorded designated to be Shipped-From a particular warehouse Location. *(Leave the field blank if it is not to be considered as a selection filter).*	
Include only Orders — for Promotion Code	*X(6)*
To have only those Orders processed that were recorded with a particular Sales Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter).*	
Include only Orders — for Sales Representative	*X(3)*
To have only those Orders processed that were recorded with a particular Sales Representative. *(Leave the field blank if it is not to be considered as a selection filter).*	

6.3.2.5   Orders Totals Screens

This function accumulates totals of each of the types of Active Orders on file in the O/P system. It displays the number of each type of Order, with a break down of the dollar amounts contributing to the values of the orders for the transactions satisfying the filters selected.

The following screen is displayed:

6.3.3 Invoice History Inquiry

Once Orders have been selected to be billed, or all your Invoice and Credit Memo type orders have been entered and posted, Invoices will have been generated. They will also be posted to the Accounts Receivable system. Once posted to A/R, they will be recorded in the O/P system as Historic Invoices. These will remain in the system until they are purged.

This Inquiry function provides access to all Historic Invoices that have been posted to Accounts Receivable.

The operator can easily bring up and display the details and the total amounts for each Invoice. As well, a selected Invoice may be reprinted.

Some of the features of the Inquiry function are as follows:

- In the grid display, Invoices may be listed for a selected Customer, or regardless of customer by Order #, Invoice #, either by originator's Email Address, Name or Phone #. If Orders originated from a a web based order entry system, orders may also be listed by the Web system's Cart Number.

- A function is provided that will compute totals for each of the types of Invoices on file, using a variety of selection filters

- A function is provided that will that will purge Historic Invoices records

Purging the Invoice History files

> If it all possible, you should refrain from purging these records. If you must, try to at least keep the last 10 years worth of data. This will ensure that the assorted Analysis can be executed effectively.

The Historic Invoices Inquiry function is launched from the O/P Menu's **Trx Inquiry** drop-down menu.
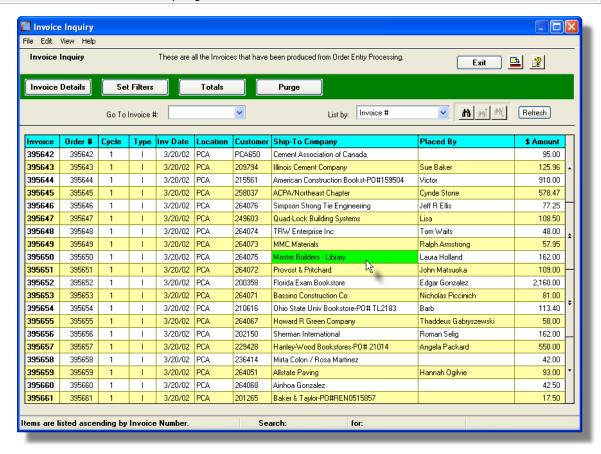
6.3.3.1   Invoice Inquiry Grid Screen

Historic Invoices are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction. A list of Invoices may be displayed to the grid sorted using a variety of different criteria.

From the "Fast Buttons" frame, push buttons are provided that can be used to compute and display Totals, Set Display Filters and have items Purged.

➔ Historic Invoices Inquiry Grid

Invoice	**Order #**	**Cycle**	**Type**	**Inv Date**	**Location**	**Customer**	**Ship-To Company**	**Placed By**	**$ Amount**
395642	395642	1	I	3/20/02	PCA	PCA650	Cement Association of Canada		95.00
395643	395643	1	I	3/20/02	PCA	209794	Illinois Cement Company	Sue Baker	125.96
395644	395644	1	I	3/20/02	PCA	215561	American Construction Bookst-PO#159504	Victor	910.00
395645	395645	1	I	3/20/02	PCA	258037	ACPA/Northeast Chapter	Cynde Stone	578.47
395646	395646	1	I	3/20/02	PCA	264076	Simpson Strong Tie Engineering	Jeff R Ellis	77.25
395647	395647	1	I	3/20/02	PCA	249603	Quad-Lock Building Systems	Lisa	108.50
395648	395648	1	I	3/20/02	PCA	264074	TRW Enterprise Inc	Tom Waits	48.00
395649	395649	1	I	3/20/02	PCA	264073	MMC Materials	Ralph Armstrong	57.95
395650	395650	1	I	3/20/02	PCA	264075	Master Builders - Library	Laura Holland	162.00
395651	395651	1	I	3/20/02	PCA	264072	Provost & Pritchard	John Matsuoka	109.00
395652	395652	1	I	3/20/02	PCA	200358	Florida Exam Bookstore	Edgar Gonzalez	2,160.00
395653	395653	1	I	3/20/02	PCA	264071	Bassino Construction Co	Nicholas Piccinich	81.00
395654	395654	1	I	3/20/02	PCA	210616	Ohio State Univ Bookstore-PO# TL2183	Barb	113.40
395655	395655	1	I	3/20/02	PCA	264067	Howard R Green Company	Thaddeus Gabryszewski	58.00
395656	395656	1	I	3/20/02	PCA	202150	Sherman International	Roman Selig	162.00
395657	395657	1	I	3/20/02	PCA	229428	Hanley-Wood Bookstores-PO# 21014	Angela Packard	550.00
395658	395658	1	I	3/20/02	PCA	236414	Mirta Colon / Rosa Martinez		42.00
395659	395659	1	I	3/20/02	PCA	264051	Allstate Paving	Hannah Ogilvie	93.00
395660	395660	1	I	3/20/02	PCA	264068	Ainhoa Gonzalez		42.50
395661	395661	1	I	3/20/02	PCA	201265	Baker & Taylor-PO#REN0515857		17.50

Items are listed ascending by Invoice Number.

"Fast Buttons"	
Trx Details	To have the current highlighted Invoice in the grid displayed in detail. A new screen is displayed. All information pertaining to the invoice, including the items that were shipped and invoiced, are displayed. *(Double-clicking the particular row of the item, also causes the Invoice to be displayed).*
Set Filters	To have a number of different filters set to limit the Invoices that are displayed to the grid.
Purge History	To have the Historic Invoices records purged. A range of dates, Invoice Numbers, Order Numbers and other filters may be entered thus purging only selected items up to a specified date.

Totals	To compute totals of the different types or Invoices in the system. The number of each type of document is displayed, along with that assorted associated dollar amounts.

Some of the special features of this "Inquiry" grid are as follows:

> Historic Invoices may be listed either for a selected Customer, or for all Customers by a number of different sort criteria.

> If listing for a particular Customer, a given Customer may be chosen either by entering their Customer Code, choosing it using the Lookup binoculars icon, or by having the next or previous Customer displayed that has items on file. *(Click the binocular icon with the up/down arrow to display Invoices that exist for the prior/ next occurrence of that code on file).*

> Depending on the **List By** selection, a field will be presented, in which the operator may key in an Invoice #, Order #, or Email Address, etc. The system will attempt to read to the closest transaction for the data entered and display it in the grid.

6.3.3.2   Invoice Display Screens

When a particular row in the Invoice Inquiry grid screen is double-clicked, a window is displayed showing the detail for that transaction.

Some of the features associated to the display of the Invoice are as follows:
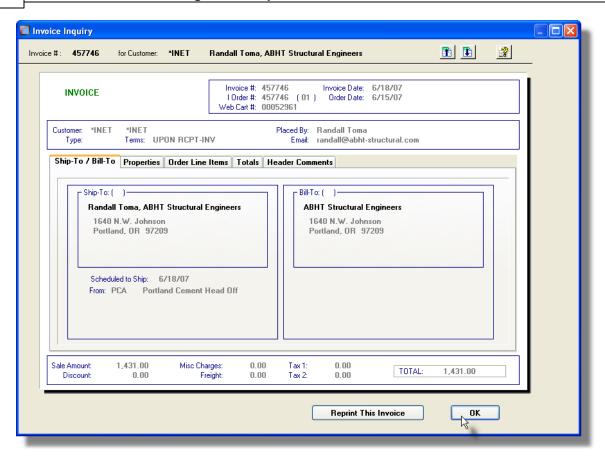
- Within the screen displayed, a number of tabbed sub-screens may be clicked to show different fields associated to the Invoice.

- The Previous or Next Invoice on file may be easily navigated to by clicking the icons at the right top of the window.

The following function may be launched, associated to the Invoice, using the displayed push-buttons at the bottom of the window.

Reprint the Invoice   – If needed, you may have the Invoice reprinted.
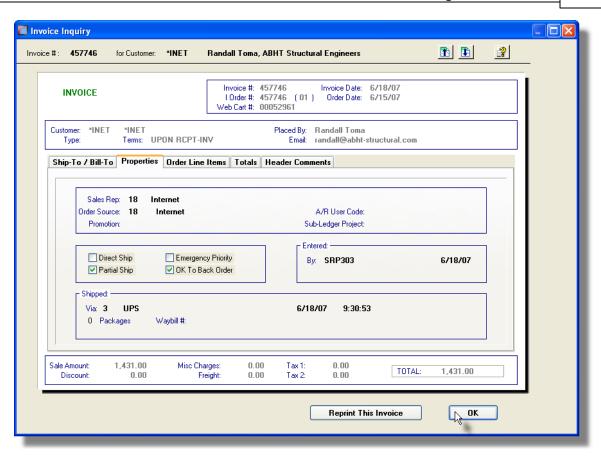
 Invoice Inquiry Ship-To / Bill-To tabbed Screen

The following sub-screen is displayed when the Ship-To / Bill-To tab is clicked. It shows the Ship-To and Bill-To information:

Invoice Inquiry Properties tabbed Screen

The following sub-screen is displayed when the Properties-To tab is clicked. It shows assorted properties associated to the Invoice:
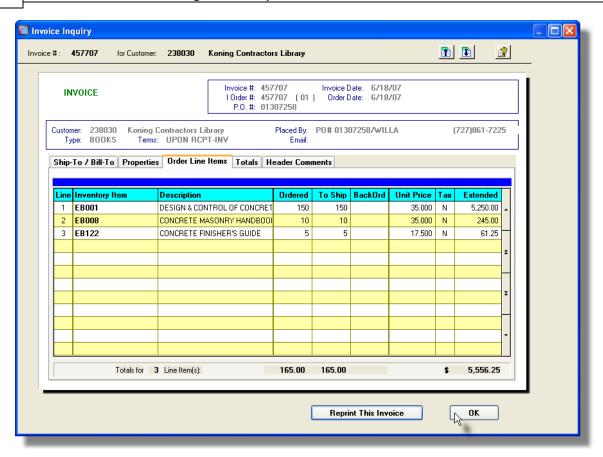
For Invoices that have been placed ON-HOLD, the following information is displayed. This data shows the customer' credit information:

➡ Order Line Items tabbed Screen
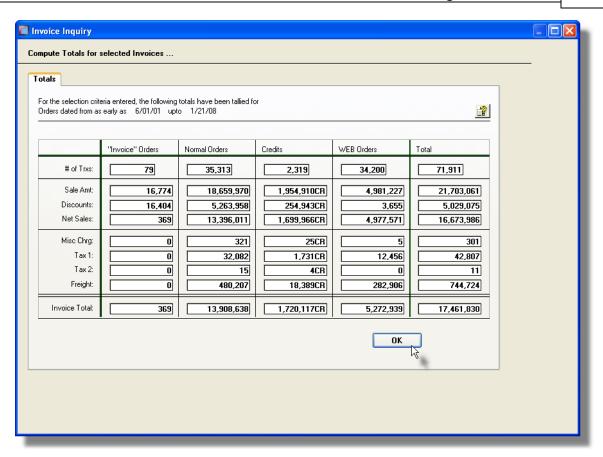
The following sub-screen is displayed when the Invoice Line Items tab is clicked. It shows a sub-grid listing all the individual items that were Invoiced:
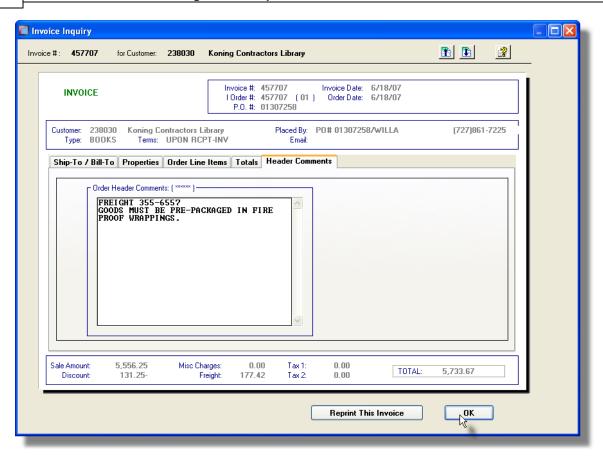
Invoice Totals tabbed Screen

The following sub-screen is displayed for those Invoices that have been entered as an Invoice. All totals associated to the Invoice are presented:

Invoice Inquiry

Compute Totals for selected Invoices ...

Totals

For the selection criteria entered, the following totals have been tallied for
Orders dated from as early as   6/01/01   upto   1/21/08

	"Invoice" Orders	Normal Orders	Credits	WEB Orders	Total
# of Trxs:	79	35,313	2,319	34,200	71,911
Sale Amt:	16,774	18,659,970	1,954,910CR	4,981,227	21,703,061
Discounts:	16,404	5,263,958	254,943CR	3,655	5,029,075
Net Sales:	369	13,396,011	1,699,966CR	4,977,571	16,673,986
Misc Chrg:	0	321	25CR	5	301
Tax 1:	0	32,082	1,731CR	12,456	42,807
Tax 2:	0	15	4CR	0	11
Freight:	0	480,207	18,389CR	282,906	744,724
Invoice Total:	369	13,908,638	1,720,117CR	5,272,939	17,461,830

OK

Invoice Header Comments Properties tabbed Screen

The following sub-screen is displayed when the Header Comments tab is clicked. It shows any extra comments that were entered with the Invoice to be printed on the Invoice:

Customer Notes Properties tabbed Screen

If the Invoice's customer has Notes defined, as a property defined by the A/R Customer Maintenance function, they will also be displayed:

6.3.3.3 Invoice Inquiry Filters Screen
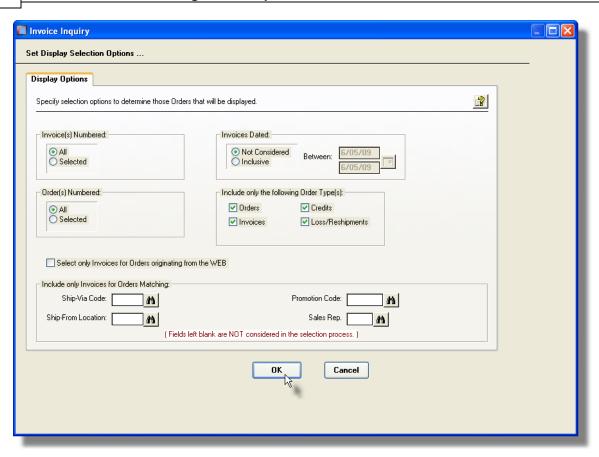
The following functions may be executed from the Invoice Inquiry grid screen, where a number of assorted selection filters may be entered.

Set Grid Display Filters	—	Enter a number of different filters set to limit the transactions that are displayed to the grid.
Display Totals of Order Transactions	—	Tally and display totals of the different types of Order Transactions.
Purge Historic Invoices	—	Have older Historic Invoice Transactions Purged from the system.

The following screen, or something very similar, is displayed for each of these functions:

When having the history records purged or accumulating the Totals for display, the operator is also presented with the standard Customer Select Filters screen 101 and Demographic Selects screen 106. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

Processing Filter Options Screen - Field Definition

Invoice Number(s)	*radio-buttons and 9(6)*
To select All Invoices regardless of their Invoice numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Invoice numbers.	

Order Number(s)	*radio-buttons and 9(6)*
To select All Invoices regardless of their Order numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Order numbers.	

Invoices Dated	*radio-buttons and (mmddyy)*
Select to have All Invoices selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the	

calendar icon for a common set of ranges to be presented.

Include only Orders — for Type(s)	*check-boxes*

A check-box is presented for each of the types of Orders that may be generated in the O/P system. Click-or un-click to have the particular type processed by the given function.

Include only the following Order Type(s):
☑ Orders ☑ Credits
☑ Invoices ☑ Loss/Reshipments

Select Only Orders originating from the WEB	*check-box*

To have only those Orders processed that originated from the World-Wide Web. These are orders that were Interfaced from an external source, or were entered using Sentinel Hill Software's Web Order Entry system; and have a non-zero Web Cart Number assigned to them.

Include only Invoices — for Ship-Via Code	*X(4)*

To have only those Orders processed that were recorded with a particular Ship-Via Code. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Invoices — for Ship-From Location	*X(6)*

To have only those Orders processed that were recorded designated to be Shipped-From a particular warehouse Location. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Promotion Code	*X(6)*

To have only those Orders processed that were recorded with a particular Sales Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter).*

6.3.3.4 Invoices Totals Screens

This function accumulates totals of each of the types of Historic Invoices on file in the O/P system. It displays the number of each type of Invoice, and a break down of the dollar amounts contributing to the values of invoices for the transactions satisfying the filters selected.

The following screen is displayed:

6.3.4　Sold Inventory Inquiry

After Orders are Invoiced and posted, each line item is recorded to a history file. These records provide a history of all items that have been sold. This Inquiry function provides access to all the Historic order items. It may be used to easily determine what items a given customer has ordered in the past; or to view a list of those customers who have purchased a given Inventory Item.   If goods are being sold that are recorded with a Serial Number or a License code, it provides easy inquiry to determine who purchased a particular item that had a Serial # or Licence Code.

Some of the features of the Inquiry function are as follows:

- In the grid display, items may be listed for a selected Customer, for a selected Inventory Item, or regardless of customer or item by a Serial Number or Licence Number. Order #, Invoice #, either by originator's Email Address, Name or Phone #. If Orders originated from a a web based order entry system, orders may also be

listed by the Web system's Cart Number.

- An Ordered Line Analysis report may be generated that can group and sort items in a variety of different ways.

- A function is provided that will that will purge Historic Invoices records

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Purging the Order Line History files

If it all possible, you should refrain from purging these records. If you must, try to at least keep the last 10 years worth of data. This will ensure that the assorted Analysis can be executed effectively.
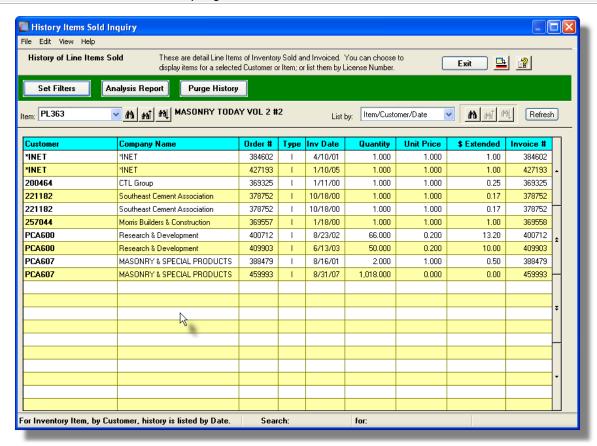
The Historic Invoices Inquiry function is launched from the O/P Menu's **Trx Inquiry** drop-down menu.

Historic Invoices are displayed to the screen managed using a Series 5 grid processing screen. You can easily navigate through the items on file using the grid buttons, or enter the respective key for the desired transaction.

From the "Fast Buttons" frame, push buttons are provided that can be used to compute and display Totals, Set Display Filters and have items Purged.

Historic Items Sold Inquiry Grid

	"Fast Buttons"	
Set Filters	To have a number of different filters set to limit the Invoices that are displayed to the grid.	
Analysis Report	To have a report of the historic Order Line Items generated, in either detail or summary, in a variety of different grouping and sorting options.	
Purge History	To have the Historic Line Item records purged. A range of dates, Inventory Items, Customers and other filters may be entered thus purging only selected items up to a specified date.	

Some of the special features of this "Inquiry" grid are as follows:

> Historic Line Items may be
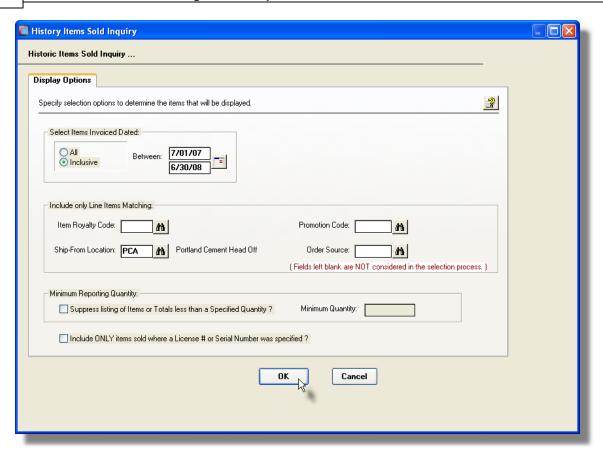
listed either for a selected Customer, for a selected Inventory Item. All items may be listed sorted by an assigned Serial # or License Code.

➢ If listing for a particular Customer or Inventory Item, a given Customer/Item may be chosen either by entering their Code, choosing it using the Lookup binoculars icon, or by having the next or previous Customer/Item displayed that has items on file. *(Click the binocular icon with the up/down arrow to display Invoices that exist for the prior/next occurrence of that code on file).*

⊙ Sold Inventory Inquiry - Set Display Filters Screen

The following screen is displayed for entry of a number of different filters that may be set to limit the transactions that are displayed to the grid.

Sold Items Display Filters Options Screen - Field Definition

Invoices Dated	*radio-buttons and (mmddyy)*
Select to have All Items Sold selected regardless of their Order dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	

Include only Orders — for Royalty Code	*X(4)*
To have only those Sold Items displayed that were recorded with a particular Inventory Royalty Code. *(Leave the field blank if it is not to be considered as a selection filter).*	

Include only Orders — for Ship-From Location	*X(6)*
To have only those Sold Items displayed that were recorded designated to be Shipped-From a particular warehouse Location. *(Leave the field blank if it is not to be considered as a selection filter).*	

Include only Orders — for Promotion Code	*X(6)*

To have only those Sold Items displayed that were recorded with a particular Sales Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter)*.

Include only Orders — for Order Source	*X(5)*

To have only those Sold Items displayed that were recorded with a particular Order Source Code. *(Leave the field blank if it is not to be considered as a selection filter)*.

Suppress Items Less than a Specified Quantity	*check-box and 99,999,999*

If this check-box is set, then only those line items that were ordered with a quantity that is greater than the amount specified will be listed.

Include only items with a Licence # or Serial #	*check-box*

To have only those Sold Items displayed that had a License Number or Serial Number recorded with them when they were sold.

➡ Sold Inventory Inquiry - Analysis Report Options Screen

The Analysis Report provides a detail or summary listing of historic Order Item Line detail. A number of different sub-totalling options are available by Customer, Customer type Inventory Items, Product Groups and Promotions. The totals printed are for Quantity of Items Sold, their Average Price, the Total Costs, and the Total Extended Selling Price. When the Detail version is requested, each contributing Order Line Item is listed.

The following screen is displayed for entry of a the options and filters that may be set when generating the Sold Analysis Report.

When generating the report, the operator is presented with the standard Item Select Filters screen 109 and Attribute Selects screen 114. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

Also, the operator is presented with the standard Customer Select Filters screen 101 and Demographic Selects screen 106. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **OPSLSANL.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 117 for full details).*

<hr>

➖ Sold Analysis Report Options Screen - Field Definition

Invoices Dated	*radio-buttons and (mmddyy)*
Select to have All Items Sold reported regardless of their Order dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	

Select For Locations	*radio-buttons and X(6)*

If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Items Sold for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected. When Invoices are generated for multiple locations, each set will have a different catalogued file name.

Type of Report	*radio-buttons*

Designate whether the report is to be generated in Detail or Summary. The Detail report lists each Order Line Item showing the Order Number, Date, Sale Amount and Quantity Sold. The Summary report prints only totals for each Group and/or Sort key.

Primary Sort	*drop-list*

When the report is printed, the Sold Order Items may be listed Grouped and Sorted by a variety of different fields.

```
Customer / Ship-To
Customer / Item
Member / Item
Customer Type / Customer
Item / Customer
Item / Member
Territory / Customer Type
Territory / Item Category
Item Category / Item
Promotion / Item
Promotion / Item Category
Promotion / Customer
Promotion / Customer Type
Promotion / Member
License / Customer
```

Items Also Grouped by Location	*check-box*

If the report is to be broken down by Warehouse Location, set the check-box.

Include only Orders — for Promotion Code	*X(6)*

To have only those Sold Items listed that were recorded with a particular Sales Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Order Source	*X(5)*

To have only those Sold Items listed that were recorded with a particular Order Source Code. *(Leave the field blank if it is not to be considered as a selection filter).*

Suppress Items Less than a Specified Quantity	*check-box and 99,999,999*

> If this check-box is set, then only those line items that were ordered with a quantity that is greater than the amount specified will be listed.
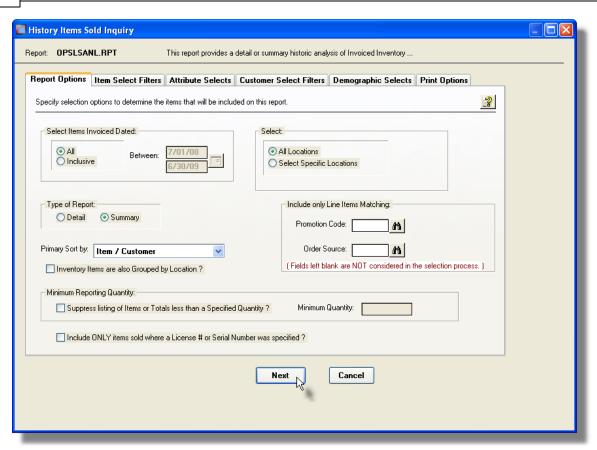
Include only items with a Licence # or Serial #	*check-box*

To have only those Sold Items listed that had a License Number or Serial Number recorded with them when they were sold.

⬤ Sold Inventory Inquiry - Purging

As Orders are entered and posted, and invoices printed and posted to Accounts Receivable, the associated data records are kept in the Series 5 system in their respective history files. This data is available for a variety of inquiry and reporting functions. Over time, these files may become quite large.

This function may be used to purge, or delete, these Orders Line Items Sold Inventory History records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past five years are not deleted.

The operator is presented with the standard Item Select Filters screen 109, Attribute Selects screen 114, Customer Select Filters screen 101 and Demographic Selects screen 106. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria. And specific ranges of Customers, Customer types, and a variety of other criteria used as filters for selecting the customers whose records will be purged.

Accessing the function to Purge the Historic Orders Line Items, can be done either directly from the Sold Inventory Inquiry function screen, or from the O/P Menu's **Purging** drop-down menu:

Warning

Once Order Line Item History records are purged, this information will not be available to any of the O/P Inquiry or reporting functions. Be quite sure of the need to purge this data.

➡ Sold Inventory History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

6.3.5   Inventory Profit Analysis Inquiry

The Customer Order Processing system records all invoiced order line items to a Line History file. These records represent a history of all inventory that has been sold, and is available for analysis. The Inventory Profit Analysis function accumulates Sales and Costs sub-totals for the inventory that has been invoiced by Inventory Item, Product Category and

Supplier for periods of calendar years or months, or G/L Fiscal years or periods. Gross and Unit Profit is computed for each Inventory Item, and presented along with assorted totals.

Once the analysis is generated for the specified type of period, the totals for any particular period, of the range of periods analyzed, may be displayed to the grid screen, which may then be reviewed, exported, or printed as a report.

Analysis with sub-totals by assorted periods of time, are available as follows:

- ❑ by Inventory Item
- ❑ by Inventory Product Category
- ❑ by Supplier (based on the code assigned to the Inventory Item)
- ❑ by combination of Product Category and Inventory Item
- ❑ by combination of Supplier and Inventory Item

For each of the given analysis types, a sub-totals may be broken down to the following periods:

- ❑ by Calendar Year for up to 9 year prior to a selected year
- ❑ by Calendar Months for up to 23 months prior to a selected month
- ❑ by G/L Fiscal Periods for up to 2 years worth of Fiscal Periods preceding a selected period
- ❑ by G/L Fiscal Years for up to 8 years preceding a selected Fiscal Year

For any row of data presented, (where a row represents either an Inventory Item, a Product Category, or a Supplier), a drill down function presents a screen displaying the accumulated totals for the item, for each of the reporting periods. Totals are displayed along with a Trend Analysis. These drill down screen data may also be exported to a spreadsheet.

The inquiry analysis is obtained using the Invoiced Line History records that are accumulated in the O/P system. For this analysis to be accurate, you must maintain at least the last ten years of historic data, purging only transactions older than ten years.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen, printed or exported to an MS Excel spreadsheet.

The O/P Profit Analysis Inquiry function and the O/P Profit Analysis Report function are in fact the same function. For a full description, refer to the topic titled O/P Inventory Profit Analysis Report 389 found under the chapter on Reporting Functions 364 later in this documentation.

6.4 Operational Functions

The topics in this chapter describe functions and procedures that are a available under the **Operations** drop down menu on the Customer Order Processing menu. These menu items are used to perform the major processing functions in the Customer Order Processing system. In particular, the functions for entering your Orders, Printing Pick Tickets, Billing and Generating Invoices are found here.

These functions are available from the O/P Menu Bar as shown:
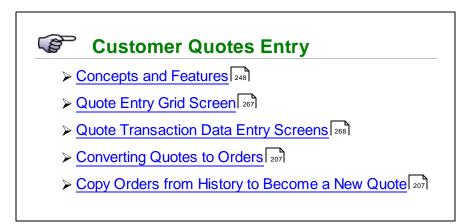
6.4.1 Customer Quotes Entry & Management

This Series 5 Customer Order Processing system primary purpose is to capture your Customers' Orders. Orders may be entered manually by an operator, or they may be be the result of Quotes that have been entered and converted.
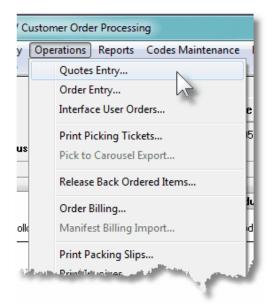
There are a number of features associated to Quotes Entry. These are highlighted under the topic titled About, Concepts and Features that follows:

- Quotes are entered under in sets or Quotes Entry Sets [203], grouped either as a whole for the company, by Sales Agent, by Warehouse Location, or a combination of Location and Sales Agent.

- There are two Types of Quotes [204] that may be entered. Regular Orders and Invoices.

- Customers can be Identified [206] using a variety of different Customer and/or Ship-To properties.

- Occasionally,a Miscellaneous Customers may be set up and used

- New Customers can easily be entered into the Accounts Receivable system during the entry of the order, using a "HotKey" Link to Customer Maintenance [207].

- When entering an Quote, predefined Customer Ship-To and Bill-To addresses [207] may be selected

- Quotes are generated and printed as either MS Word, or PDF documents and may be selected to be emailed to the customer.

- When the customer decides to make the purchase, based on the quote, it may be edited as needed, and Converted to an Order [207].

- Quote that are ready to be converted to an Order may be selected to be "Quick" Converted [208]. That is, a Pick Ticket or Invoice is printed immediately after the quote is converted to a Regular or Invoice type Order that is dealt with at the next opportunity.

- A given Quote may be entered, and items on that Quote may be marked to be Shipped from Different Warehouse Locations [208].

- When entering Inventory Items to an Quote, the quantity-on-hand or committed amounts are not affected until it is converted into an Order.

- When entering Inventory Items to an Quote, if an item is defined as a "Matrix Set" Inventory Item [209], then a matrix grid screen is presented on which Quantity and Unit Prices may be entered directly. As well, sets of a given variant may be easily added or removed from the Quote.

- If a particular Inventory item is a member of a Cross Selling Family [260], then if ordered, the operator will be notified of the other items in that family so they might recommend them to the buyer

- If a particular Inventory item is defined as Linked Inventory Item [210], then if ordered, it's linked items will also automatically be added to the Quote

- While entering an Quote, special Pick Ticket Instructions or Quote Comments [208] may be entered

☞ **Customer Quotes Entry**

✚ Accessing the O/P Quotes Entry Function

From the O/P Main menu, select Quotes Entry from the Operations drop-down menu.

6.4.1.1 About, Concepts and Features

There are a number of features associated to Quotes Entry. These are highlighted under the following sub-topics. (Click the green plus sign to expand the display for the related text).

➖ Quotes Entry Sets

Depending on the size, and the organization of your company, you may direct the system to define different Quote Entry Sets to be used for entering Customer Quotes. As determined by an option in the Order Processing preferences, you can define to enter Quotes grouped as follows:

- by Sales Agent
- by Warehouse Location
- by Warehouse Location and Sales Agent
- or, as just one set for the whole company

You may wish to set up entry of Quotes by Sales Agent if you didn't want each Sales Agent to view other Sales Agents customers' quotes. (You may set up for different Quotes Entry Sets, but a property associated to each User is provided that would permit certain individuals access to All Quotes entered).

Once a Quote has been entered, it remains there until it is deleted, purged, or converted to an order.

Quote Types

There are two types of Quotes that may be entered, (which basically correspond to the types of Orders that would be created). They are described as follows:

Type	*Description*
Regular Order	A *Regular Order* as it's name suggests, is the common order type. Orders which are entered from a customer's purchase order or phone order and which remain on file until the date when the merchandise ordered is picked, shipped and billed, is classified as a Regular Order. Sales tax, freight and miscellaneous charges information are entered after the order is shipped, during the billing process. This is referred to as a two-step process.
Invoice Order	An *Invoice Order* would be used if there is no delay between the time it was ordered and the time of shipping. This would be the case for over-the-counter sales, or prepaid internet orders. All of the items on invoice orders are automatically selected to be billed, since it is assumed that the merchandise has already been delivered. Companies that are confident their stocks will always be adequate to meet all orders, may also consider using this order type to eliminate the necessity of selecting individual items on the order to be billed. This is what is referred to as a one-step billing procedure. Items entered on the order can be billed on the next invoice printing run without any intermediate steps.

Adding New Quotes

There are eight different screens that are presented for the entry of quotes. (These basically correspond to those used for the entry of Orders). Six of the screens are used for all types of quotes, and two are used only for those quotes that when converted to Orders would be pre-paid and recorded as Invoice orders. Each are identified with a tab.

| 1 Customer | 2 Properties | 3 Control | 4 Line Items | 5 Pick Comments | 6 Quote Comments | 7 Totals | 8 Shipping |

Tabbed sub-Screen	Description
1 - Customer	The Quote Customer screen [269] is used to capture data for the Order Header information. This is the general information pertaining to the order such as the Order Date, Customer, Billing Address, Shipping Address and person placing the order's contact information. The Customer is selected from this screen.
2 - Properties	The Quote Properties screen [276] provides standard properties associated to the order. These include the Warehouse goods are shipped from, the Sales Rep, and special coding to be associated to the order, and shipping details.
3 - Control	The third screen [280] provides fields for setting up special Order Discounts, optional Order Control Totals, the Tax Codes that are applicable, and the Prepayment information.
4 - Line Items	The fourth screen of Quote Entry is a Series 5 grid screen, that displays up to twelve Quote Line Items [282] at a time. This scrolling screen offers the operator a summary display of the individual line items belonging to the order, showing the Inventory Item, Quantity Ordered and Price of each item. From this grid screen, push-buttons are provided that may be used to add, modify or delete line items on the order. (When adding or editing an order's line item, a new window is displayed with it's own set of tabbed sub-screens).
5 - Pick Comments	This screen lets the operator enter Picking Instructions

	[294] or comments that will be printed on the Pick Ticket for this order. This provides instructions for the individual in the warehouse when the order is filled for shipping.
6 - Quote Comments	Quote Comments [296] may be entered in the sixth screen. These might be used to describe special terms that have been established, or to offer extra description of the goods being shipped. When the Quote is converted to an Order, these will become Invoice Comments, and will print on the Customer's Invoice that is generated.
7 - Totals	The Quoter Totals screen [176] is presented so as to record any Miscellaneous Charges, Tax, Freight Charges, Prepaid Amounts with credit card info if applicable that would apply when the Quote is converted to an Order.
8 - Shipped	The Shipping information screen [300] is presented so as to record on the Quote the method used to ship the ordered goods to the customer.

Identifying Customers or Individuals

When a new quote is entered, you must select a Customer for the sale. Generally you will have your customers defined in the Accounts Receivable system and you probably know the Customer Code, or the Company name of the Customer. When the cursor is positioned for entry of the Customer Code, you may evoke the special Order Entry Customer "Lookup" function [273]. A window will be presented, from which you may choose to enter a Customer Code, a Member Code, a Company Name, a Contact Last Name, a Phone Number, or an Email Address. Any of these may be use to find the correct customer. In each case the standard Series 5 "Lookup" function may be evoked letting you browse through the Customer file based on the the selected key.

The Customer Order Processing system also offers the capability to define unlimited contacts, or people, that belong to a given company that might be placing orders. This is accomplished by setting up multiple Ship-To records for the customer and defining each person as the Ship-To Contact. When entering a new order, if the Order Entry Customer "Lookup" function is clicked, then you may choose to have the customer selected based either on the Customers on file, or the Ship-To that are on file.

Once selected, the corresponding Customer Code and Ship-To codes will be assigned to the quote.

Miscellaneous Customers

When a new quote is entered, you must select a Customer for the sale. Generally you will have your customers defined in the Accounts Receivable system. If you are making cash sales for customers that probably will never place another order with you, you can select a Miscellaneous Customer Code that is used for these Once-in-a lifetime customers. These miscellaneous customer codes must be defined with an **[*]** as the first character. Then when the order is entered, the system will expect you to enter the Customer's Name or Company Name along with an address.

Hot-Key Entry of New Customers

When entering new quotes, you must always select a Customer. If you do not have the customer in your data base, you can easily add them at the time you are entering the quote. When the system is waiting for entry of the Customer Code, you may Hot-Key to add new customers by striking the icon. In the Customer Maintenance application, when adding new customers, you may select a Customer Template. These templates have all the standard billing and shipping fields already predefined. When you choose a template, you need only enter the Company Name, address and a Contact name. Most other fields associated to the customer will be defaulted. When you return back to the entry of the quote, the new Customer just added will beset for the quote being entered.

Customer Ship-To and Bill-To Addressing

When an Quote is entered for a Customer, by default, both the Shipping Address and the Billing Address will default to the address stored for the Customer. You may however, define multiple Ship-To address and multiple Bill-To addresses for each Customer. Once the Customer is selected, you may choose one of these Ship-To or Bill-To addresses as required. You may also enter a Bill-To and/or Ship-To address even if one had not already been set up ahead of time.

Create a Quote from an Historic Order

An already processed and invoiced order from the past, may be retrieved and converted into a new Customer Quote. The operator needs only to enter the original order number that is to be copied and turned into a Quote.

Converting Quotes to Orders

When a customer decides to go ahead with and purchase the items associated to a Quote, it may be selected and edited as required, and automatically converted to an Order. As determined by an option in the Order Processing preferences, you can define to enter Quotes grouped by Sales Agent, Warehouse Location, a combination of Location and Agent, or for the Company as a whole. When Quotes are converted to Orders, they are written to different pre-defined Order Entry Batches in the same fashion. On a daily basis, these Order Entry Batches may be selected and posted to have their orders processed.

"Quick" Converting Quotes to Orders with Posting and Printing

Quotes may be converted to Orders that are recorded to an unposted Order Entry Batch; or they may be "Quick" Converted. When a Quote is "Quick" Converted, it is made into an active order that is ready to be processed. If it was for a Regular Order, a Pick Ticket is printed; and for Invoice Orders an Invoice is immediately printed. This is a useful feature for users the only convert a few quotes a day to orders, or that wish to convert quotes to orders that are prepaid.

Shipping from Multiple Warehouse Locations

Normally all items for a given order will be shipped from the Warehouse Location defined by the location in the Order Header. It is possible though, to specify that specific items be shipped from a different location. (The operator entering the order must have been granted this privilege in their user access record.). If when selecting an Inventory Item to be ordered, if it is not stocked in the Orders default Location, then the operator will have the opportunity to have it shipped from another warehouse. When picking tickets are printed only those items to be shipped from that particular location will be printed.

Miscellaneous Non-Inventory Items

You may, if desired, set up one or more Miscellaneous Inventory items by way of the Inventory Item File Maintenance application. While entering a quote, if you have goods that are not actually part of your inventory, you then can select the Miscellaneous Item. Such miscellaneous items are normally used to make it possible for a customer to place an order for an item that is not on file in the Inventory Item file. This may be a new item for the company or may be a specialty, **"one of"** item, not specifically listed in the inventory.

Miscellaneous items are distinguished from other types of items in that their Inventory Item Codes must begin with an [*] character, (followed by any combination of letters and digits).

When a miscellaneous item is entered for an Quote, the system will invite the operator to enter two lines of description, the price, the cost, two extra line comments and the G/L Account for which the Sales Revenue would be recorded to.

Pick Ticket Instructions and Invoice Comments

For each Quote entered, you will be able to enter up to 1000 characters of comment text that will be printed on the Pick Ticket. If you have special instructions for the warehouse shipping guys, this is the chance to enter them with the order. The comments that are printed may be those from an already defined Comment Code, or new ad-hoc comments may be entered.

The same option exists for the Quote itself, and with a different set of comments. Quote Comments may be used to give the purchaser special billing or handling information.

Item Unit Pricing

When an Inventory Item is entered into an Quote, the system will automatically attempt to determine the Unit Price based on the Quantity-Ordered.. Using the relevant information from the order, the system tries to read for the existence of Price Code tables. If none are found then the Unit Price defaults to the base price defined in the Inventory Item's master record. If any discounts are set up for the Customer, or by way of a Price Code Table, they are also applied. In either case, the price that is found is automatically assigned to the item and displayed. (*Please refer to the Item File Maintenance application and the Pricing Code File Maintenance* 437 *application for more information on the subjects of Price codes*).

Once the Unit Price has been entered, (or the default value accepted), the system will request entry of the line item Discount Percent, which defaults to the discount percent entered on the first screen of the order. If sale pricing is in effect this field may default to zero depending on the nature of the sale (as specified in the Inventory Item record).

The extended price of the line item being ordered will be the Unit Price, multiplied by the Quantity-To-Ship and then adjusted by any Discounts.

Matrix Inventory Items

The Inventory Management system supports the ability to define "Matrix Set" Inventory Items. These are items that are available in assorted variations such as color, material, style or size. When entering a Quote or Order for Matrix Inventory Items, the Customer Order Processing system presents a matrix grid screen. Sets of transactions for a given Dimension Attribute may be quickly added, edited, or removed from the quote.

When a Matrix Set Item is selected to be entered for a customer's quote, a Matrix Entry screen will be displayed utilizing a grid. On this grid screen, Quantities and Unit Price information associated to applicable transactions may quickly be entered for sets of items having the same attribute variations. (ie. You may assign a value to be applied to a given row, column, or the entire matrix). When a non-zero Quantity is recorded, an associated Quote Line Item Transaction(s) are automatically added. When a Zero Quantity is record, the associated Quote Line Item Transaction(s) are automatically deleted. The displayed Matrix screen handles up to a 3-dimensional Matrix Set definition. For those Matrix Sets with more than 1 dimension, you may choose to display different Attribute sets on any of the three possible dimension axis.

Inventory Cross Selling

The Customer Order Processing system offers the ability to support what is called Cross Selling. That is, when an inventory item is defined to the Inventory system, it may be associated to a Cross Sell Family. This would allow you to have sets of Inventory items associated to one another, by belonging to this common Cross Sell family. (The idea is that if a given item is ordered, then the customer might also be interested in purchasing one of the other items in this family. Thus the Order Entry Clerk will be presented with these items, and they could then encourage the customer to order more).

After all items for an order are entered, the system will automatically check to see if any Cross Sell Items have been entered, and see if any other inventory items are defined for the associated family. After prompting the operator, the system will present a summary "Lookup" screen showing each order item that has Cross Sell items associated with it. The operator may cursor up/down through the already ordered items, and request a subsequent screen showing all associated Cross Sell items. At this point, any of the items may be selected to be added to the order using the normal Add screen.

Inventory Item Linked Inventory

A Linked Inventory Item is defined as one which when entered on an quote or order, will automatically cause additional items to be placed. Up to eight items may be defined for each link.
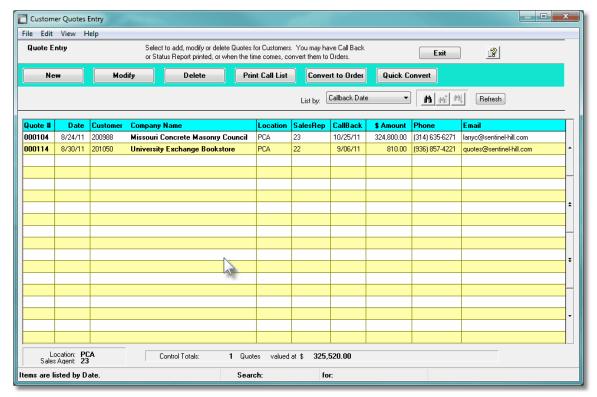
Linking will occur for an item only when the Order Location, and the Ship-To zip code matches that of the link definition. (A zip code mask may be defined to have certain items shipped when the order is placed for a particular region).

When the primary item is entered in Quotes Entry, and all link parameters match those for the Customer, each of the linked items will be displayed and the operator can decide whether or not the item is to be included on the quote, and enter the Quantity-To-Ship.

6.4.1.2   Quotes Entry Grid

Customer Quotes are maintained using a Series 5 grid processing screen.

→ Quotes Entry Grid

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the entry of Customer Quotes.

"Fast Buttons"	
New	Add a new Quote
Modify	Modify the Quote highlighted in the grid
Delete	Delete the Quote highlighted in the grid
Print Call List	Print an Summary List of Quotes based on a number of selection criteria, including Call-Back Dates.
Convert to an Order	Convert the selected Quote to an Order in a pre-defined system designated Order Entry Batch
Quick Convert	When a given Quote has been approved to become an Order, it may be converted directly, without having to be processed and posted from within an Order Entry Batch. This is called a "Quick" Convert. For Orders that are pre-paid, the Invoice will be printed immediately. For other

> Orders, the associated Pick Ticket will be printed immediately, and be ready to be processed.

Edit an existing Quote by double-clicking it's associated row.   Standard Series 5 grid controls apply.

When generating the report, the operator is also presented with a Quotes Filter Select screen 244 and the standard Customer Select Filters screen 101. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria. This report will list the customer quotes sorted by their Call-Back Dates, with the most recent ones listed first.

If the function to have the Callback Report printed is selected, the report if archived, will be catalogued with a report name of **QTCALLBK_L-XXXXXX.RPT, QTCALLBK_S-YYYYYY.RPT,** or **QUOTES_LS-XXXXXXYYYYYY.RPT,** where depending on how Quotes are stored, **XXXXXX** is the Location Code, and **YYYYYY** is the Sales Agent Code.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 117 for full details).*

Other functions are available from the menu bar's Edit drop-down menu, or from the pop-up menu presented when a specific row for a quote is right-clicked. These include the following:

Menu Bar Edit drop-Down functions
Copy Order from History • A screen is presented from which an Order from history may be selected. It will be copied to a new Quote.
Email Quote to the Customer • The print options screen is displayed, with options set for generating the Quote as a PDF document. Once finished, it will be automatically emailed the the email recipient identified in the header of the quote. **Print the Quote** • The print options screen is displayed, with options set for generating the Quote as an MS Word document.

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word documents that are generated.

You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The Customer Quotes are printed to an MS Word document, and then saved as a PDF document.

Word Templates for Quotes

Customer Quotes are printed as MS Word documents that are converted to PDF documents. Each page is built based on an MS Word template. Use MS Word to build your template. Make sure that the text of the Quote aligns correctly. (You should use a test form when constructing the template). The template must be stored on each user's PC, that will actually generate the invoices, in their **C: \Documents and Settings\<PC UserName>\Application Data\Microsoft \Templates"** directory.

Additionally, a variable must be added to the [Runtime Configuration file] 497 that specifies the name of the template. It needs to be defined as follows:

   MSWORD-OP-QUOTE-SPECS LANDSCAPE "Courier New" 10 "My-Quotes-Template"

Contact your system or accounting manager to have this capability set up.

A sample layout/template for Quotes may be found in the Series 5 release directory in the util sub-directory. Within that directory is a folder named Templates where you will find an OP_Quotation.dotx template file which you may use for your own purposes.

When selecting to have a customer quote emailed, you will need to have pre-defined text that is to be inserted in the body of the email as the message. The body of this message, which you can edit to your likening, must be set up in a text file named **Quote_EmailMessage.TXT**, in a sub-directory named **Email-Templates** found in the designated Company System's "Generated and Archived Reports" data directory. This file can be either a simple text file, or an HTML file and must not contain more that 8192 characters.
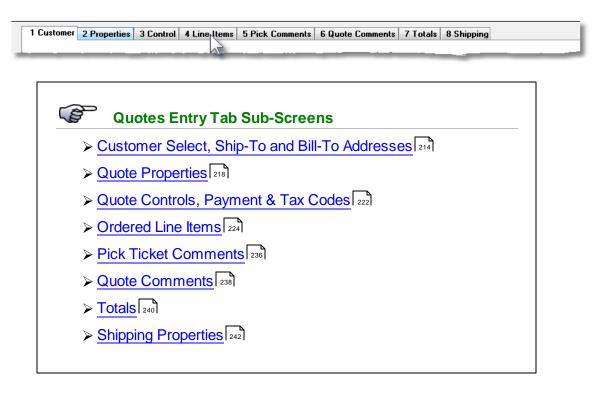
Within the body of the message file, you may include a number of pseudo variables that will be replaced with applicable text, associated to the information in the email and the recipient. The following variables may be used and replaced as follows:

Variable	*String to be replaced with*
%%RECIPIENT-NAME%%	Name of the person to whom the email it sent
%%RECIPIENT-EMAIL%%	The email address of the email recipient
%%GEN-DATE%%	The date of the Quote
%%DOC-NUMBER%%	The type of document attached to the email ie., QUOTE
%%COMPANY-CODE%%	The Customer Code
%%COMPANY-NAME%%	The Customer's Billing Company Name
%%ADDRESS-LINE-1%%	The Customer's Billing Address Line 1
%%ADDRESS-LINE-2%%	The Customer's Billing Address Line 1
%%ADDRESS-LINE-3%%	The Customer's Billing Address Line 1
%%COUNTRY%%	The Customer's Billing Country

%%CITY-STATE%%	The Customer's Billing City / State
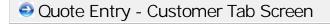
6.4.1.3 **Quotes Entry Data Screens**

There are eight different screens that are presented for the entry of customer Quotes. Each are identified with a tab.

| 1 Customer | 2 Properties | 3 Control | 4 Line Items | 5 Pick Comments | 6 Quote Comments | 7 Totals | 8 Shipping |

☞ **Quotes Entry Tab Sub-Screens**

➢ Customer Select, Ship-To and Bill-To Addresses 214

➢ Quote Properties 218

➢ Quote Controls, Payment & Tax Codes 222

➢ Ordered Line Items 224

➢ Pick Ticket Comments 236

➢ Quote Comments 238

➢ Totals 240

➢ Shipping Properties 242

6.4.1.3.1 Quote Customer Entry Screen

The first screen is used to capture data for the Quote Header information. This is the general information pertaining to the quote such as the Date, Customer, Billing Address, Shipping Address and person placing the order's contact information. The Customer is selected from this screen.

⟳ Quote Entry - Customer Tab Screen
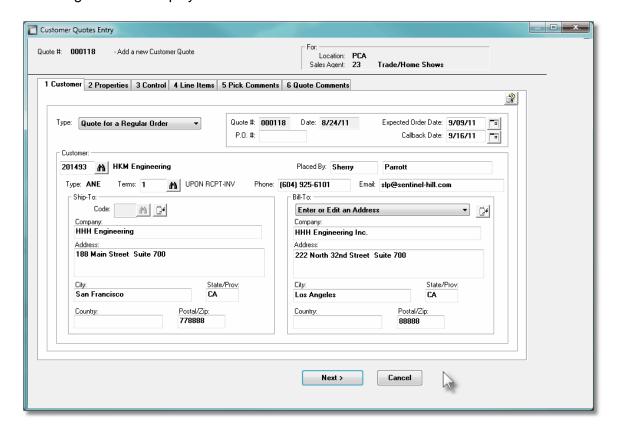
Some points to note when adding a new Quote:

• The first field to enter the the Quote Type. Select whether you have a quote that when is converted into an order would be a Regular Order, or Invoiced Order. Remember that a Regular Order assumes that Picking Tickets will be printed, and that the order needs to be selected for Billing in order to have an Invoice printed. For an Invoice Order, all items automatically are selected for billing.

• If after entering the last screen of an Order, the **Finish - Add More** button is clicked, the system displays the first screen to have the next Quote entered. The Quote Type,

Date, Due Date, Shipping Location, Customer Number and Order Source Code will all be defaulted to the same as was entered for the previous order. (In the case of Point-of-Sales entry, this may make life a little easier when entering orders).

- The Quote number is automatically assigned by the system. The Next Quote number is kept in the Customer Order Processing Control Preferences

- If the A/R Customer Code is known, enter it into the Customer field. If it is not known, you may click the "Lookup" icon, and a special Customer Select window ₂₇₃ will be presented from which you can select the Customer based either on the A/R Customers, or the O/P Customer Ship-To records.

- Once the customer is selected, the system will test to see if the customer is on Credit Hold or Credit Stop status. If on Credit Hold, then the operator is warned; the order may be entered and eventually posted, but the order will be ON HOLD and cannot be picked until the hold status is removed. If on Credit Stop, orders may not entered for the customer.

The following screen is displayed for Quote's Customer tab:

Order/Quote Customer Tab Screen - Field Definitions

Order Type	drop-down list

Select the type of document that is being entered. This field is presented only when transactions are being added. Once entered, you may not change the type of document. *(Only presented for entry of Customer Orders).*

Order
Invoice
Credit Note
Lost Order Reshipment

Quote Type	*drop-down list*

For Quotes, if known, specify the type of Order that the Quote would be converted to. If when the order is placed, the goods would be picked and the order paid for, then select to have a Quote for a Prepaid Invoice. If the order would be entered into the system with a Pick Ticket being printed, and an Invoice issued was the goods are shipped, select to have a Quote for a Regular Order. *(Only presented for entry of Customer Quotes).*

Order or Quote Number	*9(6)*

Every Transaction will be assigned an Order Number or a Quote Number. It is automatically assigned from the next Order or Quote Number fields that is defined by the Customer Order Processing Control Preferences.

PO Number	*X(10)*

Enter the Purchase Order number that is provided by the customer, if applicable.

Web Cart Number	*9(10)*

Orders that were interfaced from an external source, such as a Web Based Order entry system, will have a Web Cart Number. This is that number. *(Only presented for entry of Customer Orders).*

Document Apply-To Number	*9(6)*

For Credit Notes, enter the Invoice number to which this transaction should apply to. When aging reports are generated, the Credit will be placed in the same aging category as the original Invoice to which it applies.

If instead of entering an Invoice Number, you click the [🔍] icon next to the the Apply-To field, an Apply-To Invoice Select window will be displayed. From that screen, you may specify how the Credit is to be applied, and easily browse through existing Invoices for the selected customer. *(Only presented for entry of Customer Orders).*

Order or Quote Date	*(mmddyy)*

This is the date that the Order was placed or the Quote was entered. For Order Entry, this will default to the Default Order date that was specified for the Order Entry Batch.

Due Date	*(mmddyy)*

For Invoices, the Due Date will be automatically calculated using the properties of the associated Customer's assigned Terms Code. For all other document types, this field defaults to the Document Date. *(Only presented for entry of Customer Orders).*

Expected Order Date	*(mmddyy)*

For Quotes, if known, enter the date that the customer is likely to actually place the order. *(Only presented for entry of Customer Quotes).*

Callback Date	*(mmddyy)*

For Quotes, enter the date that the customer should be re-contacted to ask them if, and when they should like to place the order. This date is used as a selection criteria in the Quotes Status/Callback report. *(Only presented for entry of Customer Quotes).*

Customer Code	*X(6)*

If known, enter the Customer Code for the Order or Quote entered. If the customer is not known, click the 🔍 icon and a Customer Select window 273 will be presented, from which you may choose to select a customer based either from the Customers defined in the Accounts Receivable system, or based on the Customer Ship-To Codes defined in the Customer Order Processing system.

Terms Code	*X(4)*

The Terms Code is used to compute the Due Date for the Invoice associated to the order. This field defaults to the code defined for the Customer or the Ship-To or specified. The Terms Code is defined in the A/R system.

Placed By - First Name & Last Name	*X(10) & X(25)*

These fields are available to record the name of the person who is actually placing the order. This name is printed on both the Pick Ticket and the Invoice.   The name will default to the Customer's Contact 1 name. If a Ship-To is designated for the order, then that Contact name is used as the default.

One of the keys used to access an Order is the Placed-By Last Name. The Order Inquiry function offers the ability to browse and select historic orders by the person who placed the order.

Phone & Email Address	*X(20) & X(40)*

Enter the phone number and/or the email address of the person who is actually placing the order. Both the phone number and the email address are keys used to access an Order. The Order Inquiry function offers the ability to browse and select historic orders by either phone number or email address.

Ship-To Address Code	*9(4)*

A given customer may have a number of different Ship-To addresses.   If this is the case, then the applicable address could be selected. You may click the binoculars icon to invoke the "Lookup" function to show the Ship-To addresses that have been set up for the customer.   If you want to just enter a different Ship-To Address, that you don't wish to keep on file, enter a Ship-To Code of *9999*. You will then be able to key in the shipping address. If for the customer there always should be a Shipping Address that is different from the Customer Address, you should use the Ship-To Maintenance application 405, and add a Ship-To with a code of *0001*. This then becomes the default and will be assigned when the order is initially added.

Bill-To Address Selection	*drop-down list*

A given customer may have a number of different Billing addresses.   If this is the case, then the applicable address could be selected. Each Bill-To on file for the selected customer is listed. If for the customer there always should be a Billing Address that is different from the Customer Address, you should use the Bill-To Maintenance application 419, and add a Bill-To with a code of *0001*. This then becomes the default and will be assigned when the order is initially added.

```
Use the Customer's Address
Enter or Edit an Address
Use the Customer's Ship-To Address
 1- B&G Concrete, Staten Island NY
 2- B&G Concrete, Boston MA
 3- B&G Concrete, Detroit MI
```

6.4.1.3.2 Quote Properties Entry Screen

The second screen provides standard properties associated to the quote. These include the Warehouse goods are shipped from, the Sales Rep, and special coding to be associated to the quote, and shipping details.
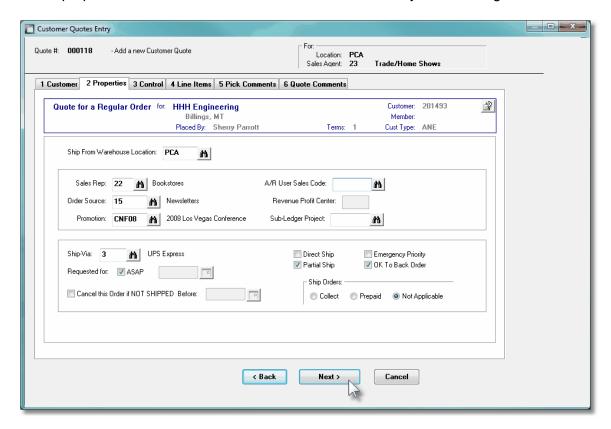
Some points to note about the fields on this screen when adding a Quote:

- The Warehouse Location is where the goods for the order are shipped from. It may be edited only if multiple Locations are defined in the Inventory Management Control Preferences. It will default to the Location that was assigned for the Order Entry Batch.   Note that a default Location Code may be assigned to each user, and only as a privilege, can they change it to a different Location. (See the topic on Defining User Access Rights 137)

- You may specify that the order is to be processed ASAP, or specify a particular date in the future.   Either today's date, or the date entered, will be used as the Release Date assigned to each item that is ordered. The Release Date is the date that the order's Pick Ticket will be printed.

Quote Entry - Properties Tab Screen

The basic properties associated to each Quote are maintained by the following screen:

Order/Quote Properties Tab Screen - Field Definitions

From Warehouse Location	X(6)
For Orders, this will default to the Location code entered in the Order Entry Batch. For Quotes, this will default to the Location to which the operator has been assigned to in their User Access profile.	
If the multiple location option has not been specified in the O/P Control Preferences then changes to this field will not be allowed. If a Ship-To was selected for this order's customer and a valid location code had been set up there, then it will be used as the default. If the operator does not have access to ALL Locations, then they will only be able to access the one that they have access to. Once any order line items have been entered, this field may not be changed.	

Sales Representative	*X(3)*

For Orders, this field defaults to the Sales Rep that is defined for the Customer or the Ship-To. For Quotes, this will default to the Sales Agent Code that was assigned to the operator in their User Access profile.

The code entered is validated and must be defined in the Salesman file. Any Commission Amount entered will be posted for this Salesman. When Orders are posted, a Bookings record is written that includes the Salesman as part of the key.

Order Source	*X(5)*

The Source Code may be used to provide information about how the order was obtained or how the Customer was initially contacted. This might be a code that represents a trade fair, or advertising campaign, etc. The Source Codes are defined in the A/R system. There is an Analysis by Source report that is available.

Promotion Code	*X(6)*

The Promotion Code is similar to the Source Code, but is used also to determine and select any special Price Codes that might have been set up. You could have set up Price Code Tables by Promotion Code. Perhaps you have a Promotion for Christmas and special pricing apply. The Source Codes are defined in the A/R system.

A/R Users Sales Code	*X(6)*

This User Code may be used to provide any kind of information you desire. It will flow through to the A/R system, and be associated to the A/R Open Item. It is a selection parameter for the A/R Aging Report application. The User Codes are defined in the A/R system.

Revenue Profit Center	*9(5)*

This field is used to define the Profit Center used when generating G/L Revenue Distributions associated to this order. If the I/M Control Preferences is set to have Profit Centers established for each Order, then you need to enter a valid profit center code in this field. The Profit Center will default to that specified for the Order Entry Batch.

Sub-Ledger Project Code	*X(6), X(8), X(4)-X(4), or X(4)-99-99*

If the Series 5 Subsidiary Ledger/Project Analysis system is used and the appropriate fields are defined in the G/L and A/R Control records, a Sub-Ledger Project Code may be entered. All revenue from the sales of inventory items and miscellaneous charges will be recorded in the G/L with the the Project Code entered in this field. The Project Code entered must be defined in the G/L system as a valid project. The distributions are generated with the Sub-Ledger code only if the A/R account has as one of it's properties,

the flag indicating that a Project is Always or Optionally required. These distributions are recorded as Sales Distributions when Order Entry Invoices are posted to Accounts Receivable system.

Ship-Via Code	*X(4)*

The Ship Via Code indicates the method by which the order will be shipped to the customer. You could have set up a Price Code Table for the Ship Via Code used specifically for computing the Freight Charges. The Ship Via Codes are defined in the A/R system. If the method of shipping has not yet been determined, it may be skipped from this screen. When the Order is billed, or for Invoice type Orders, the Ship-Via code may also be entered on the Order's **Shipped** tab sub-screen.

Requested For Date	*check-box & (mddyy)*

The Shipping Date is used as the default for the Release Date for line items entered for the order. The Release Date is that date on which Picking Tickets for the order is printed.

Cancel if not Shipped Before Date	*check-box & (mddyy)*

Should the person placing this order wish to cancel the order if it is not shipped by a specific date, set the check box and enter the cut-off date. Currently this field is used for information purposes, and reserved for a future enhancement.

Direct Ship	*check-box*

This field is for information purposes only.

Partial Ship	*check-box*

If the order is to be shipped only if all items ordered are in stock and available, then uncheck this check-box.

Emergency Priority	*check-box*

The Emergency indicator is applicable only if orders are picked using an automated Carousel system. This is a setting that is passed to indicated that the order is to be processed ahead of all others.

OK To Back Order	*check-box*

If while items are being entered into the order, there is insufficient stock available, the operator has a number of options offered to them. One option is to have the order item

marked to be Back Ordered. If when entering this order, this should not be presented as an option, uncheck this check-box.

Method of Shipping	*radio-buttons*

Specify the method of shipping. The default for this field is determined from either the Customer master record, or the Customer's Ship-To record.

Separate Price Tables may be built for orders that are shipped Collect or Prepaid. It is important to set this field correctly.

⊙ Collect
○ Prepaid
○ Not Applicable

6.4.1.3.3 Quote/Order Controls Screen
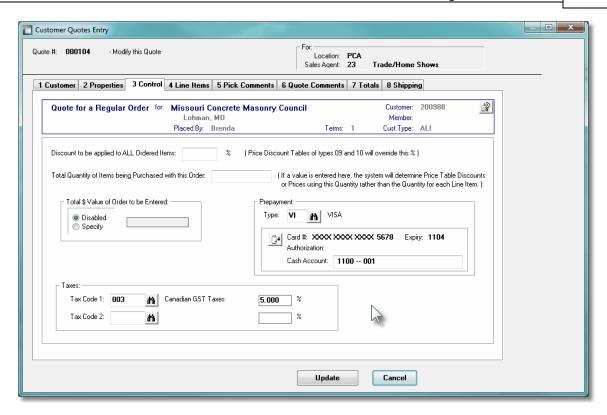
The third screen provides fields for setting up special Order Discounts, optional Order Control Totals, the Tax Codes that are applicable, and the Prepayment information.

Some points to note about the fields on this screen when adding a Quote:

- If a Discount is to be applied to the whole order, enter it on this screen. Also, if you know the method of payment, if made when the quote is converted to an order, you could enter it now. For a credit card payment, a small window will be displayed providing applicable fields to record credit card #s and/or relevant codes. The amount of the prepayment will be entered on the quote's Total tab sub-screen.   (Note that Credit Card Numbers are stored in the system as encrypted fields. For a discussion on the encryption so the topic in the Appendix titled Series 5 Encryption ₅₁₁).

⊖ Quote Entry - Controls Tab Screen

The control properties associated to each Quote are maintained by the following screen:

Order/Quote Controls Tab Screen - Field Definitions

Order Discount Percentage	*9,999.99 %*
The Discount Percent is the general figure used in the calculation of extended line item prices and may be overridden as each item is entered. The default value will be that defined in the Customer Master record. If Order Discounts are found in the pricing code tables, for Price Types 09 and 10, they will override this amount.*(Once the discount is set up, you may not change the value for this field).*	
Total Quantity of Items Purchased	*9,999,999*
It is possible to have the price determined for an item by using the quantity of the entire order rather then the quantity ordered for that item. If this type of pricing is desired, then the total quantity of items for the order should be entered in this field, otherwise, leave it as **ZERO**. If the order pricing quantity is not zero and the item entered for the order is flagged as using order quantity pricing, the item will use this quantity in the price table that it resolves to.

You must ensure that if this feature is used, the total quantity ordered for this order must equal the price break quantity. If they do not, the user will be warned and the order must be modified until these two amounts agree. | |
| **Total $ Value or Order** | *$ 999,999,999.99* |

For order controls, enter the total dollar value of all items to be entered for this order. The Extended Price of all line items is used as the control total. Once the order has been completely entered, the system will verify that the sum of all line item;s Extended Prices equals this amount. To disable the order control total feature, set the **Disabled** radio-button.

Prepayment Code	*X(3)*

For Invoice and Credit types of Orders, information about the method of payment may be entered on this screen. A Prepayment Code must be selected from those defined to the system. A pop-up window is displayed for entering the detail of the payment. For credit card sales, you may enter the Credit Card Number, Expiry Date, and Authorization Code. For Cheques, you may enter a reference field. Once the Invoice is entered, the total amount of the prepayment must be entered when the last summary screen is displayed. If entry of the Prepayment Code is overlooked on this screen, it may be selected on the "Totals" sub-screen of the order.

Note that Credit Card Numbers are stored in the system as encrypted fields, and once entered, only the last 4 digits are ever displayed or printed.. (For a discussion on the encryption so the topic in the Appendix titled Series 5 Encryption 511).

Tax Codes and Percentages	*2 x X(6) & 99.999 %*

The Tax Codes will default to those found in the Customer Master record. If a Customer's Ship-To was specified, then it's codes will be used as the default. If Tax Codes are defined for the customer, you will not be able to select a different tax code. The tax percentages are determined from the properties defined for the Tax Code. You may however, change the percentages of the tax codes listed.

6.4.1.3.4 Quote Line Items Entry Screen

The fourth screen of Quote Entry is a Series 5 grid screen, that displays up to twelve line items at a time. This scrolling screen offers the operator a summary display of the individual line items being purchased belonging to the order. Each row of the grid displays the Inventory Item, the Quantity Ordered and the Unit Price, and the Extended Price of each item.

From this grid screen, push-buttons are provided that may be used to add, modify or delete purchased line items on the quote. *(When adding or editing a quote's line item, a new window is displayed with it's own set of tabbed sub-screens).*

The properties associated to each inventory items being purchased are maintained using a Series 5 grid processing screen.

Quote Entry — Line Items Grid Tab Screen

Order Line Items - Item Ordered Tab Sub-Screen

Some points to note about adding or editing the inventory items that are being purchased for the order:

- The Quantity to Order field will default to a value of 1. If a Inner Pack Quantity, or a Minimum Order Quantity was established for the item being ordered, these will be the default.

- If a Minimum or Maximum Quantity is defined for the item, then if not satisfied, a message will be displayed. They may override the limits defined. However, if a Inner Pack Quantity is defined for the item, then the Quantity ordered must be a multiple of that quantity.

- If there is not enough quantity available then a sub-window will be displayed offering a number of different actions that can be taken. Refer to the section below with the heading Insufficient Stock Available Action Screen 288.

- The Unit Price is automatically computed and displayed and the operator will not be able to enter this field directly. For Miscellaneous Inventory Items, those with a code starting with [*], the operator must enter the Unit Price.

- If the Inventory Item being entered is defined with a Matrix Set, then a number options are available. These include the following:

  ✓ You may choose to have the system automatically order all variations of that item for a specified Quantity and Unit Price

  ✓ A Matrix grid screen is presented listing the available Dimensions, or Variation Types, as rows or columns. From this screen Quantity-to-Order or Unit Price

amounts may be entered directly.

✓ From the Matrix grid screen, you may assign a given Quantity to a whole row, or column, which causes the system to automatically add Order Line Items for the associated Item variants.

The control properties associated to each Line Item that is being purchased are maintained by the following screen:

The following screen is displayed to enter the details associated to ordering an Inventory Item that has been defined with a Matrix Set. It offers an additional tab titled **Matrix Set Item(s) Quantity** 288, that provides a matrix screen from which transactions can be automatically created and edited for Inventory that have common Attributes. If only one sub-item of a Matrix Set is to be edited, then click on the **Edit this Matrix Item Qty(s)** button at the bottom of the screen :

When Adding an Inventory Item that has been defined with a Matrix Set, once the Quantity-to-Order, and Unit Price, and other fields have been entered, the operator will be prompted if they wish to have all variations of the item ordered with the given settings. Clicking Yes will cause an Line Item record to be generated for each possible combination of Dimension Attributes for the selected Matrix Item.

Item Ordered Tab Sub-Screen - Field Definitions

Inventory Item	*X(23)*

Enter the Part Number assigned to the Inventory Items that is being purchased.

Should you wish to browse the inventory files for the desired item, click the binoculars,
 [binoculars icon] , icon and the Inventory Item Lookup 65 screen window will be displayed. (One of the nifty features is it's ability to display inventory items based on the Item's Description keywords. That is, a table is kept on file indexing all inventory by each word in the items Description).

For example, if the Keyword "Lookup" mode was chosen, and RED was entered as the keyword, the grid would list all inventory items that had the word RED within it's description.

Ship From Location	X(6)

This field is for the Warehouse Location Code, from which the item will be shipped. It will default to the Location defined for the Order. Normally this field will be bypassed because it should always default for the order.

> **User Location Access Privilege**
>
> A user must have the appropriate Location Access to be be allowed to change the Warehouse Location for individual order line items.

Quantity to Order	999,999.999-

Enter the Quantity of the Inventory Item the customer would care to order. This will default to 1 item, or if specified, the Minimum Order Quantity, or if specified, the Inner Pack Quantity, which ever is more.

Quantity to Ship / Return	999,999.999-

The Quantity to Ship will default to the quantity ordered. If there is a conflict between the Quantity Available and the Quantity Ordered, the quantity to ship will reflect the resolution of this either by back ordering all, some or none of the quantity ordered. This field cannot be accessed by the operator.

The Quantity Returned to Inventory is only requested on Credit Memo items. Not all items credited on a return may be okay to return to inventory as some may have been damaged in transport or lost in shipment. To properly maintain inventory records, you should enter the quantity to be returned to inventory for this item. When Credit Memos are printed, the Quantity on Hand figures in inventory are adjusted by this value.

Quantity Back Ordered	999,999.999-

While entering an Inventory Item in an order, if there is not enough stock on hand to fill the request, a given amount may be selected to be back ordered. If this is the case, the quantity is displayed in this field.

Unit Price	*$ 9,999,999.99*

The Unit Price is automatically calculated by the system and displayed. Miscellaneous items require manual entry of the unit price. Refer to the Pricing Code Maintenance [437] application on exactly how the price for an item is determined. The rules used to derive the price for the item is displayed in the frame area below the Extended Amount. *(Note that the user may be denied access to changing the price by setting a property in the user's access record).*

Discount Percentage	*9,999.99 %*

The Discount as entered for the Order Header is displayed for verification (as with the Unit Price). You may override it by entering a new Unit Discount percentage. If Customer or Customer Type discounts have been determined from a Pricing Discount table, this field may not be changed. The total order discount will be calculated based on the number of items selected for billing and will be displayed on the final screen of the order. (For regular orders, this calculated discount will appear in the Order Billing application).

Extended Amount	*$ 9,999,999.99*

This is the result of the (Quantity-to-ship x Unit-Price) less any Discount. This field may not be altered.

Unit Cost	*$ 9,999,999.99999*

Miscellaneous items require the entry of a Unit Cost to keep costing analysis accurate. For regular items, the cost will be displayed and the field disabled.   *(Note that the user may be denied access to changing the cost by setting a property in the user's access record).*

Release for Shipment	*(mmddyy)*

For regular orders and invoices, this date is used to determine a Release Date for the shipment of the order. This is accomplished when the item is printed on a Picking Ticket. When printing picking tickets, the operator is requested to enter a cut-off date. Only if the Release Date matches or is older than the cut-off date will the item be printed on the Pick Ticket. This field defaults to the Shipping Date that was specified on the Order Header screen, if present, otherwise it defaults to the date of the order.

> **User Location Access Privilege**
>
> Normally, the Quantity of items orders will be added to the Quantity Committed amount for the Inventory Item. If the Release Date is far enough in the future, the Quantity is added to the Future Committed amounts. The operation to Mark Future Orders Committed [361], may be executed to have Future Committed Items, re-classified as Committed.

Picking Override - Sequence and Zone	*X(8) & X(4)*

If the item ordered is not in the usual location of the warehouse and the alternate picking location is known, the operator may override the default picking sequence and zone codes. The picking sequence and zone code entered will be printed on the picking tickets.

Insufficient Stock Available Action Window

For Inventory Items that are selected to be purchased, if there is not enough quantity available, then the following sub-window will be displayed offering a number of different actions that can be taken:.

Insufficient Stock Available for Quantity Ordered

For Item: **PL090**   --   **WALLSYSTEM-RESIDENTIAL BANNER**
From Location: **PCA**   The Quantity Available that can be ordered is   **420.000**

For the quantity of   **600.000**   to be ordered:

- ○ Ship them from another Location
- ○ Change the Quantity Ordered
- ○ Ship a Substitute Item if Available
- ○ Override and Ship the Quantity Requested
- ○ Back Order them All
- ⦿ Back Order the Balance of   180.000   items

OK

Depending on the requirements needed to satisfy the customer, the operator must make a choice.

Override and Ship the Quantity Requested

If the option to override the system is selected, the Quantity Available in inventory for this item will go negative. It is assumed that if this choice is used it is because there is a known discrepancy between physical and computer inventory, or new inventory was just, or is just about to be received but has not yet been recorded in the system.

Ordering Matrix Set Inventory Items - Properties Tab Screen

When adding or editing an Customer Order item for an Inventory Item that has been defined with a Matrix Set, a special matrix screen is presented. It allows you to easily order sets of

transactions, associated to the Inventory Item, for the different Variants it might be available in. It also provides the means to enter Quantities or Unit Prices that are applied to all or subsets of the Variant items. The following features and functions are provided:

- Handles Inventory Items defined with 1, 2 or 3 Dimensional Matrix Sets
- The operator can select which Attribute Dimensions are listed as rows or columns
- For 3 Dimensional Matrix Sets, the 3rd Dimension is presented as a fixed drop-down list
- Order Line Item transactions are automatically created or deleted when the "Quantity Ordered" field is either set to a positive value or Zero
- Functions are provided to assign the same value to all items in a selected column, a selected row, or to the whole matrix
- The operator may select as to which field, associated to the transaction, is displayed and edited in the matrix
- The data entered to each field is validated
- For 1 Dimensional Matrix Sets, each variant Attribute item is listed as a separate row, and each field that can be edited is displayed in each column

A pop-up menu is presented when a specific cell is right-clicked. The following functions are provided:

Pop-Up Menu Functions

Assign value to Row	The value in the selected cell will be applied to each item in the current row. If editing a transaction's Quantity Ordered, then if the value being replaced was Zero, an Order Line Item transaction will be automatically created. If editing Quantity-To-Ship or Unit Prices, and no transaction has yet been established, then the value is NOT assigned.
Assign value to Column	The value in the selected cell will be applied to each item in the current column. If editing a transaction's Quantity Ordered, then if the value being replaced was Zero, an Order Line Item transaction will be automatically created. If editing Quantity-To-Ship or Unit Prices, and no transaction has yet been established, then the value is NOT assigned.
Assign value to Matrix	The value in the selected cell will be applied to each item in the currently displayed matrix. *Note that for a 3-Dimensional Matrix Set, ONLY the displayed matrix array cells have their fields set.*
Clear Row	All fields for the cells in the currently selected row will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Clear Column	All fields for the cells in the currently selected column will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Clear Matrix	All fields for the cells in the currently displayed matrix will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Delete All Matrix Set	All Matrix Set Variant Ordered Item transactions for the

Transactions	displayed Inventory item will be deleted.

Edit a specific cell in the matrix by double clicking.

Some of the special features of this "Matrix Item Order Line Item Entry/Editing" grid screen are as follows:

➤ For items with a 3-dimensions Matrix Set, the third Dimension Attributes are listed and my be selected from a fixed list on the left of the matrix. The currently selected set is identified with the red rectangle.	
➤ A **List By** drop-down list is presented from which the operator may choose how each Dimension of attributes are displayed. (ie., which Dimension is shown as either rows or columns in the matrix; or as the 3rd-Dimension Select list.	
➤ For a given transaction, a number of different fields may be defined that could be displayed and edited from within the Matrix. The operator may select which field is displayed in the grid screen.	

<div style="border: 1px solid black; padding: 10px;">

Recording New Order Line Item Transactions

A new transaction is automatically written when a Quantity Ordered field in the matrix is set to a Non-Zero value. That new record will have all of it's other fields initially set to the values associated to the initial transaction that was selected to be edited on the initial Order Line Item Maintenance grid screen.

For Order Line Items for the given Inventory Item, (where no transaction for a Variant has been added yet), any Prices, Quantities and Picking Codes are assigned as if the base Inventory Item was being ordered.

Prices and Revenue Accounts are automatically assigned using the base Inventory code.

</div>

➡ Order Line Items - Line Item Comments Tab Sub-Screen

Two Line Item Comments may be entered for each item ordered. These might be used to describe special handling instructions, or to offer extra description of the item being shipped.

Some points to note about the fields on this screen when adding a Line Item:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this line item
- These comments are printed on both the Invoice and the Pick Tickets

The text printed is entered by the following screen:

Item Ordered Tab Sub-Screen - Field Definitions

Additional Line Item Comments ?	*check-box*
If comments are to be recorded for this order line item, set this check box.	

Pre-Defined or Entered	*radio-button*
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	

Comment Code	*X(6)*
Enter the code for the Series 5 O/P Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance 434 application.	

Edit the Comment Code's Text	*check-box*
The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that	

could then be easily edited to suite the particular need for different situations.

Comments	X(1,000)

Display and/or edit the comments in the multi-line field provided.   Text will automatically word wrap as it is being entered.

6.4.1.3.5 Quote/Order Pick Comments Screen

Free format comments are available for each Order and/or Customer Quote. These will appear within the body of the Picking Ticket, associated to the order, when printed.   This screen lets the operator enter these instructions or comments that are printed. This provides instructions for the individual in the warehouse when the order is filled for shipping.

Some points to note about the fields on this screen when adding an Order or Quote:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this order

> ↪ Order or Quote Entry - Picking Comments Tab Sub-Screen

The text printed is entered by the following screen:

Order Pick Comments Tab Sub-Screen - Field Definitions

Additional Pick Comments ?	*check-box*
If comments are to be recorded for this order's Picking Ticket, set this check box.	

Pre-Defined or Entered	*radio-button*
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	

Comment Code	*X(6)*
Enter the code for the Series 5 O/P Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance [434] application.	

Edit the Comment Code's Text	*check-box*
The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that could then be easily edited to suite the particular need for different situations.	

Comments	*X(1,000)*

Display and/or edit the comments in the multi-line field provided. Text will automatically word wrap as it is being entered.

6.4.1.3.6 Quote Header Comments Screen
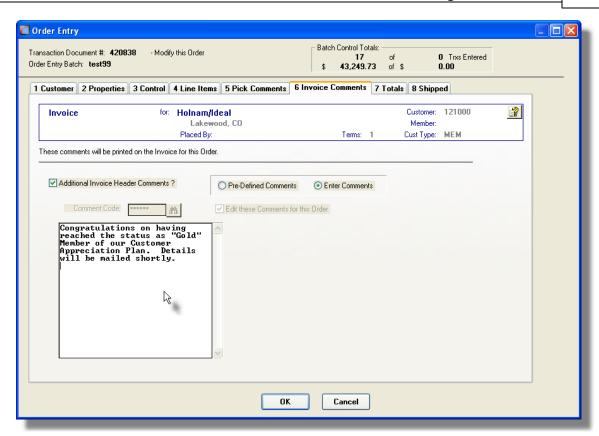
Comments may be entered in the sixth screen to be associated with this quote. These might be used to describe special terms that have been established, or to offer extra description of the goods being shipped. When the quote is converted to an order, these comments will become the Invoice Header comments.

Some points to note about the fields on this screen when adding a quote:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this quote

➲ Quote Entry - Header Comments Tab Sub-Screen

The text printed is entered by the following screen:

Quote Comments Tab Sub-Screen - Field Definitions

Additional Invoice Comments ?	*check-box*
If comments are to be recorded for this quote, set this check box.	

Pre-Defined or Entered	*radio-button*
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	

Comment Code	*X(6)*
Enter the code for the Series 5 O/P Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance [434] application.	

Edit the Comment Code's Text	*check-box*
The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that could then be easily edited to suite the particular need for different situations.	

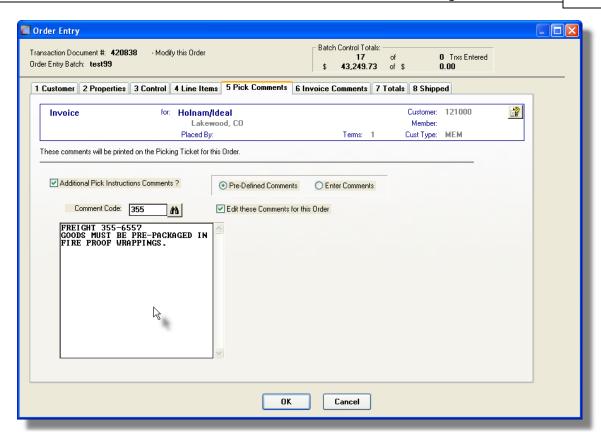|	
Comments	*X(1,000)*
Display and/or edit the comments in the multi-line field provided. Text will automatically word wrap as it is being entered.	

6.4.1.3.7 Quote Totals Screen

The Quote Totals screen is presented for an opportunity to record any extra charges that may be associated to the order that would be generated after approving the quote.
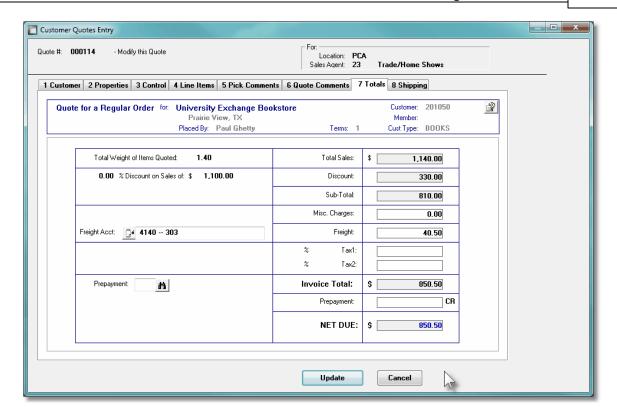
This screen accepts entry of such data as Miscellaneous Charges, Tax, Freight Charges, Prepaid Amounts with credit card info if applicable.

⊙ Quote Entry - Totals Tab Sub-Screen

Some points to note regarding the entry of Totalling information for Quotes:

- The totals for the Order Net, Taxable Net and Weight are tallied from the entry of the order's line items.

- The sales tax amounts are calculated automatically based on the total Taxable Amount. They may, however, be edited as required.

The properties associated to the totals of each Quote are maintained by the following screen:

Order or Quote Totalling Tab Sub-Screen - Field Definitions

Miscellaneous Charges	*$ 99,999.99-*
Record any Miscellaneous Charges in this field. If within the A/R Control Preferences, the Multiple Miscellaneous Accounts property is set, then an additional field will be displayed for the entry of the Miscellaneous Revenue Account the charge is to be recorded to. The account will initially by assigned the Default Miscellaneous Account defined in the A/R Control Preferences.	

Freight Charges	*$ 99,999.99-*
Record any Freight Charges associated to the shipment of the order. If within the A/R Control Preferences, the Multiple Freight Accounts property is set, then an additional field will be displayed for the entry of the Freight Account the charge is to be recorded to. The account will initially by assigned the Default Freight Account defined in the A/R Control Preferences.	

Tax-1 and Tax-2 Codes and Amounts	*X(6) & $ 99,999.99-*
Taxes are computed and automatically displayed using the Taxable Net, plus Freight Charges, based on the percentages for the Tax Codes defined for the Customer. If either Total Sales or Miscellaneous Charges Amounts are changed, the taxes are recomputed. The computed tax amounts may be changed as required. When the associated Invoices, or Credits, or posted to Accounts Receivable, the tax amounts are	

Prepayment Code	*X(6)*

For Invoice and Credit types of Orders, and Customer Quotes, information about the method of payment/credit may be entered on this screen. A Prepayment Code must be selected from those defined to the system. A pop-up window is displayed for entering the detail of the payment. For credit card sales, you may enter the Credit Card Number, Expiry Date, and Authorization Code. For Cheques, you may enter a reference field. Once the Invoice is entered, the total amount of the prepayment must be entered when the last summary screen is displayed.

Note that Credit Card Numbers are stored in the system as encrypted fields, and once entered, only the last 4 digits are ever displayed or printed. (For a discussion on the encryption so the topic in the Appendix titled Series 5 Encryption 511).

Prepaid Amount	*$ 9,999,999.99*

Enter the amount that has been prepaid for the invoice. It does not have to be the same as the value of the Invoice. When the transactions are posted to the A/R, a Payment Open Item record will automatically be written.

Cash Account	*$ 9,999,999.99999*

 If an amount is entered, then an additional field for entry of a Cash Account will be displayed. It will default to the value for the Cash account as defined for the particular Prepay Code used.

6.4.1.3.8 Quote Shipping Info Screen

The Shipping information screen is presented only for Quotes, Invoice and Credit Orders and for Regular Orders after they have been Selected for Billing 330. It offers those fields associated to the shipment of the order. It also records any commissions, if known, to be assigned to the Sales Representative.

🔄 Quotes Entry - Shipped Tab Sub-Screen

The properties associated to the shipment of Orders ae maintained by the following screen:

Order Shipped Tab Sub-Screen - Field Definitions

A/R Open Item Reference	X(30)
This descriptive field will become the reference associated to the A/R Open Item record that is generated when this order's invoice is interfaced to Accounts Receivable.	

Shipped Via	$ 99,999.99-
The Ship Via Code indicates the method by which the order will be shipped to the customer. You could have set up a Price Code Table for the Ship Via Code used specifically for computing the Freight Charges. The Ship Via Codes are defined in the A/R system. If the method of shipping was entered on the Order's Properties tab sub-screen, it will also be displayed here.	

# of Packages	9(2)
Strictly for information purposes, to record the number of packages or boxes used to ship the order.	

Date Shipped	(mmddyy)

Strictly for information purposes, displayed on the Historic Order, and Invoice Inquiry screens.

Waybill Number	*X(10)*

Strictly for information purposes, displayed on the Historic Order, and Invoice Inquiry screens.

Sales Rep Commission Rate & Amount	*99.99% and $ 99,999.99*

If the value of any Commissions for the sale are known at this point, they can be entered here. This amount will be posted to the Commissions Due file for the Sales Representative entered for the order.

6.4.1.4   Quotes Selection Filters Screen

A simple Quotes Summary or Customer Callback report may be generated directly from the Quotes Entry grid.   Also "dead' Quotes may be removed from the system using the Purge Unconverted Purge function. For either of these functions, a number of selection filters may be entered. Only those Quotes for a given range of Quote Numbers, or Quote Dates, may be included.   As an additional selection filter, you may choose to process all Quotes with/without a specified Call-Back Date.

⟳ Quotes Operations Select Filters - Options Screen

The following screen is displayed offering a variety of filters for the reporting and purging functions:

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 117 for full details).*

➖ Processing Filter Options Screen - Field Definition

Quote(s) Numbered	*radio-buttons and 9(6)*
To select All customer quotes regardless of their Quote numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Quote numbers.	
Quotes Entered Date	*radio-buttons and (mmddyy)*
Select to have All customer quotes selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	
Select Only Quotes with Call-Back Dates	*radio-buttons and (mmddyy)*

Select to have All customer quotes selected regardless of their Call-Back dates; or only those that have a call-back the is before or after a given date.

Include only Orders — for Ship-Via Code	X(4)

To have only those Orders processed that were recorded with a particular Ship-Via Code. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Ship-From Location	X(6)

To have only those Orders processed that were recorded designated to be Shipped-From a particular warehouse Location. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Promotion Code	X(6)

To have only those Orders processed that were recorded with a particular Sales Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter).*

6.4.2 Customer Order Entry

This Series 5 Customer Order Processing system primary purpose is to capture your Customers' Orders. Orders may be entered manually by an operator, or interfaced directly from an externally generated text file.

There are a number of features associated to Order Entry. These are highlighted under the topic titled About, Concepts and Features that follows:

- Orders are entered under the control of Order Entry Batches 248 as either a Regular Batch or a "Quick" Entry Batches.

- There are four Types of Orders 248 that may be entered. Regular Orders, Invoices, Credit Memos and Loss/Reshipments.

- When Orders are entered, the system Checks Customer Credit Limits 254.

- Customers can be Identified 254 using a variety of different Customer and/or Ship-To properties.

- Occasionally,a Miscellaneous Customers 255 may be set up and used for Point-of-Sales order entry

- New Customers can easily be entered into the Accounts Receivable system during the entry of the order, using a "HotKey" Link to Customer Maintenance 255.
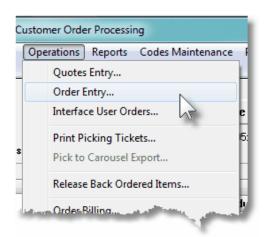
- When entering an order, predefined <u>Customer Ship-To and Bill-To addresses</u> 255 may be selected

- After Orders have been entered, and posted to the system, they can be easily <u>Amended</u> 255

- Orders may be entered into the system and <u>"Quick" Posted</u> 256. That is, a Pick Ticket is printed immediately after the order is entered without having the formally post a batch set of orders.

- A given Order may be entered, and items on that order may be <u>Shipped from Different Warehouse Locations</u> 256.

- If ordered goods are not available from stock, they may be <u>Back Ordered</u> 256.

- If <u>Insufficient Stock is available</u> 257 to fill an order request, the operator is warned, and is offered a variety of different options

- When selecting Inventory, if <u>Substitute Items</u> 257 have been defined, the operator is advised, and it may be selected instead

- If a particular Inventory item is available sold in <u>Alternate Quantity Packaging</u> 257, the operator is advised, and it may be selected instead

- When entering Inventory Items to an Order, if an item is defined as a <u>"Matrix Set" Inventory Item</u> 260, then a matrix grid screen is presented on which Quantity and Unit Prices may be entered directly. As well, sets of a given variant may be easily added or removed from the order.

- If a particular Inventory item is a member of a <u>Cross Selling Family</u> 260, then if ordered, the operator will be notified of the other items in that family so they might recommend them to the buyer

- If a particular Inventory item is defined as <u>Linked Inventory Item</u> 261, then if ordered, it's linked items will also automatically be added to the order

- While entering an Order, special <u>Pick Ticket Instructions or Invoice Comments</u> 258 may be entered

- When entering an Order a <u>Release Date</u> 258 may be entered either applied to the whole order, or individual items

- If the Release Date for Orders or Items is far into the future, the quantity of items become <u>Future Committed Items</u> 259

- Orders may be recorded with <u>Prepayments</u> 259 such as cash, credit cards or checks.

Before entering the individual Orders, an Order Entry Batch must be created. These are created directly from the Order Entry routine.

👉 **Customer Order Entry**

✚ Accessing the O/P Order Entry Function

From the O/P Main menu, select Order Entry from the Operations drop-down menu.

Orders may also be amended as a function offered from the Active Order Inquiry function. In that case, the order is edited directly without being in item in an Order Entry Batch. The Order Entry data screens 268 described below, do however, apply.

6.4.2.1   About, Concepts and Features

There are a number of features associated to Order Entry. These are highlighted under the following sub-topics. (Click the green plus sign to expand the display for the related text).

➖ Order Entry Batches

Batching is provided as the method for entering transactions in those Series 5 applications

requiring operator interaction with the screen. Examples of such transactions include the following:

- Accounts Receivable Cash and Sales Transaction Entry
- General Ledger Standard and General Journal Entry
- Customer Order Processing Order Entry
- Accounts Payable Suppler Invoice Entry

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

1) To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.

2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. Each Order Entry clerk may be assigned a different batch. The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch. Each batch may be entered, and posted independently from one another.

3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions are then "posted", moving them into their respective active data files. During the post process, and transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is allocated a batch number or code, and the sum of all the transactions may be determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

During entry of transactions for a Batch, the current state of the totals is displayed whenever possible. Separate totals, for number of transactions and transaction totals, both expected and actually entered, are maintained in the Batch Header file. When the Batch Posting option is selected, if the Batch entered values do not match the expected values, the user is warned, and given the option of allowing transaction entry to continue. If a transaction being added causes the number of transactions expected to be exceeded, the user is informed and the entry aborted.

Two types of batches are available, Regular and "Quick". Normally, orders are entered in a Regular batch, and they are posted. The batch is deleted when posted. When entering orders in a "Quick" batch, after the order is entered, the system automatically transfers control to the "Quick Post & Pick Print" sub-menu option so the order can be posted with either an Invoice or a Pick Ticket printed immediately. A "Quick" batch should be used for

"Point-of-Sale" order entry.

To describe how you might effectively make use of the two types Order Batches, two scenarios are outlined.

Example using a Regular Batch
Suppose you perform some type activity that results in a number of orders being taken. Perhaps exhibiting at a trade show. You arrive back to the office with a briefcase full of orders. The following steps might be followed:

> ➤ You are going to have two Order Entry Clerks enter the orders into the system. First, divide the pile of orders in half. Determine how many, and the total dollar value of each pile.
>
> ➤ Under Operations, each operator would select Order Entry. They would create their own Regular Order Entry Batch and enter the appropriate control figures. You could also assign a code for the Order Source that relates to the trade show that was attended.
>
> ➤ From the grid screen presented, click on the **New** push button in the "Fast Frame", to enter a new order, and the clerks would proceed to enter their respective piles of orders.
>
> ➤ After all Orders are entered satisfactorily, the operator may wish to check that all was entered correctly. Click on the **Print Edit List** push button in the "Fast Frame", and an Order Edit List may be printed, which will list all the information about each order. This could be checked against the original orders.
>
> ➤ Once the operator is content that everything is correct, they would then click on the **Post** push button. All orders for the selected batch would then be Posted to the active Order file, ready for Picking or Invoicing. At this time an Order Edit Transaction Register is generated, which may be printed, providing a hard copy audit trail of the orders entered.

Example using a "Quick" Batch
Now lets say you have a staff of Order Entry Clerks that receive orders over the telephone, and the orders are entered directly into the system as they speak. In this case you wish to have the orders sent for distribution as the customer hangs up the phone.   The following steps might be followed:

> ➤ You are going to have three Order Entry Clerks taking orders over the

phone. Each would work within their own Order Entry Batch.

➢ Under Operations, each operator would select Order Entry. If the batch is not already set up, they would first do that, defining it as a *Quick Entry/ Post* batch. In this, the Control Totals fields would be disabled since they don't really know how many orders they are going to receive. Make sure the *Order Date* field is set for today.

➢ From the grid screen presented, click on the **New** push button in the "Fast Frame", to enter a new order, and wait for the phone to ring. When a call comes in, the clerks would proceed to enter the order.

➢ After all Orders are entered satisfactorily, the operator may wish to check that all was entered correctly. Click on the **Print Edit List** push button in the "Fast Frame", and an Order Edit List may be printed, which will list all the information about each order. This could be checked against the original orders.

➢ Once the operator is content that the order has been correctly entered, they would then click on the **Quick Post** push button. The finished order would then be Posted to the active Order file. If the order was recorded as Prepaid, then an Invoice is automatically printed on the designated printed. If the order was recorded as a Regular order, then a Pick Ticket is automatically printed on the designated printer, (presumably in the warehouse).

➢ The Operator then waits for the next call.

➖ Order Types

There are four types of Orders that may be entered. They are described as follows:

Type	*Description*
Regular Order	A *Regular Order* as it's name suggests, is the common order type. Orders which are entered from a customer's purchase order or phone order and which remain on file until the date when the merchandise ordered is picked, shipped and billed, is classified as a Regular Order. Sales tax, freight and miscellaneous charges information are entered after the order is shipped, during the billing process. This is referred to as a two-step process.
Invoice Order	An *Invoice Order* would be used if there is no delay between the time it was ordered and the time of shipping. This would be the case for over-the-counter sales, or prepaid internet orders. All of the items on invoice orders are automatically

	selected to be billed, since it is assumed that the merchandise has already been delivered. Companies that are confident their stocks will always be adequate to meet all orders, may also consider using this order type to eliminate the necessity of selecting individual items on the order to be billed. This is what is referred to as a one-step billing procedure. Items entered on the order can be billed on the next invoice printing run without any intermediate steps.
Credit Memo	*Credit Memos* can be entered as a separate order type. As with invoices, credit memos can be printed on the next invoice printing run without any preliminary steps. Credit memos allow the customer to receive credit for returned merchandise or overcharges. When entering a Credit, you can enter the original Invoice to which it should apply, and the system will automatically do the rest. The operator will be prompted as to whether or not all original sale items are returned to inventory.
Loss/ Reshipment	*Loss/Reshipment Orders* are similar to the entry of a Regular invoice. A packing slip and picking ticket will be printed and inventory will be updated when invoices are posted, however, no invoice or sales transaction will be generated.

▬ Adding New Orders

There are eight different screens that are presented for the entry of orders. (Not including the Order Batch screen). Six of the screens are used for all types of orders, and two are used only be Invoices and Credit orders. Each are identified with a tab.

| 1 Customer | 2 Properties | 3 Control | 4 Line Items | 5 Pick Comments | 6 Invoice Comments | 7 Totals | 8 Shipped |

Tabbed sub-Screen	Description
1 - Customer	The Order Customer screen [269] is used to capture data for the Order Header information. This is the general information pertaining to the order such as the Order Date, Customer, Billing Address, Shipping Address and person placing the order's contact information. The Customer is selected from this screen.
2 - Properties	The Order Properties screen [276] provides standard

	properties associated to the order. These include the Warehouse goods are shipped from, the Sales Rep, and special coding to be associated to the order, and shipping details.
3 - Control	The third screen 280 provides fields for setting up special Order Discounts, optional Order Control Totals, the Tax Codes that are applicable, and the Prepayment information.
4 - Line Items	The fourth screen of Order Entry is a Series 5 grid screen, that displays up to twelve Order Line Items 282 at a time. This scrolling screen offers the operator a summary display of the individual line items belonging to the order, showing the Inventory Item, Quantity Ordered and Price of each item. From this grid screen, push-buttons are provided that may be used to add, modify or delete line items on the order. (When adding or editing an order's line item, a new window is displayed with it's own set of tabbed sub-screens).
5 - Pick Comments	This screen lets the operator enter Picking Instructions 294 or comments that will be printed on the Pick Ticket for this order. This provides instructions for the individual in the warehouse when the order is filled for shipping.
6 - Invoice Comments	Invoice Comments 296 may be entered in the sixth screen. These might be used to describe special terms that have been established, or to offer extra description of the goods being shipped.
7 - Totals	The Order Totals screen 176 is presented only for Invoice and Credit Orders. As mentioned above, Invoices and Credit Memos utilize the one-step billing procedure whereby they are ready to be billed as soon as they have been fully entered. When entering documents of either of these types, they also have a final screen that needs to be entered. This screen accepts entry of such data as Miscellaneous Charges, Tax, Freight Charges, Prepaid Amounts with credit card info if applicable. For Invoice type orders, this screen also allows the entry of a Cash receipt or credit card payment associated with the order, as in the case

	where the customer sends in a deposit with the order or where the customer is on a cash-with-order basis because of past credit history. This feature provides for a rudimentary point-of-sale capability. The entry of a cash receipt, however, is only possible during the one-step invoice entry procedure or in the Second-step of the billing procedure.
8 - Shipped	The Shipping information screen ₃₀₀ is presented only for Invoice and Credit Orders. It offers those fields associated to the shipment of the order. It also records any commissions, if known, to be assigned to the Sales Representative.

Customer Credit Checks

When an Order is entered, the system will test to see if the sum of the Customer's Account Balance and the Total Value for the Order exceeds the Customer Credit Limit. If it does, then the operator is warned, and has the opportunity to place the order ON HOLD. The order will be posted, but cannot be picked until the ON HOLD status is removed.

You may also force all orders for a particular Customer to be put ON HOLD by setting their Credit Rating field to the value of HOLD. When orders are posted, regardless of the Credit Limit, the order will be placed ON HOLD. If you wish to disallow the entry of orders for a particular customer, you cat set the Credit Rating field to the value of STOP.

Identifying Customers or Individuals

When a new order is entered, you must select a Customer for the sale. Generally you will have your customers defined in the Accounts Receivable system and you probably know the Customer Code, or the Company name of the Customer. When the cursor is positioned for entry of the Customer Code, you may evoke the special Order Entry Customer "Lookup" function ₂₇₃. A window will be presented, from which you may choose to enter a Customer Code, a Member Code, a Company Name, a Contact Last Name, a Phone Number, or an Email Address. Any of these may be use to find the correct customer. In each case the standard Series 5 "Lookup" function may be evoked letting you browse through the Customer file based on the the selected key.

The Customer Order Processing system also offers the capability to define unlimited contacts, or people, that belong to a given company that might be placing orders. This is accomplished by setting up multiple Ship-To records for the customer and defining each person as the Ship-To Contact. When entering a new order, if the Order Entry Customer "Lookup" function is clicked, then you may choose to have the customer selected based either on the Customers on file, or the Ship-To that are on file.

Once selected, the corresponding Customer Code and Ship-To codes will be assigned to the order.

Miscellaneous Customers

When a new order is entered, you must select a Customer for the sale. Generally you will have your customers defined in the Accounts Receivable system. If you are making cash sales for customers that probably will never place another order with you, you can select a Miscellaneous Customer Code that is used for these Once-in-a lifetime customers. These miscellaneous customer codes must be defined with an [*] as the first character. Then when the order is entered, the system will expect you to enter the Customer's Name or Company Name along with an address.

Hot-Key Entry of New Customers

When entering new orders, you must always select a Customer for the sale. If you do not have the customer in your data base, you can easily add them at the time you are entering the order. When the system is waiting for entry of the Customer Code, you may Hot-Key to add

new customers by striking the icon. In the Customer Maintenance application, when adding new customers, you may select a Customer Template. These templates have all the standard billing and shipping fields already predefined. When you choose a template, you need only enter the Company Name, address and a Contact name. Most other fields associated to the customer will be defaulted. When you return back to the entry of the Order, the new Customer just added will beset for the order being entered.

Customer Ship-To and Bill-To Addressing

When an Order is entered for a Customer, by default, both the Shipping Address and the Billing Address will default to the address stored for the Customer. You may however, define multiple Ship-To address and multiple Bill-To addresses for each Customer. Once the Customer is selected, you may choose one of these Ship-To or Bill-To addresses as required. You may also enter a Bill-To and/or Ship-To address even if one had not already been set up ahead of time.

"Amending or Appending to Posted Orders

An already posted, but not invoiced Order, may be retrieved and be modified or have additional items entered to it. From the Active Order Inquiry function, the order to be amended only needs to be selected and displayed. A push button is then presented which may be clicked to have the order edited.

When amending an order, all existing items of the order may be modified or deleted but when appending to an order only new items may be added. Once the order is posted again and reprinted for picking tickets, those line items that have changed or appended will be so flagged on the picking form.

Printing Order Edit Lists

Once a batch of Orders has been entered, you may find it useful to print an edit list of what was entered. The Order Edit List shows all of the information entered by the operator. It may be used to confirm that all the orders were entered correctly. If the customer exceeds his credit limit with an order, the edit list will print a warning message to alert the operator of this condition.

"Quick" Posting and Printing

Orders are typically grouped together and entered into an Order Entry Batch and eventually posted as a set. These orders then are ready to have picking tickets and/or invoices printed. For users entering only a few orders during a given day, or that enter orders at a cash register or as a result of phone-ins, the feature exists whereby after an order is entered, it may then be "Quick" Posted. The selected order is posted, and for Regular Orders, a Pick Ticket is printed; and for Invoice Orders an Invoice is printed.

Revenue Profit Centers

If your company uses Profit Center accounting, (as specified in the General Ledger Control application), the Customer Order Processing system provides for revenue generated from order sales, to be tracked by distribution centers defined for the Inventory Product Category.

The method used is determined by your response to the Profit Center Usage question in the Inventory Management Control Properties. If Product Category Profit Centers are specified, your profit center orientation will be by Product Category and there will be a profit center associated with each line item on an order. If Order Profit Centers was specified, your profit center orientation will be by distribution centers since the profit center for all line items on an order will be entered with the order header information. If Location was chosen, your profit center will be by Warehouse Shipping Location. This subject is discussed in the section describing the Inventory Management Control application and the Product Category/Location Account Maintenance application.

Shipping from Multiple Warehouse Locations

Normally all items for a given order will be shipped from the Warehouse Location defined by the location in the Order Header. It is possible though, to specify that specific items be shipped from a different location. (The operator entering the order must have been granted this privilege in their user access record.). If when selecting an Inventory Item to be ordered, if it is not stocked in the Orders default Location, then the operator will have the opportunity to have it shipped from another warehouse. When picking tickets are printed only those items to be shipped from that particular location will be printed.

Back Order Processing

While entering an Inventory Item in an order, it may be flagged as being Back-orderable or not.

In the event there are not enough items available at the time, the rest of the order is shipped, and the shipment of Back-orderable items may be postponed until stocks have been replenished. If an item is not Back-orderable it is considered to be out-of-stock whenever inadequate stock exist at the time of shipment.

Insufficient Stock On-Hand

When an Inventory Item for a line item is entered into an order, a window screen will be displayed showing the Quantity-On-Hand and Quantity-Committed for the item at the given Location. If the quantity available does not satisfy the quantity ordered, a window sub-menu will be displayed providing the operator with a number of possible actions to take. The options available to the operator include the following:

- ❏ Shipping the item from another location
- ❏ Cancel the item
- ❏ Ship what is available and back order the balance
- ❏ Back order the quantity ordered
- ❏ Override the system and ship the ordered quantity anyway
- ❏ Ship a substitute item.

If the operator chooses to ship from an alternate location, the quantities available at each of the other locations will be displayed in a window screen and an alternate location may be specified.

Substitute Items

When an item has become obsolete and is replaced by another, the Substitute Item number may be defined in the original inventory record. If the original item is ordered, a message is displayed to the operator, and they may choose to order the substitute.

Alternate Quantity Packaged Items

If an item is available for distribution in alternate units packaged quantities (ie., each, box or dozen), a separate inventory number may be assigned for each type of unit item available. Two alternates may be specified for each inventory item. The units: basic unit quantity and alternate inventory item number are specified. When the basic unit item is ordered, if alternates are defined, they are displayed in a window screen and the operator may choose to order the alternate items.

Miscellaneous Non-Inventory Items

You may, if desired, set up one or more Miscellaneous Inventory items by way of the Inventory Item File Maintenance application. While entering an order, if you have goods that are not actually part of your inventory, you then can select the Miscellaneous Item. Such miscellaneous items are normally used to make it possible for a customer to place an order for an item that is not on file in the Inventory Item file. This may be a new item for the company or may be a specialty, *"one of"* item, not specifically listed in the inventory.

Miscellaneous items are distinguished from other types of items in that their Inventory Item Codes must begin with an [*] character, (followed by any combination of letters and digits).

When a miscellaneous item is entered for an Order, the system will invite the operator to enter two lines of description, the price, the cost, two extra line comments and the G/L Account for which the Sales Revenue would be recorded to.

Pick Ticket Instructions and Invoice Comments

For each Order or Invoice entered, you will be able to enter up to 1000 characters of comment text that will be printed on the Pick Ticket. If you have special instructions for the warehouse shipping guys, this is the chance to enter them with the order. The comments that are printed may be those from an already defined Comment Code, or new ad-hoc comments may be entered.

The same option exists for the Invoice, and with a different set of comments. Invoice Comments may be used to give the purchaser special billing or handling information.

Item Unit Pricing

When an Inventory Item is entered into an Order, the system will automatically attempt to determine the Unit Price based on the Quantity-Ordered.. Using the relevant information from the order, the system tries to read for the existence of Price Code tables. If none are found then the Unit Price defaults to the base price defined in the Inventory Item's master record. If any discounts are set up for the Customer, or by way of a Price Code Table, they are also applied. In either case, the price that is found is automatically assigned to the item and displayed. (*Please refer to the Item File Maintenance application and the Pricing Code File Maintenance* 437 *application for more information on the subjects of Price codes).*

Once the Unit Price has been entered, (or the default value accepted), the system will request entry of the line item Discount Percent, which defaults to the discount percent entered on the first screen of the order. If sale pricing is in effect this field may default to zero depending on the nature of the sale (as specified in the Inventory Item record).

The extended price of the line item being ordered will be the Unit Price, multiplied by the Quantity-To-Ship and then adjusted by any Discounts.

Order Request/Release Dates

When an order is received from a customer, they will typically indicate a desired receipt date for the merchandise. The receipt date must be specific. The date may be for the entire order or there may be different requested receipt dates for each of the items on the order. When the order is entered into the system, you will need to enter a Shipping Date. This date is used as the default for the Release Date of each item entered in the order. The system uses the Release Date to monitor when shipments should be made.

When Pick Tickets are generated, a Request Cut-Off Date may be specified. Picking tickets for each order having at least one line item with the Release Date falling on or before the

request Cut-Off Date will be printed. All line items on the order meeting that requirement will be printed. Since the printing of a picking ticket initiates the shipping and billing procedure, it is evident that the Release Date entered for a line item must enable the merchandise to arrive by the customer's desired receipt date.

If you find it is necessary for a particular order or item to postpone shipment beyond the request date and a new date is negotiated, you may enter a new release date for each affected line item using the Amend function of the Order Entry and Editing application.

Committed and Future Committed Order Quantities

When Inventory Items are entered into an order, they would typically Commit that Quantity being ordered. In some cases an order will be placed, but the customer does not wish delivery until at some designated date far into the future. Since the Quantity Available to an order is computed by subtracting the Quantity Committed from the Quantity-on-Hand, if there were many "Future Ship" orders, it would seem as if there was not enough stock available.

The Series 5 system provides the ability to define and track, Future Committed Quantity. A property found in the Customer Order Processing Preferences 483 lets you define how many days into the future that when an order is shipped, it would be considered a future order. Likewise another property lets you designate how many days prior to shipping, a Future Committed order should be considered normally Committed.

At some designated frequency, the operation to have Future Committed Items re-classified as just Committed Items should be executed. (say weekly, or at least monthly). Refer to the topic on Mark Future Orders Committed 361 for more information.

Order Prepayments

The Series 5 Customer Order Processing application lets you process a cash receipt during the entry of an order. This feature allows you to process Order Deposits and Cash Sales as well as Over-the-Counter sales and Credit Card Payments.

You enter the order as you normally would. On the third tabbed sub-screen, (labeled **3 - Control**) for the Order Header, you may specify the method of payment by entering a Prepayment Code. These codes are defined in the Prepayment Code Maintenance routine of the Accounts Receivable System. If applicable, a credit card number, authorization code or cheque number may also be entered. When the order is billed or for an Invoice type Order, you will be asked to enter the payment amount. If the amount is not ZERO, you will also be asked to enter the Cash Account number (which is defaulted for the given prepayment code). When the order is billed, this information will be transferred to the appropriate Accounts Receivable files including the posting of an A/R Open Item File Payment record that applies to the customer's newly posted Invoice record.

Sub-Ledger Projects

A Sub-Ledger Project code may be entered with the Order. This must be a valid General Ledger defined Project Code.

If the revenue account is flagged as Always or Optional usage with Sub-Ledger and the account is valid for the Project, when the order is invoiced and posted to the Accounts Receivable system, that Sub-Ledger code will be recorded to the account. The entry will eventually end up in the General Ledger with the Sub-Ledger code. If a Miscellaneous charge was entered with the order and the Project/Account combination is valid, the miscellaneous account will also be written to the Sub-Ledger project code.

Matrix Inventory Items

The Inventory Management system supports the ability to define "Matrix Set" Inventory Items. These are items that are available in assorted variations such as color, material, style or size. When entering an Order, or selecting and modifying an Order to be billed, for Matrix Inventory Items the Customer Order Processing system presents a matrix grid screen. Sets of transactions for a given Dimension Attribute may be quickly added, edited, or removed from the order.

When a Matrix Set Item is selected to be entered for a customer's order, a Matrix Entry screen will be displayed utilizing a grid. On this grid screen, Quantities and Unit Price information associated to applicable transactions may quickly be entered for sets of items having the same attribute variations. (ie. You may assign a value to be applied to a given row, column, or the entire matrix). When a non-zero Quantity is recorded, an associated Order Line Item Transaction(s) are automatically added. When a Zero Quantity is record, the associated Order Line Item Transaction(s) are automatically deleted. The displayed Matrix screen handles up to a 3-dimensional Matrix Set definition. For those Matrix Sets with more than 1 dimension, you may choose to display different Attribute sets on any of the three possible dimension axis.

Inventory Cross Selling

The Customer Order Processing system offers the ability to support what is called Cross Selling. That is, when an inventory item is defined to the Inventory system, it may be associated to a Cross Sell Family. This would allow you to have sets of Inventory items associated to one another, by belonging to this common Cross Sell family. (The idea is that if a given item is ordered, then the customer might also be interested in purchasing one of the other items in this family. Thus the Order Entry Clerk will be presented with these items, and they could then encourage the customer to order more).

After all items for an order are entered, the system will automatically check to see if any Cross Sell Items have been entered, and see if any other inventory items are defined for the associated family. After prompting the operator, the system will present a summary "Lookup" screen showing each order item that has Cross Sell items associated with it. The operator may cursor up/down through the already ordered items, and request a subsequent screen showing all associated Cross Sell items. At this point, any of the items may be selected to be added to the order using the normal Add screen.

▬ Inventory Item Linked Inventory

A Linked Inventory Item is defined as one which when entered on an order, will automatically cause additional items to be placed on order. Up to eight items may be defined for each link.

Linking will occur for an item only when the Order Location, and the Ship-To zip code matches that of the link definition. (A zip code mask may be defined to have certain items shipped when the order is placed for a particular region).

When the primary item is entered in Order Entry, and all link parameters match those for the Customer, each of the linked items will be displayed and the operator can decide whether or not the item is to be included on the order, and enter the Quantity-To-Ship.

▬ User Generated, (Web Based), Orders Interface

If you have an alternative system in place that accumulates Customer Orders, and you wish the have the orders processed, picked and billed through the Series 5 Customer Order Processing system, the option exists to have text files containing order information interfaced into an Order Entry Batch. Fields are defined with Identifiers and may be laid out in a free-format fashion. When the orders are brought into the batch, an exception report may be printed.

▬ Point-of-Sales Order Entry

If the Series 5 Customer Order Processing system is to be used with a terminal set up as a point-of-sales entry system, say in a store front operation, the following steps are recommended:

Point-of-Sales Operation
1) Create a "Quick" Order Entry batch for each POS terminal.
2) Define a print queue called "POS PRINTER" to be used for dedicated printing of invoices.
3) At each POS terminal start the Order Entry application, select the appropriate "Quick" Batch.
4) When entering a new Sale for a customer, the system automatically assigns the order #, date, and type of Invoice; enter the customer name. Enter the applicable prepayment code. And proceed with each item.
5) When finished, the system will prompt the operator to proceed with the printing of the invoice. When done, the system will be waiting for entry of the next sale.
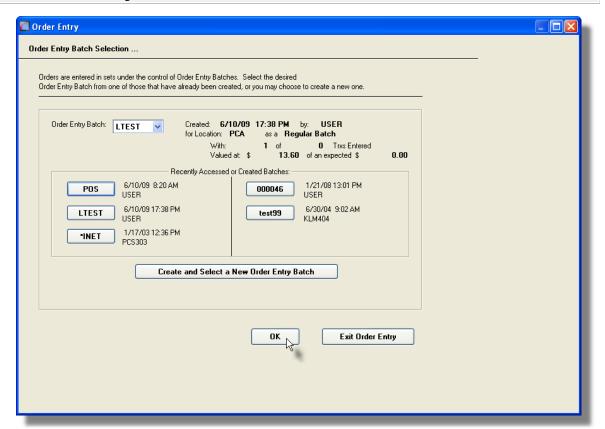
6) At the end of the day, from the **Operations** drop-down menu, select Post Invoices to the A/R Sales. This batch of sales for the day will be ready in the A/R system waiting to be posted to the A/R Receivables.

7) For each Sale, use a common "Generic" Customer Code that starts with an **[*]** character. Then when the order is entered, you will be invited by the system to enter the Customer's Name or Company Name.

6.4.2.2   Order Batch Selection

The first screen that is displayed when selecting Order Entry is one that lets you select an already establish Order Entry Batch, or create a new one. It will display push-buttons of the most recently created or accessed Batches. A given Order Entry Batch may be selected by clicking on the button, or selecting one from the drop-down list.

➡ Order Entry Batch Selection Screen Grid

If the Order Entry Batch has not yet been created, you can do so by clicking on the **Create and Select a New Order Entry Batch** push button.

A Processing Tip

Before setting up a Order Entry Batch, tally the number of transactions, and the total dollar amounts. These figures can be recorded with the Order Entry Batch properties. (Remember that Credits are entered with positive amounts).

For further discussion, and detailed description of the screen used for adding a new Order Entry Batch refer to the topic titled found later in this documentation.

6.4.2.3   Order Batch Control Properties

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

1) To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.

2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. Each Order Entry clerk may be assigned a different batch. The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch. Each batch may be entered, and posted independently from one another.

3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions are then "posted", moving them into their respective active data files. During the post process, and transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is allocated a batch number or code, and the sum of all the transactions may be determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

Two types of batches are available, Regular and "Quick". Normally, orders are entered in a Regular batch, and they are posted. The batch is deleted when posted. When entering orders in a "Quick" batch, after the order is entered, the system automatically transfers control to the "Quick Post & Pick Print" sub-menu option so the order can be posted with either an Invoice or a Pick Ticket printed immediately. A "Quick" batch should be used for "Point-of-Sale" order entry.

➲ Order Entry Batch - Properties Screen

The properties for each Order Entry Batch are defined with the following screen:

Operational Tip

You can edit the properties for the batch while executing the Order Entry function. From the Order Entry grid screen, on the menu bar, click **Edit**, then from the drop down menu, click on **Edit Order Batch Properties**.

▬ Field Definitions

Order Entry Batch Code	X(6)
This is the code assigned to the Order Entry Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, strike the F1 function key.	

Assigning Order Entry Batch Codes

Order Entry Batch Codes should normally not be re-used. It is possible, and my be necessary, to trace a transaction back to a particular Batch Code. Also, when a batch of orders is posted, the Batch Code is embedded within the name of the posting journal report.

Batch Type	*radio-buttons*

Specify the type of batch that is being created. Normally most batches will be a Regular Batch used to enter orders.

⦿ Regular
◯ Quick Entry Post

A Quick Entry Batch would be used to enter orders at a point-of-sales terminal, or orders entered by Order Entry clerks over the telephone. Once orders for a Quick Entry Batch are entered, they are posted immediately with either an Invoice or a Pick Ticket printed.

Location	*X(6)*

When an Order is entered for the batch, this is the warehouse Location that will be automatically assigned. The goods associated to the order will be picked and shipped from this Location.

Default Order Date	*(mmddyy)*

When an Order is entered for the batch, this date will be automatically assigned as the Order Date.

Revenue Profit Center	*9(5)*

When items are sold, the sales amount of that item is recorded to a derived G/L Revenue account. The Profit Center assigned to these accounts is automatically assigned based on the warehouse Location, the Product Category, I/M Control Preferences, or from the Order Entry Batch. (as determined by a property defined in the I/M Control Preferences).
  If the Profit Center is assigned from the Order Entry Batch, then enter the Profit Center to be assigned to orders of this batch this field.

Order Source Code	*X(6)*

When an Order is entered, a Source may be designated.   If you are interested in tracking how many orders, and the dollar value, are generated by a particular event or newspaper ad, this will be the Order Source code that is assigned to orders entered under this batch. A Sales Analysis by Source is available as one of the reports.

Batch Control Totals - # of Orders	*9(6)*

If known, you may enter the expected # of orders to be entered under the control of this batch. It's used by the system for control purposes, to verify that the correct number of orders have been entered prior to them being posted. This option may be disabled if not needed.

Batch Control Totals - Expected Total $ Amount	*999,999,999.99-*
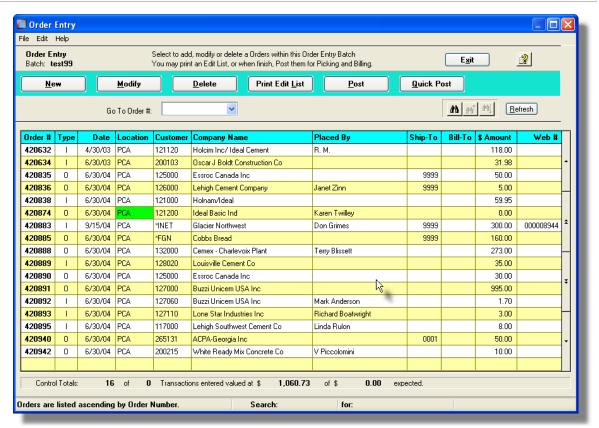
If known, you may enter the expected dollar value of all orders to be entered under the control of this batch. It's used by the system for control purposes, to verify that orders have been correctly entered prior to them being posted. This option may be disabled if not needed.

6.4.2.4   Order Entry Grid

Orders are maintained using a Series 5 grid processing screen.

Order Entry Grid

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the entry of Customer Orders.

"Fast Buttons"	
New	Add a new Order
Modify	Modify the Order highlighted in the grid
Delete	Delete the Order highlighted in the grid
Print Edit List	Print an Edit List showing the details of each Order entered into the batch
Post	Post the Export selected Orders to a spreadsheet
Quick Post	When a given order has been completely entered it may be posted directly, without having to post the entire batch of orders. This is called a "Quick" Post. For Invoice and Credit orders, the Invoice will be printed immediately. For Regular Orders, the associated Pick Ticket will be printed
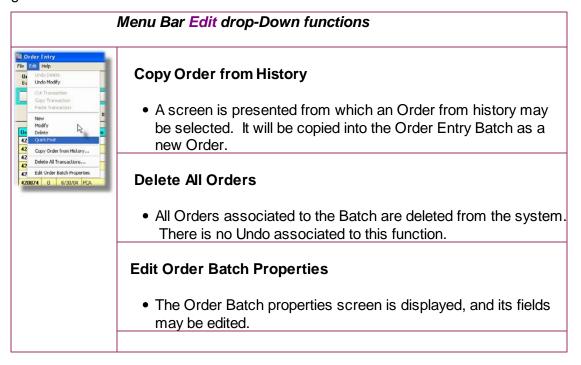
immediately.

Edit an existing Order by double-clicking it's associated row.   Standard Series 5 grid controls apply.

If the function to have the Edit List printed is selected, the report if archived, will be catalogued with a report name of **ORDERS_XXXXXX.LST**. where **XXXXXX** is the code assigned to the Order Entry Batch.
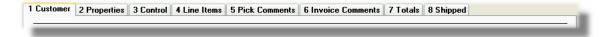
The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

Other functions are available from the menu bar's Edit drop-down menu. These include the following:

Menu Bar Edit drop-Down functions	
	Copy Order from History • A screen is presented from which an Order from history may be selected. It will be copied into the Order Entry Batch as a new Order.
	Delete All Orders • All Orders associated to the Batch are deleted from the system. There is no Undo associated to this function.
	Edit Order Batch Properties • The Order Batch properties screen is displayed, and its fields may be edited.

6.4.2.5   Order Entry Data Screens

There are eight different screens that are presented for the entry of orders. (Not including the Order Batch screen). Six of the screens are used for all types of orders, and two are used only be Invoices and Credit orders. Each are identified with a tab.

☞   **Order Entry Tab Sub-Screens**

➢ <u>Customer Select, Ship-To and Bill-To Addresses</u> 269

➢ <u>Order Properties</u> 276

➢ <u>Order Controls, Payment & Tax Codes</u> 280

➢ <u>Ordered Line Items</u> 282

➢ <u>Pick Ticket Comments</u> 294

➢ <u>Invoice Comments</u> 296

➢ <u>Invoice and Credit Notes Totals</u> 298

➢ <u>Shipping Properties</u> 300

6.4.2.5.1 Order Customer Entry Screen

The first screen is used to capture data for the Order Header information. This is the general information pertaining to the order such as the Order Date, Customer, Billing Address, Shipping Address and person placing the order's contact information. The Customer is selected from this screen.

➲ Order Entry - Customer Tab Screen

Some points to note when adding a new Order:

- The first field to enter the the Order Type. Select whether you have a Regular Order, an Invoice or a Credit Note. Remember that a Regular Order assumes that Picking Tickets will be printed, and that the order needs to be selected for Billing in order to have an Invoice printed. For an Invoice or Credit Note, all items automatically are selected for billing. Loss/Reshipment Orders do not get billed, and do not produce Invoices, but the Committed Quantities get posted during the next Invoicing run.

- If after entering the last screen of an Order, the **Finish - Add More** button is clicked, the system displays the first screen to have the next Order entered. The Order Type, Date, Due Date, Shipping Location, Customer Number and Order Source Code will all be defaulted to the same as was entered for the previous order. (In the case of Point-of-Sales entry, this may make life a little easier when entering orders).

- The Order number, or Document #, is automatically assigned by the system. The Next Order number is kept in the Customer Order Processing Control Preferences

Entering Credit Notes
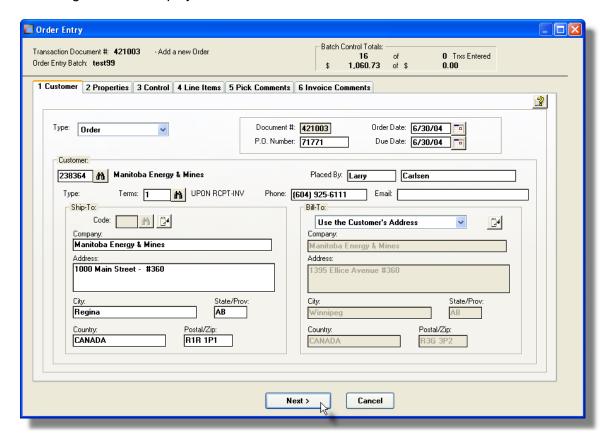
If When entering a Credit and the Apply-To Invoice is entered, the original Order's information is used to initialize the Credit's information. Prior to entering the Line Items for which the Credit is to be

applied, the operator is provided the opportunity to indicate whether all the original Invoices' items are to be automatically selected for Credit; and, whether the original Order's items are returned to inventory or not;, and you may enter a "Reason for Return" code. Invoices.

If instead of entering an Invoice Number, you click the [🏛] icon next to the Apply-To field, a window will be displayed. From that screen, you may specify how the Credit is to be applied, and easily browse through existing Invoices for the selected customer.

- When entering a Credit, an Apply-To Invoice Number must be entered so the system can apply it.

- If the A/R Customer Code is known, enter it into the Customer field. If it is not known, you may click the "Lookup" icon, and a special Customer Select window [273] will be presented from which you can select the Customer based either on the A/R Customers, or the O/P Customer Ship-To records.

- Once the customer is selected, the system will test to see if the customer is on Credit Hold or Credit Stop status. If on Credit Hold, then the operator is warned; the order may be entered and eventually posted, but the order will be ON HOLD and cannot be picked until the hold status is removed. If on Credit Stop, orders may not entered for the customer.

The following screen is displayed for Orders's Customer tab:

Order/Quote Customer Tab Screen - Field Definitions

Order Type	*drop-down list*

Select the type of document that is being entered. This field is presented only when transactions are being added. Once entered, you may not change the type of document. *(Only presented for entry of Customer Orders).*

Quote Type	*drop-down list*

For Quotes, if known, specify the type of Order that the Quote would be converted to. If when the order is placed, the goods would be picked and the order paid for, then select to have a Quote for a Prepaid Invoice. If the order would be entered into the system with a Pick Ticket being printed, and an Invoice issued was the goods are shipped, select to have a Quote for a Regular Order. *(Only presented for entry of Customer Quotes).*

Order or Quote Number	*9(6)*

Every Transaction will be assigned an Order Number or a Quote Number. It is automatically assigned from the next Order or Quote Number fields that is defined by the Customer Order Processing Control Preferences.

PO Number	*X(10)*

Enter the Purchase Order number that is provided by the customer, if applicable.

Web Cart Number	*9(10)*

Orders that were interfaced from an external source, such as a Web Based Order entry system, will have a Web Cart Number. This is that number. *(Only presented for entry of Customer Orders).*

Document Apply-To Number	*9(6)*

For Credit Notes, enter the Invoice number to which this transaction should apply to. When aging reports are generated, the Credit will be placed in the same aging category as the original Invoice to which it applies.

If instead of entering an Invoice Number, you click the [icon] icon next to the the Apply-To field, an Apply-To Invoice Select window will be displayed. From that screen, you may specify how the Credit is to be applied, and easily browse through existing Invoices for the selected customer.   *(Only presented for entry of Customer Orders).*

Order or Quote Date	*(mmddyy)*

This is the date that the Order was placed or the Quote was entered. For Order Entry, this will default to the Default Order date that was specified for the Order Entry Batch.

Due Date	*(mmddyy)*

For Invoices, the Due Date will be automatically calculated using the properties of the associated Customer's assigned Terms Code. For all other document types, this field defaults to the Document Date. *(Only presented for entry of Customer Orders).*

Expected Order Date	*(mmddyy)*

For Quotes, if known, enter the date that the customer is likely to actually place the order. *(Only presented for entry of Customer Quotes).*

Callback Date	*(mmddyy)*

For Quotes, enter the date that the customer should be re-contacted to ask them if, and when they should like to place the order. This date is used as a selection criteria in the Quotes Status/Callback report. *(Only presented for entry of Customer Quotes).*

Customer Code	*X(6)*

If known, enter the Customer Code for the Order or Quote entered. If the customer is not known, click the 🔍 icon and a Customer Select window 273 will be presented, from which you may choose to select a customer based either from the Customers defined in the Accounts Receivable system, or based on the Customer Ship-To Codes defined in the Customer Order Processing system.

Terms Code	*X(4)*

The Terms Code is used to compute the Due Date for the Invoice associated to the order. This field defaults to the code defined for the Customer or the Ship-To or specified. The Terms Code is defined in the A/R system.

Placed By - First Name & Last Name	*X(10) & X(25)*

These fields are available to record the name of the person who is actually placing the order. This name is printed on both the Pick Ticket and the Invoice.   The name will default to the Customer's Contact 1 name. If a Ship-To is designated for the order, then that Contact name is used as the default.

One of the keys used to access an Order is the Placed-By Last Name. The Order Inquiry

function offers the ability to browse and select historic orders by the person who placed the order.

Phone & Email Address	*X(20) & X(40)*

Enter the phone number and/or the email address of the person who is actually placing the order. Both the phone number and the email address are keys used to access an Order. The Order Inquiry function offers the ability to browse and select historic orders by either phone number or email address.

Ship-To Address Code	*9(4)*

A given customer may have a number of different Ship-To addresses.   If this is the case, then the applicable address could be selected. You may click the binoculars icon to invoke the "Lookup" function to show the Ship-To addresses that have been set up for the customer.   If you want to just enter a different Ship-To Address, that you don't wish to keep on file, enter a Ship-To Code of *9999*. You will then be able to key in the shipping address. If for the customer there always should be a Shipping Address that is different from the Customer Address, you should use the Ship-To Maintenance application 405, and add a Ship-To with a code of *0001*. This then becomes the default and will be assigned when the order is initially added.

Bill-To Address Selection	*drop-down list*

A given customer may have a number of different Billing addresses.   If this is the case, then the applicable address could be selected. Each Bill-To on file for the selected customer is listed. If for the customer there always should be a Billing Address that is different from the Customer Address, you should use the Bill-To Maintenance application 419, and add a Bill-To with a code of *0001*. This then becomes the default and will be assigned when the order is initially added.

```
Use the Customer's Address
Enter or Edit an Address
Use the Customer's Ship-To Address
 1- B&G Concrete, Staten Island NY
 2- B&G Concrete, Boston MA
 3- B&G Concrete, Detroit MI
```

6.4.2.5.1.1 Selecting a Customer

When a new order is entered, you must select a Customer for the sale. Generally you will have your customers defined in the Accounts Receivable system and you probably know the Customer Code, or the Company name of the Customer. When the cursor is positioned for entry of the Customer Code, you may evoke the special Order Entry Customer "Lookup" function by clicking on the icon next to the customer field.

A window will be presented, from which you may choose to select a customer based either
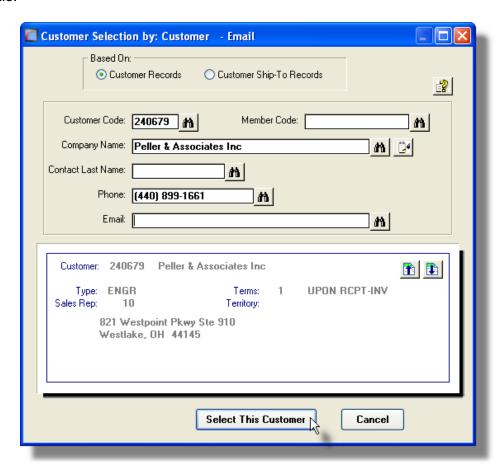
from the Customers defined in the Accounts Receivable system, or based on the Customer Ship-To Codes defined in the Customer Order Processing system. In each case, those fields that are used to access these records are offered, and depending on what information you have available to you, it can be keyed into the applicable field to be used for the lookup.

Clicking the "Lookup" icon [⚏] next to that field, presents the associated Series 5 Lookup window with the items sorted by that field.

In either screen presented, you may click the Next/Previous [⬆][⬇] buttons to browse through the available records on file.
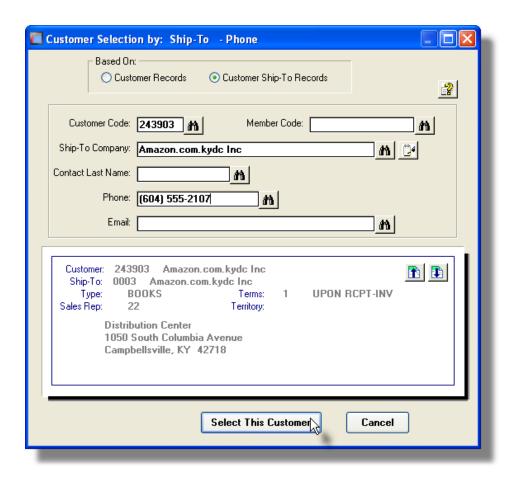
⊖ Customer Selection - Based on A/R Customer Records

The following screen is displayed for selecting a Customer from the A/R Customer master file:

⊖ Customer Selection - Based on Customer Ship-To Records

The following screen is displayed for selecting a Customer from the Customer Ship-To records defined by the system:

Customer Selection Window - Field Definitions

Based On Customer or Ship-To	radio-buttons
Select whether or not to browse through the A/R Customers or the O/P Customer Ship-To records to find the customer the order is to be recorded for.	

Whatever other Codes	X(???)
Each of the fields presented are used as keys to access the given record types chosen. If you know the Company Name, enter a portion of it in the Company Name or Ship-To Company Name fields. Then click the binoculars icon. The "Lookup" window will be displayed with the records displayed sorted by Company Name, with the cursor positioned as close as it can to the name that was initially entered. The same logic apply's to all the possible fields presented. If you have a phone number, use the Phone field. If you have an email, use the Email field.	

Customer Verification	
When a given Customer or Ship-To has been selected, it's information is displayed. Click	

the Previous/Next icon buttons to browse through the available records

6.4.2.5.2 Order Properties Entry Screen
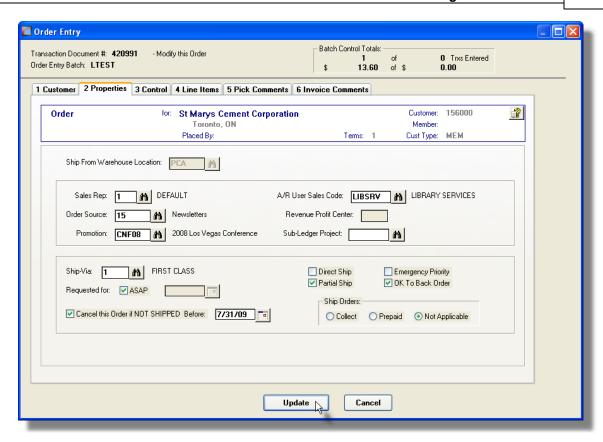
The second screen provides standard properties associated to the order. These include the Warehouse goods are shipped from, the Sales Rep, and special coding to be associated to the order, and shipping details.

Some points to note about the fields on this screen when adding an Order:

- The Warehouse Location is where the goods for the order are shipped from. It may be edited only if multiple Locations are defined in the Inventory Management Control Preferences. It will default to the Location that was assigned for the Order Entry Batch. Note that a default Location Code may be assigned to each user, and only as a privilege, can they change it to a different Location. (See the topic on Defining User Access Rights 137)

- You may specify that the order is to be processed ASAP, or specify a particular date in the future. Either today's date, or the date entered, will be used as the Release Date assigned to each item that is ordered. The Release Date is the date that the order's Pick Ticket will be printed.

> ⊙ Order Entry - Properties Tab Screen

The basic properties associated to each Order or Quote are maintained by the following screen:

Order/Quote Properties Tab Screen - Field Definitions

From Warehouse Location	X(6)

For Orders, this will default to the Location code entered in the Order Entry Batch. For Quotes, this will default to the Location to which the operator has been assigned to in their User Access profile.

If the multiple location option has not been specified in the O/P Control Preferences then changes to this field will not be allowed. If a Ship-To was selected for this order's customer and a valid location code had been set up there, then it will be used as the default. If the operator does not have access to ALL Locations, then they will only be able to access the one that they have access to. Once any order line items have been entered, this field may not be changed.

Sales Representative	X(3)

For Orders, this field defaults to the Sales Rep that is defined for the Customer or the Ship-To. For Quotes, this will default to the Sales Agent Code that was assigned to the operator in their User Access profile.

The code entered is validated and must be defined in the Salesman file. Any Commission Amount entered will be posted for this Salesman. When Orders are posted, a Bookings record is written that includes the Salesman as part of the key.

Order Source	*X(5)*

The Source Code may be used to provide information about how the order was obtained or how the Customer was initially contacted. This might be a code that represents a trade fair, or advertising campaign, etc. The Source Codes are defined in the A/R system. There is an Analysis by Source report that is available.

Promotion Code	*X(6)*

The Promotion Code is similar to the Source Code, but is used also to determine and select any special Price Codes that might have been set up. You could have set up Price Code Tables by Promotion Code. Perhaps you have a Promotion for Christmas and special pricing apply. The Source Codes are defined in the A/R system.

A/R Users Sales Code	*X(6)*

This User Code may be used to provide any kind of information you desire. It will flow through to the A/R system, and be associated to the A/R Open Item. It is a selection parameter for the A/R Aging Report application. The User Codes are defined in the A/R system.

Revenue Profit Center	*9(5)*

This field is used to define the Profit Center used when generating G/L Revenue Distributions associated to this order. If the I/M Control Preferences is set to have Profit Centers established for each Order, then you need to enter a valid profit center code in this field. The Profit Center will default to that specified for the Order Entry Batch.

Sub-Ledger Project Code	*X(6), X(8), X(4)-X(4), or X(4)-99-99*

If the Series 5 Subsidiary Ledger/Project Analysis system is used and the appropriate fields are defined in the G/L and A/R Control records, a Sub-Ledger Project Code may be entered. All revenue from the sales of inventory items and miscellaneous charges will be recorded in the G/L with the the Project Code entered in this field. The Project Code entered must be defined in the G/L system as a valid project. The distributions are generated with the Sub-Ledger code only if the A/R account has as one of it's properties, the flag indicating that a Project is Always or Optionally required. These distributions are recorded as Sales Distributions when Order Entry Invoices are posted to Accounts Receivable system.

Ship-Via Code	*X(4)*

The Ship Via Code indicates the method by which the order will be shipped to the customer. You could have set up a Price Code Table for the Ship Via Code used specifically for computing the Freight Charges. The Ship Via Codes are defined in the A/

R system. If the method of shipping has not yet been determined, it may be skipped from this screen. When the Order is billed, or for Invoice type Orders, the Ship-Via code may also be entered on the Order's **Shipped** tab sub-screen.

Requested For Date	*check-box & (mddyy)*

The Shipping Date is used as the default for the Release Date for line items entered for the order. The Release Date is that date on which Picking Tickets for the order is printed.

Cancel if not Shipped Before Date	*check-box & (mddyy)*

Should the person placing this order wish to cancel the order if it is not shipped by a specific date, set the check box and enter the cut-off date. Currently this field is used for information purposes, and reserved for a future enhancement.

Direct Ship	*check-box*

This field is for information purposes only.

Partial Ship	*check-box*

If the order is to be shipped only if all items ordered are in stock and available, then uncheck this check-box.

Emergency Priority	*check-box*

The Emergency indicator is applicable only if orders are picked using an automated Carousel system. This is a setting that is passed to indicated that the order is to be processed ahead of all others.

OK To Back Order	*check-box*

If while items are being entered into the order, there is insufficient stock available, the operator has a number of options offered to them. One option is to have the order item marked to be Back Ordered. If when entering this order, this should not be presented as an option, uncheck this check-box.

Method of Shipping	*radio-buttons*

Specify the method of shipping. The default for this field is determined from either the Customer master record, or the Customer's Ship-To record.

- ⦿ Collect
- ○ Prepaid
- ○ Not Applicable

Separate Price Tables may be built for orders that are shipped Collect or Prepaid. It is important to set this field correctly.

6.4.2.5.3 Order Controls Entry Screen
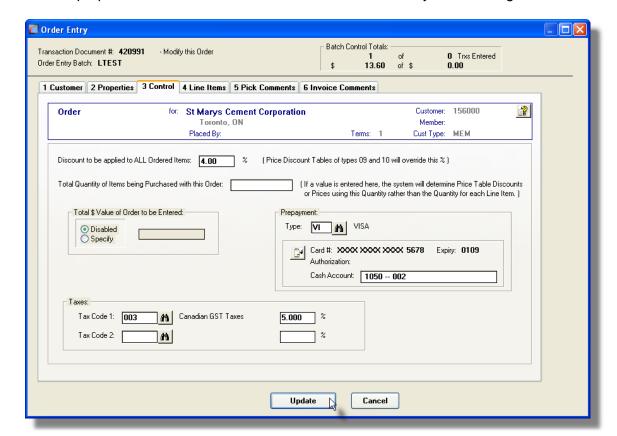
The third screen provides fields for setting up special Order Discounts, optional Order Control Totals, the Tax Codes that are applicable, and the Prepayment information.

Some points to note about the fields on this screen when adding an Order:

- For Invoice or Credit type orders, if it is being prepaid, such as is the case for Web Orders or Point-of-Sale orders, a Prepayment Code must be specified. A small window will be displayed providing applicable fields to record credit card #s and/or relevant codes. The amount of the prepayment will be entered on the Order's Total tab sub-screen. (Note that Credit Card Numbers are stored in the system as encrypted fields. For a discussion on the encryption so the topic in the Appendix titled Series 5 Encryption 511).

⊙ Order Entry - Controls Tab Screen

The control properties associated to each Order are maintained by the following screen:

Order/Quote Controls Tab Screen - Field Definitions

Order Discount Percentage	9,999.99 %

The Discount Percent is the general figure used in the calculation of extended line item prices and may be overridden as each item is entered. The default value will be that defined in the Customer Master record. If Order Discounts are found in the pricing code tables, for Price Types 09 and 10, they will override this amount.*(Once the discount is set up, you may not change the value for this field).*

Total Quantity of Items Purchased	9,999,999

It is possible to have the price determined for an item by using the quantity of the entire order rather then the quantity ordered for that item. If this type of pricing is desired, then the total quantity of items for the order should be entered in this field, otherwise, leave it as **ZERO**. If the order pricing quantity is not zero and the item entered for the order is flagged as using order quantity pricing, the item will use this quantity in the price table that it resolves to.

You must ensure that if this feature is used, the total quantity ordered for this order must equal the price break quantity. If they do not, the user will be warned and the order must be modified until these two amounts agree.

Total $ Value or Order	$ 999,999,999.99

For order controls, enter the total dollar value of all items to be entered for this order. The Extended Price of all line items is used as the control total. Once the order has been completely entered, the system will verify that the sum of all line item;s Extended Prices equals this amount. To disable the order control total feature, set the **Disabled** radio-button.

Prepayment Code	X(3)

For Invoice and Credit types of Orders, information about the method of payment may be entered on this screen. A Prepayment Code must be selected from those defined to the system. A pop-up window is displayed for entering the detail of the payment. For credit card sales, you may enter the Credit Card Number, Expiry Date, and Authorization Code. For Cheques, you may enter a reference field. Once the Invoice is entered, the total amount of the prepayment must be entered when the last summary screen is displayed. If entry of the Prepayment Code is overlooked on this screen, it may be selected on the "Totals" sub-screen of the order.

Note that Credit Card Numbers are stored in the system as encrypted fields, and once entered, only the last 4 digits are ever displayed or printed.. (For a discussion on the encryption so the topic in the Appendix titled Series 5 Encryption [511]).

Tax Codes and Percentages	*2 x X(6) & 99.999 %*

The Tax Codes will default to those found in the Customer Master record. If a Customer's Ship-To was specified, then it's codes will be used as the default. If Tax Codes are defined for the customer, you will not be able to select a different tax code. The tax percentages are determined from the properties defined for the Tax Code. You may however, change the percentages of the tax codes listed.

6.4.2.5.4 Order Line Items Entry Screens

The fourth screen of Order Entry is a Series 5 grid screen, that displays up to twelve line items at a time. This scrolling screen offers the operator a summary display of the individual line items being purchased belonging to the order. Each row of the grid displays the Inventory Item, the Quantity Ordered and the Unit Price, and the Extended Price of each item.

From this grid screen, push-buttons are provided that may be used to add, modify or delete purchased line items on the order. *(When adding or editing an order's line item, a new window is displayed with it's own set of tabbed sub-screens).*

The properties associated to each inventory items being purchased are maintained using a Series 5 grid processing screen.

➡ Order Entry — Line Items Grid Tab Screen

➲ Order Line Items - Item Ordered Tab Sub-Screen

Some points to note about adding or editing the inventory items that are being purchased for the order:

- The Quantity to Order field will default to a value of 1. If a Inner Pack Quantity, or a Minimum Order Quantity was established for the item being ordered, these will be the default.

- If a Minimum or Maximum Quantity is defined for the item, then if not satisfied, a message will be displayed. They may override the limits defined. However, if a Inner Pack Quantity is defined for the item, then the Quantity ordered must be a multiple of that quantity.

- If there is not enough quantity available then a sub-window will be displayed offering a number of different actions that can be taken. Refer to the section below with the heading Insufficient Stock Available Action Screen 288.

- The Unit Price is automatically computed and displayed and the operator will not be able to enter this field directly. For Miscellaneous Inventory Items, those with a code starting with [*], the operator must enter the Unit Price.

- If the Inventory Item being entered is defined with a Matrix Set, then a number options are available. These include the following:

  - ✓ You may choose to have the system automatically order all variations of that item for a specified Quantity and Unit Price

  - ✓ A Matrix grid screen is presented listing the available Dimensions, or Variation Types, as rows or columns. From this screen Quantity-to-Order or Unit Price amounts may be entered directly.

  - ✓ From the Matrix grid screen, you may assign a given Quantity to a whole row, or column, which causes the system to automatically add Order Line Items for the associated Item variants.

The control properties associated to each Line Item that is being purchased are maintained by the following screen:

The following screen is displayed to enter the details associated to ordering an Inventory Item that has been defined with a Matrix Set. It offers an additional tab titled **Matrix Set Item(s) Quantity** 288 , that provides a matrix screen from which transactions can be automatically created and edited for Inventory that have common Attributes. If only one sub-item of a Matrix Set is to be edited, then click on the **Edit this Matrix Item Qty(s)** button at the bottom of the screen :

When Adding an Inventory Item that has been defined with a Matrix Set, once the Quantity-to-Order, and Unit Price, and other fields have been entered, the operator will be prompted if they wish to have all variations of the item ordered with the given settings. Clicking Yes will cause an Line Item record to be generated for each possible combination of Dimension Attributes for the selected Matrix Item.

— Item Ordered Tab Sub-Screen - Field Definitions

Inventory Item	X(23)

Enter the Part Number assigned to the Inventory Items that is being purchased.

Should you wish to browse the inventory files for the desired item, click the binoculars,

, icon and the Inventory Item Lookup 65 screen window will be displayed. (One of the nifty features is it's ability to display inventory items based on the Item's Description keywords. That is, a table is kept on file indexing all inventory by each word in the items Description).

For example, if the Keyword "Lookup" mode was chosen, and RED was entered as the keyword, the grid would list all inventory items that had the word RED within it's description.

Ship From Location	X(6)

This field is for the Warehouse Location Code, from which the item will be shipped. It will default to the Location defined for the Order. Normally this field will be bypassed because it should always default for the order.

> **User Location Access Privilege**
>
> A user must have the appropriate Location Access to be be allowed to change the Warehouse Location for individual order line items.

Quantity to Order	999,999.999-

Enter the Quantity of the Inventory Item the customer would care to order. This will default to 1 item, or if specified, the Minimum Order Quantity, or if specified, the Inner Pack Quantity, which ever is more.

Quantity to Ship / Return	999,999.999-

The Quantity to Ship will default to the quantity ordered. If there is a conflict between the Quantity Available and the Quantity Ordered, the quantity to ship will reflect the resolution of this either by back ordering all, some or none of the quantity ordered. This field cannot be accessed by the operator.

The Quantity Returned to Inventory is only requested on Credit Memo items. Not all items credited on a return may be okay to return to inventory as some may have been damaged in transport or lost in shipment. To properly maintain inventory records, you should enter the quantity to be returned to inventory for this item. When Credit Memos are printed, the Quantity on Hand figures in inventory are adjusted by this value.

Quantity Back Ordered	999,999.999-

While entering an Inventory Item in an order, if there is not enough stock on hand to fill the request, a given amount may be selected to be back ordered. If this is the case, the quantity is displayed in this field.

Unit Price	*$ 9,999,999.99*

The Unit Price is automatically calculated by the system and displayed. Miscellaneous items require manual entry of the unit price. Refer to the Pricing Code Maintenance [437] application on exactly how the price for an item is determined. The rules used to derive the price for the item is displayed in the frame area below the Extended Amount. *(Note that the user may be denied access to changing the price by setting a property in the user's access record)*.

Discount Percentage	*9,999.99 %*

The Discount as entered for the Order Header is displayed for verification (as with the Unit Price). You may override it by entering a new Unit Discount percentage. If Customer or Customer Type discounts have been determined from a Pricing Discount table, this field may not be changed. The total order discount will be calculated based on the number of items selected for billing and will be displayed on the final screen of the order. (For regular orders, this calculated discount will appear in the Order Billing application).

Extended Amount	*$ 9,999,999.99*

This is the result of the (Quantity-to-ship x Unit-Price) less any Discount. This field may not be altered.

Unit Cost	*$ 9,999,999.99999*

Miscellaneous items require the entry of a Unit Cost to keep costing analysis accurate. For regular items, the cost will be displayed and the field disabled.   *(Note that the user may be denied access to changing the cost by setting a property in the user's access record)*.

Release for Shipment	*(mmddyy)*

For regular orders and invoices, this date is used to determine a Release Date for the shipment of the order. This is accomplished when the item is printed on a Picking Ticket. When printing picking tickets, the operator is requested to enter a cut-off date. Only if the Release Date matches or is older than the cut-off date will the item be printed on the Pick Ticket. This field defaults to the Shipping Date that was specified on the Order Header screen, if present, otherwise it defaults to the date of the order.

> **User Location Access Privilege**
>
> Normally, the Quantity of items orders will be added to the Quantity Committed amount for the Inventory Item. If the Release Date is far enough in the future, the Quantity is added to the Future Committed amounts. The operation to Mark Future Orders Committed [361], may be executed to have Future Committed Items, re-classified as Committed.

Picking Override - Sequence and Zone	*X(8) & X(4)*

If the item ordered is not in the usual location of the warehouse and the alternate picking location is known, the operator may override the default picking sequence and zone codes. The picking sequence and zone code entered will be printed on the picking tickets.

⊕ Insufficient Stock Available Action Window

For Inventory Items that are selected to be purchased, if there is not enough quantity available, then the following sub-window will be displayed offering a number of different actions that can be taken:.

Depending on the requirements needed to satisfy the customer, the operator must make a choice.

Override and Ship the Quantity Requested

If the option to override the system is selected, the Quantity Available in inventory for this item will go negative. It is assumed that if this choice is used it is because there is a known discrepancy between physical and computer inventory, or new inventory was just, or is just about to be received but has not yet been recorded in the system.

⊕ Ordering Matrix Set Inventory Items - Properties Tab Screen

When adding or editing an Customer Order item for an Inventory Item that has been defined with a Matrix Set, a special matrix screen is presented. It allows you to easily order sets of

---

transactions, associated to the Inventory Item, for the different Variants it might be available in. It also provides the means to enter Quantities or Unit Prices that are applied to all or subsets of the Variant items. The following features and functions are provided:

- Handles Inventory Items defined with 1, 2 or 3 Dimensional Matrix Sets
- The operator can select which Attribute Dimensions are listed as rows or columns
- For 3 Dimensional Matrix Sets, the 3rd Dimension is presented as a fixed drop-down list
- Order Line Item transactions are automatically created or deleted when the "Quantity Ordered" field is either set to a positive value or Zero
- Functions are provided to assign the same value to all items in a selected column, a selected row, or to the whole matrix
- The operator may select as to which field, associated to the transaction, is displayed and edited in the matrix
- The data entered to each field is validated
- For 1 Dimensional Matrix Sets, each variant Attribute item is listed as a separate row, and each field that can be edited is displayed in each column

A pop-up menu is presented when a specific cell is right-clicked. The following functions are provided:

<div style="border: 1px solid purple; padding: 1em;">

Pop-Up Menu Functions

</div>

Assign value to Row	The value in the selected cell will be applied to each item in the current row. If editing a transaction's Quantity Ordered, then if the value being replaced was Zero, an Order Line Item transaction will be automatically created. If editing Quantity-To-Ship or Unit Prices, and no transaction has yet been established, then the value is NOT assigned.
Assign value to Column	The value in the selected cell will be applied to each item in the current column. If editing a transaction's Quantity Ordered, then if the value being replaced was Zero, an Order Line Item transaction will be automatically created. If editing Quantity-To-Ship or Unit Prices, and no transaction has yet been established, then the value is NOT assigned.
Assign value to Matrix	The value in the selected cell will be applied to each item in the currently displayed matrix. *Note that for a 3-Dimensional Matrix Set, ONLY the displayed matrix array cells have their fields set.*
Clear Row	All fields for the cells in the currently selected row will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Clear Column	All fields for the cells in the currently selected column will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Clear Matrix	All fields for the cells in the currently displayed matrix will be set to Zero or spaces. If editing a transaction's Quantity Ordered, then the transaction associated to the cell will be deleted.
Delete All Matrix Set	All Matrix Set Variant Ordered Item transactions for the

| Transactions | displayed Inventory item will be deleted. |

Edit a specific cell in the matrix by double clicking.

Some of the special features of this "Matrix Item Order Line Item Entry/Editing" grid screen are as follows:

➢ For items with a 3-dimensions Matrix Set, the third Dimension Attributes are listed and my be selected from a fixed list on the left of the matrix. The currently selected set is identified with the red rectangle.	
➢ A **List By** drop-down list is presented from which the operator may choose how each Dimension of attributes are displayed. (ie., which Dimension is shown as either rows or columns in the matrix; or as the 3rd-Dimension Select list.	
➢ For a given transaction, a number of different fields may be defined that could be displayed and edited from within the Matrix. The operator may select which field is displayed in the grid screen.	

Recording New Order Line Item Transactions

A new transaction is automatically written when a Quantity Ordered field in the matrix is set to a Non-Zero value. That new record will have all of it's other fields initially set to the values associated to the initial transaction that was selected to be edited on the initial Order Line Item Maintenance grid screen.

For Order Line Items for the given Inventory Item, (where no transaction for a Variant has been added yet), any Prices, Quantities and Picking Codes are assigned as if the base Inventory Item was being ordered.

Prices and Revenue Accounts are automatically assigned using the base Inventory code.

Order Line Items - Line Item Comments Tab Sub-Screen

Two Line Item Comments may be entered for each item ordered. These might be used to describe special handling instructions, or to offer extra description of the item being shipped.

Some points to note about the fields on this screen when adding a Line Item:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this line item
- These comments are printed on both the Invoice and the Pick Tickets

The text printed is entered by the following screen:

Item Ordered Tab Sub-Screen - Field Definitions

Additional Line Item Comments ?	*check-box*
If comments are to be recorded for this order line item, set this check box.	
Pre-Defined or Entered	*radio-button*
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	
Comment Code	*X(6)*
Enter the code for the Series 5 O/P Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance 434 application.	
Edit the Comment Code's Text	*check-box*
The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that	

could then be easily edited to suite the particular need for different situations.

Comments	*X(1,000)*

Display and/or edit the comments in the multi-line field provided.   Text will automatically word wrap as it is being entered.

6.4.2.5.5 Order Pick Comments Entry Screen

Free format comments are available for each Order and/or Customer Quote. These will appear within the body of the Picking Ticket, associated to the order, when printed.   This screen lets the operator enter these instructions or comments that are printed. This provides instructions for the individual in the warehouse when the order is filled for shipping.

Some points to note about the fields on this screen when adding an Order or Quote:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this order

⮕ Order or Quote Entry - Picking Comments Tab Sub-Screen

The text printed is entered by the following screen:

Order Pick Comments Tab Sub-Screen - Field Definitions

Additional Pick Comments ?	check-box
If comments are to be recorded for this order's Picking Ticket, set this check box.	

Pre-Defined or Entered	radio-button
Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.	

Comment Code	X(6)
Enter the code for the Series 5 O/P Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance 434 application.	

Edit the Comment Code's Text	check-box
The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that could then be easily edited to suite the particular need for different situations.	

Comments	*X(1,000)*

Display and/or edit the comments in the multi-line field provided.   Text will automatically word wrap as it is being entered.

6.4.2.5.6 Order Invoice Comments Entry Screen
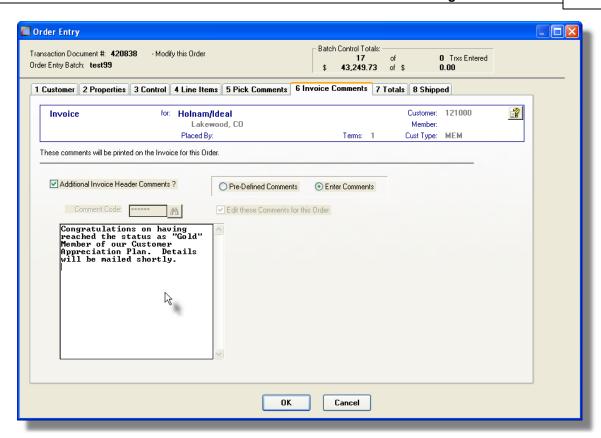
Invoice Comments may be entered in the sixth screen. These might be used to describe special terms that have been established, or to offer extra description of the goods being shipped.

Some points to note about the fields on this screen when adding an Invoice or Credit Note:

- Either a pre-defined Comment may be selected, or new text may be entered
- Up to 1,000 characters of text may be entered
- If selecting a pre-defined Comment, it's text may be edited to be customized for this order

Order Entry - Invoice Comments Tab Sub-Screen

The text printed is entered by the following screen:

Order Invoice Comments Tab Sub-Screen - Field Definitions

Additional Invoice Comments ?	*check-box*

If comments are to be recorded for this order's Invoice, set this check box.

Pre-Defined or Entered	*radio-button*

Select the type of comments. Either a Pre-Defined Comment code may be selected, or text may be entered directly.

Comment Code	*X(6)*

Enter the code for the Series 5 O/P Comment to be used. Standard Comments are set-up, assigned a code, and maintained using the Comment Code Maintenance [434] application.

Edit the Comment Code's Text	*check-box*

The text associated to the selected standard Comment Code may be edited. Set the check box if this is the case. You may have defined a number of standard comments that could then be easily edited to suite the particular need for different situations.

Comments	*X(1,000)*
Display and/or edit the comments in the multi-line field provided. Text will automatically word wrap as it is being entered.	

6.4.2.5.7 Order Invoice Totals Entry Screen

The Order Totals screen is presented only for Invoice and Credit Orders and for Regular Orders after they have been Selected for Billing 330. As mentioned above, Invoices and Credit Memos utilize the one-step billing procedure whereby they are ready to be billed as soon as they have been fully entered.

When entering documents of either of these types, or when Orders are selected to be billed, there is addition information that needs to be entered. This screen accepts entry of such data as Miscellaneous Charges, Tax, Freight Charges, Prepaid Amounts with credit card info if applicable. For Invoice type orders, this screen also allows the entry of a Cash receipt or credit card payment associated with the order, as in the case where the customer sends in a deposit with the order or where the customer is on a cash-with-order basis because of past credit history. This feature provides for a rudimentary point-of-sale capability. The entry of a cash receipt, however, is only possible during the one-step invoice entry procedure or in the Second-step of the billing procedure.
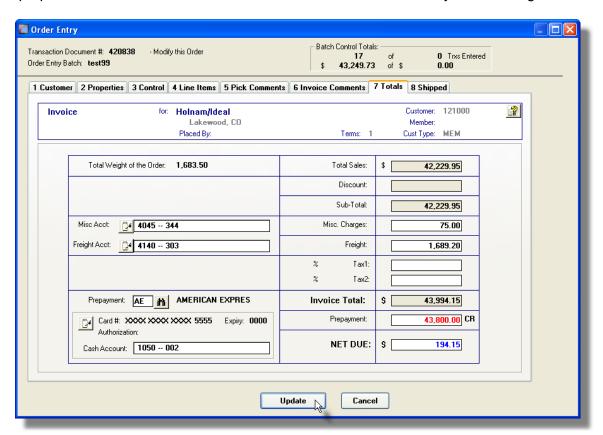
⊙ Order Entry - Totals Tab Sub-Screen

Some points to note regarding the entry of Totalling information for Invoices and Credit Note orders:

- The totals for the Order Net, Taxable Net and Weight are tallied from the entry of the order's line items.

- The sales tax amounts are calculated automatically based on the orders's Order Taxable Amount. They may, however, be edited as required.

- If a Prepayment Code was entered on the Order's Control tab sub-screen, then you will need to enter the Prepayment amount in the field provided. If you failed to enter a Prepayment Code on the earlier screen, it may be entered here.

- For Invoice or Credit type orders, if it is being prepaid, such as is the case for Web Orders or Point-of-Sale orders, a Prepayment Code must be specified.   A small window will be displayed providing applicable fields to record credit card #s and/or relevant codes. The amount of the prepayment will be entered on the Order's Total tab sub-screen.   (Note that Credit Card Numbers are stored in the system as encrypted fields. For a discussion on the encryption so the topic in the Appendix titled Series 5 Encryption 511).c

• For Prepaid orders, the Prepayment amount does not necessarily have to equal the Invoice Total amount. If this is the case, an over payment will result in a Credit being available to the customer, and an underpayment will still be recorded as a receivable amount in the A/R.

The properties associated to the totals of each Order are maintained by the following screen:

Order or Quote Totalling Tab Sub-Screen - Field Definitions

Miscellaneous Charges	*$ 99,999.99-*
Record any Miscellaneous Charges in this field. If within the A/R Control Preferences, the Multiple Miscellaneous Accounts property is set, then an additional field will be displayed for the entry of the Miscellaneous Revenue Account the charge is to be recorded to. The account will initially by assigned the Default Miscellaneous Account defined in the A/R Control Preferences.	

Freight Charges	*$ 99,999.99-*
Record any Freight Charges associated to the shipment of the order. If within the A/R Control Preferences, the Multiple Freight Accounts property is set, then an additional field will be displayed for the entry of the Freight Account the charge is to be recorded to. The account will initially by assigned the Default Freight Account defined in the A/R Control Preferences.	

Tax-1 and Tax-2 Codes and Amounts	*X(6) & $ 99,999.99-*

Taxes are computed and automatically displayed using the Taxable Net, plus Freight Charges, based on the percentages for the Tax Codes defined for the Customer.

If either Total Sales or Miscellaneous Charges Amounts are changed, the taxes are recomputed.   The computed tax amounts may be changed as required. When the associated Invoices, or Credits, or posted to Accounts Receivable, the tax amounts are recorded to the G/L account associated to the Tax Codes.

Prepayment Code	*X(6)*

For Invoice and Credit types of Orders, and Customer Quotes, information about the method of payment/credit may be entered on this screen. A Prepayment Code must be selected from those defined to the system. A pop-up window is displayed for entering the detail of the payment. For credit card sales, you may enter the Credit Card Number, Expiry Date, and Authorization Code. For Cheques, you may enter a reference field. Once the Invoice is entered, the total amount of the prepayment must be entered when the last summary screen is displayed.

Note that Credit Card Numbers are stored in the system as encrypted fields, and once entered, only the last 4 digits are ever displayed or printed. (For a discussion on the encryption so the topic in the Appendix titled Series 5 Encryption 511).

Prepaid Amount	*$ 9,999,999.99*

Enter the amount that has been prepaid for the invoice. It does not have to be the same as the value of the Invoice. When the transactions are posted to the A/R, a Payment Open Item record will automatically be written.

Cash Account	*$ 9,999,999.99999*

 If an amount is entered, then an additional field for entry of a Cash Account will be displayed. It will default to the value for the Cash account as defined for the particular Prepay Code used.

6.4.2.5.8 Order Invoice Shipping Entry Screen

The Shipping information screen is presented only for Quotes, Invoice and Credit Orders and for Regular Orders after they have been Selected for Billing 330. It offers those fields associated to the shipment of the order. It also records any commissions, if known, to be assigned to the Sales Representative.

⊙ Order Entry - Shipped Tab Sub-Screen

The properties associated to the shipment of Orders ae maintained by the following screen:

⊟ Order Shipped Tab Sub-Screen - Field Definitions

A/R Open Item Reference	X(30)
This descriptive field will become the reference associated to the A/R Open Item record that is generated when this order's invoice is interfaced to Accounts Receivable.	
Shipped Via	**$ 99,999.99-**
The Ship Via Code indicates the method by which the order will be shipped to the customer. You could have set up a Price Code Table for the Ship Via Code used specifically for computing the Freight Charges. The Ship Via Codes are defined in the A/R system. If the method of shipping was entered on the Order's Properties tab sub-screen, it will also be displayed here.	
# of Packages	**9(2)**

Strictly for information purposes, to record the number of packages or boxes used to ship the order.	
Date Shipped	*(mmddyy)*
Strictly for information purposes, displayed on the Historic Order, and Invoice Inquiry screens.	
Waybill Number	*X(10)*
Strictly for information purposes, displayed on the Historic Order, and Invoice Inquiry screens.	
Sales Rep Commission Rate & Amount	*99.99% and $ 99,999.99*
If the value of any Commissions for the sale are known at this point, they can be entered here. This amount will be posted to the Commissions Due file for the Sales Representative entered for the order.	

6.4.2.6   Posting Order Entry Batches

The process of posting an Order Entry Batch, moves the orders that have been entered, to the active Order file. These orders then will be available to the Print Picking Tickets, the Billing and Invoicing applications. Once orders are posted, they may also be viewed using the Order Inquiry application.

When an Order Entry Batch is posted, an Order Entry Post Journal report will be produced. This may be printed, or saved to disk for later reference. If the journal that is generated, is archived, it will be catalogued with a report name of **ORDERS_XXXXXX.JRN,** where **XXXXXX** is the code assigned as the Order Entry Batch.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

All Orders when posted, will cause the following functions to be performed:

- The Order Header is moved to the active Order file. The next time the Print Pick Ticket operation is executed, a Pick ticket will be printed.

- The Order Date and Total Value is recorded in the Customer's master properties record

as the Last Order Received.

- For each Line Item belonging to the order, a Bookings History record is recorded

- The Order Entry Batch is deleted from the system

➡ "Quick" Posting Individual Orders from a "Quick" Batch

Orders are typically grouped together and entered into an Order Entry Batch and eventually posted as a set. These orders then are ready to have picking tickets and/or invoices printed. For users entering only a few orders during a given day, or that enter orders at a cash register or as a result of phone-ins, the feature exists whereby after an order is entered, it may then be "Quick" Posted. The selected order is posted, and for Regular Orders, a Pick Ticket is printed; and for Invoice Orders an Invoice is printed.

The same functions are executed for "Quick" Posted orders, as when a Order Entry Batch is posted, (as listed above).

The Series 5 applications provide a variety of different printing options for the Pick Ticket and Invoice.

Default Pick Tickets Print Output Options

A print options screen is presented when Pick Tickets and Invoices are generated. The system may be configured to present the print options screen with the selections that would always apply for when "Quick" Pick Tickets and Invoices are generated.

A variable must be added to the [Runtime Configuration file](#) 497 that specifies the default options to be presented as follows:

    cccccccc-wwwwww-QPICK-Q [Printer-Queue] [Create-Option] [Output-Type]

        or

    cccccccc-QPICK-Q [Printer-Queue] [Create-Option] [Output-Type]

      and

    cccccccc-OP-POS-INVOICE-Q [Printer-Queue] [Create-Option] [Output-Type]

Where: **cccccc**   is the Company System Coded
        wwwwww   is the Wwarehouse Location Code
        Printer-Queue is the Customer Order Processing Printer Queue
        Create-Option would typically always be RECREATE
        Output-Type   designates whether they are sent to a printer, archived, or created as MS Word documents

Contact your system or accounting manager to have this capability set up.

The Invoices output from posting "Quick" Invoices, if archived, will be catalogued with a report name of **QUICK_999999.INV**, where **999999** is the Invoice Number, and the Pick Ticket is
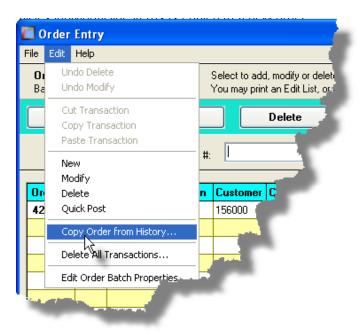
named **QTIK_999999.LST** where **999999** is the Order Number.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

6.4.2.7   Copying Orders from History
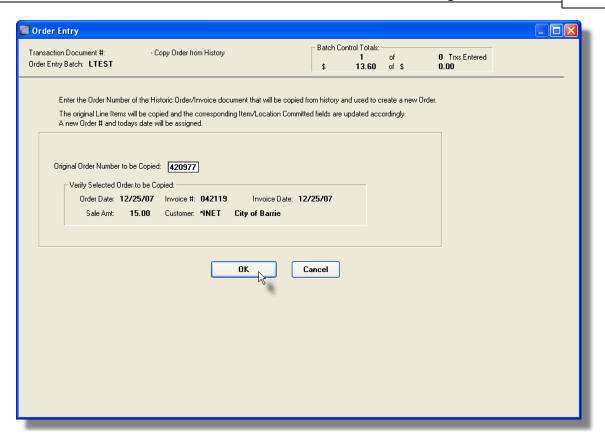
If a customer is placing the same order or a regular basis, a function is provided the will copy an already processed order from history. The order, along with all it's individual line items is copied to a new order.

From the O/P Order Entry grid screen's menu, select **Copy Order from History** from the **Edit** drop-down menu.

➡ Copying an existing Order from History - Select Screen

The following screen is presented to select an order to be copied:

▬ Copying Orders from History Screen - Field Definitions

Original Order Number	*9(6)*
Enter the Order Number of the order that is to be copied. A number of fields associated to the order will be displayed for verification.	

6.4.3   Interface User Orders

The Series 5 Customer Order Processing system manages your customers' orders for the products or services that your company offers. Orders are entered manually, directly within this system using the Order Entry operational function; Or if order are accumulated outside of the Series 5 system, say from your company's web site, they may be interfaced with the information loaded as ASCII text files.
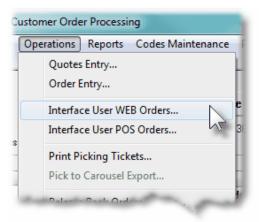
This menu function provides the means to load Order Transactions from an external source such as a custom developed Order Entry system. That system needs only to generate a sequential file in a specifically designed format. That file is then read and processed to build the Orders to be processed by the the Series 5 system.

Some points to note when interfacing Orders:

- You may select to load a single file, or multiple files from the designated folder. If the multiple files mode is chosen, the system will display a window listing those files named with a **.OEU** extension, from which the desired files can be selected to be loaded. If a single file mode is chosen, the default expected name of the interface file is **UTXTxxxx.OEU**, where **xxxx** is a numeric counter.

- The interface file(s) may be processed either to be read to generate an exception report, or to actually generate Order Transactions with a Posting Journal.

- All input data is validated. Any Customer Codes, A/R Revenue Accounts, Sales Representative Codes are all validated within the A/R system. If undefined Customer codes are encountered, the interface to the a Order Entry Batch will be aborted.

- The system, by default, will look for the interface file(s) in a sub-folder on your system that is defined by a variable in the runtime configuration file 497. Your System's Manager can set this up for your.

- After interfacing the transactions to the selected Order Entry Batch, you must select the Customer Order Entry function 246 from the O/P's Operations drop-down menu, select the batch, and post it to have the transactions recorded as active orders to be picked and invoiced. Prior to have the batch of orders posted, they may be reviewed and edited if needed.

- Once the file(s) are loaded, as an option, you may have the system either delete the original input files, or have them renamed. (The ***.OEU** files will be renamed with a **.OEI** extension).
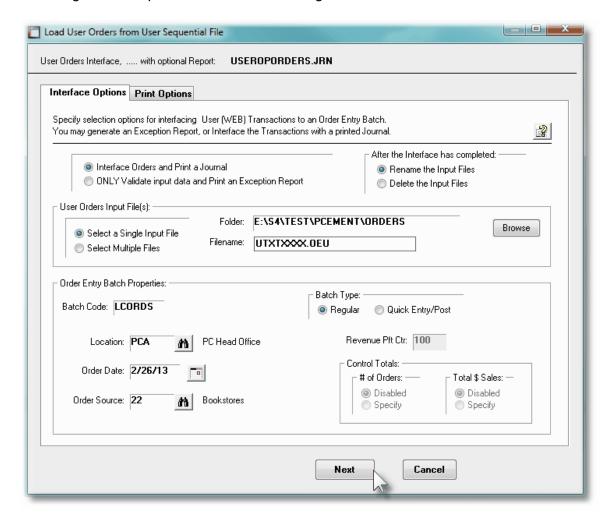
 ✛ Accessing the Interface User Orders function

From the O/P Main menu, select **Interface User WEB Orders** from the **Operations** drop-down menu.
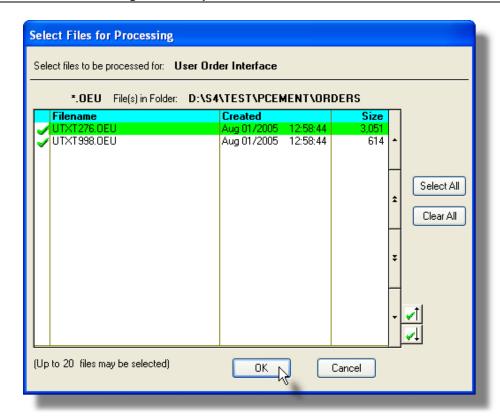
➡ Interface User Orders - Options Screen

The following screen is presented when interfacing the user defined Order Transactions:

If the option to Select Multiple Files is chosen, the following windowed screen is displayed. To select or unselect a particular file, double click the row it is listed upon in the table. Select them all by clicking the **Select All** push button. Up to 20 files may be loaded at once.

Default Input From Folder

You would typically always have the interface file that is generated from the external order entry system deposited into the same folder. As such, it would be nice to have this interface function load the file without the operator having to hunt for it.

A variable may be be added to the Runtime Configuration file 497 that specifies the path from where the interface files are always loaded. It needs to be defined as follows:

xxxxx-ORTXT-PATH   full-directory-path

Where: **xxxxx** is the Series 5 company system code
        full-directory-path is the full path to the directory

Contact your system or accounting manager to have this capability set up.

The Interface Journal/Edit list report generated, if archived, will be catalogued with a report name of **USRORDER.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 117 for full details).*

Interface Options — Field Definitions

Interface or ONLY Validate with Exception Report	*radio-buttons*

When loading the Order transactions you may choose to execute the interface, or just have an exception report generated without the interface. The Exception report lists only those transactions that have an undefined Customer or Inventory Item, or other invalid codes or formats.

If the Interface options is selected, you will be required to enter an Order Entry Batch code and related options associated to the loading of the orders.

After the Interface has Completed	*radio-buttons*

After the system has loaded orders from each selected file, you may select to either have the interface file deleted, or renamed. When loading the Order transactions interface data, if you wish to have an edit list, a exception report, or a journal report generated, set this applicable radio-button.

The Full Detail report list all transactions. The Exception report lists only those transactions that have an undefined Customer, Revenue Account, or Salesman code; or those invoices that are already in the A/R system.

Select Single File or Multiple Input Files	*radio-buttons*

You may choose to have a single file interfaced, or to have all available interface files loaded at once. Click the applicable radio button.

⊙ Select a Single Input File
○ Select Multiple Files

If Multiple Files are chosen, a window will be displayed, listing all the files with an extension of ***.OEU**, found in the designated folder. You may then select specific files to be interfaced by double clicking the row it is listed on, or select them all by clicking the **Select All** push button. Up to 20 files may be loaded at once.

Input From Folder and Filename	*X(70) and X(30)*

If loading from a single sequential file, then enter the folder and filename of the file to be interfaced. Click the **Browse** button to navigate to the file to be interfaced. (If loading Multiple Files, then the files in the designated Folder will be displayed in a window to be selected).

Either way, by default, the system expects the names of the interface files as **UTXTxxxx.OEU**, where **xxxx** is a numeric counter. (You have to either browse to the folder where the files are stored, and select it, or edit the Filename changing the **xxxx** to

the number the file to be interfaced).

Order Entry Batch Code	*X(6)*

This is the code assigned to the Order Entry Transaction Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, press the F1 function key.

Batch Type	*radio-buttons*

Specify the type of batch that is being created. Normally most batches will be a Regular Batch used to enter orders.

⊙ Regular
○ Quick Entry Post

A Quick Entry Batch would be used to enter orders at a point-of-sales terminal, or orders entered by Order Entry clerks over the telephone. Once orders for a Quick Entry Batch are entered, they are posted immediately with either an Invoice or a Pick Ticket printed.

Location	*X(6)*

If not provided by the interface file, when Order transactions are generated, this warehouse Location will be automatically assigned. The goods associated to the order will be picked and shipped from this Location.

Revenue Profit Center	*9(5)*

When items are sold, the sales amount of that item is recorded to a derived G/L Revenue account. The Profit Center assigned to these accounts is automatically assigned based on the warehouse Location, the Product Category, I/M Control Preferences, or from the Order Entry Batch. (as determined by a property defined in the I/M Control Preferences). If the Profit Center is to be assigned from the Order Entry Batch, and a Profit Center is not provided by the interface file, this will be assigned to the order.

Order Source	*X(6)*

If not provided by the interface file, when Order transactions are generated, this Source Code will be automatically assigned. If you are interested in tracking how many orders, and the dollar value, that were generated by a particular event or newspaper ad, this will be the Order Source code that is assigned. A Sales Analysis by Source is available as one of the reports.

Order Date	*(mmddyy)*

If not provided by the interface file, when Order transactions are generated, this date will be automatically assigned as the Order Date.

Control Totals	*radio-buttons*

These fields are reserved for a future enhancement.

➲ User Orders Transaction Sequential File — Record Definitions

When loading Orders from the sequential file, any field for which data may be entered in the Order Entry operation's screens, may be also be loaded. The information for each Order must be arranged in five types of records. The first character of each line is used to designate the type of record being scanned. The following record types are defined:

Record ID	Data Type	Description
H	Order Header	Used for detail about the Order associated to the Header. (ie., Customer, Date, Billing and Shipping information, etc.)
C	Order Header Comments	Optional for recording Order Header Comments. (These comments are not output to the Exception Report or Interface Journal).
E	Order Header Comments for Exception Report	Same as type "C" Records, except when the Exception Report or Journal is generated, these comments are output to the report.
L	Order Line Items	Defines each Line Item being Ordered.
S	Order Summary for Invoices and Credit Memos	Records Miscellaneous and Freight Charges and Taxes, and Prepaid information

Each data field loaded is identified with a Field ID Code. When building the sequential file, the following rules apply:

- The first character of each line must be a valid Record ID character. (H, C, E L, or S).

- Each type of record allows for only certain Field IDs and their associated data

- Each field must be entered in the following format: ***FFFFFFFFFF: DDDDDDDDDDDDDDDD*** where ***FFFFFFFFF*** is the field Identifier and ***DDDDDDDDDDDDDDD*** is the field itself. Each Field ID must be followed by the [**:**] character and a [**space**].

- Each field must be terminated by either three [spaces], a [tab] character, the next Field ID, or the end of the line

- You may have multiple occurrences of a given record type to provide the information for any given order

- All codes that have associated records defined in the Series 5 systems are validated. Errors will occur otherwise.

- Dates may be entered as MDDYY, MMDDYY, M/DD/YY, OR MM/DD/YY

The tables following describe some rules associated to each record types, and list the the applicable Field Identifiers.

Type H - Order Header Records			
• There must be at least one Type H record for each order • There must be at least one **CUST:** identifier field. • The Order Number is assigned from the next number defined in th O/P Control Preferences • If not included, defaults for all other fields will be assigned by the system • The Customer must be a valid Customer as defined in the Accounts	The following Field ID codes are valid:		

DATE:	SALESMAN:	PLACED-BY-1ST:
TYPE:	LOCATION:	PLACED-BY-LAST
APPLY-TO:	SOURCE:	TERMS:
CUST:	PROMOTION:	SHIP-VIA:
BILL-TO:	SHIP-TO:	COL-PPD:
BILL-NAME:	SHIP-NAME:	BO-OK:
BILL-ADD1:	SHIP-ADD1:	DIRECT:
BILL-ADD2:	SHIP-ADD2:	COMPLETE:
BILL-ADD3:	SHIP-ADDD3:	TAX-CODE1:
BILL-CITY:	SHIP-CITY	TAX-CODE2:
BILL-STATE:	SHIP-STATE:	TAX-%1:
BILL-COUNTRY:	SHIP-COUNTRY:	TAX-%2:
EMAIL:	PHONE:	PFCENTER:

Receivable system. If it is not, then the customer ***MISC** will be assigned.

- If a Ship-To-Code is provided, it must be one that has been defined for the associated Customer.

Type C and E - Order Header Comment Records

- These types of records are exactly the same except that the comments provided with Type E records are printed on the Interface Exception Report and/or Journal.

- If included, they MUST follow after the Type H records, and before any Type L records.

- Up to 30 characters of text in each record will be loaded. Text longer than 30 characters is lost.

There are no Field ID codes associated to the comments.

Type L - Order Line Item Records

- There must be at least one Type L record for each item that is ordered

- The 1st character of each line must be the letter **L** followed by a 3 digit counter, corresponding to the Line Item Sequence Number If more than one line is needed for a given order Line Item, then each must have the same Sequence Number.

- There must be at least one **ITEM:** identifier field.

- If not included, defaults for all other fields will be assigned by the system

- If the **QTY-ORD:** identifier is not provided, then the Quantity Ordered will be set to the Minimum Order

The following Field ID codes are valid:

ITEM:
DESC1:
DESC2:
LOCATION:
QTY-ORD:
QTY-RETURN:
PRICE:
DISC:
UNIT-COST:
RELEASE-DATE:

Quantity defined for the Inventory Item. If it is provided, the quantity must be <= the Minimum Order Quantity and <= the Maximum Order Quantity defined for the Inventory Item.

- If insufficient stock is available, what is available will be shipped and the balance Back Ordered.

- If Order Item Line Inventory is defined for the ordered item, then those linked items will also automatically be inserted into the order. However, if the **LINKS:** identifier is provided with N as it's argument, the links are suppressed.

- The Inventory Item must be a valid item defined in the Inventory Management system. If it is not, then the Item Code ***MISC** will be assigned.

COMMENT-1:
COMMENT-2:
SERIAL#:
PICK-OVERRIDE:
ZONE:
LINKS:
SALES-ACCT:

Type S - Invoices and Credits Summary Records

- There must be at least one Type S record for each Order that is identified as an Invoice Order or a Credit Memo

- If Type C or E Comment records were loaded for the order, then the COMMENT-CODE identifier and field will be ignored.
-
- If a field with a G/L Account is specified, the account should be entered with the [–] where applicable. (For example:, *MISC-ACCT: 1400-000-100*).

The following Field ID codes are valid:

TAX-AMT1:
TAX-AMT2:
MISC:
MISC-ACCT:
FREIGHT:
FREIGHT-ACCT:
PREPAY-AMT:
COMM-AMT:
COMM-PCT:
AR-REF:
COMMENT-CODE:
PICK-INSTRUCTION:

6.4.4   Interface User POS Orders

The Series 5 Customer Order Processing system manages your customers' orders for the products or services that your company offers. Orders are entered manually, directly within this system using the Order Entry operational function; Or if order, and invoices, are accumulated from a Point-of-Sales system, they may be interfaced with the information loaded from a tab-delimited file, a CSV file, or an Excel spreadsheet.
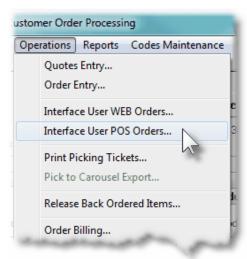
This menu function provides the means to load Order Invoice Transactions from a POS system. At the end of the day, that system needs only to generate an interface file in a specifically designed format. That file is then read and processed to build the Invoiced Orders to be processed by the the Series 5 system.

Some points to note when interfacing from a POS system:

- The default expected name of the interface file is **POSOrderTrxs.CSV.** The input by default is assumed to be a CSV file.

- The interface file may be processed either to be read to generate an exception report, or to actually generate Order Transactions with a Posting Journal.

- All input data is validated. Any Customer Codes, A/R Revenue Accounts, Sales Representative Codes are all validated within the A/R system. If undefined Customer codes are encountered, the interface to the a Order Entry Batch will be aborted.

- The system, by default, will look for the interface file in a sub-folder on your system that is defined by a variable in the runtime configuration file 497. Your System's Manager can set this up for your.

- After interfacing the transactions to the selected Order Entry Batch, you must select the Customer Order Entry function 246 from the O/P's Operations drop-down menu, select the batch, and post it to have the transactions recorded as active orders to be picked and invoiced. Prior to have the batch of orders posted, they may be reviewed and edited if needed.

- The format of the POS system interface is defined for an AccPOS point-of-sales system. However, this format may be customized by Sentinel Hill for any POS system.
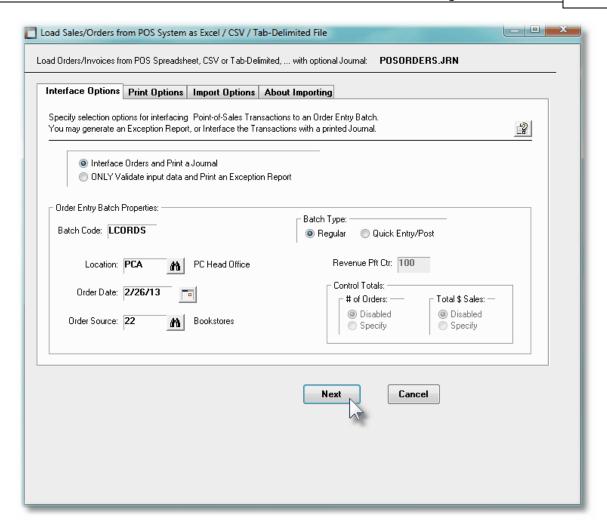
✛ Accessing the POS Interface User Orders function

From the O/P Main menu, select **Interface User POS Orders** from the **Operations** drop-down menu.

Interface User POS Orders - Options Screen

The following screen is presented when interfacing the user defined Invoices Transactions from the POS system:

Default Input From Folder

You would typically always have the interface file that is generated from the POS system deposited into the same folder. As such, it would be nice to have this interface function load the file without the operator having to hunt for it.

A variable may be be added to the Runtime Configuration file 497 that specifies the path from where the interface files are always loaded. It needs to be defined as follows:

    xxxxx-ORTXT-PATH full-directory-path

Where: **xxxxx** is the Series 5 company system code
        full-directory-path is the full path to the directory

Contact your system or accounting manager to have this capability set up.

The Interface Journal/Edit list report generated, if archived, will be catalogued with a report name of **POSORDERS.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a

PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

Interface Options — Field Definitions

Interface or ONLY Validate with Exception Report	*radio-buttons*
When loading the POS transactions you may choose to execute the interface, or just have an exception report generated without the interface. The Exception report lists only those transactions that have an undefined Customer or Inventory Item, or other invalid codes or formats. If the Interface options is selected, you will be required to enter an Order Entry Batch code and related options associated to the loading of the orders.	
Order Entry Batch Code	*X(6)*
This is the code assigned to the Order Entry Transaction Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files. If you wish to have the system automatically assign a unique numeric Batch code, press the F1 function key.	
Batch Type	*radio-buttons*
Normally you could specify the type of batch that is being created. For the POS interface it will be set as Regular Batch. You will not be able to edit this option.	⦿ Regular ○ Quick Entry Post
Location	*X(6)*
If not provided by the interface file, when Order transactions are generated, this warehouse Location will be automatically assigned. The goods associated to the order will be picked and shipped from this Location.	
Revenue Profit Center	*9(5)*
When items are sold, the sales amount of that item is recorded to a derived G/L Revenue account. The Profit Center assigned to these accounts is automatically assigned based on the warehouse Location, the Product Category, I/M Control Preferences, or from the Order Entry Batch. (as determined by a property defined in the I/M Control Preferences). If the Profit Center is to be assigned from the Order Entry Batch, and a Profit Center is not provided by the interface file, this will be assigned to the order.	
Order Source	*X(6)*

If not provided by the interface file, when Order transactions are generated, this Source Code will be automatically assigned. If you are interested in tracking how many orders, and the dollar value, that were generated by a particular event or newspaper ad, this will be the Order Source code that is assigned. A Sales Analysis by Source is available as one of the reports.	

Order Date	*(mmddyy)*
If not provided by the interface file, when Order transactions are generated, this date will be automatically assigned as the Order Date.	

Control Totals	*radio-buttons*
These fields are reserved for a future enhancement.	

POS Invoices Interface File — Field Definitions

The Series 5 system provides a generic data import routine, that handles different file formats. The POS interface is accomplished by generating an ASCII text file or an Excel Workbook files, which in turn is loaded. The data associated with any given field is stored in a column on the spreadsheet; or delineated by a <tab> or comma character. The types of interface files supported include the following:

> **MS Excel Workbooks**

> **Tab Delimited Text**

> **Lotus Text (Comma Delimited with quotation marks)**

> **Slash "\" Delimited Text**

> **CSV Text (Comma Delimited)**

Some points to note when importing from a POS system:

- The default input format is for an AccPOS systems as a CSV file.
- The default name of the import file is POSOrderTrxs. (You may browse to select a different file from the folder of your choice.

The standard Series 5 Import Options screen 97 will be displayed, from which the Type of Input, the input Folder, and the Filename may be specified. You may click the Browse button to locate a different folder and input file.

The information for each POS Invoice Order must be arranged in five types of records. The first column, or field, of each line is used to designate the type of record being scanned. Records must be presented in the following sequence:

1st Field	Data Type	Description
Trans	Transaction Header	Used for detail about the Order associated to the Header. (ie., Invoice #, Date and Customer)
Item	Line Item Sub-Header	This is a Sub-Header for the detail line items that follow. This record is read and used to indicate the the records following are line items. Other than that, this record is ignored.
n/a	Order Line Items	Defines each Line Item being Ordered. The 1st column contains the Inventory Item Code. This record is repeated for each item that was sold
Type	Payment Summary	Holds information about the method and amount of the payment. If not prepaid, then not to be included.
Taxable Total	Invoice Tax and Charges Totals	Contains the Taxable Totals, the Tax Amount and the Total for the Invoice. This record may be repeated once if a correcting Credit is applied to the Total of the Sale.

Each of the record types are input from the same file. The format is defined as follows:

The Transaction Header Fields:

Column #	Excel Column	Field	Format
1	A	*Trans* (literal)	
2	B	POS ID Number	9(6)
3	C	*Invoice* (literal)	
4	D	Invoice Number	9(8)
5	E	*Invoice Date* (literal)	
6	F	Invoice Date and Time	MM/DD/YY HH:MM
7	G	*Customer* (literal)	
8	H	Customer's Name	X(30)

The Line Sub-Header Fields:

Column #	Excel Column	Literal

1	A	*Item*
2	B	*Quantity*
3	C	*Price*
4	D	*Sub-Total*
5	E	*Tax*
6	F	*User*

The Line Item Detail Record Field:

Column #	Excel Column	Field	Format
1	A	Inventory Item Code	X(20)
2	B	Quantity	99,999
3	C	Unit Price	99,999.99
4	D	Line Sub-Total	99,999.99
5	E	Taxable Flag	X(3) - [Yes] or [No]
6	F	Order Taker / User	X(15)

The Payment Summary Record Fields:

Column #	Excel Column	Field	Format
1	A	*Type* (literal)	
2	B	Method of Payment	X(10) - Visa, Master Card, Cash, or Check
3	C	*Amount* (literal)	
4	D	Amount Paid	999,999.99-
5	E	*Approval* (literal)	
6	F	Prepay Approval Code	X(8)
7	G	*Ref* (literal)	
8	H	Prepayment Reference	-X(15)

The Transaction Tax and Totals Record Fields:

Column #	Excel Column	Field	Format
1	A	*Taxable Total* (literal)	
2	B	Taxable Total of Item Sold	999,999.99-
3	C	*Non-Tax Total* (literal)	
4	D	Non-Taxable Total of Item Sold	999,999.99-

5	E	*Tax Total* (literal)	
6	F	Total Tax Amount	999,999.99-
7	G	*Transaction Total* (literal)	
8	H	Invoice Total Amount of Sale	999,999.99-

6.4.5   Print Picking Tickets

This Customer Order Processing function is used to generate and print Picking Tickets. Picking Tickets are generally generated for warehouse staff so that they might fill orders for shipping. They would typically be printed at the end of the day, or first thing in the morning. Ordered items, on each Pick Ticket are printed in Picking Zone and Picking Sequence order, so that the person filling the order can move through the stocking isles in an optimal process.

Some points to note when generating the Picking Tickets:

- When they are printed for the first time, or reprinted due to items having been released from being on Back Order, a Picking Cycle Counter is incremented and assigned to the Line Items printed. When billing the order, its is possible to automatically select ALL items having a specific cycle.

- Picking Tickets are not printed for Credit Memo type orders, or for those orders that have been place **ON HOLD**. If the Partial Ship Flag of an order is not set, and there happen to be any items on the order that are Back Ordered or Out-Of-Stock, then a picking ticket will **NOT** be printed.

- No prices or costs are printed on the picking tickets.

- The formatting and layout of the Pick Ticket output may be customized. *(Contact Sentinel Hill for further details)*.

Execution at Night by the Batch Processor

The Picking Ticket function has been set up to be executed by the Series 5 Background Processor. Orders might be entered and accumulated during the day. Then in the evening, Picking Tickets are printed at the warehouse, ready for their orders to be filled. This job could be scheduled as a reoccurring one for early every work day of the week.

The Series 5 Pick Tickets function provides support for a Manifest Shipping System. When Picking Tickets are printed, as an option, a Manifest Interface file will also be generated. This option is determined by one of the properties in the O/P Control Preferences 483. Currently either a Fortis or a UPS manifest systems are supported. (*For the Fortis system, a barcode is printed on each Picking Ticket.)* These Manifest Interface files will be created with the name of MF.LLLLLL.Onn in the directory as specified by the **XXXXXX_SPIO_PATH** variable defined in the Runtime Configuration 497 file. (**LLLLLL** is the warehouse Location Code and

XXXXXX would be the Company System Code associated to the system you are using).

If your company has a computerized Carousel Picking System, you may as an option, generated a Carousel Interface Picking file. This file will have all the pertinent information to be used by the Carousel system to automatically pick the orders. The Carousel Interface files will be created with the name of **CAPIKnnn.CDL** in the directory as specified by the **SHSI_CAROUSEL_PATH** variable defined in the Cobol Configuration file.

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The Pick Tickets could be printed to an MS Word document.

Word Templates for Pick Tickets

Should you select to output the Pick Tickets as MS Word documents, you may define a page template. Use MS Word to build your template. Make sure that the text of the Pick Ticket align correctly. (You should use a test form when constructing the template). The template must be stored on each user's PC that will actually generate the statements in their **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates"** directory.

Additionally, a variable must be added to the Runtime Configuration file 497 that specifies the name of the template. It needs to be defined as follows:

    MSWORD-PICKTIK-SPECS LANDSCAPE "Courier New" 8 "My-Pick-Template"

Contact your system or accounting manager to have this capability set up.
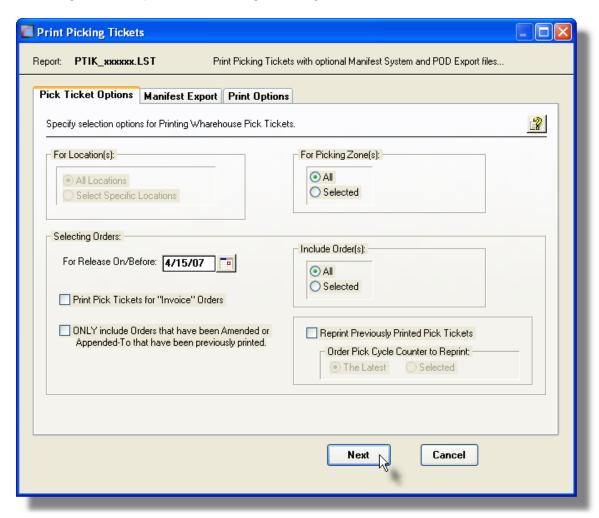
✤ Accessing the Pick Ticket Printing function

From the O/P Main menu, select **Print Picking Tickets** from the **Operations** drop-down menu.
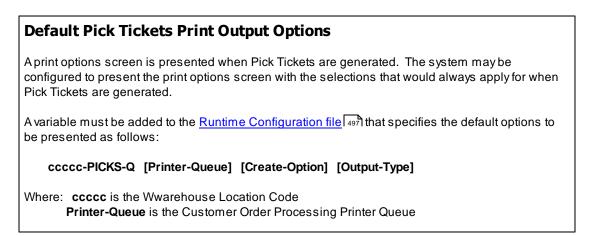
➡ Pick Tickets Printing - Options Screen

The following screen is presented when generating the A/R Customer Statements:

The Series 5 applications provide a variety of different printing options.

Default Pick Tickets Print Output Options

A print options screen is presented when Pick Tickets are generated. The system may be configured to present the print options screen with the selections that would always apply for when Pick Tickets are generated.

A variable must be added to the Runtime Configuration file 497 that specifies the default options to be presented as follows:

   ccccc-PICKS-Q [Printer-Queue] [Create-Option] [Output-Type]

Where: **ccccc** is the Wwarehouse Location Code
        Printer-Queue is the Customer Order Processing Printer Queue

---

> **Create-Option** would typically always be RECREATE
> **Output-Type** designates whether they are sent to a printer, archived, or created as MS Word documents
>
> Contact your system or accounting manager to have this capability set up.

The Pick Tickets output generated, if archived, will be catalogued with a report name of **PTIK_XXXXXX.LST**. where **XXXXXX** is the warehouse location code.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

Pick Ticket Options Screen - Field Definitions

For Location(s)	*radio-buttons and X(6)*
If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Pick Tickets for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected. When Pick Tickets are generated for multiple locations, each set will have a different catalogued file name.	

For Picking Zone(s)	*radio-buttons and X(4)*
As a property of each Inventory Item, a Picking Sequence Code, and a Picking Zone code may be defined. You might designated different Zone Codes to areas of your warehouse. At the time of Order Entry, if the operator is aware of certain stock in different areas, then they can assign a Zone. If you wish to pick only stock from a certain Zone, enter it here.	

For Release On or Before Date	*(mmddyy)*
Only those orders that have a Release Date that falls on or before this date will be eligible to have a Pick Ticket generated.	

Print Pick Tickets for "Invoice" Orders	*check-box*
Ordinarily, Invoice Orders are used to record sales where the shipment occurred at the time of the sale, such as the case with over-the-counter sales. Thus, picking tickets are unnecessary. You may use Invoices as ordinary orders however, to streamline the order processing sequence, in which case you would want Picking Tickets to be printed.	

Only include Amended or Appended-To Orders that have Previously had Pick Tickets Printed	*check-box*
Set this check-box to have orders previously having Pick Tickets printed, that have since been Amended or Appended to, printed. The specific line items that have been changed or added to the order will be printed marked with ***AMD** or ***APP** respectively.	
Include Order(s)	*radio-buttons and 9(6)*
By default All Orders that are eligible will have it's Packing Slip printed. If only a specific range of orders is wanted, set the radio-button and enter the starting and ending Order numbers.	
Reprint Previously Printed Pick Tickets	*check-box*
If selected, previously picked orders not yet billed will be eligible to have picking tickets printed again; (although a message will print on the ticket to advise you of the duplication). If not selected, orders previously having picking tickets printed for them, that are not yet billed, will be excluded from consideration for printing again.	
Reprint Orders with Pick Cycle Counter	*radio-buttons*
When picking tickets are printed, a cycle count is assigned to each line item, thus tying Order Line Items to Picking Tickets. If previously printed Pick Tickets option is selected, then these fields will be displayed, to allow you to choose Pick Tickets that correspond to a specific cycle for a given order. The default will be the highest Cycle Count for any orders reprinted, (ie., the LATEST).	

6.4.6   Release Back Ordered Items
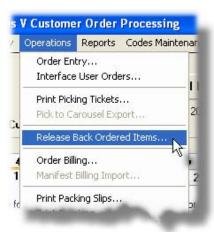
It is not unusual for a company to run low on stocks of certain items and be required to back order part of a customer's order. If this happens frequently, a great number of orders can accumulate on file with back ordered items.

This operation provides for the identification of Inventory Items, and/or Customers, and/or Sales Representatives, having Back Ordered Items for each Warehouse Location. It also allows back ordered items to be released automatically if sufficient inventory stocks are available. An Eligible-For-Release report 364 may first be printed listing those items that could be released as of a specific date.

This operation should be executed at least on a weekly basis, and possibly daily. It depends on how often your system is updated with inventory receipts. Order Line Items that had been marked to be Back Ordered will be found and the associated Inventory Item Quantity Available will be tested to see if there is enough stock to satisfy the Quantity-on-Backorder. A report of those items released is also generated.

When the automatic release of back ordered items is processed for the given Inventory Item and Location, if there is sufficient stock available, the Quantity-to-Ship field will be set to the value of the Quantity-on-Back order. The Order Line Item will then be marked to be eligible to be printed on a picking ticket the next time they are printed. ***Remember that the Quantity Available is determined using the Quantity-On-Hand minus the Quantity Committed.***

From the O/P Main menu, select **Release Back Ordered Items** from the **Operations** drop-down menu.

Some points to note when having Back Ordered Items released:

- Orders with Back Ordered items are processed in order number sequence. The older orders would then have priority of being filled first.

- Orders that have placed ON-HOLD or for customers that have but put on CREDIT STOP will not be eligible to have their items released, if they happen to be on back order

- When the Order Line Item is released for shipping, the Inventory Item's Location record will have the Quantity Committed field increased and the Quantity-on-Backorder field decreased.

- When an order has Line Items that are released from being on Back Order, if a Due Date was specified at the time the order was entered, it will be cleared. When the order eventually is Invoiced, a new Due Date will be computed based on the terms for the Customer.

- When an order that has had Line Items released from being on Back Order, if a Bill-To or Ship-To address was used, then the system will make sure that if either of these addresses have been changed since the original order was entered, then the new address fields will be applied to the order.
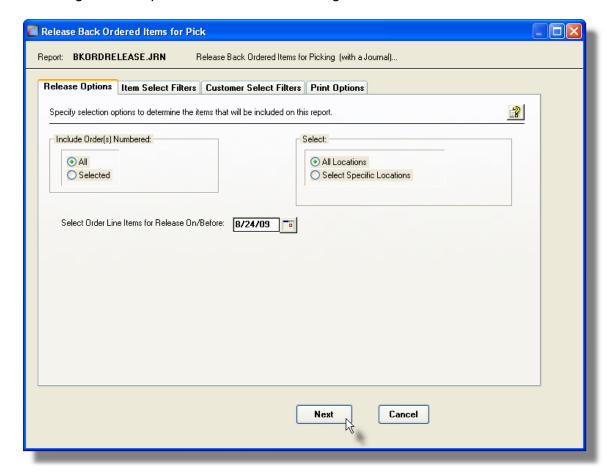
When a Back Ordered Line Item is Released

When a Line Item is Released from being on Back Order, the Line Item Pick Status field is set to a **[B]**, and the Order Pick Status field is spaced out.

As well, the Release Date is set to the date released, and the Picking Sequence location code is set to that for the Item's Location. (Just in case the item had been on back order so long, and the bin location of the goods had been changed).

➡ Release Back Ordered Items - Options Screen

The following screen is presented when when having Back Ordered Items Released:

Schedule for Background or Night Processing

This operation has been designed, as an option, to execute using the Series 5 Batch Job Processor. It may be configured to execute in the Background or as a Scheduled Night Job. *(Refer to the topic titled Background or Night Processing* 78 *for further details.)*

To establish this operation to be executed in the Background, or at night, set the check-box presented at the bottom of the Print Options tab screen.

☑ Execute as a Batched Background Job

Proceed as if the operation was to be executed, but when Batch Execution Setup screen 79 is presented, enter the applicable settings.

When generating the report, the operator is presented with the standard Customer Select Filters screen 101. This allows you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria. As well, the standard Item Select Filters screen 109 is presented. This allows you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The Release Back Ordered Items Journal generated, if archived, will be catalogued with a report name of **PBKORDERELEASE.JRN**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 117 for full details).*

Release Back Ordered Items Screen - Field Definitions

For Location(s)	radio-buttons and X(6)
If your system is configured for multiple warehouses, then this field will be enabled. Select to release back ordered items for shipments from ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.	

Include Order(s)	radio-buttons and 9(6)
By default All Orders that are eligible will be tested to see if they have items that had been back ordered. If only a specific range of orders is wanted, set the radio-button and enter the starting and ending Order numbers.	

Select Items for Release On/Before Date	(mmddyy)
Only those ordered items that were back ordered with a Release Date on or before the date entered will be considered and tested to be released for shipping.	

6.4.7 Order Billing

In the context of the Customer Order Processing system, Billing involves the selection of Orders that have been shipped, and indicating the Quantity of each line item that are to be invoiced. Once orders are selected for billing, Invoices may be printed and posted, updating the Inventory files and recording the appropriate Open Item records in the Accounts Receivable system. The Customer Order Processing system offers two types of methods for the entry of customer orders, and the subsequent billing. These methods are traditionally referred to a Two-Step Billing and One-Step Billing.

Two-Step Billing Procedure

The steps associated to Two-Step Billing are basically the entry of the order, and it's selection for billing.

1. The Customer's order is entered into the system as a Regular Order. Details of the order are entered along with the individual inventory items that are wanting to be purchased. A Pick Ticket is printed, and the individuals in the stocking warehouse will attempt to select and pack the order for shipping.

2. The billing department receives information from the warehouse to indicate which orders were shipped, and what quantities of each ordered item actually went. The items that were shipped are then selected for billing. An invoice is generated for the goods that were shipped. Any ordered items that could not be filled are marked to be backordered.

One-Step Billing Procedure

The process for On-Step Billing is very simple.

1. The Customer's order is entered into the system as an Invoice. Details of the order are entered along with the individual items that are actually purchased. At the time of order entry, it's known exactly the quantity of each item being purchased. A Pick Ticket may be printed for the warehouse, but there is always enough stock available to ship what was ordered. If goods are purchased in a store, and the customer's order is entered at a cash register, and payment is received, this is also a One-Step process.

All line items on an Invoice Order are automatically selected billing and invoicing. This method is convenient when the order is entered after the merchandise has been delivered or when you are confident that stocks will almost always be adequate to ship all items on the order.

Like invoice type orders, credit memos are also automatically selected during entry, however, credit memos may not be re-selected or altered within the Billing application. If changes are required they must be made through the Order Entry and Editing application.

Selecting Orders for Billing

The precise steps necessary for selecting orders are covered later in this topic. In general, the selection process begins with the printing of picking tickets. Only those line items whose request dates fall on or before the Request Date Cut-off will appear on the order's picking ticket. As the items for the order are picked, the stock clerk will indicate on the picking ticket the quantity of each item actually shipped. Once the order has been processed in the warehouse, the picking ticket (or a copy of it), will be sent up to the Billing department so an invoice can be prepared. The Billing clerk will review the picking ticket and determine if the quantity shipped for each item equals the quantity that was supposed to be shipped. The clerk will then access the order for billing and select those line items appearing on the picking ticket as well as adjusting the quantities shipped to conform to what was actually shipped.

After the orders have been selected for billing, invoices may be printed and the billing information posted to the Accounts Receivable and Inventory Management packages.

For orders that still have items that are not ready for release or were back ordered, they will remain for future selection, billing and subsequent invoicing.

Billing from a PC Manifest System

The Order Processing system provides support for a PC based Manifest System. When picking tickets are printed, a Bar Code is printed, coded with the Order Number. A text file is also generated providing a list of the orders with pertinent shipping information, which can be exported to the Manifest System. After orders are picked, the manifest system scans the Bar Code of the Picking Ticket, produces the necessary documents to ship the order, and generates a text file listing all orders that are ready to be billed. This text file is read using the Manifest System Billing Interface operation and automatically selects the related orders for billing and provides the freight charges, number of packages, and the weight. (Note that users not having a Manifest system, but who wish to automate the billing process, could provide a text file in a format compatible to the "Manifest Import" file and also perform the automatic billing).steps associated to Two-Step Billing are basically the entry of the order, and it's selection for billing.

☞ **Order Billing**
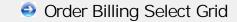
✛ Accessing the O/P Order Billing Function
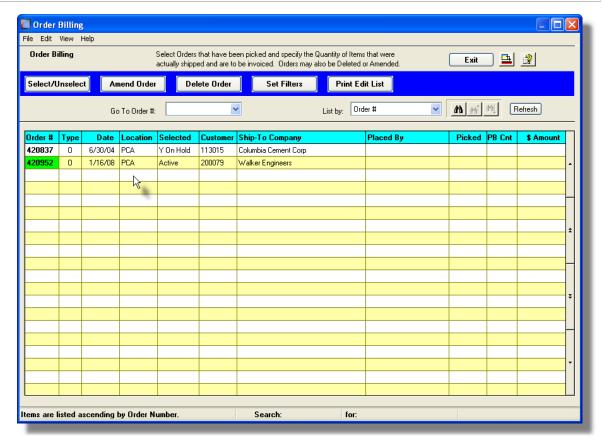
From the O/P Main menu, select Order Billing from the Operations drop-down menu.

6.4.7.1 Order Billing Grid

Orders that are eligible for billing are displayed using a Series 5 grid processing screen. From here, orders may be Selected or Unselected from being billed, amended, or even deleted.

Order Billing Select Grid

The "Fast Buttons" frame provides the push buttons to launch the most common functions associated to the processing of active Customer Orders.
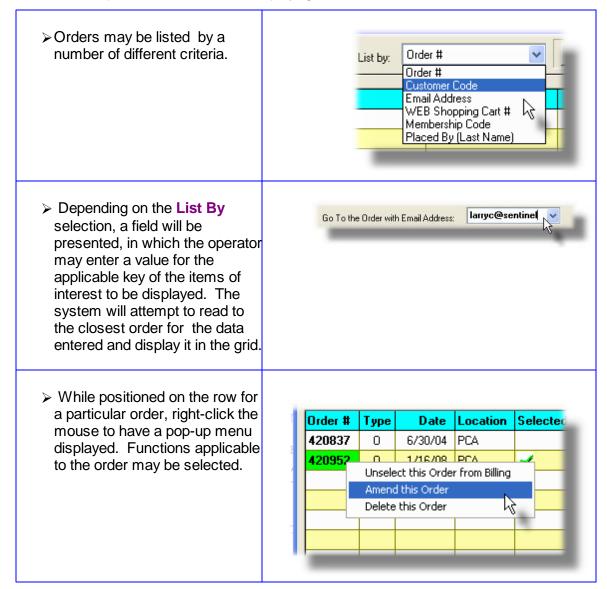
"Fast Buttons"	
Select/Unselect	Have the highlighted Order selected or de-selected from being billed
Amend Order	Modify the Order highlighted in the grid
Delete Order	Delete the Order highlighted in the grid
Set Filters	To have a number of different filters set to limit the orders that are displayed to the grid.
Print Edit List	Print an Edit List showing the details of each Order that have been selected, or that are waiting to be selected.

Select or De-Select an existing Order for Billing by double-clicking it's associated row. Standard Series 5 grid controls apply.

If the function to have the Edit List printed is selected, the report if archived, will be catalogued with a report name of **OPBILLING.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

Some of the special features of this "Inquiry" grid are as follows:

➢ Orders may be listed by a number of different criteria.	
➢ Depending on the **List By** selection, a field will be presented, in which the operator may enter a value for the applicable key of the items of interest to be displayed. The system will attempt to read to the closest order for the data entered and display it in the grid.	
➢ While positioned on the row for a particular order, right-click the mouse to have a pop-up menu displayed. Functions applicable to the order may be selected.	

6.4.7.2   Selecting Orders for Billing

The second step of the Two Step Billing system, is to select those orders that have been filled and shipped, to have them marked for billing so invoice may be generated. Basically this is a

manual process that involves identifying the order, and indicating which of the order items were actually shipped. In some cases all items may not have been in stock in order to fill the order.

The steps need to select orders for billing are as follows:

- From the Order Billing grid, identify the order to be marked for billing

- Select the order by double clicking the row it is displayed in

- Mark the individual order line items that were completely shipped, and indicate the quantities of those that were partially shipped

- Once all order line items have been dealt with, the order must be finished by recording any additional charges and information relating to the shipment of the order. On the screens presented, enter any Miscellaneous Charges, Freight, Taxes, and if applicable, Prepayments that are made.

- You may also record the Method of Shipment, Date Shipped, an a shipping Waybill Number

- The order will now be ready for invoicing

When choosing and order to be billed, Invoice and Credit Memo orders may not be selected. Also, orders that have been placed *On Hold* may not be selected.

Manifest Billing Option

As an alternative to this manual approach to selecting orders for billing, you may have a third party manifest system in your shipping department. If this is the case, then the Series 5 Customer Order Processing system provides an interface to such systems. The following steps would then be taken:

- Pick Tickets are printed with a bar code, coded with the Order Number
- As well, a Manifest interface file is generated, which is loaded into the manifest system
- After orders are picked, the shipper scans the package, identifies those items that were picked, selects the shipping method and enters the shipping costs
- At the end of the day, an interface file is generated from the manifest system, identifying all those orders that are ready to be billed.
- The Series 5 O/P system reads and processes the manifest interface file and automatically selects those orders that are to be billed, updating them with the quantities shipped, and the costs.

Refer to the topic titled Manifest System Billing Interface for further details.

Some points to note about manually selecting Orders for Billing:

- Once an order has been selected, changes may be made to it. (Although the Customer may not be changed).

- Once an order is selected from the grid screen, a pop-up window is displayed offering different options as to how the individual line items should be selected for billing. You

may direct to have the system automatically select *All Line Items* for billing, only *Certain Items*, or *All But Certain Items*. Depending on the option chosen, the system attempts to simplify the billing process.

- For a given Order, individual Line Items may be flagged to be released on different dates, and from different warehouse locations. If this is the case, then related filters may also be specified.

- Orders inadvertently selected for billing, may be Un-selected

Order Billing - Select Options Screen

Specify the selection option, and any applicable filters, for automatically selecting ordered line items to be billed from the following screen:

Select this Order for Billing

Select:

- ● ALL Order Line Items
- ○ Certain Order Line Items
- ○ ALL But Certain Order Line Items

For Line Item Pick Properties:

Location: PCA

with Release Date:

and Picking Cycle:

(Leave fields blank for ALL Line Items.)

[OK]   [Cancel]

Order Line Item Select Options Screen - Field Definitions

Select Function	radio-buttons
Select how the system should process the line items for the order. Depending on whether all orders items were shipped, or not, designate whether the system should just automatically mark all items to be billed. For each selection, the following results are obtained:	

● ALL Order Line Items	All line items for the order are automatically marked

	selected for billing, and the Totals summary tab screen is displayed for entry of any Miscellaneous or Freight charges.
○ Certain Order Line Items	None of the items are marked, but the Line Items tab screen is displayed from which specific items may be selected for billing. Each line item that is selected may also have it's Quantity-to-Ship amount changed to reflect any last minute shipping changes need to be back ordered. Items that are not selected will not be billed with the invoice that will be generated for the order. After the related invoice is printed, the original order remains on file as an active order with only the unselected, or back ordered items remaining.
○ ALL but Certain Line Items	All line items for the order are automatically marked selected for billing. The Line Items tab screen is displayed from which specific items that were selected, may be un-selected from being billed.

Line Item Pick Properties – Location	*X(6)*

The Location defaults to the Location specified for the order. Pick Tickets are printed for a given Location. If any items are to be shipped from a different location, then a separate Pick Ticket would have to have been printed. To just bill those items from a different Location, you may enter the code here, and the system will only select those items that match.

Line Item Pick Properties – Release Date	*mmddyy*

The order may contain items that have different Release Dates. All items on the Pick Ticket being billed would have been printed for a given date. For the Release Date enter the date as per the Pick Ticket. The default would be the last date for which a Pick Ticket was printed for this order.

Line Item Pick Properties – Pick Cycle	*9(2)*
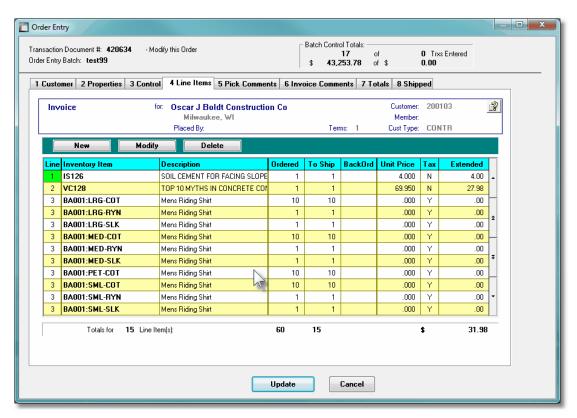
When an order has its Pick Ticket printed, a Pick Cycle Number is assigned to each line item. If an order has items on back order, it would be possible to have line items that are eligible to be billed, as a result of more than one Pick Ticket being processed. If you wished only to bill those line items associated to a particular Picking Ticket, enter the corresponding cycle number of the order in the Picking Cycle field.

> **A Note about Pick Cycles**
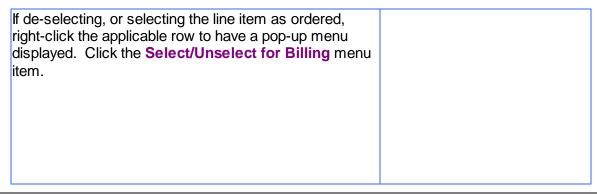
Once an order has been selected and a corresponding Cycle Code entered, the system will not allow another Cycle Code for the same order to be specified until the first order has been invoiced and posted to the Accounts Receivable system.
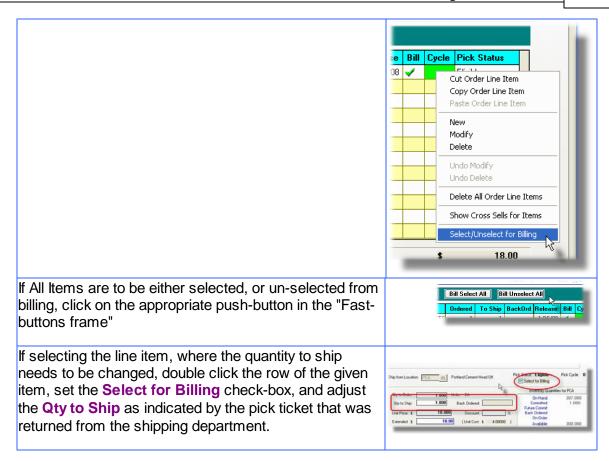
Order Entry — Order Line Items Grid Tab Screen

If Certain Line Items, or All But Certain Line Items was selected, the Line Items tab screen is displayed from which specific items may be selected or de-selected for billing.

From this grid screen, individual Line Items may be selected or de-selected using three different methods:

If de-selecting, or selecting the line item as ordered, right-click the applicable row to have a pop-up menu displayed. Click the **Select/Unselect for Billing** menu item.

| If All Items are to be either selected, or un-selected from billing, click on the appropriate push-button in the "Fast-buttons frame" | |
| If selecting the line item, where the quantity to ship needs to be changed, double click the row of the given item, set the **Select for Billing** check-box, and adjust the **Qty to Ship** as indicated by the pick ticket that was returned from the shipping department. | |

For further information about specific fields found on the Order Line Item screen, refer to the topic titled, Order Line Items Entry Screen [283] earlier in this documentation.

6.4.7.3   Billed Orders Invoice Totals Screen

The final step associated to billing the order is entering any Miscellaneous Charges, Freight Charges and Taxes, and when applicable, Prepayments that are made.
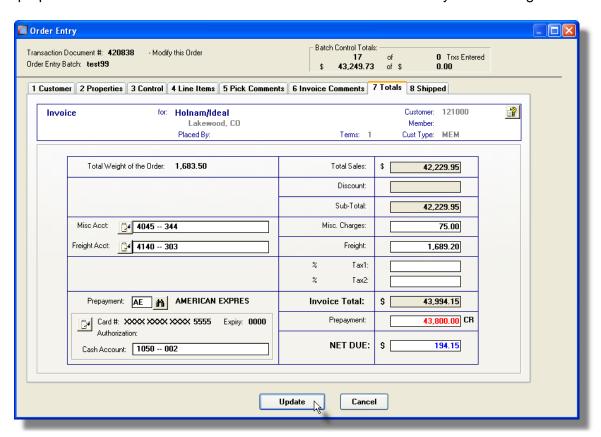
Some points to note about finishing the billing process:

- Totals for the order including Total Weight, Total Sales and Discounts are computed and displayed

- Enter any Miscellaneous Charges along with the associated revenue account that they are to be recorded against

- Enter any Freight Charges along with the associated G/L account they they are to be recorded against

- Sales Tax will be automatically computed based on the Order Taxable Total, Miscellaneous Charges, and whatever Tax rates are associated to the Tax Codes that were assigned to the customer.

• If a Prepayment Code was originally recorded with the order, then the Prepayment Amount will be automatically displayed. If you did not enter a Prepayment Code, you may do so now, and record applicable information and amount.

◉ Order Billing - Totals Tab Sub-Screen

The properties associated to the totals of each Order are maintained by the following screen:

⊟ Order or Quote Totalling Tab Sub-Screen - Field Definitions

Miscellaneous Charges	$ 99,999.99-
Record any Miscellaneous Charges in this field. If within the A/R Control Preferences, the Multiple Miscellaneous Accounts property is set, then an additional field will be displayed for the entry of the Miscellaneous Revenue Account the charge is to be recorded to. The account will initially by assigned the Default Miscellaneous Account defined in the A/R Control Preferences.	

Freight Charges	$ 99,999.99-
Record any Freight Charges associated to the shipment of the order. If within the A/R Control Preferences, the Multiple Freight Accounts property is set, then an additional field will be displayed for the entry of the Freight Account the charge is to be recorded to. The account will initially by assigned the Default Freight Account defined in the A/R Control	

Preferences.

Tax-1 and Tax-2 Codes and Amounts	*X(6) & $ 99,999.99-*

Taxes are computed and automatically displayed using the Taxable Net, plus Freight Charges, based on the percentages for the Tax Codes defined for the Customer.

If either Total Sales or Miscellaneous Charges Amounts are changed, the taxes are recomputed.   The computed tax amounts may be changed as required. When the associated Invoices, or Credits, or posted to Accounts Receivable, the tax amounts are recorded to the G/L account associated to the Tax Codes.

Prepayment Code	*X(6)*

For Invoice and Credit types of Orders, and Customer Quotes, information about the method of payment/credit may be entered on this screen. A Prepayment Code must be selected from those defined to the system. A pop-up window is displayed for entering the detail of the payment. For credit card sales, you may enter the Credit Card Number, Expiry Date, and Authorization Code. For Cheques, you may enter a reference field. Once the Invoice is entered, the total amount of the prepayment must be entered when the last summary screen is displayed.

Note that Credit Card Numbers are stored in the system as encrypted fields, and once entered, only the last 4 digits are ever displayed or printed. (For a discussion on the encryption so the topic in the Appendix titled Series 5 Encryption 511).

Prepaid Amount	*$ 9,999,999.99*

Enter the amount that has been prepaid for the invoice. It does not have to be the same as the value of the Invoice. When the transactions are posted to the A/R, a Payment Open Item record will automatically be written.

Cash Account	*$ 9,999,999.99999*

 If an amount is entered, then an additional field for entry of a Cash Account will be displayed. It will default to the value for the Cash account as defined for the particular Prepay Code used.

6.4.7.4   Billed Orders Shipping Screen

If when selecting the Order to be billed, the shipping information is to be recorded, select the **8 Shipped** tab for the order.

➲ Order Billing - Shipped Tab Sub-Screen

The properties associated to the shipment of Orders ae maintained by the following screen:

➖ Order Shipped Tab Sub-Screen - Field Definitions

A/R Open Item Reference	X(30)
This descriptive field will become the reference associated to the A/R Open Item record that is generated when this order's invoice is interfaced to Accounts Receivable.	
Shipped Via	**$ 99,999.99-**
The Ship Via Code indicates the method by which the order will be shipped to the customer. You could have set up a Price Code Table for the Ship Via Code used specifically for computing the Freight Charges. The Ship Via Codes are defined in the A/R system. If the method of shipping was entered on the Order's Properties tab sub-screen, it will also be displayed here.	
# of Packages	**9(2)**

Strictly for information purposes, to record the number of packages or boxes used to ship the order.

Date Shipped	*(mmddyy)*

Strictly for information purposes, displayed on the Historic Order, and Invoice Inquiry screens.

Waybill Number	*X(10)*

Strictly for information purposes, displayed on the Historic Order, and Invoice Inquiry screens.

Sales Rep Commission Rate & Amount	*99.99% and $ 99,999.99*

If the value of any Commissions for the sale are known at this point, they can be entered here. This amount will be posted to the Commissions Due file for the Sales Representative entered for the order.

6.4.7.5   Order Display/Purge/Edit List Filters Screen
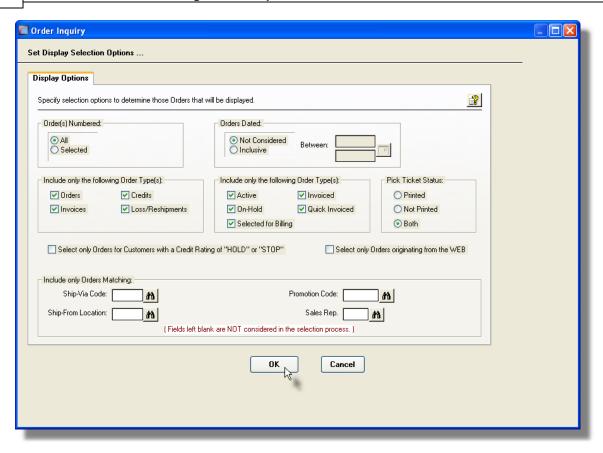
The following functions may be executed from the Order Inquiry grid screen, where a number of assorted selection filters may be entered.

Set Grid Display Filters — Enter a number of different filters set to limit the transactions that are displayed to the grid.

Print Billing Edit List Report — Generate a report of Active Orders on the system showing whether they have been selected for billing, or not. It's basically just a list of those orders that satisfy an assortment of selection criteria. For example you could obtain a list of orders that were On-Hold, or those that have not yet had a Pick Ticket printed.

Purge Active Orders — In the unlikely event that active orders must be deleted from the system, this function accomplishes that task.

The following screen, or something very similar, is displayed for each of these functions:

For the report that is generated, if archived, will be catalogued with a report name of **OPBILLING.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

Processing Filter Options Screen - Field Definition

Order Number(s)	radio-buttons and 9(6)
To select All Orders regardless of their Order numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Order numbers.	

Orders Dated	radio-buttons and (mmddyy)
Select to have All Orders selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	

Include only Orders — for Type(s)	check-boxes

A check-box is presented for each of the types of Orders that may be generated in the O/P system. Click-or un-click to have the particular type processed by the given function.

Include only the following Order Type(s):
- ☑ Orders
- ☑ Credits
- ☑ Invoices
- ☑ Loss/Reshipments

Include only Orders — of Status — *check-boxes*

A check-box is presented for each of the types of Status settings Orders may be assigned in the O/P system. Click-or un-click to have the only those orders with a particular status processed by the given function.

Include only the following Order Type(s):
- ☑ Active
- ☑ Invoiced
- ☑ On-Hold
- ☑ Quick Invoiced
- ☑ Selected for Billing

Include only Orders — with Picking Status — *radio-buttons*

Select whether to select only those Orders for which a Pick Ticket has been printed, or Not. Or click "Both" to just include those Orders regardless.

Pick Ticket Status:
- ○ Printed
- ○ Not Printed
- ◉ Both

Select Only Orders for Customers with Credit Rating of "HOLD" or "STOP" — *check-box*

To have only those Orders processed for customers who have had their Credit Rating property set to HOLD or STOP. All orders that were entered for a customer whose rating was HOLD, are automatically placed ON HOLD status, so Pick Tickets cannot be printed, and the order cannot be billed. Orders for a customer whose rating was STOP, cannot even have an order entered.

Select Only Orders originating from the WEB — *check-box*

To have only those Orders processed that originated from the World-Wide Web. These are orders that were Interfaced from an external source, or were entered using Sentinel Hill Software's Web Order Entry system; and have a non-zero Web Cart Number assigned to them.

Include only Orders — for Ship-Via Code — *X(4)*

To have only those Orders processed that were recorded with a particular Ship-Via Code. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Ship-From Location	*X(6)*
To have only those Orders processed that were recorded designated to be Shipped-From a particular warehouse Location. *(Leave the field blank if it is not to be considered as a selection filter).*	
Include only Orders — for Promotion Code	*X(6)*
To have only those Orders processed that were recorded with a particular Sales Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter).*	
Include only Orders — for Sales Representative	*X(3)*
To have only those Orders processed that were recorded with a particular Sales Representative. *(Leave the field blank if it is not to be considered as a selection filter).*	

6.4.8   Print Packing Slips

Once Orders have been selected to be billed, or all your Invoice and Credit Memo type orders have been entered and posted, you will want to generate and print Customer Invoices, and possibly Packing Slips. You will also need to Post the Invoices to the Accounts Receivable system.

Packing Slips are essentially Invoices without the costs and final prices being printed. You may specify a range of Orders for which Packing Slips are printed, or have ALL eligible orders chosen. If you print Invoices on multiple copy forms, one of which could suffice as a Packing Slip, then this step may be skipped.

From the O/P Main menu, select **Print Packing Slips** from the **Operations** drop-down menu.

Some points to note when generating and printing Packing Slips:

- For companies with multiple warehouse locations, a sperate set of Packing Slips may be generated for each location. When they are printed for the first time, or reprinted due to items having been released from being on Back Order, a Picking Cycle Counter is incremented and assigned to the Line Items printed. When billing the order, its is possible to automatically select ALL items having a specific cycle.

- No prices or costs are printed on the Packing Slips.

- The formatting and layout of the Packing Slip output may be customized. *(Contact Sentinel Hill for further details)*.

What gets Printed

Only those Regular Orders that have been fully, or partially, selected for billing, will cause an Invoice to be printed. Invoice or Credit Orders will automatically be printed as long as they fall within the range of orders specified to be printed.

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The Packing Slips could be printed to an MS Word document.

Word Templates for Packing Slips

Should you select to output the Packing Slips as MS Word documents, you may define a page template. Use MS Word to build your template. Make sure that the text of the Packing Slip align correctly. (You should use a test form when constructing the template). The template must be stored on each user's PC that will actually generate the Packing Slips.

Additionally, a variable must be added to the Runtime Configuration file ⌐497⌐ that specifies the name

---
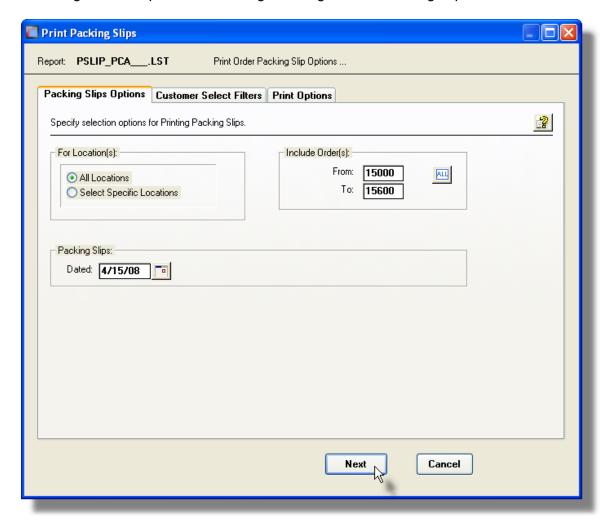
of the template. It needs to be defined as follows:

MSWORD-PAKSLIPS-SPECS LANDSCAPE "Courier New" 8 "My-PackSlip-Template"

Contact your system or accounting manager to have this capability set up.

➡ Packing Slips Printing - Options Screen

The following screen is presented when generating the O/P Packing Slips:

When generating the Packing Slip, the operator is also presented with the standard Customer Select Filters screen [101] and Demographic Selects screen [106]. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

Default Packing Slips Print Output Options

A print options screen is presented when Packing Slips are generated. The system may be

configured to present the print options screen with the selections that would always apply.

A variable must be added to the Runtime Configuration file ⌐497⌐ that specifies the default options to be presented as follows:

    ccccc-PACKSLIPS-Q [Printer-Queue] [Create-Option] [Output-Type]

or:

    cccccc-xxxxxx-PACKSLIPS-Q [Printer-Queue] [Create-Option] [Output-Type]

Where: **cccccc** is the Series 5 Company System Code
      xxxxxx is the Warehouse Location Code
      Printer-Queue is the Customer Order Processing Printer Queue
      Create-Option would typically always be RECREATE
      Output-Type designates whether they are sent to a printer, archived, or created as MS Word documents

Contact your system or accounting manager to have this capability set up.

The Pack Slips output generated, if archived, will be catalogued with a report name of **PSLIP_XXXXXX.LST**. where **XXXXXX** is the warehouse location code.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing ⌐117⌐ for full details).*

▬ Packing Slips Options Screen - Field Definitions

For Location(s)	*radio-buttons and X(6)*
If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Packing Slips for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected. When Packing Slips are generated for multiple locations, each set will have a different catalogued file name.	

Include Order(s)	*radio-buttons and 9(6)*
By default All Orders that are eligible will have it's Packing Slip printed. If only a specific range of orders is wanted, set the radio-button and enter the starting and ending Order numbers.	

Pack Slip Print Date	*(mmddyy)*
The date entered here will be printed on the Packing Slips.	
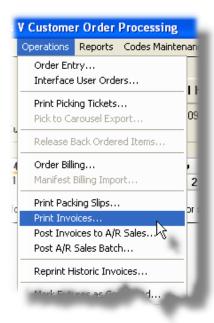
6.4.9 Print Invoices

Once Orders have been selected to be billed, or all your Invoice and Credit Memo type orders have been entered and posted, you will want to generate and print Customer Invoices, and possibly Packing Slips. You will also need to Post the Invoices to the Accounts Receivable system.

The printing of Customer Order Invoices is a key process of the Order Processing system. Invoices are the requests for payment for the goods being purchased. You will probably have special forms that were designed and printed, that have your company name, remit address, along with your logo.

From the O/P Main menu, select **Print Invoices** from the **Operations** drop-down menu.

Some points to note when generating and printing Invoices:

- Any orders that have been entered for Miscellaneous Customers, are those with the first character of their Customer Code being an [*]. When Invoices are printed for these orders, a Miscellaneous Customer Journal record is written. This journal will provide a hard copy history of the Customer Name and Address, Invoice Number and Date.

- When Invoices are printed, they will eventually be recorded as Sales Transactions in the Accounts Receivable system. When the operation to Post Invoices to A/R is selected, a Sales Transaction will be written to an A/R Sales Batch along with the necessary revenue distributions. Cost-of-Goods Sold and Inventory account distributions will also be generated where applicable.

- Invoice Numbers are assigned sequentially starting with the number specified from the selection parameters entered. When posted to the Accounts Receivable, the invoice becomes a sales transaction with the invoice number assigned. Care must be taken to ensure that invoice numbers assigned from the Order Processing

system do not conflict with sales transaction document numbers that originated from A/R or other systems.

- When assigning the next Invoice Number, if the system finds that the invoice number has already been used, the value is incremented.

- Order line items are printed on the Invoice in either the sequence that they were entered, or sorted by Picking Zone/Sequence or their Inventory Item Code. An option in the Control Maintenance application will determine how items are sorted.

- The formatting and layout of the Invoice output may be customized. *(Contact Sentinel Hill for further details)*.

What gets Printed

Only those Regular Orders that have been fully, or partially, selected for billing, will cause an Invoice to be printed. Invoice or Credit Orders will automatically be printed as long as they fall within the range of orders specified to be printed.

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The Invoices could be printed to an MS Word document.

Word Templates for Invoices

Should you select to output the Invoices as MS Word documents, you may define a page template. Use MS Word to build your template. Make sure that the text of the Invoice align correctly. (You should use a test form when constructing the template). The template must be stored on each user's PC, that will actually generate the invoices, in their **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates**" directory.

Additionally, a variable must be added to the Runtime Configuration file 497 that specifies the name of the template. It needs to be defined as follows:

MSWORD-OP-INV-SPECS LANDSCAPE "Courier New" 8 "My-OPInvoice-Template"

Contact your system or accounting manager to have this capability set up.

⏺ Invoice Generation and Printing - Options Screen

The following screen is presented when generating the O/P Invoices:

When generating the Invoices, the operator is also presented with the standard Customer Select Filters screen 101 and Demographic Selects screen 106. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

Default Invoice Print Output Options

A print options screen is presented when Invoices are generated. The system may be configured to present the print options screen with the selections that would always apply.

A variable must be added to the Runtime Configuration file 497 that specifies the default options to be presented as follows:

    cccccc-OP-INVOICE-Q [Printer-Queue] [Create-Option] [Output-Type]

and:
    cccccc-OP-INV-REPRINT-Q [Printer-Queue] [Create-Option] [Output-Type]

Where: **cccccc** is the Series 5 Company System Code
        Printer-Queue is the Customer Order Processing Printer Queue
        Create-Option would typically always be RECREATE
        Output-Type designates whether they are sent to a printer, archived, or created as MS Word

---

> documents
>
> Contact your system or accounting manager to have this capability set up.

The Invoices output generated, if archived, will be catalogued with a report name of **OP_XXXXXX.LST**. where **XXXXXX** is the warehouse location code; or **REPRINT_999999.INV** where **999999** is the Invoice Number for Invoices that are reprinted.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* *for full details).*

⊖ Invoices Options Screen - Field Definitions

For Location(s)	*radio-buttons and X(6)*
If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Invoices for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected. When Invoices are generated for multiple locations, each set will have a different catalogued file name.	

Include Order(s)	*radio-buttons and 9(6)*
By default All Orders that are eligible will have their Invoices printed. If only a specific range of orders is wanted, set the radio-button and enter the starting and ending Order numbers.	

Starting with System Assigned Invoice Number	*9(8)*
The Next Invoice Number field is retrieved from the O/P Control Preferences. This value will automatically be incremented as the invoices are printed. If different number is entered from that which is from the control, it must be greater in value.	

> ### Invoice Numbers
>
> Invoice Numbers are assigned sequentially starting with the number specified from the selection parameter entered. When the invoices are posted to the Accounts Receivable, the invoice becomes a Sales Transaction with the invoice number that is assigned in Order Entry. Care must be taken to ensure that invoice numbers assigned in O/E do not conflict with sales transaction document numbers that originated from A/R or other systems.

Invoice Print Date	*(mmddyy)*
The date entered here will be printed on the Invoices. Even those Invoices that were either loaded from an external system, (such as Web based Orders), or those Orders	

entered as Invoices, that were Prepaid using some form of payment, will be assigned the
date entered in this field.

Bottom of Invoice Comments	*3 x X(30)*
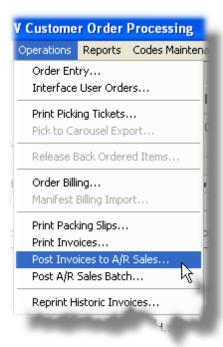
Three brief comments may be entered that will be printed at the bottom of all invoices that
are printed.

6.4.10 Post Invoices to Accounts Receivable

The Series 5 Customer Order Processing system handles the generation and printing of
invoices. Once they have been printed, they must be moved, or Posted, to the Accounts
Receivable system.

From the O/P Main menu, select **Post Invoices to A/R Sales** from the **Operations** drop-
down menu.

After the invoices are posted, they will be available for viewing by selecting the Invoice History
Inquiry function.

After the invoices are posted, in order to complete the interface to Accounts Receivable, you

must enter the Accounts Receivable system. From the Operations drop-down menu select **Sales and Credit Entry**, and choose the Sales Batch that was used.   You must then **Post** the Sales Batch to complete the interface.

When Order Invoices are posted to the Accounts Receivable system, the following steps are performed:
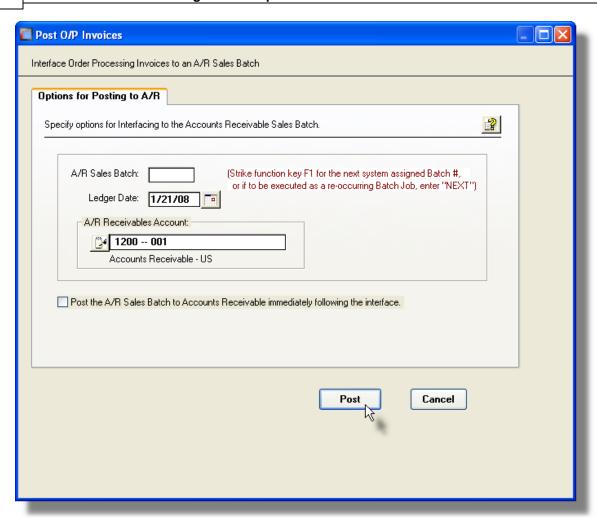
- A Sales Transaction is written to the A/R Sales Batch, along with Revenue Distributions from each Line Item.

- A copy of the Order Header record is moved to the Order Header History file, and the Invoice History file. (In the event that a given order was not totally filled, it's possible that another Invoice may be generated at some time in the future. Thus a given order may have multiple invoices associated to it)

- If all the items ordered were shipped and invoiced, then the order is deleted from the active Order file. If this is not the case, then the order is left in the active Order file, but it's totals fields are reset to zero, waiting to be invoiced again once it's remaining items are shipped.

When Order Line Items are posted to the Accounts Receivable system, for the Inventory Items that were sold, the following steps are performed:

- The Period-to-Date and Year-to-Date fields of the Inventory Master properties record are updated

- Assorted Period-to-Date and Year-to-Date fields of the Inventory Location properties record are updated

- The Quantity-Committed total for the Inventory item is reduced, and the Quantity-Sold total is updated

- For each Line Item of the order, the associated Bookings History record is updated

- A copy of the Line Item record is moved to the Order Line History file and the Invoice Line History file

- A record is written to the Inventory Line Items Sold History file

- Cost-of-Goods Sold distributions are generated in the A/R Distributions file

---

➔ Post Invoices to Accounts Receivable - Options Screen

The options for post the Invoices to A/R are defined with the following screen:

Posting Invoice to A/R Options Screen - Field Definitions

Record to an A/R Sales Batch	*X(6)*
Enter the code to assign to the A/R Sales Batch that will be created to hold the posted Invoices. If the F1 function key is pressed, the system will automatically assign the Next numeric Sales Batch number, as determined by the A/R Control Preferences. The Sales Batch chosen **must not** already exist.	
Once the posting has completed, the A/R Sale/Credit Entry operation must be launched to have the Sales transactions actually posted as Receivables.	

Ledger Date	*mmddyy*
Enter the date that is to be assigned as the Ledger Date for all the Sales Transactions recorded in the Accounts Receivable. The Ledger Date is the date that is used to assign which period associated G/L Journal Entries will be recorded to. When A/R Revenue or Inventory Cost Distributions are generated, they will have this Ledger Date. This may, or	

may not, be the same date as the Invoice Dates.

A/R Control Account	*9(18)-9(5)*
Enter the A/R Control Account that is to be assigned to the Sales Transactions generated for each Invoice within the Sales Batch. *(Click on the icon to the left of the field to edit the account).*	

Post the A/R Sales Batch Immediately	*check-box*
As the final step after the printing the Invoices, and the subsequent posting to an A/R Sales Batch, you would need to Post the A/R Sales Batch. This function would normally be executed by switching to the Accounts Receivable system, and selecting the A/R Menu item for Sales Entry, choose to Select a Batch, and have it posted. As a time saving feature, the Posting of the A/R Sales Batch may be performed immediately following the posting to the A/R Sales Batch. Set the check-box accordingly.	

6.4.11 Post the A/R Sales Batch
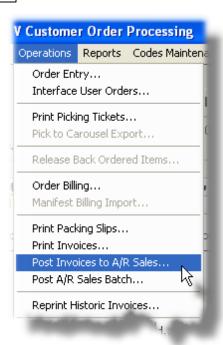
The Series 5 Customer Order Processing system handles the generation and printing of invoices. Once they have been printed, they must be moved, or Posted, to the Accounts Receivable system.   In the A/R system, the invoices will have been written to an A/R Sales Batch.

This batch of transactions must still be posted in order to have the Invoices end up as Customer Open Items, and to have the Revenue Distributions recorded.
This is normally accomplished by entering the Accounts Receivable system. Then, from the Operations drop-down menu select **Sales and Credit Entry**, and choose the Sales Batch that was used.   You must then **Post** the Sales Batch to complete the interface.

As a convenience, the step to Post the Sales Batch is available directly from the Customer Order Processing system.

From the O/P Main menu, select **Post A/R Sales Batch** from the **Operations** drop-down menu.
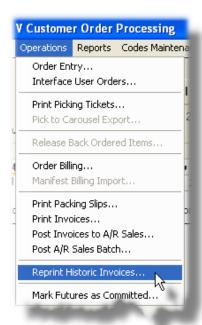
The Sales Batch Posting Journal will be generated. If archived, it will be catalogued with a report name of **SALES_XXXXXX.JRN**. where **XXXXXX** is the Sales Batch Code that was assigned by the posting function.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

6.4.12 Reprint Historic Invoices

Should there be need to have any sets, or ranges, of invoices reprinted, this operation provides that capability.

From the O/P Main menu, select **Reprint Historic Invoices** from the **Operations** drop-down menu.

Some points to note when generating and printing Invoices:

• The formatting and layout of the Invoice output may be customized. *(Contact Sentinel Hill for further details)*.

One of the features offered with the Series 5 system is the ability to define an MS Word Template that is used to configure each page of MS Word documents that are generated. You can build your own Template that has your company logo, pre-formatted field names, lines, boxes and even watermarks. The Invoices could be printed to an MS Word document.

Word Templates for Invoices

Should you select to output the Invoices as MS Word documents, you may define a page template. Use MS Word to build your template. Make sure that the text of the Invoice align correctly. (You should use a test form when constructing the template). The template must be stored on each user's PC, that will actually generate the invoices, in their **C:\Documents and Settings\<PC UserName>\Application Data\Microsoft\Templates"** directory.

Additionally, a variable must be added to the Runtime Configuration file 497 that specifies the name of the template. It needs to be defined as follows:

   MSWORD-OP-INV-SPECS LANDSCAPE "Courier New" 8 "My-OPInvoice-Template"

Contact your system or accounting manager to have this capability set up.

◉ Historic Invoices Reprinting - Options Screen

The following screen is presented when reprinting any historic O/P Invoices:

The Series 5 applications provide a variety of different printing options.

Default Invoice Print Output Options

A print options screen is presented when Invoices are generated. The system may be configured to present the print options screen with the selections that would always apply.

A variable must be added to the Runtime Configuration file [497] that specifies the default options to be presented as follows:

> **cccccc-OP-INVOICE-Q [Printer-Queue] [Create-Option] [Output-Type]**

and:
> **cccccc-OP-INV-REPRINT-Q [Printer-Queue] [Create-Option] [Output-Type]**

Where: **cccccc** is the Series 5 Company System Code
> **Printer-Queue** is the Customer Order Processing Printer Queue
> **Create-Option** would typically always be RECREATE
> **Output-Type** designates whether they are sent to a printer, archived, or created as MS Word documents

Contact your system or accounting manager to have this capability set up.

The Reprinted Invoices output generated, if archived, will be catalogued with a report name of **REPRINT_SET.INV**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

□ Invoices Options Screen - Field Definitions

For Location(s)	*radio-buttons and X(6)*
If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Invoices for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected. When Invoices are generated for multiple locations, each set will have a different catalogued file name.	

Include Invoice Number(s)	*radio-buttons and 9(6)*
By default All Invoices will be re-printed. You should really probably only want to reprint a specified range of invoices, otherwise, you may waste a lot of paper. If only a specific range of invoices is wanted, set the radio-button and enter the starting and ending Invoice numbers.	

6.4.13 Mark Future Orders Committed

This operation provides the functionality to convert Future Committed Items into Committed Items.

The Quantity Committed is the current inventory level of an item that has been allocated to customer orders, but has not yet been invoiced. This quantity will increase as orders are entered and will decrease when orders are invoiced and posted for this item.

The Quantity Future Committed is the quantity of inventory for an item that has been allocated to customer orders, that are to be released in the future. There is a control field in the O/P Control Preferences 483 that specifies **# of days for Future Committed Orders**. When an order is entered with a Release Date that is more than this number of days in the future, the Quantity to Sell is added to the Future Committed Quantity field. Future Committed stock will still be available to sell from the Order entry application. The Future
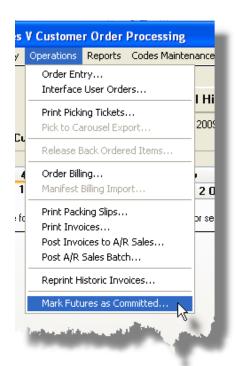
Committed quantity field is reduced when this function is selected and executed. The O/P Control Preferences control field, **# of Days for Releasing Future Committed Orders**, determines the number of days preceding the Order Release date that Future Committed Items become Committed Items.

A Little Timely Advice

This menu selection should be executed at least on a weekly basis. If any orders have been entered into the system, with release dates off into the future, the associated Inventory is automatically marked as Future Committed. This function will identify those Future Committed ordered items that should have their status changed to Committed.

You may also use this function to have the system re-evaluate whether a given Order Line Item that is Committed by changed to a Future Committed item. This may be of use if you find it necessary to adjust the # of days, used as the threshold, to determine Future Committed status.

From the O/P Main menu, select Mark Futures as Committed from the Operations drop-down menu.

➔ Mark Future Committed as Committed - Options Screen

The following screen is displayed to describe the process, and offer an interesting option:

The screen shows:

Mark Future Committed Items as Committed

Mark eligible "Future Committed" Order Line items as "Committed" ...

Process Options

As Inventory is assigned to Customers' Orders, the Quantity Ordered is "Committed from Inventory". The Quantity Committed is the quantity of an inventory item that has been allocated to Customers' orders, but has not yet been invoiced. This quantity increases as orders are entered, and decreases when orders are invoiced and posted. (At any time for a given item, the Quantity Available is equal to the Quantity On-Hand less the Quantity Committed).

For Orders that are entered scheduled to be shipped in the distant future, instead of having the associated quantities committed, (and reducing the Quantity Available), the system can "Future Commit" the quantities.

Fields found on the O/P Control Preferences screen, define how many days into the future items are considered to be "Future Committed"; and how many days preceeding the Order's specified Release Date, that Future Committed items are to be converted back into "Committed" items.

This function will examine all Order Line Items with Quantities marked as "Future Committed" and if their Release Dates fall on, or before 10/18/09 then they will be re-classified as "Committed".

☐ Also, evaluate "Committed" order items to determine if they should be re-classified as "Future Committed" ?

[Proceed] [Cancel]

Mark Future Committed Screen - Field Definition

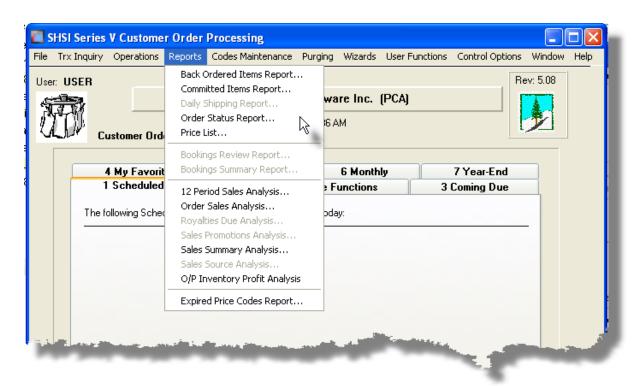| **Evaluate "Committed" to Re-Classify as "Future Committed" ?**	*check-box*
As an option, you may have the system examine items that are just "Committed", to see if they should be re-classified as "Future Committed" items.	

> **Note**
>
> Unless you have changed the controlling parameters that determines the number of days in the future that an order's items are released to be considered as a "Future Committed Item, you should just leave this check-box unchecked.

6.5 Reporting Functions

The topics in this chapter describe functions and procedures that are a available under the **Reports** drop down menu on the Customer Order Processing menu. These menu items are used to generate and print the reports associated to the Customer Order Processing system.

These functions are available from the O/P Menu Bar as shown:

6.5.1 Back Ordered Items Report

It is not unusual for a company to run low on stocks of certain items and be required to back order part of a customer's order. If this happens frequently, a great number of orders can accumulate on file with back ordered items.

This operation provides for the identification of Inventory Items, and/or Customers, and/or Sales Representatives, having Back Ordered Items for each Warehouse Location. It generates a report listing all orders that have items that have been back ordered. As an option, only those back ordered items that if sufficient inventory stocks are available, could be released are listed. Back ordered items may be automatically released to be picked using the Release Back Ordered Items operation 326.

Back ordered items are eligible to be released, only if there is sufficient stock available, for the associated Inventory Items as stocked at the designated Ship-From Location. *Remember that the Quantity Available is determined using the Quantity-On-Hand minus the*

Quantity Committed.

From the O/P Main menu, select **Back Ordered Items Report** from the **Reports** drop-down menu.
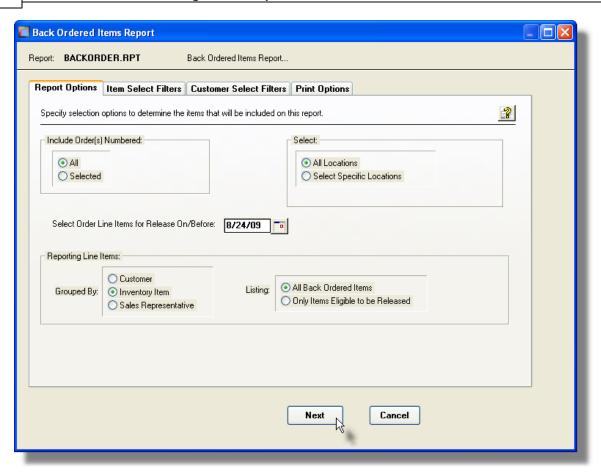

Some points to note when having Back Ordered Items released:

- Orders that have placed ON-HOLD or for customers that have but put on CREDIT STOP will not be eligible to have their items released, if they happen to be on back order.

⊖ Back Ordered Items Report - Options Screen

The following screen is presented when generating the Back Ordered Items report:

Schedule for Background or Night Processing

This report has been designed, as an option, to execute using the Series 5 Batch Job Processor. It may be configured to execute in the Background or as a Scheduled Night Job. *(Refer to the topic titled Background or Night Processing* 78 *for further details.)*

To establish this operation to be executed in the Background, or at night, set the check-box presented at the bottom of the Print Options tab screen.

Proceed as if the operation was to be executed, but when Batch Execution Setup screen 79 is presented, enter the applicable settings.

When generating the report, the operator is presented with the standard Customer Select Filters screen 101. This allows you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria. As well, the standard Item Select Filters screen 109 is presented. This allows you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The Release Back Ordered Items Journal generated, if archived, will be catalogued with a report name of **BACKORDER.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 117 for full details).*

▬ Back Ordered Items Report Screen - Field Definitions

For Location(s)	*radio-buttons and X(6)*
If your system is configured for multiple warehouses, then this field will be enabled. Select to release back ordered items for shipments from ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.	

Include Order(s)	*radio-buttons and 9(6)*
By default All Orders that are eligible will be tested to see if they have items that had been back ordered. If only a specific range of orders is wanted, set the radio-button and enter the starting and ending Order numbers.	

Select Items for Release On/Before Date	*(mmddyy)*
Only those ordered items that were back ordered with a Release Date on or before the date entered will be considered and tested to be released for shipping.	

Reporting Items – Grouped By	*radio-buttons*
The back ordered items are listed by Inventory Item. They may be grouped either by Customer, Sales Representative, or Inventory Item. In each case, a sub-total is printed. (Note that overall, the report is segmented into Warehouse Location).	⦿ Customer ◯ Inventory Item ◯ Sales Representative

Reporting Items – Listing	*radio-buttons*
Select whether to list All Back Ordered Items, or only those that are eligible to be released where there is sufficient stock available.	⦿ All Back Ordered Items ◯ Only Items Eligible to be Released

6.5.2   Committed Items Report

The Quantity Committed is the current inventory level of an item that has been allocated to customer orders, but has not yet been invoiced. This quantity will increase as orders are entered and will decrease when orders are invoiced and posted for this item.
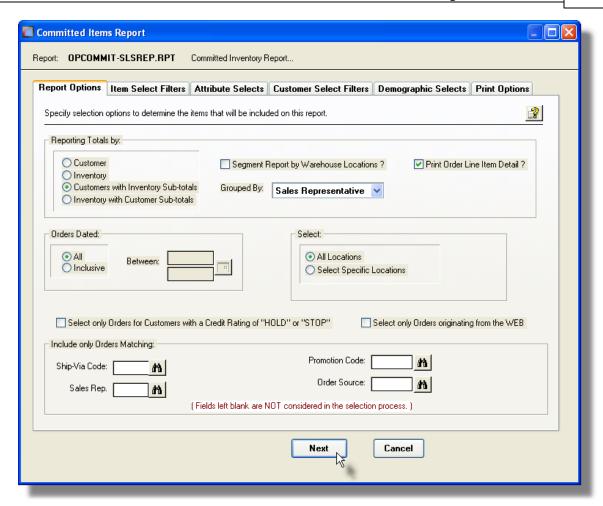
The Committed Items report lets you review the ordered items committed either by Customer or by Inventory Item grouped either by Salesman, Customer Type, Order Source, Promotion Product Category or Territory. Detail about the order may be printed, including the Order Number, Date, Release Date, Quantity Ordered and the Extended Price. This report is useful if you wish to determine what Inventory a given Customer has on order, or which Customers have a particular Inventory item on order.

Accessing the function to generate the Committed Items report, is done directly from the O/P Menu's **Reports** drop-down menu:

➡ Committed Items Report - Options Screen

The following screen is displayed offering a variety of options and filters for the reporting function:

When generating the report, the operator is presented with the standard Customer Select Filters screen 101 and Demographic Selects screen 106. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

As well, the standard Item Select Filters screen 109 and Attribute Selects screen 114 are presented. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **OPCOMMIT-xxxxxx.RPT,** where depending on the type of grouping selected, *xxxxxx*, is assigned a string as **INVTRY**, **SLSREP**, **CUSTYP**, **SOURCE**, **PROMOT**, **PRDCAT** or **TERRTY**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 117 for full details).*

Processing Filter Options Screen - Field Definition

Reporting Type	*radio-buttons*

Select the type of report to be generated. Select whether the report generated is to be based on Customers, or Inventory Items, or combinations of.

⚪ Customer
⚪ Inventory
⦿ Customers with Inventory Sub-totals
⚪ Inventory with Customer Sub-totals

Segment by Warehouse Locations	*check-box*

As an option, the totals for Order Line Items will be grouped by Warehouse Location. For each Location, a new page is started on the report and sub-totals are presented.

Grouped By	*drop-list*

The totals accumulated, either for Customers or Inventory Items, may be grouped based on a variety of different criteria. For each occurrence of the selected Grouping Code, a new page is started on the report. Totals are presented for each Group item.

```
.... none
Sales Representative
Customer Type
Order Source
Promotion
Product Category
Territory
```

Print Order Line Detail ?	*check-box*

As an option, the report will list information about each individual order line item that contributes to the totals.

Orders Dated	*radio-buttons and (mmddyy)*

Select to have items for All Orders selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

Select for Locations	*radio-buttons*

If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Items Sold for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.

Select Only Orders for Customers with Credit Rating of "HOLD" or "STOP"	*check-box*

To have only those Orders processed for customers who have had their Credit Rating

property set to HOLD or STOP. All orders that were entered for a customer whose rating was HOLD, are automatically placed ON HOLD status, so Pick Tickets cannot be printed, and the order cannot be billed. Orders for a customer whose rating was STOP, cannot even have an order entered.

Select Only Orders originating from the WEB	*check-box*

To have only those Orders processed that originated from the World-Wide Web. These are orders that were Interfaced from an external source, or were entered using Sentinel Hill Software's Web Order Entry system; and have a non-zero Web Cart Number assigned to them. (Also, orders are that are interfaced from an external Order Entry System, that have a Web Cart Number assigned to them will also be included).

Include only Orders — for Ship-Via Code	*X(4)*

To have only those Orders processed that were recorded with a particular Ship-Via Code. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Sales Representative	*X(6)*

To have only those Orders processed that were recorded with a particular Sales Representative. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Promotion Code	*X(6)*

To have only those Orders processed that were recorded with a particular Sales Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Order Source Code	*X(5)*

To have only those Orders processed that were recorded with a particular Order Source Code. *(Leave the field blank if it is not to be considered as a selection filter).*
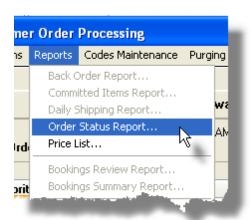
6.5.3   Order Status Report

After Orders are entered into the system, they remain as Active Orders until they are fully shipped and fully invoiced.   This Order Status report offers a summary listing of all orders from the active Orders file, grouped by Customer.

For each order, the date, type and status is listed along with the Total Sale Amount, Cost Amount, and Weight. This report would be useful for determining the total value of orders that have not yet been fully shipped and invoiced, or for determining which orders are yet filled for

a given customer.

Accessing the function to generate the Order Status report, can be done either directly from the Active Order Inquiry 162 function, or from the O/P Menu's **Reports** drop-down menu:
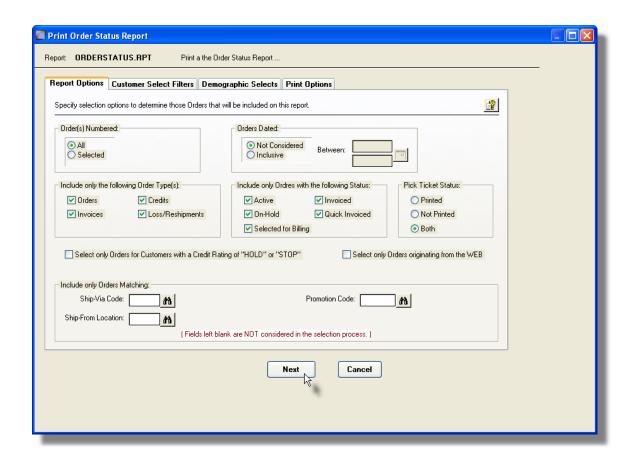

Order Status Report - Options Screen

The following screen is displayed offering a variety of filters for the reporting function:

When generating the report, the operator is also presented with the standard Customer Select Filters screen 101 and Demographic Selects screen 106. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **ORDERSTATUS.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 117 for full details).*

▬ Processing Filter Options Screen - Field Definition

Order Number(s)	***radio-buttons and 9(6)***
To select All Orders regardless of their Order numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Order numbers.	

Orders Dated	***radio-buttons and (mmddyy)***
Select to have All Orders selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	

Include only Orders — for Type(s)	***check-boxes***
A check-box is presented for each of the types of Orders that may be generated in the O/P system. Click-or un-click to have the particular type processed by the given function.	Include only the following Order Type(s): ☑ Orders ☑ Credits ☑ Invoices ☑ Loss/Reshipments

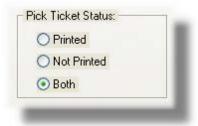| **Include only Orders — of Status**	***check-boxes***
A check-box is presented for each of the types of Status settings Orders may be assigned in the O/P system. Click-or un-click to have the only those orders with a particular status processed by the given function.	Include only the following Order Type(s): ☑ Active ☑ Invoiced ☑ On-Hold ☑ Quick Invoiced ☑ Selected for Billing

Include only Orders — with Picking Status	***radio-buttons***

Select whether to select only those Orders for which a Pick Ticket has been printed, or Not. Or click "Both" to just include those Orders regardless.

Pick Ticket Status:
- ○ Printed
- ○ Not Printed
- ⦿ Both

Select Only Orders for Customers with Credit Rating of "HOLD" or "STOP"	*check-box*

To have only those Orders processed for customers who have had their Credit Rating property set to HOLD or STOP. All orders that were entered for a customer whose rating was HOLD, are automatically placed ON HOLD status, so Pick Tickets cannot be printed, and the order cannot be billed. Orders for a customer whose rating was STOP, cannot even have an order entered.

Select Only Orders originating from the WEB	*check-box*

To have only those Orders processed that originated from the World-Wide Web. These are orders that were Interfaced from an external source, or were entered using Sentinel Hill Software's Web Order Entry system; and have a non-zero Web Cart Number assigned to them.

Include only Orders — for Ship-Via Code	*X(4)*

To have only those Orders processed that were recorded with a particular Ship-Via Code. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Ship-From Location	*X(6)*

To have only those Orders processed that were recorded designated to be Shipped-From a particular warehouse Location. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Promotion Code	*X(6)*

To have only those Orders processed that were recorded with a particular Sales Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter).*

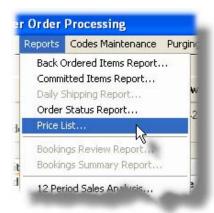| Include only Orders — for Sales Representative	*X(3)*

To have only those Orders processed that were recorded with a particular Sales Representative. *(Leave the field blank if it is not to be considered as a selection filter).*

6.5.4 Print Inventory Price Lists

The Price List is a simple one line per Inventory Item listing of those items satisfying the selection parameters. The Item Code, Description, UPC Code, Price, Quantity-on-Hand and Quantity-on-Order fields are listed. Items may be listed sorted by Item Code, Description or UPC Code. You may also choose to list only those items that satisfy a number of different Item selection properties.
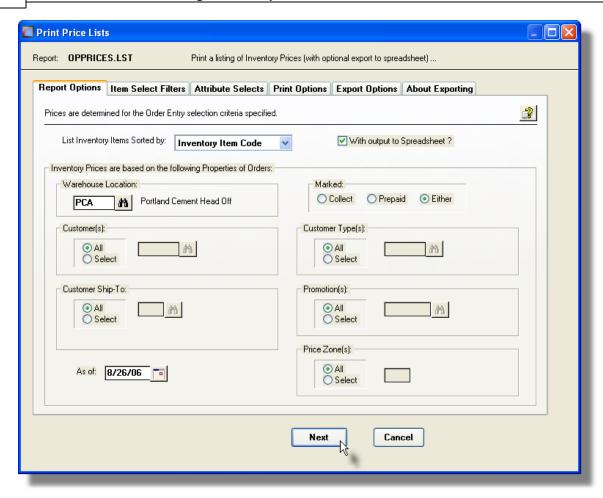
Both the Base Price, and the price that would be derived from the Series 5 Price Codes Tables are listed.

The Price List report function is launched from the O/P Menu's **Reports** drop-down menu.

:arrow: Price List Report – Options Screen

The following screen is presented to have those parameters associated to an order, entered, that would be used to determine any special pricing:

Special Pricing Criteria

You need to set the values of the assorted fields presented on the Order Selection Criteria screen to mimic the entry of customer orders.

Only set those fields for which Price Tables have been established in the Price Codes Maintenance 437 function. If no special pricing has been defined in the system, then this screen may be ignored, (except if you wish to change the sorting order of the items displayed in the grid).

When generating the report, the operator is presented with the standard Item Select Filters screen 109 and Attribute Selects screen 114. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **OPPRICES.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 117 for full*

details).

▬ Order Selection Criteria Screen - Field Definitions

List Items Sorted By	*drop-list*
To have the Inventory Items displayed in the grid list sorted by one of the available fields. Inventory Item Code **Description** Product Category Product Family Product Cross Sell Primary Suppier Code UPC Code	

With output to Spreadsheet	*check-box*
Select the check-box if the list of prices is to be also exported to an Excel spreadsheet or a tab-delimited text file. When checked, tabbed screens will be presented to enter Export Options and to display information about the fields to be output.	

Warehouse Location	*X(6)*
If your system is configured for multiple warehouses, then this field will be enabled. Select the warehouse Location for which items would be shipped in order to have the correct price computed. Setting this field would only be applicable if different pricing was established for inventory that is shipped from different locations.	

Customer(s)	*radio-buttons and X(6)*
If in your system special pricing has been established for different Customers, to determine the correct price of inventory items, click the **Selected** radio-button and select the applicable Customer.	

Customer Ship-To	*radio-buttons and 9(4)*
If in your system special pricing has been established for different Customer Ship-To's, to determine the correct price of inventory items, click the **Selected** radio-button and select the applicable Ship-To code.	

As of Date	*(mmddyy)*
If in your system special pricing has been established for specific periods of time, enter the date for which you need to determine the prices for the inventory items in question.	

Marked	*radio-buttons*

If in your system special pricing has been established for the different criteria, based on whether goods are shipped Collect or Prepaid, set the mode that is applicable for which you need to determine the prices for the inventory items in question.

○ Collect
○ Prepaid
◉ Either

Customer Type(s)	*radio-buttons and X(5)*

If in your system special pricing has been established for different Customer Types, to determine the correct price of inventory items, click the **Selected** radio-button and select the applicable Customer Type.

Promotion(s)	*radio-buttons and X(6)*

If in your system special pricing has been established for different Promotions, to determine the correct price of inventory items, click the **Selected** radio-button and select the applicable Promotion.

Price Zone(s)	*radio-buttons and 9(4)*

If in your system special pricing has been established for the different Customer's Ship-To Price Zones, to determine the correct price of inventory items, click the **Selected** radio-button and select the applicable Price-Zone.

✛ Price Lists Report Spreadsheet Export Data Formats

If the Report is generated with the option to have Spreadsheet Output, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **OP_Prices.XLS**

For a Summary report, the following fields are output:

Column #	Excel Column	Field	Format
1	A	Inventory Item Code	X(20)
2	B	UPC Code	9(12)
3	C	Description	X(30)
4	D	Units	X(4)
5	E	Activity Code	X(1)

6	F	Product Category	X(6)
7	G	Product Family	X(6)
8	H	Pick Sequence Code	X(14)
9	I	Unit Base Price 1	-999,999.999
10	J	Unit Base Price 2	-999,999.999
11	K	Unit Base Price 3	-999,999.999
12	L	Use Price Tables ?	X(1) - [Y] or [N]
13	M	Price Basis	X(1)
14	N	Discount %	-99.999
15	O	Unit Price	-999,999.999
16	P	Landed Cost	-9,999,999.99999
17	Q	Supplier's Last Cost	-9,999,999.99999
18	R	Minimum Order Quantity	999,999
19	S	Order Quantity Multiples	999,999

6.5.5   12 Period Sales Analysis

The Monthly Analysis Report provides a breakdown of Quantities of Inventory; or Values of Sales of goods sold over a selected 12 period time frame. Select intervals of 12 Months, Quarters or Years; and select the specific types of data types that are reported.

The Sales Analysis version provides the following totals:
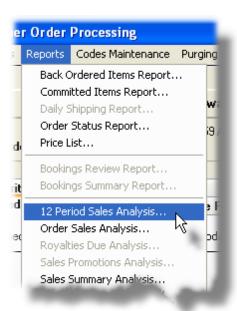
– Quantity of Items Sold   – Quantity of Items Lost   – Total Cost of Sales

– Cost of Items Lost   – Total Extended Sales   – Net Sales Profit
                              Amount

The Inventory Analysis version provides the following totals:

– Quantity of Items Sold   – Quantity of Items Lost   – Quantity of Items Issued

– Quantity of Items   – Quantity of Items   – Quantity On-Hand
Transferred   Received
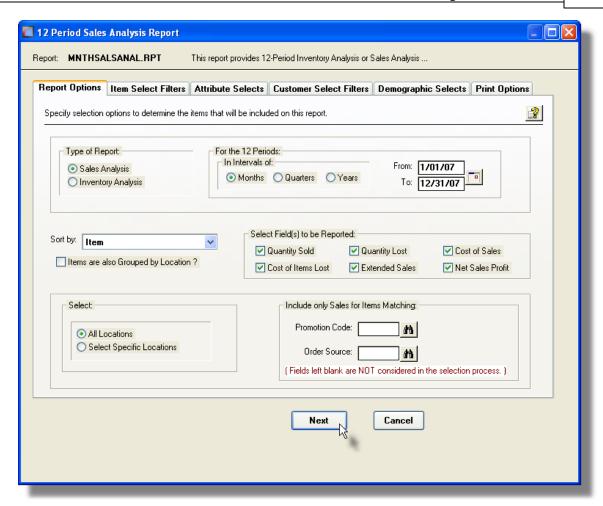
A variety of applicable types of sorting options are provided for. Also, sub-totals and grand totals are printed along with a % breakdown. Information is accumulated by reading through the Order Line History records.

Accessing the function to generate the 12 Period Sales Analysis report, is done directly from the O/P Menu's **Reports** drop-down menu:

➲ 12 Period Sales Analysis Report - Options Screen

The following screen is displayed offering a variety of options and filters for the reporting function:

When generating the report, the operator is presented with the standard Customer Select Filters screen [101] and Demographic Selects screen [106]. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

As well, the standard Item Select Filters screen [109] and Attribute Selects screen [114] are presented. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of ***pppaaaa*ANAL.RPT,** where depending on the type of report and period selected selected, ***ppp***, is assigned a string as **MNTH**, **QTRS**, or **YEAR**, and ***aaaa*** as **SALS** or **ITEM**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing [117] for full details).*

▬ 12 Period Analysis Options Screen - Field Definition

Reporting Type	*drop-list*

Select the type of report to be generated. Select whether the report is generated as a Sales Analysis to report totals of Quantities Sold with associated Gross Sales, Cost and Profit totals; or generated as an Inventory Analysis to report Quantities of Inventory Sold, Transferred,Lost, Received, Issued with the current Quantity-on-Hand.

Depending on the selection, a different set of Selection Fields to be Reported, will be presented.

- ⦿ Sales Analysis
- ○ Inventory Analysis

For the 12 Periods – Interval and Date Range	*radio-buttons*

Select the Period Interval to be reported. Depending on the selection, the Starting and Ending Dates fields will be defaulted with a range up to the current month.

- ⦿ Months
- ○ Quarters
- ⦿ Years

Sort By	*drop-list*

The totals accumulated may be grouped based on a variety of different criteria. Totals are presented for each Group item.

Customer
Customer / Ship-To
Customer / Item
Customer Type
Customer Type / Customer
Item
Item / Customer
Item Category / Item
Promotion
Promotion / Item
Promotion / Item Category
Promotion / Customer
Promotion / Customer Type

Items are also Grouped by Location	*check-box*

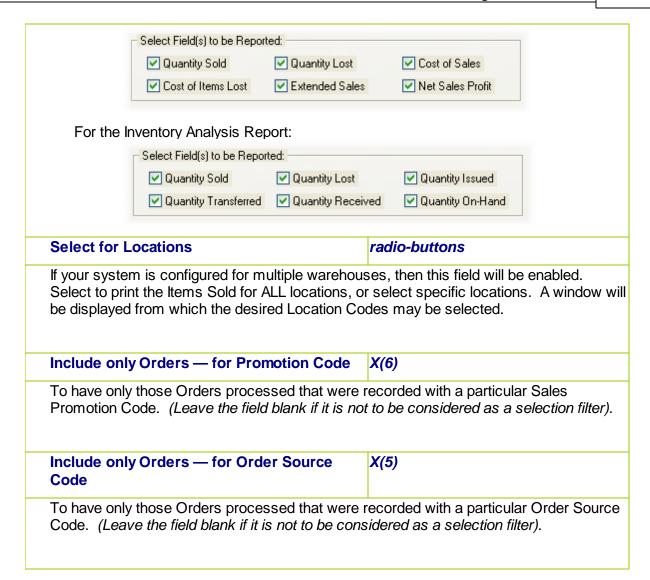As an option, the totals will be grouped by Warehouse Location. For each Location, a new page is started on the report and sub-totals are presented.

Select Field(s) to be Reported	*check-boxes*

Depending on the Type of Report that is selected, different possibilities of totals may be accumulated and printed. In each case, select the types of Totals that are to be reported.
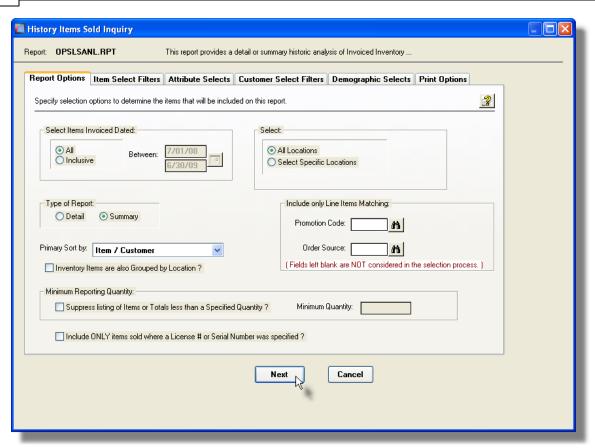
For the Sales Analysis Report:

For the Inventory Analysis Report:

Select for Locations	*radio-buttons*
If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Items Sold for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.	
Include only Orders — for Promotion Code	*X(6)*
To have only those Orders processed that were recorded with a particular Sales Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter).*	
Include only Orders — for Order Source Code	*X(5)*
To have only those Orders processed that were recorded with a particular Order Source Code. *(Leave the field blank if it is not to be considered as a selection filter).*	

6.5.6   Order Sales Analysis

The Analysis Report provides a detail or summary listing of historic Order Item Line detail. A number of different sub-totalling options are available by Customer, Customer type Inventory Items, Product Groups and Promotions. The totals printed are for Quantity of Items Sold, their Average Price, the Total Costs, and the Total Extended Selling Price. When the Detail version is requested, each contributing Order Line Item is listed.

The following screen is displayed for entry of a the options and filters that may be set when generating the Sold Analysis Report.

When generating the report, the operator is presented with the standard Item Select Filters screen [109] and Attribute Selects screen [114]. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

Also, the operator is presented with the standard Customer Select Filters screen [101] and Demographic Selects screen [106]. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name of **OPSLSANL.RPT**. The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing [117] for full details).*

--- Sold Analysis Report Options Screen - Field Definition

Invoices Dated	*radio-buttons and (mmddyy)*
Select to have All Items Sold reported regardless of their Order dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.	

Select For Locations	*radio-buttons and X(6)*

If your system is configured for multiple warehouses, then this field will be enabled. Select to print the Items Sold for ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected. When Invoices are generated for multiple locations, each set will have a different catalogued file name.

Type of Report	*radio-buttons*

Designate whether the report is to be generated in Detail or Summary. The Detail report lists each Order Line Item showing the Order Number, Date, Sale Amount and Quantity Sold. The Summary report prints only totals for each Group and/or Sort key.

Primary Sort	*drop-list*

When the report is printed, the Sold Order Items may be listed Grouped and Sorted by a variety of different fields.

```
Customer / Ship-To
Customer / Item
Member / Item
Customer Type / Customer
Item / Customer
Item / Member
Territory / Customer Type
Territory / Item Category
Item Category / Item
Promotion / Item
Promotion / Item Category
Promotion / Customer
Promotion / Customer Type
Promotion / Member
License / Customer
```

Items Also Grouped by Location	*check-box*

If the report is to be broken down by Warehouse Location, set the check-box.

Include only Orders — for Promotion Code	*X(6)*

To have only those Sold Items listed that were recorded with a particular Sales Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Order Source	*X(5)*

To have only those Sold Items listed that were recorded with a particular Order Source Code. *(Leave the field blank if it is not to be considered as a selection filter).*

Suppress Items Less than a Specified Quantity	*check-box and 99,999,999*

If this check-box is set, then only those line items that were ordered with a quantity that is greater than the amount specified will be listed.

Include only items with a Licence # or Serial #	*check-box*

To have only those Sold Items listed that had a License Number or Serial Number recorded with them when they were sold.
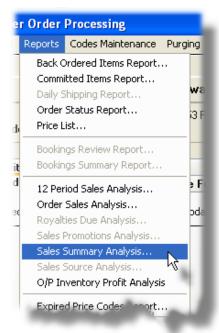
6.5.7   Sales Summary Analysis

The Sales Summary Analysis reports provides an analysis of sales over a specified period of time, for a variety of different properties associated to an order.   Totals are accumulated and presented in summary format, in summary with Customer sub-totals, or in detail listing individual orders.

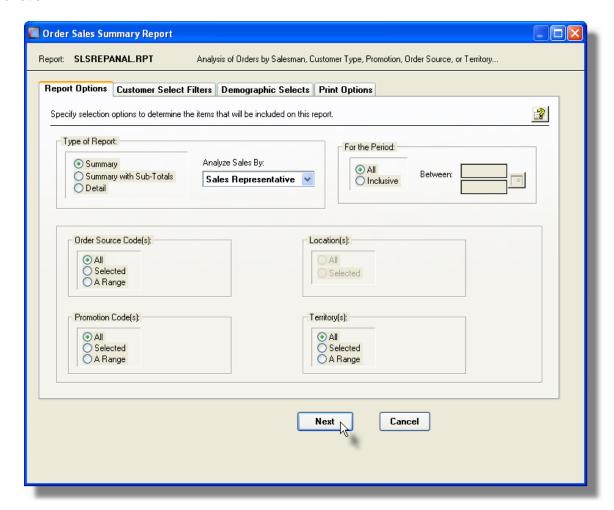Basically, the total Sales, Cost-of-Sales, and Profit amounts are printed.

For the given date range, this report is useful to monitor sales, and profit, earned by each Sales Representative, Customer Types, Sales Promotions, Sales Territories or Order Sources that have been established in the system. The Order History records are processed to obtain these totals.

The Summary Analysis reporting function is launched from the O/P Menu's **Reports** drop-down menu.

➡ Sales Summary Analysis Report – Options Screen

The following screen is displayed offering a variety of options and filters for the reporting function:

When generating the report, the operator is also presented with the standard Customer Select Filters screen 101 and Demographic Selects screen 106. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

The report generated, if archived, will be catalogued with a report name depending on the analysis as follows:

Analysis	*Report Name*
by Sales Representative	**SALSREPANAL.RPT**
by Customer Type	**CUSTYPEANAL.RPT**
by Order Source	**OSOURCEANAL.RPT**

by Sales Promotion	**PROMOTNANAL.RPT**
by Territory Code	**TERTORYANAL.LST**

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

Sales Summary Analysis Screen - Field Definitions

Type of Report	*radio-buttons*

Depending on the level of detail desired, select the type of report to be generated.

Summary - For the selected analysis, totals are printed.

Summary with Sub-Totals - Summary totals along with sub-totals for each Customer, grouped by the selected analysis codes.

Detail - Totals for each order is listed.

- ○ Summary
- ○ Summary with Sub-Totals
- ● Detail

Analyze Sales By	*drop-list*

The totals accumulated, may be grouped based on a variety of different criteria. For each occurrence of the selected Grouping Code, a new page is started on the report. Totals are presented for each Group item.

Sales Representative
Customer Type
Order Source
Promotion
Territory Code

For the Period	*radio-buttons and (mmddyy)*

Select to have items for All Orders selected regardless of their dates; or only those for a given date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

Order Source Code(s)	*radio-buttons and X(6)*

To have only those Orders processed that were recorded with a particular, or set, of Order Source Code.

Promotion Code(s)	*radio-buttons and X(6)*

To have only those Orders processed that were recorded with a particular, or set, of Sales Promotion Codes.

Warehouse Location(s)	*radio-buttons*
If your system is configured for multiple warehouses, then this field will be enabled. Select to include Orders that are designated to be shipped from ALL locations, or select specific locations. A window will be displayed from which the desired Location Codes may be selected.	
Territory(s)	*radio-buttons and X(6)*
To have only those Orders processed that were recorded with a particular, or set, of Territory Codes.	

6.5.8   O/P Inventory Profit Analysis

The Customer Order Processing system records all invoiced order line items to a Line History file. These records represent a history of all inventory that has been sold, and is available for analysis. The Inventory Profit Analysis function accumulates Sales and Costs sub-totals for the inventory that has been invoiced by Inventory Item, Product Category and Supplier for periods of calendar years or months, or G/L Fiscal years or periods.   Gross and Unit Profit is computed for each Inventory Item, and presented along with assorted totals.

Once the analysis is generated for the specified type of period, the totals for any particular period, of the range of periods analyzed, may be displayed to the grid screen, which may then be reviewed, exported, or printed as a report.

Analysis with sub-totals by assorted periods of time, are available as follows:

- ❑ by Inventory Item
- ❑ by Inventory Product Category
- ❑ by Supplier (based on the code assigned to the Inventory Item)
- ❑ by combination of Product Category and Inventory Item
- ❑ by combination of Supplier and Inventory Item

For each of the given analysis types, a sub-totals may be broken down to the following periods:

- ❑ by Calendar Year for up to 9 year prior to a selected year
- ❑ by Calendar Months for up to 23 months prior to a selected month
- ❑ by G/L Fiscal Periods for up to 2 years worth of Fiscal Periods preceding a selected period
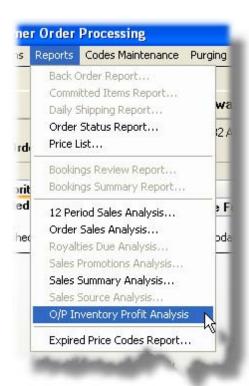- ❑ by G/L Fiscal Years for up to 8 years preceding a selected Fiscal Year

For any row of data presented, (where a row represents either an Inventory Item, a Product Category, or a Supplier), a drill down function presents a screen displaying the accumulated totals for the item, for each of the reporting periods. Totals are displayed along with a Trend Analysis. These drill down screen data may also be exported to a spreadsheet.

The inquiry analysis is obtained using the Invoiced Line History records that are accumulated in the O/P system. For this analysis to be accurate, you must maintain at least the last ten years of historic data, purging only transactions older than ten years.

As a special feature of the Series 5 reporting function, the totals may be viewed on screen, printed or exported to an MS Excel spreadsheet.

The Profit Analysis function can be invoked from either the Trx Inquiry or the Reports drop-down menu from the O/P menu.
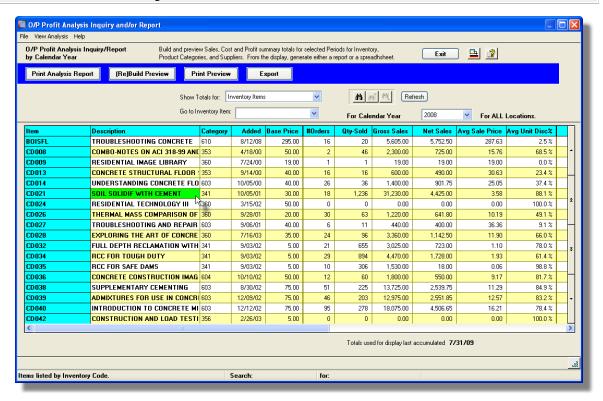
6.5.8.1   Profit Analysis Preview Grid

When the Profit Analysis is generated, it's data is displayed to the screen managed using a Series 5 grid processing screen. In effect, you can view the report without having to actually print it. As an alternative, the data can also be easily exported to a spreadsheet for further analysis. If so desired, the analysis may also be printed.

> ## Operational Warning
>
> The analysis requires the system to read through the entire O/P Order Line Item History file. These files may grow fairly large over time due to the number of transactions. This analyses may take some time to generate. Should you leave this function, and return, the most recent analysis that had been done will be displayed in the grid.
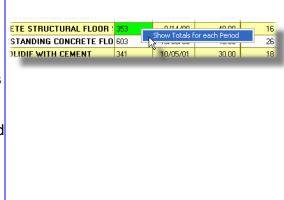

➲ O/P Profit Analysis "Preview" Grid

The "Fast Buttons" frame provides the push buttons to have the analysis customized, printed or exported:

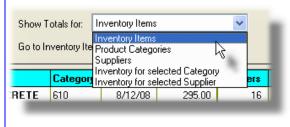| *"Fast Buttons"*	
Print Analysis Report	To have the Profit Analysis generated and printed
(Re)Build Preview	To have the Profit Analysis generated and displayed to the preview grid
Print Preview	To have the Profit Analysis that is currently displayed in the grid printed
Export	To have the Profit Analysis totals output to a spreadsheet

---

Some of the special features of this "Preview" grid are as follows:

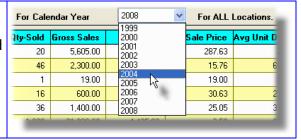|	
➢ If any specific reported row is double-clicked, then a "Trend Analysis Drill-Down" window 397 is displayed. For the selected Inventory Item, Supplier, or Product Category, each of the totals presented in the row, will be displayed for each period that the analysis was generated along with normalized Trend Percentages. These in turn may be printed as a report, or exported to a spreadsheet. (Right-clicking the cell displays a pop-up window, from which the drill down function may also be selected).	
➢ The analysis totals have been accumulated for a variety of codes including Inventory Items, Product Categories, and Suppliers. From the drop-down list, select the set of totals that are to be displayed. ➢ As well, combinations are offered whereby only those Inventory Items for a selected Product Category, or Supplier are displayed. In these cases, a field is presented from which a given Product Category or Supplier may be chosen. ➢ If listing for a particular Product Category or Supplier, they may be chosen either by entering their Code, choosing it using the Lookup binoculars icon, or by having the next or previous one displayed that has totals that were accumulated. *(Click the binocular icon with the up/down arrow to display Inventory Totals that exist for the prior/next occurrence of that code on file).*	
➢ The analysis totals have been accumulated for a range of periods up to the cutoff-period. The grid displays	

only those totals for a selected period. To choose to display the totals for one of the other periods, select the desired one from the drop-down list provided.

The columns of information displayed consist of the following information, compiled for each Inventory Item, Product Category, or Supplier:
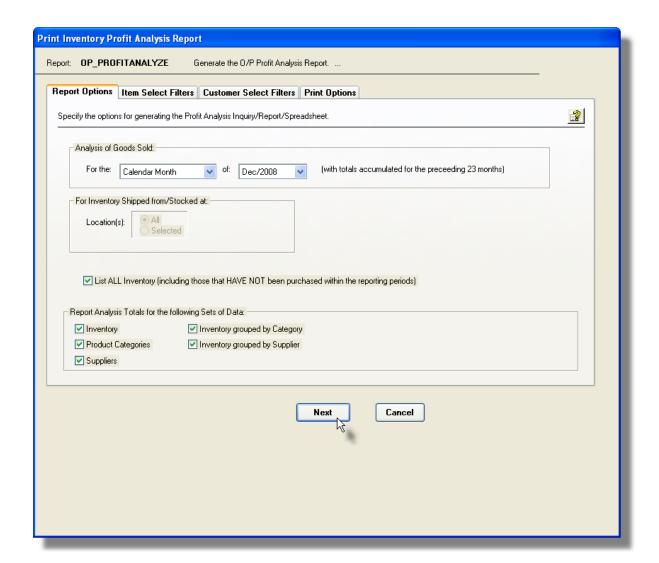
"Analysis Columns"	
Columns	**Description**
For Inventory Item Totals	
Item	The code identifying the Inventory Item
Description	The description of the item
Category	The Product Category assigned to the Inventory item
Added	The date the Inventory Item was first added to the system
Base Price	The base price of the item as determined from the **Base Price 1** field assigned to the Inventory Item
For Product Category Totals	
Category	The code identifying the Category
Description	The description of the Category
Profit Center	The Profit Center number that was assigned to the Product Category
For Supplier Totals	
Supplier/ Vendor	The code identifying the Supplier (from the Inventory Item properties)
Vendor Name	If defined in the A/P system as a Vendor, the name
City/State	If defined in the A/P system as a Vendor, the City/State
Totals Reported (for all code types)	
# Orders	Is the total number of Orders that the Inventory Item occurred in
Qty-Sold	Is the total Quantity Sold of the Inventory Item that was invoiced

Gross Sales	Is the product of the **Total Quantity Sold x Base Price**. This is in effect, the theoretical gross sales that would have been made if the item was sold at it's non-discounted base price.
Net Sales	This is the sum of all Extended Prices for the item. This is basically the sum of the actual discounted prices of the item as invoiced.
Avg. Sale Price	This is the computed Average Price that the item was sold at after any discounts had been applied. Its computed from the **Net Sales / Qty Sold**
Avg. Unit Disc %	This is the computed theoretical Average Unit Discount % that would have been applied to the Base Price to derive the Average Sale Price. It's computed as **(1 – Avg. Sale Price / Base Price) x 100**
COGS	This is the Cost of Goods Sold. As one of the properties associated to Inventory item, as stocked at each warehouse Location, costs are maintained. When inventory items are entered with an order, their Average Unit Cost is also recorded. This COGS amount is computed as the sum of each order's **Quantity Sold x Average Unit Cost**.
Avg. Unit Cost	This is the computed Average Cost for when the item was sold. Its computed from the **COGS / Qty Sold**
Gross Profit/ Loss	This is the total Profit, or Loss, for the Inventory item. It's computed as the difference of **Net Sales – COGS**
Avg. Unit Profit	This is the theoretical Unit Profit earned for each item sold. It's computed as the **Gross Profit / Qty Sold**
Avg. Unit Profit %	This is the computed theoretical Average Unit Profit % earned, that would have been applied to the Base Price to derive the Average Sale Price. It's computed as **(Gross Profit / Net Sales) x 100**
End Stock Qty	This figure is the Quantity of the Inventory Item that is stocked in the warehouse on the last day of the reporting period. It is obtained from the Quantity-on-Hand audit file that is maintained by the Order Processing system.
Cost Stock Qty	This is the Cost-of-Stocked Inventory on the last day of the reporting period. It is computed as the product of **End Stock Qty x Avg. Unit Cost**

6.5.8.2   Build Analysis Preview Options

When having to generate the Analysis, Print the reports, or Export the results, the following screen is presented. It's possible to limit the amount of data that is output when generating the report or exporting.

When building the analysis tables, columns of data may be generated for either G/L Fiscal Periods and Years, or Calendar Months and Years. In each case, you may choose the period, up to which, the analysis will be tallied for.

Print Inventory Profit Analysis Report

Report: **OP_PROFITANALYZE**   Generate the O/P Profit Analysis Report. ...

| Report Options | Item Select Filters | Customer Select Filters | Print Options |

Specify the options for generating the Profit Analysis Inquiry/Report/Spreadsheet.

Analysis of Goods Sold:

For the: [Calendar Month ▼] of: [Dec/2008 ▼]   (with totals accumulated for the preceeding 23 months)

For Inventory Shipped from/Stocked at:

Location(s):   ◉ All
                 ○ Selected

☑ List ALL Inventory (including those that HAVE NOT been purchased within the reporting periods)

Report Analysis Totals for the following Sets of Data:

☑ Inventory   ☑ Inventory grouped by Category
☑ Product Categories   ☑ Inventory grouped by Supplier
☑ Suppliers

[Next]   [Cancel]

The report generated, if archived, will be catalogued with a report name of **OP_PROFITANALYZE.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

When generating the report or building the analysis totals, the operator is presented with the standard Item Select Filters screen 109. This allows you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria.

Also, the operator is presented with the standard Customer Select Filters screen 101. This allows you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

Build/Report Options Screen - Field Definitions

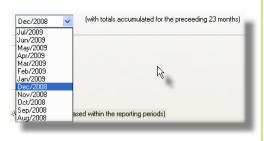| Analysis of Goods Sold – for Period Type	*drop-down list*
Select whether totals are computed for given Years, Months, or Periods based either on Calendar of G/L Fiscal Periods.	Calendar Months Calendar Years G/L Fiscal Periods G/L Fiscal Years

Analysis of Goods Sold – for Period Type	*drop-down list*
Depending on the type of Period chosen you may be able to select the ending Period which is to be analyzed. In each case, a pre-determined number of periods prior to the one selected will have totals also accumulated.	

Period Type	*# of Periods Reported*
Calendar Months	24
Calendar Years	10
Fiscal Periods	2 Fiscal Years worth
Fiscal Years	8

For Inventory Shipped from Location	*radio-buttons and x(6)*
If applicable, identify the Warehouse Location from which Inventory was shipped from to be used in the analysis.	

List ALL Inventory including that which has not been ordered.	*check-box*
Reserved for a future enhancement.	

Reporting Sets of Data	*check-boxes*

When the analysis is executed, tables are built for a number of different codes and combinations of Inventory Items, Product Categories and Supplier Codes. When the function to have data output to a report or exported is selected, you can select the particular set of results that is to be output. ***(Selecting all of them may generated a length report, or excessive amount of data to a spreadsheet)***
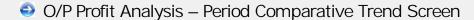
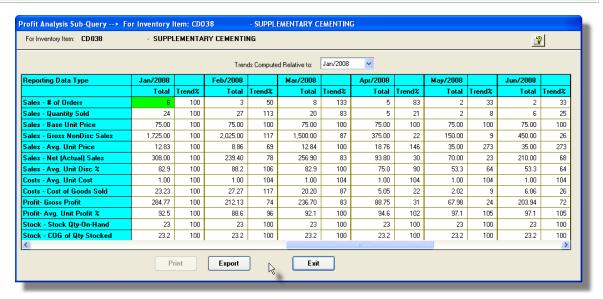**6.5.8.3   Period Trend Analysis Drill Down**

From the Profit Analysis preview screen, the totals displayed for each Inventory Item, Product Category, or Supplier Code is that for a single selected period. If you wish to display the totals for a particular item showing each period analyzed, then double-click the row of the item of interest.

A screen will be displayed that shows the totals for each period, along with a Trend Percentage value for each period.

Trend Percentages, or index numbers, are useful in comparing data from sales over a number of years, months, or fiscal periods., since trend percentages emphasize changes that have occurred during the period. They are computed as follows:

1. A base period is selected, and each item amount on the base year column is assigned a weight of 100%

2. Then each item from the analysis for the periods after, or before, the base period is expressed as a percentage of its base period amount. To determine these percentages, the item amounts in the other periods before or after the base period are divided by the amount of the item in the base period.

O/P Profit Analysis – Period Comparative Trend Screen

The push buttons to have the detail printed or exported:
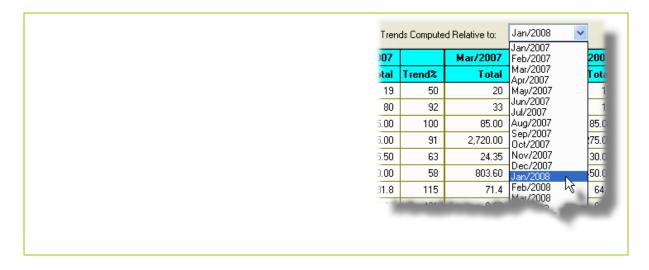
Push Button functions	
Print	Reserved for a future enhancement
Export	To have the totals for the selected item output to a spreadsheet

Drill-Down Period Comparative Select Fields Definitions

Trends Computed Relative To	*drop-down list*
Select the period that is to be used as the "Base Period". Each total amount displayed for the base period column is assigned a weight of 100%. Amounts in other columns are then used to compute a percentage relative to the amount associated to the "Base Period".	

6.5.8.4 Exported Data Layouts

The selected period's totals for each of the Inventory, Supplier and/or Product Categories displayed may be exported to an Excel spreadsheet or tab-delimited file. As well, when a given Code has had it's Comparative Trend drill-down period totals displayed, these may also be exported.

The Export Options tab screen will be displayed, from which you can select to direct the output to an MS Excel spreadsheet, CSV text file, or a Tab-delimited text file. *(Refer to the topic titled Data Export Functions* 92 *for full details).*

➔ O/P Profit Analysis Spreadsheet Export Data Formats

If the option to Export the analysis totals is selected, the following fields are output to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The output file, by default, is named **Inventory_Profit_Analysis.XLS**. Depending on the item being displayed, data rows will represent either Inventory Items, Product Categories, or Suppliers.

For a the Profit Analysis totals, the following fields are output:

Column #	Excel Column	Field	Format
1	A	Inventory Code	X(20)
2	B	Description	X(30)
3	C	Product Category Code	X(10)
4	D	Date added to the system	MM/DD/YY
5	E	Base Price 1	9,999,999.999
1	A	Product Category Code	X(6)
2	B	Description	X(30)
3	C	Profit Center	9(5)
4	D	blank	
5	E	blank	
1	A	Supplier Code	X(6)
2	B	Vendor Name	X(30)
3	C	blank	
4	D	blank	
5	E	blank	
6	F	# of Orders	999,999
7	G	Quantity Sold	999,999
8	H	NonDiscounted Gross Sales $	-999,999,999.99
9.	I	Net Sales $	-999,999,999.99
10	J	Average Sale Price $	999,999.999
11	K	Average Unit Discount %	-999.99
12	L	Cost-of-Goods Sold $	-999,999,999.99
13	M	Average Unit Cost $	999,999.999
14	N	Gross Profit $	-999,999,999.99
15	O	Average Unit Profit $	-999.99.99
16	P	Average Unit Profit %	-999.99
17	Q	Quantity-on-Hand at End of Period	999,999
18	R	Cost of Goods Stocked On-Hand	-999,999,999.99

For an item's Comparative Trend totals is exported from the Drill-Down screens, the following

fields are output. The output file, by default, is named **IM_PftAnalysis_SubQuery.XLS**.

Column #	Excel Column	Field	Format
1	A	Type of Analysis Total	X(40)
2	B	Period 1 Total	-99,999,999.99
3	C	Period 2 Total	-99,999,999.99
...	...	.....	.....
...	...	.....	.....
N	xx	Period N Total, (n=8, 10, or 24)	-99,999,999.99
N+1	xx+1	blank	
N+2	xx+2	blank	
N+3	xx+3	Period 1 Trend %	X(40)
N+3	xx+4	Period 2 Trend %	-99,999
...	...	.....	.....
...	...	.....	.....
...	yy	Period N Trend, (n=8, 10, or 24)	-99,999

6.5.9   Expired Price Codes Report

Price Codes are established using the Price Codes Maintenance function 437. Price Codes may be created to handle a variety of different special pricing situations.
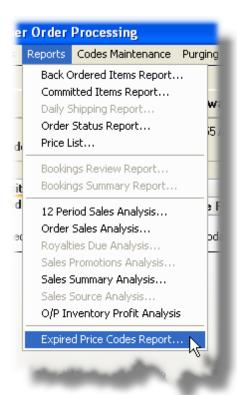
Price Codes may be established for a variety of combinations of codes including the following:

- Customer and Inventory Item
- Customer and Product Category
- Customer Type and Inventory Item
- Customer Type and Product Category
- Customer
- Customer (for Order $ Discounts)
- Customer Type (for Order $ Discounts)
- Inventory Item
- Product Category

- Customer and Ship-To and Inventory Item
- Customer and Ship-To and Product Category
- Customer and Ship-To
- Promotion and Item
- Promotion and Product Category
- Promotion and Customer Type
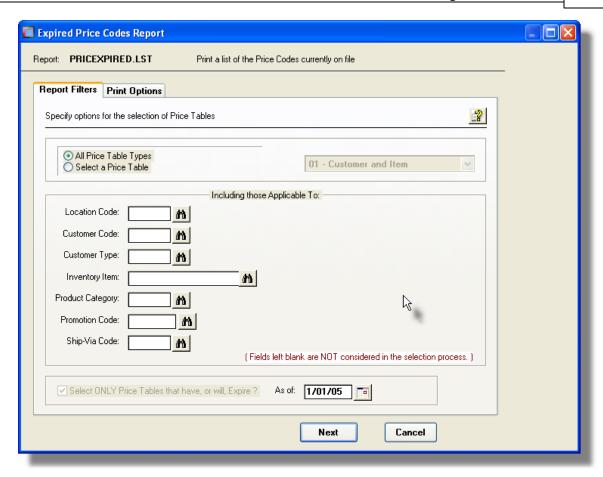- Ship-Via (for determining Freight Rates)

As an option, each Price Code may be set up to be valid only for a specific date range period of time. This report provides a quick method to determining which Price Codes have past their time.

Accessing the function to generate the report, can be done either directly from the Price Codes Maintenance function 437, or from the O/P Menu's **Reports** drop-down menu:
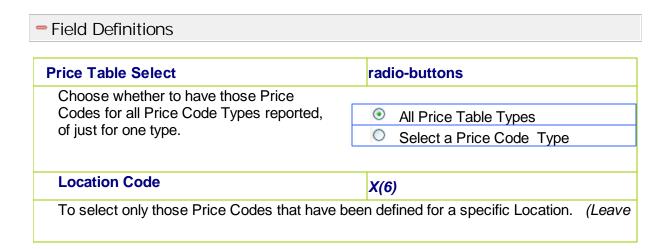

Expired Price Codes Report - Options Screen

The following screen is displayed offering a variety of filters for the reporting function:

The report generated, if archived, will be catalogued with a report name of **PRICEXPIRED.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* 117 *for full details).*

Field Definitions

Price Table Select	radio-buttons
Choose whether to have those Price Codes for all Price Code Types reported, of just for one type.	○ All Price Table Types ○ Select a Price Code Type
Location Code	**X(6)**
To select only those Price Codes that have been defined for a specific Location. *(Leave*	

the field blank if it is not to be considered as a selection filter).

Customer Code	X(6)

To select only those Price Codes that have been defined for a specific Customer.
(Leave the field blank if it is not to be considered as a selection filter).

Customer Type	X(5)

To select only those Price Codes that have been defined for a specific Customer Type.
(Leave the field blank if it is not to be considered as a selection filter).

Inventory Item	X(20)

To select only those Price Codes that have been defined for a specific Inventory Item.
(Leave the field blank if it is not to be considered as a selection filter).

Product Category	X(6)

To select only those Price Codes that have been defined for a specific Product Category.
(Leave the field blank if it is not to be considered as a selection filter).

Promotion Code	X(6)

To select only those Price Codes that have been defined for a specific Promotion Code.
(Leave the field blank if it is not to be considered as a selection filter).

Ship-Via Code	X(4)

Applicable only for Price Codes defining Freight Rates. To select only those Price Codes that have been defined for a specific Ship-Via code. *(Leave the field blank if it is not to be considered as a selection filter).*

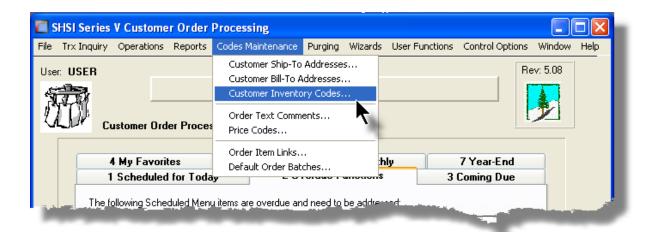| Select Only Price Codes that have Expired	check-box and (mmddyy)

Price Code records may be defined to be valid only for a specific date range. To include only these records that have expired, as of a specified date, set the check-box and enter the cutoff expiry date. The Purge function forces the check-box to be checked, with a default date set to the 1st day of the current month.

For the Expired Price Codes listing, and the Purge Expired Price Codes function, this check-box will automatically be set, and the date will default to the first day of the current calendar month.

6.6   Master Code Maintenance Functions

The topics in this chapter describe functions and procedures that are a available under the **Codes Maintenance** drop down menu on the Customer Order Processing menu. These menu items are used to maintain the Master Codes used in the O/P . In particular, the function to Maintain your Customers' Ship-To and Bill-To Addresses, and your O/P Price Codes tables are found here.

These functions are available from the O/P Menu Bar as shown:

6.6.1   Customer Ship-To Address Maintenance

A given customer may have a number of different offices, possibly in different cities, to which orders goods are to be shipped to, but invoices are generated for the head office. The Series 5 Customer Order Processing system provides the ability to define unlimited Ship-To Addressed for each A/R Customer.

Customer Ship-To records would be defined primarily for three alternative scenarios:

1. First, if your customer has a number of different locations that you might possibly ship to, then each address would be set up as a separate Ship-To. When entering an order, you could then choose the appropriate one.

2. A second reason for having a Customer Ship-To would be to establish an alternate set of billing or shipping parameters that differ from those defined for the customer. When a customer Ship-To is selected in the Order Entry application, fields such as Salesman, Terms, Ship-Via and Tax Codes, if defined, are used from the Ship-To record instead of those found for the Customer.
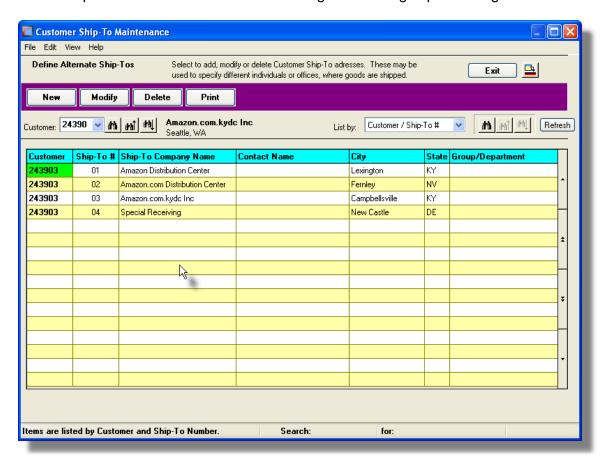
3. A third reason for having multiple Ship-To records for a customer is where you might have a number of different individuals within the company that are ordering goods, perhaps over the INTERNET, or by telephone. Rather than trying to identifying the Customer Code from the company name, you can search the Ship-To records by Contact Name. If effect, you would have a separate Customer Ship-To record for each person that might be ordering goods. Ship-To records can be retrieved, or accessed in the "Lookup" function, by Customer Number, Company Name, Contact, City, Phone, Contact/Company or Department/Company.

Two of the tabbed screens are provided that are almost the same as those presented from the Customer Codes Maintenance function. The Address screen and the A/R Profile properties screen.

The Customer Ship-To Codes Maintenance function is accessed from the O/P Main menu, by select **Customer Ship-To Addresses...** from the **Codes Maintenance** drop-down menu.
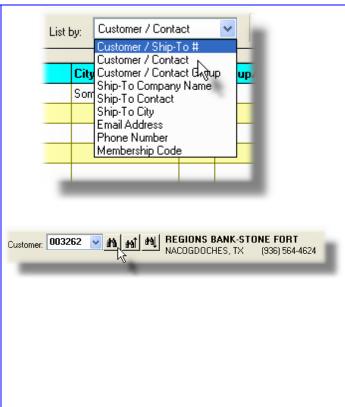
Customer Ship-To Addresses Maintenance Grid

Customer Ship-To addresses are maintained using a Series 5 grid processing screen.

Some of the special features of this "Inquiry" grid are as follows:

> ➤ The option to **List By** provides the option to browse through the Customer Ship-To items for a selected Customer or by specific fields associated to Ship-To records regardless of the customer.

> ➤ When listing by Customer, a given Customer may be chosen either by entering their Customer Code, choosing it using the Lookup binoculars icon, or by having the next or previous set of Customer's Ship-To items displayed that are defined. *(Click the binocular icon with the up/down arrow to display transactions that exist for the prior/next occurrence of that code on file).*

⟳ Customer Ship-To - Address Tab Screen

The Customer Ship-To Address screen is used to define the name, address and contact information for the particular Ship-To.

Some points to note when setting up your Ship-To addresses:

- Remember that the Ship-To Address records are basically contact records, than can be used to hold information on individuals for a particular company
- When entering Customer Orders, after identifying the customer, a different Ship-To may be selected. You can even browse through the Ship-To records searching for an individual's Last Name, Email or Phone Number prior to selecting the Customer. (The customer is then assigned based on your selection).
- Ship-To records are stored with keys consisting of Customer/Contact Name, Company Name, City, Contact Name, Email and Phone. If these bits of information are known, they should be entered.
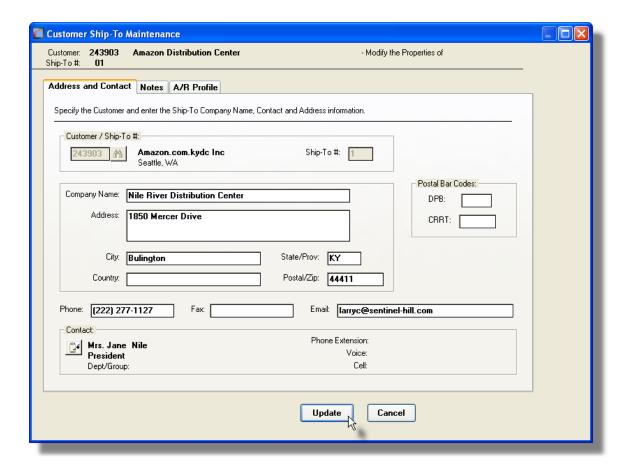

Setup Tip

Many times you will have a Customer that has a Ship-To address that is different from the Customer's address. If this is the case, define a Ship-To Address with Ship-To # 0001. When entering an order for this customer, the system will attempt to read Ship-To # 1 and if found,

---

automatically assign it.

Creating a Customer Ship-To # 0001 offers a transparent solution if you want to automatically assign a different address, Terms, Ship-Via, Sales Rep, Tax Codes, etc., that are different from those defined for the Customer.

The Address and Contact information associated to each Customer Ship-To are maintained by the following screen:

Customer Ship-To Address/Contact Screen - Field Definitions

Customer Code	X(6)
When first adding the Ship-To, enter the Customer Code. It defaults to that of the Customer that is selected in the grid display screen.	

Ship-To Number	9(4)
You may store up to 9,998 Ship-To addresses or contacts for each Customer. This is the unique number assigned. When adding a new Ship-To Contact, if you leave this field blank, then the system will automatically determine the next available number and display	

it. *(Note that Ship-To Number **9999** should not be used because the Order Entry system treats it as a special case whereby the operator is required to key in a Ship-To address).*

Ship-To Number of **0001** is also treated in special way. When you enter a new order, once the Customer is selected, if a Ship-To Number is not selected by the operator, the system will automatically attempt to read a Ship-To record using Ship-To-Number **0001**.

Company Name (or Individuals Name)	*X(40)*

Enter the Company name or, for a given individual, their name. The names should be capitalized in upper and lower case. The Company Name is used as a key to access the Ship-To records both for reporting and by the Order Entry function.

Address - City - State/Prov - Country - Zip/Postal	*3 of X(40) - X(25) - X(5) - X(20) - X(10)*

These are the Customers' Ship-To address fields. The address is used as the Shipping Address for orders generated. The City is used as a key to access the Ship-To records both for reporting and by the Order Entry function.

Postal Bar Codes – DPB and CRRT	*X(3) & X(4)*

These fields are provided for information purposes only.

Phone / Fax - Email	*X(20) - X(40)*

The Phone Number and the Email are used as keys to access the Ship-To records both for reporting and by the Order Entry function.

Contact	*sub-screen*

You may record the information for the contact person associated to the Ship-To. When an order is entered with a Customer Ship-To, the Contact name will be used as the default for the **Order Placed By** field. The Contact Last Name field is used as a key in the Customer Ship-To file and is used by the Ship-To "Lookup" function, so some consistency should be exercised when entering this field, (ie., make it case sensitive).
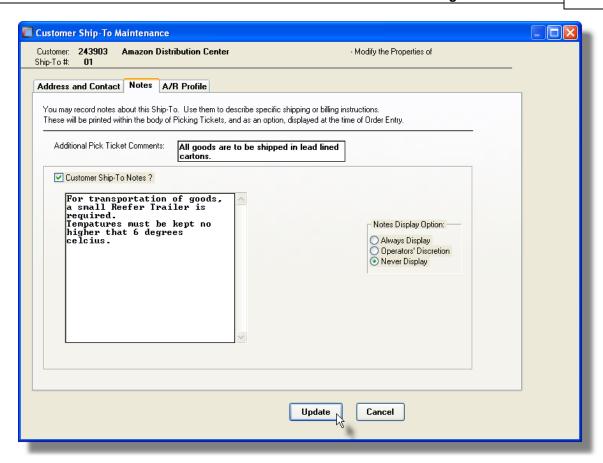
Click on the icon to have the following sub-screen displayed:

The Contact's Dept/Group Code may be used to specify a Department or particular group within the company the the individual is associated to. It is used as key to access the Ship-To records both for reporting and by the Order Entry function.

Customer Ship-To Notes — Entry Screen

This screen is used to record notes about the Customer Ship-To address. If you wish to have special instructions displayed at the time of Order Entry and printed on the Order Posting Journal, then these notes will provide that capability.   Up to 1,000 characters of text may be entered. This text will also be printed within the body of the Picking Ticket in a "*" lined box.

Customer Ship-To Maintenance

Customer: **243903**   **Amazon Distribution Center**   - Modify the Properties of
Ship-To #:   **01**

Address and Contact | **Notes** | **A/R Profile**

You may record notes about this Ship-To. Use them to describe specific shipping or billing instructions.
These will be printed within the body of Picking Tickets, and as an option, displayed at the time of Order Entry.

Additional Pick Ticket Comments: **All goods are to be shipped in lead lined cartons.**

☑ Customer Ship-To Notes ?

```
For transportation of goods,
a small Reefer Trailer is
required.
Tempatures must be kept no
higher that 6 degrees
celcius.
```

Notes Display Option:
○ Always Display
○ Operators' Discretion
◉ Never Display

Update   **Cancel**

➖ Customer Ship-To Notes Screen — Field Definitions

Additional Pick Ticket Comments	**2 lines of X(30)**
There are two lines that you may use for brief comments that will be printed on the Picking Tickets. These fields are also copied to the Carousel Picking Interface file.	
Text	**X(1000)**
Enter up to 1000 characters of text. Words will automatically wrap to the next line where necessary. A new paragraph may be entered with the Enter key.	
Notes Display Option	**radio-buttons**
This is an option that was used in the Series 4 version of software.	
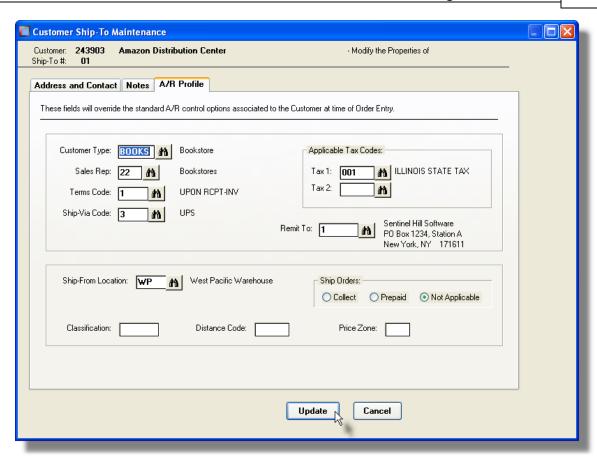
🔵 Customer Ship-To A/R Profile — Entry Screen

This screen is used to record select properties associated to the customer Ship-To, providing an alternate set of properties to be applied to orders where the Ship-To is selected. The following codes are defined:

- Customer Type — is used to classify or group customers and may be used as a selection parameter in all customer related reports
- The Sales Representative
- The Terms Code — used to compute the Due Date for invoices generated in affiliated Series 5 systems
- Ship-Via Code — defines the method orders are to be shipped
- Statement Printing Frequency
- Applicable Tax Codes

The following screen is displayed for to enter or modify the profile for the Customer's Ship-To:

Customer Ship-To A/R Profile Screen — Field Definitions

Customer Type	X(5)
This field is used to categorize the customer. Within the Customer Order Processing system, prices and/or discounts may be established for different Customer Types.	

Sales Representative	X(3)
Select the Sales Rep who has been assigned to this Ship-To if different from that defined for the Customer. Customer Orders and A/R Sales transactions carry the Sales Rep code.	

Terms Code	X(4)
Different Terms Codes may be established in the A/R system. These are used to determine Due Dates and Payment Discount Dates that are applied to Invoices generated from the assorted Series 5 systems. Select the terms that are appropriate for the Customer's Ship-To.	

Ship-Via Code	*X(4)*

Select the Ship-Via code that would be most frequently used by this Customer's Ship-To. When orders are entered, this code will be used as the default. Also, different Freight Rates may be established in the Customer Order Processing system's Price Code maintenance function.

Tax Codes 1 and 2	*X(6)*

If Federal, State/Provincial or Local taxes are to be computed and collected for sales to this Customer's Ship-To, select the applicable tax codes. When Invoices are generated in any of the Series 5 systems, the tax rate and the G/L account credited is determined from the Tax Codes properties.

Remit To Code	*X(6)*

For invoices that are generated in any of the Series 5 systems, if they do not use a pre-printed form, or if they do not generate MS Word invoices defined with a template, then a Remit-To address will be printed on the invoice. For each Customer, and/or Ship-To, you may specify a different remit-to address by selecting a different Remit-To Code.

Ship-From Location	*X(6)*

When entering an Order, the applicable shipping warehouse Location is normally determined form the Order Entry Batch. If a valid Location is entered here, then when this Ship-To is used in an Order, this Location will be the one used.

Ship Collect or Prepaid	*radio-buttons*

Select whether orders are typically to be shipped Collect or Prepaid when this Customer Ship-To is used. When orders are entered, this code will be used as the default.

Ship Partially Filled Orders ?	*check-box*

Used in conjunction with the Series 5 Customer Order Processing system. Select whether orders are shipped only if they are fully filled, or if they may be shipped even if certain items have to be back ordered.

Ship-To Classification	*X(5)*

This field may be used as a user defined purposes. It is for information purposes only.

Ship-To Distance	*9(5)*

This field may be used for information purposes to reflect the distance an order needs to

be shipped for this Ship-To address.
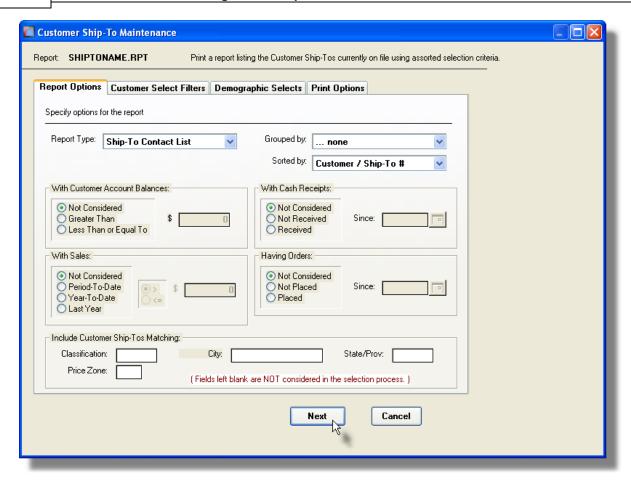
Ship-To Price Zone	*9(4)*

The Ship-To Zone field when applied to an order may be used to determine special pricing for a Customer for different Ship-To addresses are used. The Zone field is available as a distinguishing field in the Price Codes Table lookup algorithim.

➡ Customer Ship-To — Report Filters Screen

The Customer Ship-To Report function displays a filters screen that provide a number of different selection parameters. If you are wanting to select only a few customers that satisfy a particular set of criteria, it's quite possible that it can be done using this screen.   In particular, the following values may be used to refine the selection of Customers for whose Ship-To records will be listed:

- Customer Account Balance

- Customer Sales Totals

- The last Date that a Customer Payment was received

- The last Date that an Order was placed

Generic Customer Selection Filters

In addition to the selection filter fields described in this topic, the Generic Customer Filters [101] screen and the Customer Demographics Filters [106] screen will also be presented, providing additional fields to refine the selection criteria.

The Customer Ship-To list report, if archived, will be catalogued with a report name of **SHIPTONAME.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing [117] for full details).*

Field Definitions

Report Type	

Choose the type of listing to be generated.

- Ship-To Contact List — shows Name, city, state, phone, fax and contact.
- Detail — shows all available information about the Customer's Ship-To
- Merge Labels — A Word Merge address file with each entry as follows:

> ***Company Name***
> ***Customer Code***
> ***Address Line 1***
> ***Address Line 2***
> ***City***
> ***State***
> ***ZIP***
> ***Country***
> ***Contact Name***

- 1-Up Labels — Address Labels in 1 column
- 3-Up Labels — Address Labels in 3 columns

Customers Grouped By	**drop-down list**

To have the Ship-To records listed grouped by one of the available fields. A new page is started for each unique occurrence of the selected group, along with subtotals at the end.

Customers Sorted By	**drop-down list**

To have the Ship-To records listed sorted by one of the available fields. If Customers were grouped, they are sorted within the group as well.

```
Customer / Ship-To #
Customer / Ship-To Contact
Customer / Ship-To Group
Customer Company Name
Customer Membership Code
Ship-To Company Name
Ship-To Contact Last Name
Ship-To City
Ship-To Zip or Postal
Ship-To Email
Ship-To Phone
Current Account Balance
Credit Limit
$ Sales Period-To-Date
$ Sales Year-To-Date
$ Sales Last-Year
Demog01 - Company Size
Demog02 - Geograph Region
Demog03 - Industry Code
Demog04 - Mascot
Demog05 - SAS Level
```

Customer Account Balance $ Amount   *radio-buttons*

To select only those customers whose Account Balance amount falls within a particular range, click the desired compare function and enter the amount to be compared with.

- ◉ Not Considered
- ○ Greater Than
- ○ Less Than or Equal

Accumulated Sales $ Amount   *radio-buttons*

To select only those customers whose total $ Sales amounts for a particular period falls within a particular range, click the desired Period, and compare function, and enter the amount to be compared with.

- ◉ Not Considered
- ○ Period-To-Date
- ○ Year-To-Date
- ○ Last Year

Date of Last Cash Receipt   *radio-buttons and (mmddyy)*

To select only those customers that you have, or have not, received a payment from relative to a particular date, click the appropriate button, and enter the date to be tested against.

- ◉ Not Considered
- ○ Not Received
- ○ Received

Date of Last Order Recorded   *radio-buttons and (mmddyy)*

To select only those customers that you have, or have not, received an Order for in the Series 5 Customer

- ◉ Not Considered

Order Processing system, or generated an Invoice in the Series 5 Professional Invoicing system, click the appropriate button, and enter the date to be tested against.	○ Not Placed ○ Placed

Ship-To's Matching - Classification	*X(5)*
To select only those Ship-To with a specific Classification. Leave the field blank if it is NOT to be considered as a filter.	

Ship-To's Matching - Price Zone	*9(4)*
To select only those Ship-To with a specific Price Zone. Leave the field blank if it is NOT to be considered as a filter.	

Ship-To's Matching - City	*X(15)*
To select only those Ship-To with a specific City. Leave the field blank if it is NOT to be considered as a filter.	

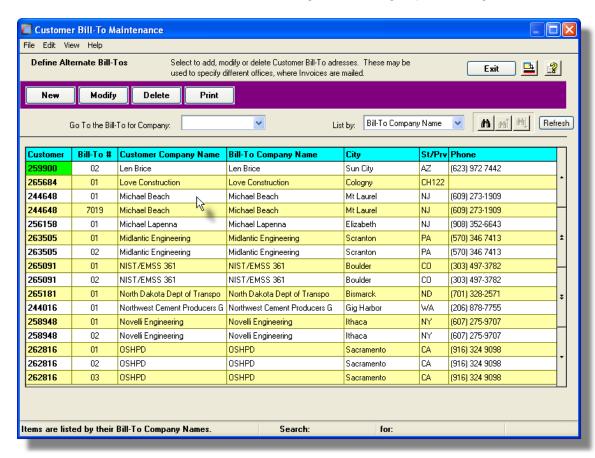| **Ship-To's Matching - State/Province**	*X(5)*
To select only those Ship-To with a specific State or Province. Leave the field blank if it is NOT to be considered as a filter.	

6.6.2 Customer Bill-To Address Maintenance

A given customer may have a number of different offices. But perhaps they also have different offices, or Accounts Payable departments where invoices should be sent to. The Series 5 Customer Order Processing system provides the ability to define multiple Bill-To Addressed for each A/R Customer.

The Customer Bill-To Codes Maintenance function is accessed from the O/P Main menu, by select **Customer Bill-To Addresses...** from the **Codes Maintenance** drop-down menu.
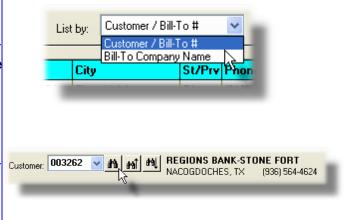
Customer Bill-To Addresses Maintenance Grid

Customer Bill-To addresses are maintained using a Series 5 grid processing screen.

Some of the special features of this "Inquiry" grid are as follows:

> The option to **List By** provides the option to browse through the Customer Bill-To items for a selected Customer or by the Bill-To Company Names regardless of the customer.

> When listing by Customer, a given Customer may be chosen either by entering their Customer Code, choosing it using the Lookup binoculars

icon, or by having the next or previous set of Customer's Bill-To items displayed that are defined. *(Click the binocular icon with the up/ down arrow to display transactions that exist for the prior/next occurrence of that code on file)*.

Customer Bill-To - Address Tab Screen

The Customer Bill-To Address screen is used to define the name, address and contact information for the particular Bill-To.
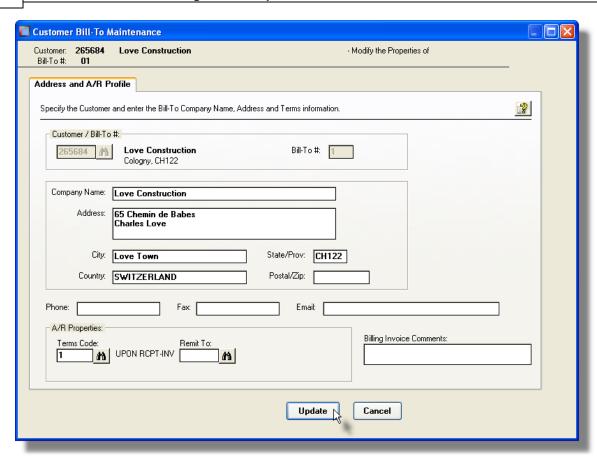
Some points to note when setting up your Bill-To addresses:

- When entering an order, you can choose one of the Customer's Bill-To addresses. The Bill-To lets you define a different Terms Code. If the Bill-To is selected, and a Terms Code is specified, then the Bill-To Terms Code will take precedence over both the Customer and the Ship-To Terms.

Setup Tip

Many times you will have a Customer that has a Bill-To address that is different from the Customer's address. If this is the case, define a Bill-To Address with Bill-To # 0001. When entering an order for this customer, the system will attempt to read Bill-To # 1 and if found, automatically assign it.

Creating a Customer Bill-To # 0001 offers a transparent solution if you want to automatically have invoices mailed to a different company or address that is different from that of the Customer's.

The Address and Contact information associated to each Customer Bill-To are maintained by the following screen:

Customer Bill-To Address/Contact Screen - Field Definitions

Customer Code	X(6)
When first adding the Bill-To, enter the Customer Code. It defaults to that of the Customer that is selected in the grid display screen.	

Bill-To Number	9(4)
You may store up to 9,998 Bill-To addresses or contacts for each Customer. This is the unique number assigned. When adding a new Bill-To Contact, if you leave this field blank, then the system will automatically determine the next available number and display it. *(Note that Bill-To Number **9999** should not be used because the Order Entry system treats it as a special case whereby the operator is required to key in a Bill-To address).* Bill-To Number of **0001** is also treated in special way. When you enter a new order, once the Customer is selected, if a Bill-ToNumber is not selected by the operator, the system will automatically attempt to read a Bill-To record using Bill-To-Number **0001**.	

Company Name (or Individuals Name)	X(40)
Enter the Company name or, for a given individual, their name. The names should be	

capitalized in upper and lower case. The Company Name is used as a key to access the Bill-To records both for reporting and by the Order Entry function.

Address - City - State/Prov - Country - Zip/Postal	3 of X(40) - X(25) - X(5) - X(20) - X(10)

These are the Customers' Bill-To address fields. The address is used as the Shipping Address for orders generated. The City is used as a key to access the Bill-To records both for reporting and by the Order Entry function.

Phone / Fax - Email	X(20) - X(40)

The Phone Number and the Email are used as keys to access the Bill-To records both for reporting and by the Order Entry function.

Terms	X(4)

Different Terms Codes may be established in the A/R system. These are used to determine Due Dates and Payment Discount Dates that are applied to Invoices generated from the assorted Series 5 systems. Select the terms that are appropriate for the Customer's Bill-To.

Remit-To	X(6)

For invoices that are generated in any of the Series 5 systems, if they do not use a pre-printed form, or if they do not generate MS Word invoices defined with a template, then a Remit-To address will be printed on the invoice. For each Customer, and/or Bill-To, you may specify a different remit-to address by selecting a different Remit-To Code.
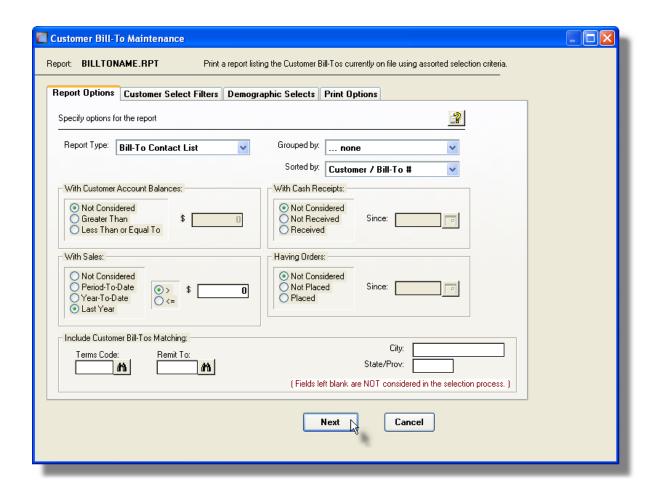
Billing Invoice Comments	2 lines of X(30)

There are two lines that you may use for brief comments that will be used in a future enhancement.

➲ Customer Bill-To — Report Filters Screen

The Customer Bill-To Report function displays a filters screen that provide a number of different selection parameters. If you are wanting to select only a few customers that satisfy a particular set of criteria, it's quite possible that it can be done using this screen. In particular, the following values may be used to refine the selection of Customers for whose Bill-To records will be listed:

- Customer Account Balance

- Customer Sales Totals

- The last Date that a Customer Payment was received

- The last Date that an Order was placed

Generic Customer Selection Filters

In addition to the selection filter fields described in this topic, the Generic Customer Filters [101] screen and the Customer Demographics Filters [106] screen will also be presented, providing additional fields to refine the selection criteria.

The Customer Bill-To list report, if archived, will be catalogued with a report name of **BILLTONAME.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output

to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing 117 for full details).*

Field Definitions

Report Type	

Choose the type of listing to be generated.
 	
• Bill-To Contact List — shows Name, city, state, phone, fax and contact.
• Detail — shows all available information about the Customer's Bill-To
• Merge Labels — A Word Merge address file with each entry as follows:
 	
        Company Name
        Customer Code
        Address Line 1
        Address Line 2
        City
        State
        ZIP
        Country
        Contact Name
 	
• 1-Up Labels — Address Labels in 1 column
• 3-Up Labels — Address Labels in 3 columns
	Bill-To Contact List
	Detail
	Merge Labels
	1-Up Labels
	3-Up Labels

Customers Grouped By	**drop-down list**
To have the Bill-To records listed grouped by one of the available fields. A new page is started for each unique occurrence of the selected group, along with subtotals at the end.	

```
... none
Bill-To City
Bill-To State or Province
Bill-To Country
Customer Type
Customer Sales Rep
Bill-To Terms Code
Bill-To Remit Code
Bill-To Phone Area Code
Demog01 - Company Size
Demog02 - Geograph Region
Demog03 - Industry Code
Demog04 - Mascot
Demog05 - SAS Level
```

Customers Sorted By	**drop-down list**

To have the Bill-To records listed sorted by one of the available fields. If Customers were grouped, they are sorted within the group as well.

```
Customer / Bill-To #
Customer Company Name
Customer Membership Code
Bill-To Company Name
Bill-To City
Bill-To Zip or Postal
Bill-To Email
Bill-To Phone
Current Account Balance
Credit Limit
$ Sales Period-To-Date
$ Sales Year-To-Date
$ Sales Last-Year
Demog01 - Company Size
Demog02 - Geograph Region
Demog03 - Industry Code
Demog04 - Mascot
Demog05 - SAS Level
```

Customer Account Balance $ Amount	*radio-buttons*

To select only those customers whose Account Balance amount falls within a particular range, click the desired compare function and enter the amount to be compared with.

- ⦿ Not Considered
- ◯ Greater Than
- ◯ Less Than or Equal

Accumulated Sales $ Amount	*radio-buttons*

To select only those customers whose total $ Sales amounts for a particular period falls within a particular range, click the desired Period, and compare function, and enter the amount to be compared with.

- ⦿ Not Considered
- ◯ Period-To-Date
- ◯ Year-To-Date
- ◯ Last Year

Date of Last Cash Receipt	*radio-buttons and (mmddyy)*
To select only those customers that you have, or have not, received a payment from relative to a particular date, click the appropriate button, and enter the date to be tested against.	⦿ Not Considered ○ Not Received ○ Received

Date of Last Order Recorded	*radio-buttons and (mmddyy)*
To select only those customers that you have, or have not, received an Order for in the Series 5 Customer Order Processing system, or generated an Invoice in the Series 5 Professional Invoicing system, click the appropriate button, and enter the date to be tested against.	⦿ Not Considered ○ Not Placed ○ Placed

Bill-To's Matching - Terms Code	*X(4)*
To select only those Bill-To with a specific Classification. Leave the field blank if it is NOT to be considered as a filter.	

Bill-To's Matching - Remit-To	*X(6)*
To select only those Bill-To with a specific Price Zone. Leave the field blank if it is NOT to be considered as a filter.	

Bill-To's Matching - City	*X(15)*
To select only those Bill-To with a specific City. Leave the field blank if it is NOT to be considered as a filter.	

Bill-To's Matching - State/Province	*X(5)*
To select only those Bill-To with a specific State or Province. Leave the field blank if it is NOT to be considered as a filter.	

6.6.3   Customer Inventory Codes

Customer Item records may be defined for specific customers. This would be necessary only if you as a supplier, need to provide pricing labels for the goods that are being purchased by your customer. Normally, your customer would provide you with a spreadsheet or tab delimited text file containing the pertinent data fields needed to generate the product labels.
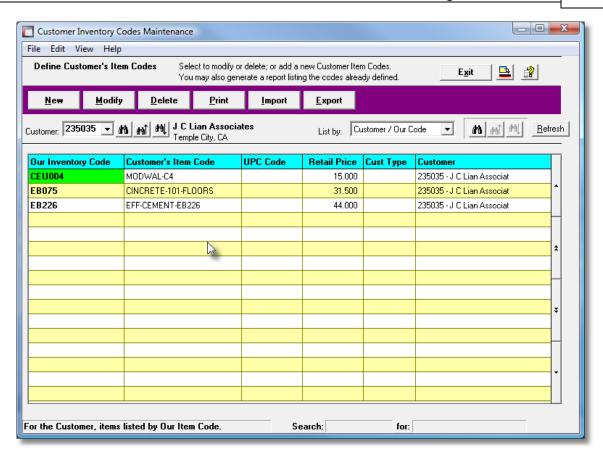
The following fields are provided for:

- Customer's Item Stocking Code
- the UPC code
- Customer Department Code
- a Catalogue Code
- Retail Unit Price

Note that a custom label printing routine would have to be developed as required, possibly for each applicable customer.
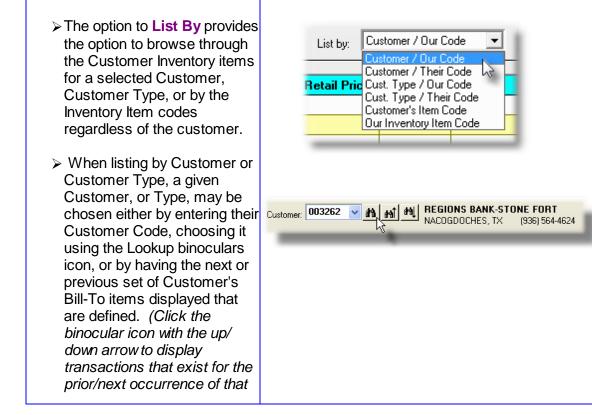
The Customer Inventory Codes Maintenance function is accessed from the O/P Main menu, by select **Customer Inventory Codes...** from the **Codes Maintenance** drop-down menu.

Customer Inventory Codes Maintenance Grid

Customer Inventory Item Codes are maintained using a Series 5 grid processing screen.

Some of the special features of this "Inquiry" grid are as follows:

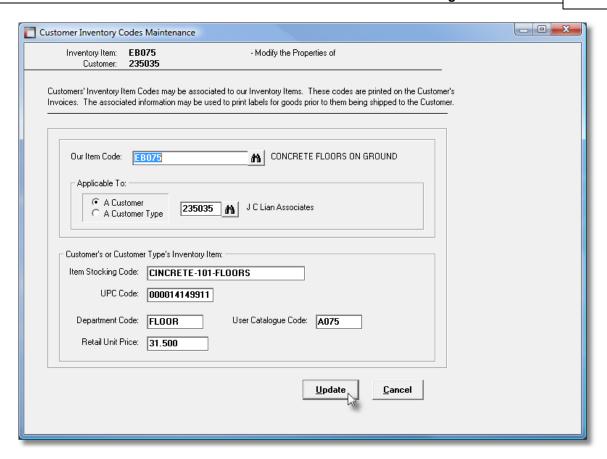> The option to **List By** provides the option to browse through the Customer Inventory items for a selected Customer, Customer Type, or by the Inventory Item codes regardless of the customer.

> When listing by Customer or Customer Type, a given Customer, or Type, may be chosen either by entering their Customer Code, choosing it using the Lookup binoculars icon, or by having the next or previous set of Customer's Bill-To items displayed that are defined. *(Click the binocular icon with the up/down arrow to display transactions that exist for the prior/next occurrence of that*

code on file).

Customer Inventory Item Code Screen

The Customer Inventory Code screen is used to define the information about the inventory item as they see it. This includes their assigned code, a UPC code and it's retail price.

Some points to note when setting up your Customer Inventory Codes:

- When inventory items are ordered by the Order Entry operation, the system will test to see if a Customer's Inventory Item code has been established. If this is the case, then the associated Customer Inventory Code is recorded with the ordered item which is printed on the customer's invoice.

- The Customer Inventory Codes are stored grouped either by Customer Code or Customer Type. If you have a large retailer that has many distribution points, each of which is treated as a separate customer, you could define the Inventory Codes by the designated Customer Type. Assuming each of the Customers are assigned to the same Customer Type.

The information associated to each Customer's Inventory Code are maintained by the following screen:

Customer Inventory Items Screen - Field Definitions

Our Item Code	*X(20)*
Enter your company's Inventory Code assigned to refer to the item. This must be a valid Inventory Item defined in the Inventory Management system.	

Applicable to a Customer or Customer Type	*radio-button*
You may associate a set of Inventory Items to either a specific Customer, or to a specific Customer Type. Depending on the selection, select either a Customer, or a Customer Type from the field presented.	

Customer's Item – Stocking Code	*X(30)*
This is the Product Code that is assigned to the Item by your Customer.	

Customer's Item – UPC Code	*9(12)*
This is the Customer's assigned UPC Code. This may be required if labels need to be printed for items shipped.	

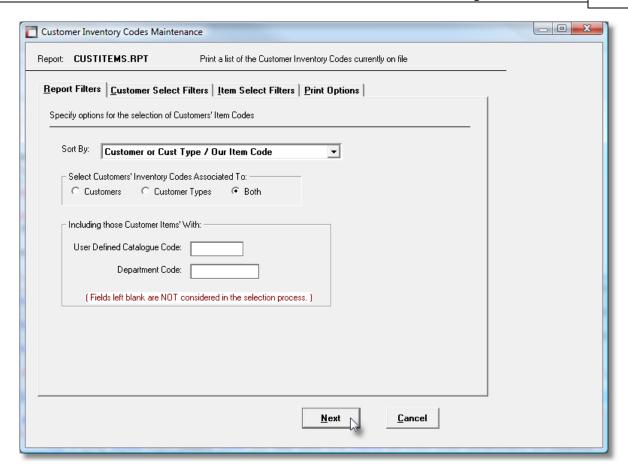| **Customer's Item – Department Code**	*X(10)*
This is the Customer's assigned Department Code. This code may be required if labels need to be printed for items shipped.	
Customer's Item – Catalogue Code	*X(8)*
This is the Customer's assigned Catalogue Code. This code may be required if labels need to be printed for items shipped.	
Customer's Item – Retail Price	*$ 999,999.999*
This is the Customer's assigned Retail Unit Price for the item. This may be required if labels need to be printed for items shipped.	

⮑ Customer Inventory Items — Reporting and Export Filters Screen

When generating a list of Customer Inventory Codes, or exporting these codes to a spreadsheet a filters screen is provided with a number of selection parameters. If you are wanting to select only a few Customers or Inventory Items that satisfy a particular set of criteria, it's quite possible that it can be done using this screen.

Generic Customer or Inventory Selection Filters
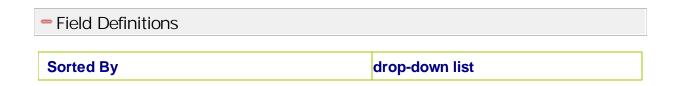
In addition to the selection filter fields described in this topic, the Generic Customer Filters [101] screen and the Generic Inventory Filters [109] screen will also be presented, providing additional fields to refine the selection criteria.

The Customer Inventory Codes list report, if archived, will be catalogued with a report name of **CUSTITEMS.RPT**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing [117] for full details).*

⊟ Field Definitions

Sorted By	**drop-down list**

To have the Inventory Items listed sorted by one of the available fields.	Our Inventory Item Code Customer or Cust Type / Our Item Code Customer or Cust Type / Their Item Code
Inventory for Customers or Customer Types	*radio-buttons*
To select only those Customers Inventory codes associated to Customers or Customer Types, or Both.	○ Customers ○ Customer Types ○ Both
Inventory Matching - User Catalogue Code	*X(8)*
To select only those Inventory with a specific Catalogue Code. Leave the field blank if it is NOT to be considered as a filter.	
Inventory Matching - Department Code	*X(10)*
To select only those Inventory with a specific Department Code. Leave the field blank if it is NOT to be considered as a filter.	

6.6.4   Order Text Codes Maintenance

Pre-defined Comments may be set up for use in the Customer Order Processing system. Comment Codes with free flowing text of 30 character lines for a total of up to 1000 characters, may be created.

Text Codes may be used for the following purposes:

- Provide extended information for Customer Orders printed on the bottom of Invoices
- Provide extra information for Order Line Items, printed both on Invoices and Pick Tickets
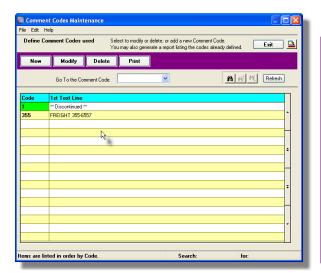
● Provide instructions on Pick Tickets

The Comment Codes defined here are listed in the Series 5 Comment Code LOV Lookup 60
window.
The Comment Codes Maintenance function is accessed from the O/P Main menu, by
selecting **Order Text Comments...** from the **Codes Maintenance** drop-down menu.

➔ Order Text Codes Grid

Comment Codes are maintained using a Series 5 grid processing screen.
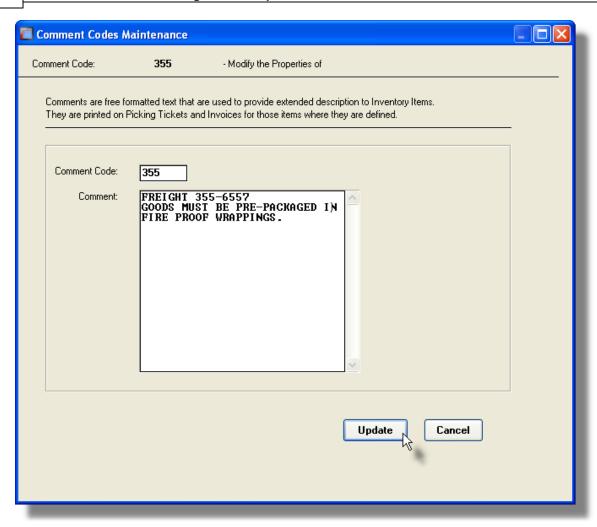
"Fast Buttons"	
New	Add a new Comment
Modify	Modify the Comment highlighted in the grid
Delete	Delete the Comment highlighted in the grid
Print	Generate a report listing the Comment Codes on file

Edit an existing Comment by double-clicking it's associated row.   Standard Series 5 grid
controls apply.

➔ Text Code - Properties

The properties for each Comment are defined with the following screen:

Comment Codes Maintenance

Comment Code: **355** - Modify the Properties of

Comments are free formatted text that are used to provide extended description to Inventory Items.
They are printed on Picking Tickets and Invoices for those items where they are defined.

Comment Code: 355

Comment:
```
FREIGHT 355-6557
GOODS MUST BE PRE-PACKAGED IN
FIRE PROOF WRAPPINGS.
```

[**Update**] [**Cancel**]

▬ Field Definitions

Comment Code	*X(6)*
This is the code used to identify this Comment.	

Comment	*X(1000)*
Enter the text of the comment. Lines of text will automatically wrap at the right edge of the field. You may press the Enter key to force a new line. Each line can contain up to 30 characters. The entire comment may only contain up to 1,000 characters of text.	

6.6.5   Price Codes Maintenance

The Series 5 O/P Price Codes may be created to handle a variety of different special pricing situations.

Price Codes may be established for a variety of combinations of codes including the following:

- Customer and Inventory Item
- Customer and Product Category
- Customer Type and Inventory Item
- Customer Type and Product Category
- Customer
- Customer (for Order $ Discounts)
- Customer Type (for Order $ Discounts)
- Inventory Item
- Product Category
- Customer and Ship-To and Inventory Item
- Customer and Ship-To and Product Category
- Customer and Ship-To
- Promotion and Item
- Promotion and Product Category
- Promotion and Customer Type
- Ship-Via (for determining Freight Rates)

For each Price Code, a table of levels of prices and/or discounts may be devised, based on the quantity of items ordered.   If required "Quantity Discount" tables can be devised. Each table provides for up to ten levels Quantities. The actual values defined for each level can be either a Unit Price, a Discount on the Base Price, or a Markup on the Landed Cost.

There is also a Freight Rate Table that may be defined for different Shipping Methods that may be used to compute the Freight Amount of an order based on either the Total Dollar value of the order, the Non-Discounted value of the order, or on the total Weight of the order.

You may also create different Price Tables for a given Price Type based on different Warehouse Locations, Ship-To Price Zones, and whether the Order is shipped Collect or Prepaid; and Price Codes can be set up that are valid only for a specific date range period of time.

The combinations that are possible make the Series IV pricing options very powerful. However, you must make sure to analyse your pricing situation, and develop a consistent approach. The best way to set up a pricing system is to start with the most general cases and work back to the more specific. First, set up a Price Code table for the general rules of pricing, and then set up a Price Code table that deals with the major exceptions. Then if needed, set up another Price Code table to those exceptions. Each level of exceptions should be expressed as a higher priority code, and would appear listed in the O/P Control first.

The Price Codes Maintenance function is used to manage the information about your special prices.   The following sub-functions are available:

- Price Codes may be added, copied, deleted and modified
- A Price Code listing may be generated and printed
- Selected Price Code Types tables may be exported to spreadsheets
- Price tables may be imported from spreadsheets or tab-delimited files

Price Code tables may also be copied to, or loaded from spreadsheet files. Maintaining your prices in spreadsheets is a powerful and convenient approach to the task of updating the selling prices of your inventory. As well as offering I/O for price tables, the option to output or load the basic Pricing fields of the Inventory Master records and Costing fields of the Inventory Location records.

Price Codes Used and Their Priority
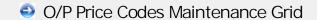
Please be aware that the Customer Order Processing application will only recognize any particular Price Code Type, if it is selected, and prioritized by the O/P Control Preferences 489 application. The sequential order that they are entered under this field is also critical. The Order Entry price lookup routines will always start with the first Price Code type listed. If no match is found, then the existence of the next Price Code type is tested for.
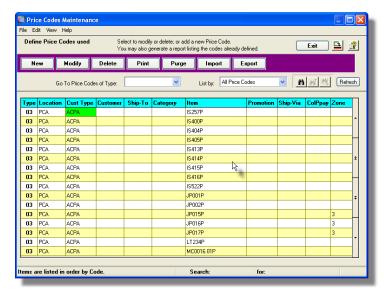
Since the system test for the occurrence of a given Price Code Table based on the order that the Price Codes are defined in the O/P Control application, you will want to make sure that the Price Codes that represent the more general case appear last.

For example: If you have Discounts that apply in general based on the Customer Type field, but have special discounts for certain Customers, you would have Price Code Types 07 and 05. To make sure that those special Customers get the correct discounts, you would order the Price Codes in the O/P Control starting with 05 for Customers and followed by 07 for Customer Types.

6.6.5.1   Price Codes Grid Screen

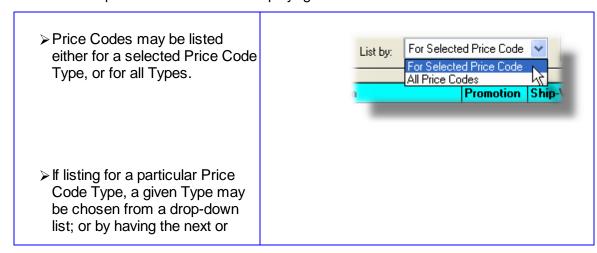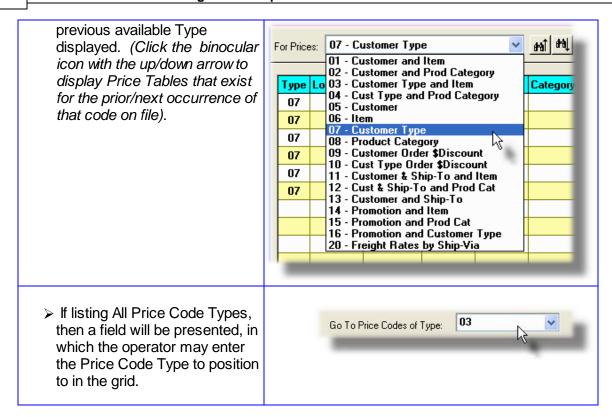Price Codes, and their tables, are maintained using a Series 5 grid processing screen.

➡ O/P Price Codes Maintenance Grid

	"Fast Buttons"	
New	Add a new Price	
Modify	Modify the Price C highlighted in the	
Delete	Delete the Price C highlighted in the	
Print	Generate a repor the Price Codes	
Purge	Purge all Price C records that were for a specific peri time, that has exp of the beginning c current calendar	
Import	Imports Price Co a spreadsheet	
Export	Export selected P Codes to a sprea	

Edit an existing Price Code by double-clicking it's associated row.   Standard Series 5 grid controls apply.

Some of the special features of this "Inquiry" grid are as follows:

> ➢ Price Codes may be listed either for a selected Price Code Type, or for all Types.

> ➢ If listing for a particular Price Code Type, a given Type may be chosen from a drop-down list; or by having the next or

previous available Type displayed. *(Click the binocular icon with the up/down arrow to display Price Tables that exist for the prior/next occurrence of that code on file).*

For Prices: 07 - Customer Type

01 - Customer and Item
02 - Customer and Prod Category
03 - Customer Type and Item
04 - Cust Type and Prod Category
05 - Customer
06 - Item
07 - Customer Type
08 - Product Category
09 - Customer Order $Discount
10 - Cust Type Order $Discount
11 - Customer & Ship-To and Item
12 - Cust & Ship-To and Prod Cat
13 - Customer and Ship-To
14 - Promotion and Item
15 - Promotion and Prod Cat
16 - Promotion and Customer Type
20 - Freight Rates by Ship-Via

> ➢ If listing All Price Code Types, then a field will be presented, in which the operator may enter the Price Code Type to position to in the grid.

Go To Price Codes of Type: 03

6.6.5.2   Price Code Properties Screens

For each of the different types of Price Codes that may be defined, there is displayed a slightly different Properties screen. Since each type of Price Code is applicable to different codes, only the applicable code fields are offered.

A given Price Code's Table will be used to determine the unit price, or discount, to be assigned to an ordered item when each of the fields associated to the particular Price Type match the associated fields of the order being entered.

➲ Price Codes Maintenance - Price Type Tab Screen
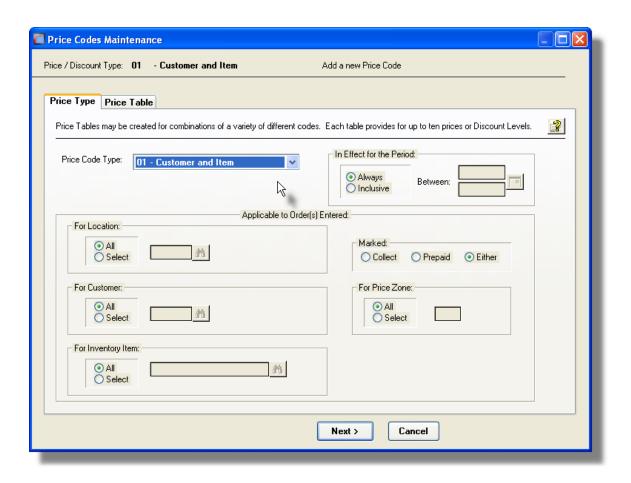
The Price Codes Price Type screen is used to define the type of Price Code, and the particular codes to which, when resolved from an ordered item, it is to be applied.

Some points to note when defining Price Codes:
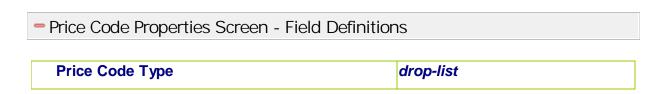
- When first adding a Price Code, the Price Code Type must be selected. Once a Price Code record is added, the Price Type may not be changed.

- As an option, you may specify a date range for when the Price Code tables will be used. These dates are tested using an Order's Order Date.

- Depending on the Price Code Type, different entry fields will be presented

- For each Price Code, a Price Zone may be specified. If a code is entered, this Price Table will apply if it matches the Price Zone associated to the Order's Customer Ship-To Price Zone field. Using the Price Zone in this way offers the ability to set different prices for different geographic areas that you might be shipping to..

The fields defining the Price Codes are maintained by the following screen:

This screen shown is that for the Price Code Type 01 - for a combination of Customer and Inventory Item. Other fields will be offered for other Price Code Types.

Price Code Properties Screen - Field Definitions

Price Code Type	drop-list

Select the Price Code Type that is appropriate for the price tables that are being defined.

```
01 - Customer and Item
02 - Customer and Prod Category
03 - Customer Type and Item
04 - Cust Type and Prod Category
05 - Customer
06 - Item
07 - Customer Type
08 - Product Category
09 - Customer Order $Discount
10 - Cust Type Order $Discount
11 - Customer & Ship-To and Item
12 - Cust & Ship-To and Prod Cat
13 - Customer and Ship-To
14 - Promotion and Item
15 - Promotion and Prod Cat
16 - Promotion and Customer Type
20 - Freight Rates by Ship-Via
```

When the Order Entry application needs to determine the Unit Price of an item being sold, it will try to see if any Price Code Table records have been defined. Starting with the first Code Type defined by the O/P Control Preferences, the appropriate key is built with the relevant fields from the Order, and the price tables file is read. For each Price Code Type, the reads are repeated with the key fields having the value from the Order, then having the ALL value, until a match is found. If no record is found, then the process is repeated with the next Code Type from the O/P Control Preferences. If no Price Code records are found at all, then the **Base Price-1** field from the Inventory Master record is used.

In Effect for Period	*radio-buttons and (mmddyy)*

You may enter a date range to define the period that the Price Table will be in effect for. Multiple occurrences of the same Price Code table may exist on file as long as they have different Starting Effective Date fields.

For Location	*radio-buttons and X(6)*

All price or discount tables can be defined for either ALL Locations or a specific one. The system will first attempt to find a table for the Item's Location specified by the order. If one is not found, then an ALL Locations table will be looked for.

Marked - Collect / Prepaid / Either	*radio-buttons*

You may specify that the Price table should apply to only those orders that are marked as being Collect, or only those marked as Prepaid, or either.

For Price Zone	*radio-buttons and 9(4)*

For Price Code Types 01, 02, 03, 04, 05, 06, 07, 08 and 20.   Enter the Price Zone Code for which the Price Table should apply. Leaving the field blank will default to ALL Price

Zones. Price Zone fields are not validated, and is a user defined numeric field found within the Customer Ship-To records.

For Customer	*radio-buttons and X(6)*

Applicable for Price Code Types 01, 02, 05, 09, 11, 12, and 13. Enter the Customer Code for whose ordered items the price tables will be applicable to in assigning unit prices or discounts. If the **All** radio button is selected, the the associated Price Code table will apply to all Customers.

For Customer Type	*radio-buttons and X(5)*

Applicable for Price Code Types 03, 04, 07, 10, and 16. Enter the Customer Type Code associated to those customers whose ordered items the price tables will be applicable to in assigning unit prices or discounts. If the **All** radio button is selected, the the associated Price Code table will apply to all Customer Types.

For Customer Ship-To Numbers	*radio-buttons and 9(4)*

Applicable for Price Code Types 11, 12, and 13. Enter the Customer Ship-To Numbers, associated to a given Customer, whose ordered items the price tables will be applicable to in assigning unit prices or discounts. Using these Price Code Types are useful if you have a given customer that has multiple ship-to destinations, and different unit prices for ordered goods would apply.

For Inventory Item	*radio-buttons and X(20)*

Applicable for Price Code Types 01, 03, 06, 11, and 14. Enter the Inventory Code associated to ordered inventory items the price tables will be applicable to in assigning unit prices or discounts. If the **All** radio button is selected, the the associated Price Code table will apply to all Inventory Items.

For Product Category	*radio-buttons and X(6)*

Applicable for Price Code Types 02, 04, 08, 12, and 15. Enter the Product Category Code associated to ordered inventory items the price tables will be applicable to in assigning unit prices or discounts. If the **All** radio button is selected, the the associated Price Code table will apply to all Product Categories.

For Promotion Code	*X(6)*

Applicable for Price Code Types 14, 15, and 16. Enter the Sales Promotion Code associated to orders entered, for which the price tables will be applicable to in assigning unit prices or discounts.

For Ship-Via	**X(4)**
Applicable only for Price Code Type 20, which is used to assign a Freight Rate based on either the Total Dollar value of the order, or the Weight of the goods associated to the order. Select the Ship-Via code that is applicable.	

6.6.5.3   Price Table Screens

For each Price Code, a table is provided for entry of the applicable prices or discounts. Each table provides for up to ten levels of pricing based on the Quantity of an item ordered.   The actual values recorded in the table are for a Unit Price, a Discount against the Base Price, or a Markup over the item's Landed Cost.

When the Order Entry function attempts to determine the Unit Price from the Price Code Table, it considers the Quantity of the Item being ordered. It examines each level of the table until the Quantity ordered falls within the the minimum and maximum values defined. It then assigns the resulting Unit Price, or computes the Unit Price based on the Discount or Markup %, of the resulting Price Level.

There is also a Freight Rate Table that may be defined for different Shipping Methods that may be used to compute the Freight Amount of an order based on either the Total Dollar value of the order, the Non-Discounted value of the order, or on the total Weight of the order.

When entering the data in the table, the first column defines the Level number. The 2nd and 3rd columns of each row defines a minimum value and a maximum value, of either a Quantity of items ordered or a Dollar value. The 4th column records the Unit Price, Discount, or Markup percentage. The minimum value for level 1 is always **ZERO**, and the maximum value for the highest level used is always unlimited, (of identified with the **AND HIGHER** literal.

Defining Price Table Levels
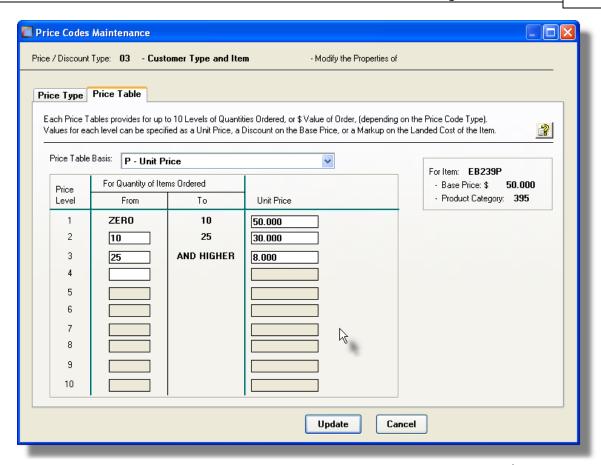
When populating the Price Table, to establish the next highest Price Level, enter amounts as follows:

- Enter the new level's minimum cutoff value in the **From** column. (That amount becomes the Maximum value of the preceding level)
- The system will automatically assign the **AND HIGHER** literal to the new level's maximum value in the **To** column.
- Enter the Unit Rate, or Discount % in the last column
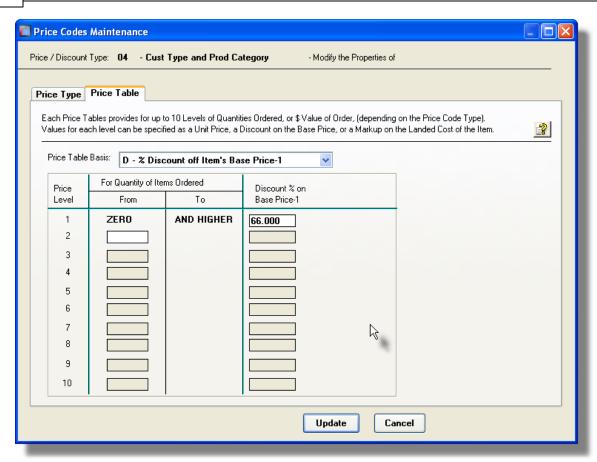

🔄 Price Code Tables - "Unit Price" Basis

The amounts defined for each Level represent a Unit Price.

As an example, if 20 items were ordered, then the Unit Price assigned would be $30.00

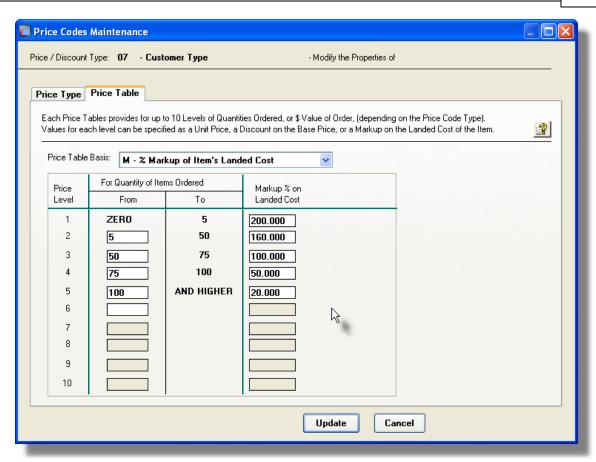## ⊕ Price Code Tables - "Discount Off Base Price" Basis

The amounts defined for each Level represent a Discount % that is applied to the Inventory Item's Base Price 1.

As an example, if any quantity of items were ordered, then the Unit Price assigned would be the Inventory Item's Base Price discounted by 66%. In other words, would be 34% of the Base Price. (ie., if the Base Price was $ 15.00 then the price assigned is *15.00 x (100 - 66.00)/100 = $ 5.10*.)

Price Code Tables - "Cost Markup" Basis
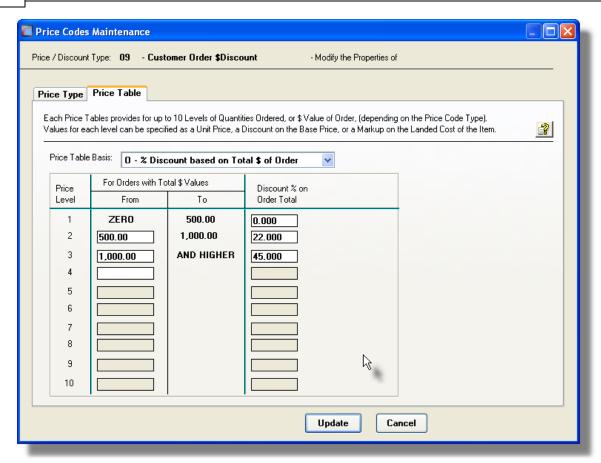
The amounts defined for each Level represent a Markup % that is applied to the Inventory Item's Landed Cost.

As an example, if any 40 items were ordered, then the Unit Price assigned would be the Inventory Item's Landed Cost marked up by 100%. (ie., if the Cost was $ 15.00 then the price assigned is **15.00 + (15.00 x 100) / 100 = $ 30.00**.)

➲ Price Code Tables - "Order Total Discounts" Basis
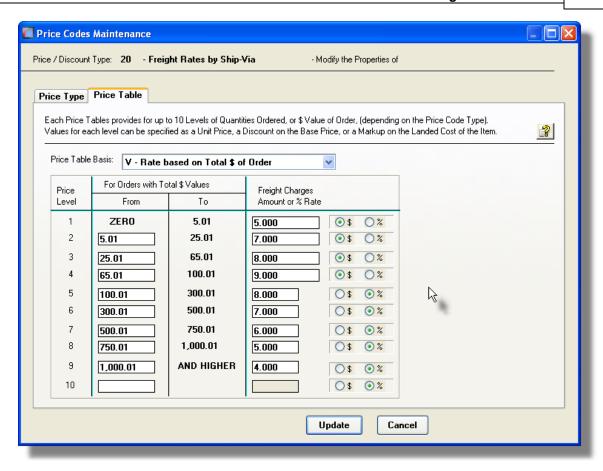
The amounts defined for each Level represent a Discount % that is applied to the total value of an Order. In the Order Entry application, when the final totals for an order are computed, if Price Code Type 09 or 10 are applicable, then the derived discount % is applied to each discountable line item.

As an example, if the total value of the order was greater than or equal to $500 and less that $ 1,000, then a 22% discount would be applied to each line item. (Note that the discount is applied only if the associated inventory item is flagged as being discountable).

Price Code Tables - "Freight Rate by $ Total" Basis
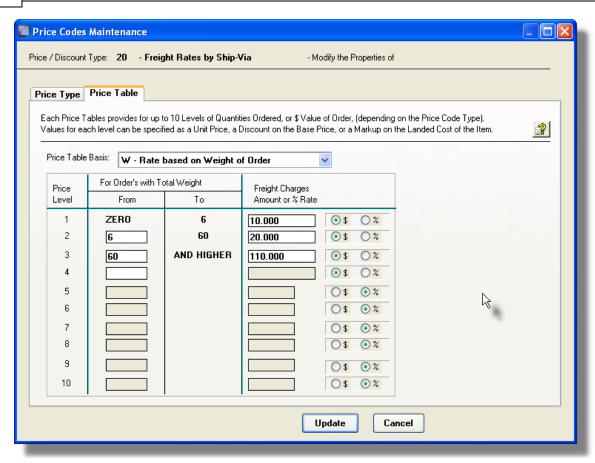
This Price Table is used to compute the Freight Charge to be assigned to an order. Based on the total $ value of the order, a Freight amount is determined.

As an example, if the total value of the order was $ 70.00, then a Freight Charge of $ 9.00 would be assigned to the order. But if the total value of the order was $600.00, the Freight Charge would be computed as a 6% of $600 which would be $36.00.

⊕ Price Code Tables - "Freight Rate by Weight" Basis

This Price Table is used to compute the Freight Charge to be assigned to an order. Based on the total Weight of the order, a Freight amount is determined.

As an example, if the total weight of the order was 10 pounds then a Freight Charge of $ 20.00 would be assigned to the order. But if the total weight of the order was 60 pounds or over, the value of the Freight Charge would be $ 110.00.

Price Code Table Screen - Field Definitions

Price Basis	drop-list

The Price/Discount Tables that are associated to each Price Code can be defined to yield an absolute Unit Price, a Discount, or a Markup over cost.   Depending on the Type of Price Code being edited, different Price Basis will be presented.

For Price Types	Possible Price Basis
Types 01 thru 08, 11 thru 16	P - Unit Price D - % Discount off Item's Base Price-1 M - % Markup of Item's Landed Cost
Types 09 and 10 - Order $ Discounts	O - % Discount based on Total $ of Order
Type 20 - Freight Rates	

	V - Rate based on Total $ of Order N - Rate based on Non-Discount Total $ W - Rate based on Weight of Order

Price Level 1 - "*From"* Value	*999*
This entry in the table is always ZERO.	

Price Level (j) - "*From*" Quantity or Dollar Value	*999,999.99*
For Price Basis tables providing a Unit Price, Discount or Markup, enter the minimum quantity which must be ordered before the item ordered is eligible for the corresponding level's Unit Price or Discount %. For Price Basis tables providing Order Discounts, enter the minimum dollar value of an order before discountable items on that order are eligible for the corresponding level's Discount %. *[(j) is the Level Number where j has a value from 2 - 10]*	

Price Level (j) - "*To*" Quantity or Dollar Value	*999,999.99*
For Price Basis tables providing a Unit Price, Discount or Markup, enter the highest quantity which must be ordered before the item ordered is eligible for the corresponding level's Unit Price or Discount %. For Price Basis tables providing Order Discounts, enter the highest dollar value of an order before discountable items on that order are eligible for the corresponding level's Discount %. *[(j) is the Level Number where j has a value from 2 - 10]*	

Price Level (j) - Unit Price, Discount or Markup	*$ 999,999.99 or 999.999 %*
Enter the Unit Price, Discount % or Markup % that is to be applied when the corresponding levels minimum and maximum values are satisfied.	

Price Level (j) - Freight Charges Amount or % Rate	*$ 999,999.99 or 999.999 %*
Applicable for Price Code Type 20. Enter the Freight Charge or Rate applicable when the corresponding levels minimum and maximum values are satisfied.	

Price Level (j) - Freight Charge Type	*radio-buttons*

Applicable for Price Code Type 20. Specify whether the Freight Charge is assigned as an absolute amount, or a Percentage of the value of the order.

6.6.5.4   Reporting & Exporting Filters Screen

The following functions may be executed from the Price Codes Maintenance grid screen, where a number of assorted selection filters may be entered.
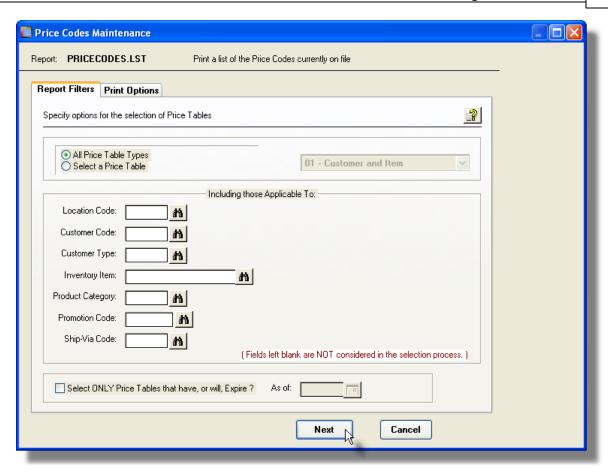
Print a Price Codes Listing — A report listing the Price Codes defined in the system may be generated and printed.

Print an Expired Price Codes Listing — A report listing those Price Codes defined with an expiry date, that has past.

Export Price Codes to a Spreadsheet — Output the price table to a spreadsheet, or a tab-delimited text file.
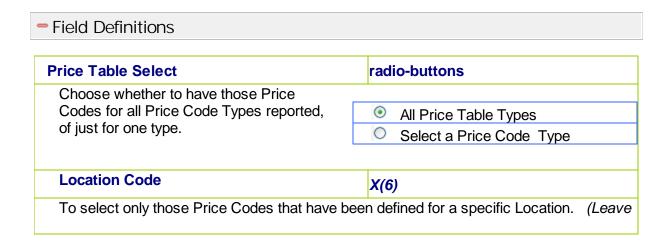
Purge Expired Price Codes — Have those Price Codes that had been defined with an expiry date, that has passed, purged.

The different functions may be processed either for All Price Table Types, of for a specific Price Table Type. A number of applicable filters may also be specified.

The Price Codes list report, if archived, will be catalogued with a report name of **PRICECODES.LST**.

The Print Options tab screen will be displayed, from which you can select to direct the output to be displayed to the screen, archived, printed, saved as an MS Word document, saved as a PDF, and/or emailed. *(Refer to the topic titled Report Generation and Printing* [117] *for full details).*

Field Definitions

Price Table Select	**radio-buttons**
Choose whether to have those Price Codes for all Price Code Types reported, of just for one type.	⦿ All Price Table Types ◯ Select a Price Code Type
Location Code	*X(6)*
To select only those Price Codes that have been defined for a specific Location. *(Leave*	

the field blank if it is not to be considered as a selection filter).

Customer Code	*X(6)*

To select only those Price Codes that have been defined for a specific Customer.
(Leave the field blank if it is not to be considered as a selection filter).

Customer Type	*X(5)*

To select only those Price Codes that have been defined for a specific Customer Type.
(Leave the field blank if it is not to be considered as a selection filter).

Inventory Item	*X(20)*

To select only those Price Codes that have been defined for a specific Inventory Item.
(Leave the field blank if it is not to be considered as a selection filter).

Product Category	*X(6)*

To select only those Price Codes that have been defined for a specific Product Category.
(Leave the field blank if it is not to be considered as a selection filter).

Promotion Code	*X(6)*

To select only those Price Codes that have been defined for a specific Promotion Code.
(Leave the field blank if it is not to be considered as a selection filter).

Ship-Via Code	*X(4)*

Applicable only for Price Codes defining Freight Rates. To select only those Price Codes that have been defined for a specific Ship-Via code.   *(Leave the field blank if it is not to be considered as a selection filter).*

Select Only Price Codes that have Expired	*check-box and (mmddyy)*

Price Code records may be defined to be valid only for a specific date range. To include only these records that have expired, as of a specified date, set the check-box and enter the cutoff expiry date. The Purge function forces the check-box to be checked, with a default date set to the 1st day of the current month.

For the Expired Price Codes listing, and the Purge Expired Price Codes function, this check-box will automatically be set, and the date will default to the first day of the current calendar month.

6.6.5.5   Import/Export Field Definitions

The Series 5 system provides for the capability to import from, or export to, Prices to/from a spreadsheet. Only one type of Price Codes may be selected at a time. As an option, the price controlling fields from the Inventory Master record, or the costing fields from the Inventory Location record may be chosen to be imported or exported.

The interface is accomplished by generating ASCII text or Excel Workbook files, which in turn are populated. The data associated with any given field is stored in a column on the spreadsheet.   The data for a given Price Code, or Inventory Item is stored in row. The types of text files supported include the following:

> ➢ **MS Excel Workbooks**

> ➢ **Tab Delimited Text**

> ➢ **Lotus Text (Comma Delimited with quotation marks)**

> ➢ **Slash "\" Delimited Text**

> ➢ **CSV Text (Comma Delimited)**

Some points to note when exporting Prices:

- A heading row is output to the spreadsheet.
- The name of the exported or imported file is assigned dependant on the type of Price Codes, or data chosen.

The standard Series 5 Export Options screen 92 will be displayed, from which the Type of Output, the target Folder, and the Filename may be specified. By default, the output filename is **Prices_nn_Table.XLS**. where **nn** is the Price Code Type. If Inventory Location Costs or Inventory Master Prices are processed, the output filenames are **ItemPricesCost.XLS** and **ItemPrices.XLS** respectively. You may click the Browse button to locate a different folder and input file, or enter a different output filename.

✤ Inventory Master Prices - Import/Export Field Formats

For Inventory Master Price fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **ItemPrices.XLS.**

Column #	Excel Column	Field	Format
1	A	Inventory Item Code	X(20)
2	B	Description	X(30)
3	C	Product Category	X(6)

4	D	Use Price Tables ?	X(1) - [Y] or [N]
5	E	Taxable Flag	X(1) - [Y] or [N]
6	F	Quantity Discounts ?	X(1) - [Y] or [N]
7	G	Unit Base Price 1	-999,999.999
8	H	Unit Base Price 2	-999,999.999
9	I	Unit Base Price 3	-999,999.999

Inventory Master Prices and Location Costs - Import/Export Field Formats

For Inventory Master Price fields, along with the Location Costs, that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **ItemPricesCosts.XLS.**

Column #	Excel Column	Field	Format
1	A	Inventory Item Code	X(20)
2	B	Description	X(30)
3	C	Product Category	X(6)
4	D	Use Price Tables ?	X(1) - [Y] or [N]
5	E	Taxable Flag	X(1) - [Y] or [N]
6	F	Quantity Discounts ?	X(1) - [Y] or [N]
7	G	Unit Base Price 1	-999,999.999
8	H	Unit Base Price 2	-999,999.999
9	I	Unit Base Price 3	-999,999.999
10	J	Location	X(6)
11	K	Average Cost	-9,999,999.99999
12	L	Last Cost	-9,999,999.99999
13	M	Standard Cost	-9,999,999.99999
14	N	Supplier's Last Cost	-9,999,999.99999

Price Code 01 - Customer and Item - Import/Export Field Formats

For Price Codes type 01 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

The default filename is **Prices_01_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [01]
3	C	Customer Code	X(6)
4	D	Inventory Code	X(20)
5	E	Price Zone	9(4)
6	F	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
7	G	Effective Starting Date	9(6) - [MMDDYY]
8	H	Effective Ending Date	9(6) - [MMDDYY]
9	I	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
10	J	Level 1 Quantity (Always ZERO)	999,999.999
11	K	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
28	AB	Level 10 Quantity	999,999.999
29	AC	Level 10 Price or Percentage	-9,999,999.999

✚ Price Code 02 - Customer and Product Category - Import/Export Field Formats

For Price Codes type 02 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_02_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [02]
3	C	Customer Code	X(6)
4	D	Product Category Code	X(6)
5	E	Price Zone	9(4)

6	F	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
7	G	Effective Starting Date	9(6) - [MMDDYY]
8	H	Effective Ending Date	9(6) - [MMDDYY]
9	I	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
10	J	Level 1 Quantity (Always ZERO)	999,999.999
11	K	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
28	AB	Level 10 Quantity	999,999.999
29	AC	Level 10 Price or Percentage	-9,999,999.999

✚ Price Code 03 - Customer Type and Item - Import/Export Field Formats

For Price Codes type 03 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_03_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [03]
3	C	Customer Type	X(5)
4	D	Inventory Code	X(20)
5	E	Price Zone	9(4)
6	F	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
7	G	Effective Starting Date	9(6) - [MMDDYY]
8	H	Effective Ending Date	9(6) - [MMDDYY]
9	I	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
10	J	Level 1 Quantity (Always ZERO)	999,999.999
11	K	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999

			-9,999,999.999
28	AB	Level 10 Quantity	999,999.999
29	AC	Level 10 Price or Percentage	-9,999,999.999

✜ Price Code 04 - Customer Type and Product Category - Import/Export Field Formats

For Price Codes type 04 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_04_Table.XLS.**

Column #	*Excel Column*	*Field*	*Format*
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [04]
3	C	Customer Type	X(5)
4	D	Product Category	X(6)
5	E	Price Zone	9(4)
6	F	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
7	G	Effective Starting Date	9(6) - [MMDDYY]
8	H	Effective Ending Date	9(6) - [MMDDYY]
9	I	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
10	J	Level 1 Quantity (Always ZERO)	999,999.999
11	K	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
28	AB	Level 10 Quantity	999,999.999
29	AC	Level 10 Price or Percentage	-9,999,999.999

✜ Price Code 05 - Customer - Import/Export Field Formats

For Price Codes type 05 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file.

The default filename is **Prices_05_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [05]
3	C	Customer Code	X(6)
4	D	Price Zone	9(4)
5	E	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
6	F	Effective Starting Date	9(6) - [MMDDYY]
7	G	Effective Ending Date	9(6) - [MMDDYY]
8	H	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
9	I	Level 1 Quantity (Always ZERO)	999,999.999
10	J	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
27	AA	Level 10 Quantity	999,999.999
28	AB	Level 10 Price or Percentage	-9,999,999.999

Price Code 06 - Item - Import/Export Field Formats

For Price Codes type 06 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_06_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [05]
3	C	Inventory Code	X(20)
4	D	Price Zone	9(4)
5	E	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
6	F	Effective Starting Date	9(6) - [MMDDYY]

7	G	Effective Ending Date	9(6) - [MMDDYY]
8	H	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
9	I	Level 1 Quantity (Always ZERO)	999,999.999
10	J	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
27	AA	Level 10 Quantity	999,999.999
28	AB	Level 10 Price or Percentage	-9,999,999.999

✛ Price Code 07 - Customer Type - Import/Export Field Formats

For Price Codes type 07 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_07_Table.XLS.**

Column #	*Excel Column*	*Field*	*Format*
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [05]
3	C	Customer Type	X(5)
4	D	Price Zone	9(4)
5	E	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
6	F	Effective Starting Date	9(6) - [MMDDYY]
7	G	Effective Ending Date	9(6) - [MMDDYY]
8	H	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
9	I	Level 1 Quantity (Always ZERO)	999,999.999
10	J	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
27	AA	Level 10 Quantity	999,999.999
28	AB	Level 10 Price or Percentage	-9,999,999.999

✛ Price Code 08 - Product Category - Import/Export Field Formats

For Price Codes type 08 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_08_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [05]
3	C	Product Category	X(6)
4	D	Price Zone	9(4)
5	E	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
6	F	Effective Starting Date	9(6) - [MMDDYY]
7	G	Effective Ending Date	9(6) - [MMDDYY]
8	H	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
9	I	Level 1 Quantity (Always ZERO)	999,999.999
10	J	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
27	AA	Level 10 Quantity	999,999.999
28	AB	Level 10 Price or Percentage	-9,999,999.999

✛ Price Code 09 - Customer Order $ Discount - Import/Export Field Formats

For Price Codes type 09 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_09_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [10]
3	C	Customer Code	X(5)

4	D	Collect/Prepaid	X(1) - [C], [P] or [space]
5	E	Effective Starting Date	9(6) - [MMDDYY]
6	F	Effective Ending Date	9(6) - [MMDDYY]
7	G	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
8	H	Level 1 Quantity (Always ZERO)	999,999.999
9	I	Level 1 Discount Percentage	-9,999.999
...	...	....	999,999.999
...	...	....	-9,999.999
26	Z	Level 10 Quantity	999,999.999
27	AA	Level 10 Discount Percentage	-9,999.999

✛ Price Code 10 - Customer Type Order $ Discount - Import/Export Field Formats

For Price Codes type 10 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_10_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [10]
3	C	Customer Type	X(5)
4	D	Collect/Prepaid	X(1) - [C], [P] or [space]
5	E	Effective Starting Date	9(6) - [MMDDYY]
6	F	Effective Ending Date	9(6) - [MMDDYY]
7	G	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
8	H	Level 1 Quantity (Always ZERO)	999,999.999
9	I	Level 1 Discount Percentage	-9,999.999
...	...	....	999,999.999

...	...	....	-9,999.999
26	Z	Level 10 Quantity	999,999.999
27	AA	Level 10 Discount Percentage	-9,999.999

✥ Price Code 11 - Customer, Ship-To # and Item - Import/Export Field Formats

For Price Codes type 11 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_11_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [11]
3	C	Customer Code	X(6)
4	D	Item Code	X(20)
5	E	Customer Ship-To Number	9(4)
6	F	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
7	G	Effective Starting Date	9(6) - [MMDDYY]
8	H	Effective Ending Date	9(6) - [MMDDYY]
9	I	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
10	J	Level 1 Quantity (Always ZERO)	999,999.999
11	K	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
28	AB	Level 10 Quantity	999,999.999
29	AC	Level 10 Price or Percentage	-9,999,999.999

✤ Price Code 12 - Customer, Ship-To # and Product Category - Import/Export Field Formats

For Price Codes type 12 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_12_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [11]
3	C	Customer Code	X(6)
4	D	Product Category	X(6)
5	E	Customer Ship-To Number	9(4)
6	F	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
7	G	Effective Starting Date	9(6) - [MMDDYY]
8	H	Effective Ending Date	9(6) - [MMDDYY]
9	I	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
10	J	Level 1 Quantity (Always ZERO)	999,999.999
11	K	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
28	AB	Level 10 Quantity	999,999.999
29	AC	Level 10 Price or Percentage	-9,999,999.999

✤ Price Code 13 - Customer and Ship-To # - Import/Export Field Formats

For Price Codes type 13 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_13_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)

2	B	Price Code Type	99 - [13]
3	C	Customer Code	X(6)
4	D	Customer Ship-To Number	9(4)
5	E	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
6	F	Effective Starting Date	9(6) - [MMDDYY]
7	G	Effective Ending Date	9(6) - [MMDDYY]
8	H	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
9	I	Level 1 Quantity (Always ZERO)	999,999.999
10	J	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
27	AA	Level 10 Quantity	999,999.999
28	AB	Level 10 Price or Percentage	-9,999,999.999

✛ Price Code 14 - Promotion and Item - Import/Export Field Formats

For Price Codes type 01 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_14_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [14]
3	C	Promotion Code	X(6)
4	D	Inventory Code	X(20)
5	E	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
6	F	Effective Starting Date	9(6) - [MMDDYY]
7	G	Effective Ending Date	9(6) - [MMDDYY]
8	H	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
9	I	Level 1 Quantity (Always ZERO)	999,999.999

10	J	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
27	AA	Level 10 Quantity	999,999.999
28	AB	Level 10 Price or Percentage	-9,999,999.999

✦ Price Code 15 - Promotion and Product Category - Import/Export Field Formats

For Price Codes type 01 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_15_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [14]
3	C	Promotion Code	X(6)
4	D	Product Category Code	X(6)
5	E	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
6	F	Effective Starting Date	9(6) - [MMDDYY]
7	G	Effective Ending Date	9(6) - [MMDDYY]
8	H	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
9	I	Level 1 Quantity (Always ZERO)	999,999.999
10	J	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
27	AA	Level 10 Quantity	999,999.999
28	AB	Level 10 Price or Percentage	-9,999,999.999

✚ Price Code 16 - Promotion and Customer Type - Import/Export Field Formats

For Price Codes type 16 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_16_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)
2	B	Price Code Type	99 - [14]
3	C	Promotion Code	X(6)
4	D	Customer Type Code	X(5)
5	E	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
6	F	Effective Starting Date	9(6) - [MMDDYY]
7	G	Effective Ending Date	9(6) - [MMDDYY]
8	H	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
9	I	Level 1 Quantity (Always ZERO)	999,999.999
10	J	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
27	AA	Level 10 Quantity	999,999.999
28	AB	Level 10 Price or Percentage	-9,999,999.999

✚ Price Code 20 - Freight Rates by Ship-Via Codes - Import/Export Field Formats

For Price Codes type 20 fields that are imported or exported, the following fields are input/output from/to an Excel spreadsheet, a tab-delimited text file, or a CSV text file. The default filename is **Prices_20_Table.XLS.**

Column #	Excel Column	Field	Format
1	A	Location Code	X(6)

2	B	Price Code Type	99 - [20]
3	C	Ship-Via Code	X(4)
4	D	Price Zone	9(4)
5	E	Collect/Prepaid Flag	X(1) - [C], [P] or [space]
6	F	Effective Starting Date	9(6) - [MMDDYY]
7	G	Effective Ending Date	9(6) - [MMDDYY]
8	H	Price Basis	X(1) - [P], [D], [M], [V], [N] or [W]
9	I	Level 1 Quantity (Always ZERO)	999,999.999
10	J	Level 1 Price or Percentage	-9,999,999.999
...	...	....	999,999.999
...	...	....	-9,999,999.999
27	AA	Level 10 Quantity	999,999.999
28	AB	Level 10 Price or Percentage	-9,999,999.999

6.6.6   Default Order Entry Batches Maintenance

Batching was introduced as a concept to the Series 5 family of applications for three main reasons:

1) To provide a method of validating figures, representing totals of all Invoice transactions, entered into the system. A fixed number of transactions can be assigned for entry under a given Batch, and in advance, the total of all amounts may be computed. This Batch Total may then be used as a check against the total actually entered. If the amounts do not match, the operator is then alerted.

2) To provide for the capability of a great number of transactions to be entered into the system by a number of different operators at the same time. Each Order Entry clerk may be assigned a different batch. The transactions may be divided into workable sets of transactions, with each set being allocated to a separate operator, and to a separate batch. Each batch may be entered, and posted independently from one another.

3) To ensure that transactions are entered under a rigorous control system. They are first entered into a batch. An edit list may be generated and it's transactions verified to be correct. That batch of transactions are then "posted", moving them into their respective active data files. During the post process, and transaction posting journal is generated and archived, providing an audit trail for future reference.

In essence, transactions are divided into groups of batches prior to data entry. Each batch is

allocated a batch number or code, and the sum of all the transactions may be determined and used as a Control Total. A batch is created in the respective system, and the various totals and defaults pertinent to the batch are entered. Each transaction is then entered under that batch number, and prior to posting, is only accessible via that batch number. A Transaction Edit List for the batch may be printed prior to the it being posted.

Two types of batches are available, Regular and "Quick". Normally, orders are entered in a Regular batch, and they are posted. The batch is deleted when posted. When entering orders in a "Quick" batch, after the order is entered, the system automatically transfers control to the "Quick Post & Pick Print" sub-menu option so the order can be posted with either an Invoice or a Pick Ticket printed immediately. A "Quick" batch should be used for "Point-of-Sale" order entry.

Entering orders on a day-to-day basis requires batches to be set up quite often. Any given order entry clerk will probably have to set up Order Entry Batches using the same properties over and over again. This menu selection lets you predefine a set of default properties to be assigned to an Order Batch when it is created. These sets of properties may be defined either for each Series 5 Logon User, or for each set of Logon Users associated to a particular warehouse Location.

When the order entry clerk, in the Order Entry operation, goes to select or create a new Order Entry Batch, the system will attempt to automatically select an already existing batch. If needed, one will be created and initialized with the properties defined either for the user, or the warehouse location.

Using Default Order Entry Batches
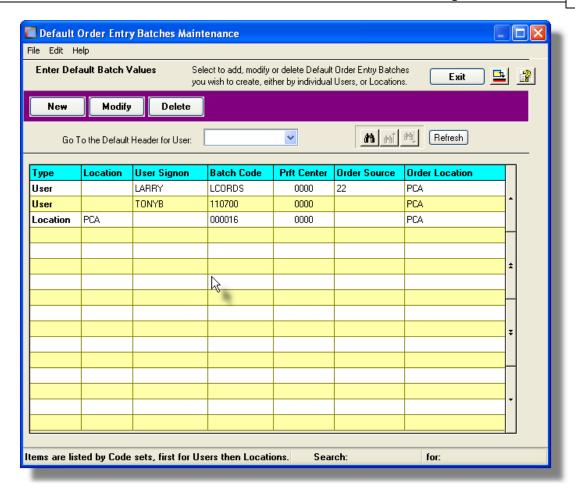
Defining Default Order Entry Batches for your users reduces the setup time needed when preparing to add Customer Orders to the system.

The function to define the Default Batches in the system is accessed from the O/P Main menu, by selecting **Default Order Batches...** from the **Codes Maintenance** drop-down menu.

🔵 Default Order Batches - Maintenance Grid
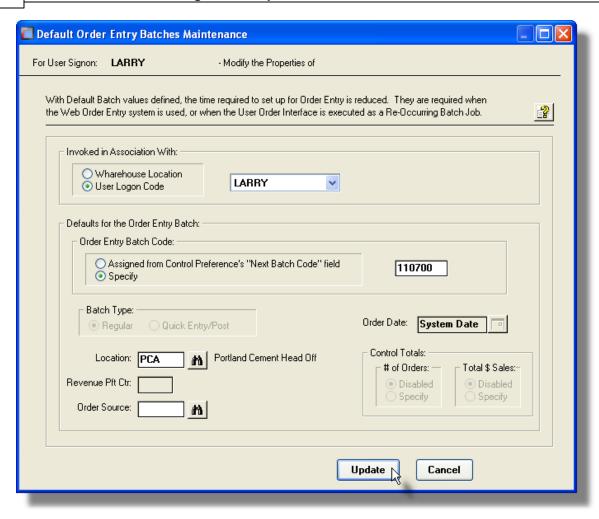
Default Order Entry Batches are maintained using a Series 5 grid processing screen.

Edit an existing entry by double-clicking it's associated row. Standard Series 5 grid controls apply.

Order Entry Batch - Properties Screen

The properties for each Default Order Entry Batch are defined with the following screen:

Setup Note

When adding a new Default Order Entry Batch, the **Batch Type** is always defined as a Regular Batch, and the **Order Date** will be the System Date. The **Control Total** fields are always set to Disabled.

Field Definitions

Invoked in Association With	radio-buttons & drop-lists
Specify whether the Default Batch is to be associated either to a specific Logon User, or to all Logon Users that have been assigned to a particular warehouse Location. *(One of the properties of each user's Order Entry User Access record is the default Location Code).* Depending on the selection made, either a drop-down list of Logon Users or an entry field for entering a Location Code will be presented.	
Order Entry Batch Code	*X(6)*

This is the code assigned to the Order Entry Batch. It can be either numeric, or alphanumeric. There should not be any spaces or punctuation in the batch code, as it is used within the name of one of the Series 5 data files.

If an operator will always be using the same Order Entry Batch, whether as a particular User, or for a given Location, you may **Specify** that Batch Code. It means that when ever the operator needs to select an Order Entry Batch, the field will default to that which is entered here.

If the Batch Code is to be Assigned from the O/P Control Preferences, then it will be automatically set up as a numeric code. An application such as the User Order Text Interface, executing in the Batch Stream would be able to automatically assign the number.

Batch Type	*radio-buttons*

Default Batches are always set up as Regular Batches.

Location	*X(6)*

When an Order is entered for the batch, this is the warehouse Location that will be automatically assigned. The goods associated to the order will be picked and shipped from this Location.

Default Order Date	*(mmddyy)*

When Order Entry Batches are created using the Default Batch properties, the Order Date fields will be set to the system date when they are created.

Revenue Profit Center	*9(5)*

When items are sold, the sales amount of that item is recorded to a derived G/L Revenue account. The Profit Center assigned to these accounts is automatically assigned based on the warehouse Location, the Product Category, I/M Control Preferences, or from the Order Entry Batch. (as determined by a property defined in the I/M Control Preferences). If the Profit Center is assigned from the Order Entry Batch, then enter the Profit Center to be assigned to orders of this batch this field.

Order Source Code	*X(6)*

When an Order is entered, a Source may be designated.   If you are interested in tracking how many orders, and the dollar value, are generated by a particular event or newspaper ad, this will be the Order Source code that is assigned to orders entered under this batch. A Sales Analysis by Source is available as one of the reports.

Batch Control Totals - # of Orders	*9(6)*

> Batch Control Totals are always set to Disabled for Default Batches.

6.7 Purging

The topics in this chapter describe functions and procedures that are a available under the **Purging** drop down menu on the Customer Order Processing menu. These menu items are used to remove old history records to free up disk space and overhead in the related data files.

These functions are available from the O/P Menu Bar as shown:

6.7.1 Purge Items Sold History

As Orders are entered and posted, and invoices printed and posted to Accounts Receivable, the associated data records are kept in the Series 5 system in their respective history files. This data is available for a variety of inquiry and reporting functions. Over time, these files may become quite large.

This function may be used to purge, or delete, these Orders Line Items Sold Inventory History records. A variety of selection filters may be set allowing you to be very specific as to which records are deleted. By default, the date range this is presented, will ensure that all records dated within the past five years are not deleted.

The operator is presented with the standard Item Select Filters screen[109], Attribute Selects screen[114], Customer Select Filters screen[101] and Demographic Selects screen[106]. These allow you to specify selected or ranges of Inventory Items, Product Categories, Product Family, Distribution Channels, and/or only those inventory items satisfying a variety of filter criteria. And specific ranges of Customers, Customer types, and a variety of other criteria used as filters for selecting the customers whose records will be purged.

Accessing the function to Purge the Historic Orders Line Items, can be done either directly from the Sold Inventory Inquiry function screen, or from the O/P Menu's **Purging** drop-down menu:

Warning

Once Order Line Item History records are purged, this information will not be available to any of the O/P Inquiry or reporting functions. Be quite sure of the need to purge this data.

➡ Sold Inventory History Purge - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

6.7.2   Purge Invoice History
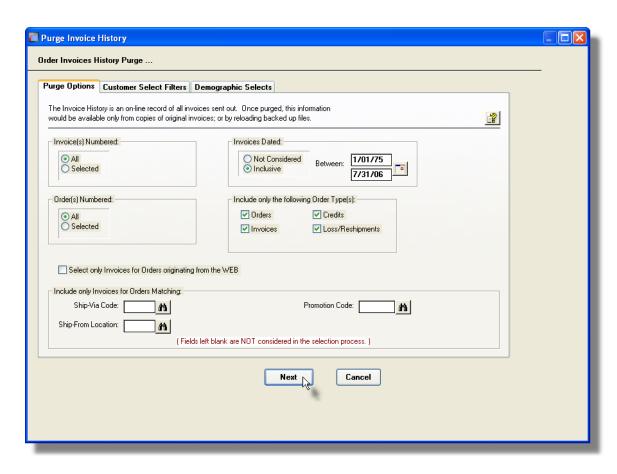
Once Orders have been selected to be billed, or all your Invoice and Credit Memo type orders have been entered and posted, Invoices will have been generated. They will also be posted to the Accounts Receivable system. Once posted to A/R, they will be recorded in the O/P system as Historic Invoices. These will remain in the system until they are purged.

Accessing the function to purge the Invoice History files, can be done either directly from the Invoice History Inquiry function 177, or from the O/P Menu's **Purging** drop-down menu:

➔ Purge Invoice History - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

When having the history records purged or accumulating the Totals for display, the operator is also presented with the standard Customer Select Filters screen [101] and Demographic Selects screen [106]. These allow you to specify selected or ranges of Customers, Customer Types, Sales Representatives, and/or only those customers satisfying a variety of filter criteria.

▬ Processing Filter Options Screen - Field Definition

Invoice Number(s)	*radio-buttons and 9(6)*
To select All Invoices regardless of their Invoice numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Invoice numbers.	

Order Number(s)	*radio-buttons and 9(6)*
To select All Invoices regardless of their Order numbers; or for only those that fall within a range of numbers. If a range is selected, enter the starting/ending Order numbers.	

Invoices Dated	*radio-buttons and (mmddyy)*
Select to have All Invoices selected regardless of their dates; or only those for a given	

date range. If an inclusive range is selected, enter the starting/ending dates. Click the calendar icon for a common set of ranges to be presented.

Include only Orders — for Type(s)	*check-boxes*

A check-box is presented for each of the types of Orders that may be generated in the O/P system. Click-or un-click to have the particular type processed by the given function.

Select Only Orders originating from the WEB	*check-box*

To have only those Orders processed that originated from the World-Wide Web. These are orders that were Interfaced from an external source, or were entered using Sentinel Hill Software's Web Order Entry system; and have a non-zero Web Cart Number assigned to them.

Include only Invoices — for Ship-Via Code	*X(4)*

To have only those Orders processed that were recorded with a particular Ship-Via Code. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Invoices — for Ship-From Location	*X(6)*

To have only those Orders processed that were recorded designated to be Shipped-From a particular warehouse Location. *(Leave the field blank if it is not to be considered as a selection filter).*

Include only Orders — for Promotion Code	*X(6)*

To have only those Orders processed that were recorded with a particular Sales Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter).*

6.7.3   Purge Expired Price Codes

Price Codes are established using the Price Codes Maintenance function 437. Price Codes may be created to handle a variety of different special pricing situations.

Price Codes may be established for a variety of combinations of codes including the

following:

- Customer and Inventory Item
- Customer and Product Category
- Customer Type and Inventory Item
- Customer Type and Product Category
- Customer
- Customer (for Order $ Discounts)
- Customer Type (for Order $ Discounts)
- Inventory Item
- Product Category
- Customer and Ship-To and Inventory Item
- Customer and Ship-To and Product Category
- Customer and Ship-To
- Promotion and Item
- Promotion and Product Category
- Promotion and Customer Type
- Ship-Via (for determining Freight Rates)

As an option, each Price Code may be set up to be valid only for a specific date range period of time. This function will delete those Prices Codes that have expired, removing them from the system.
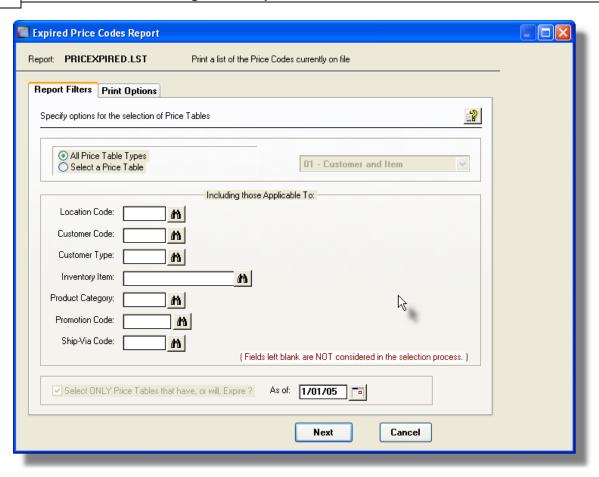
Accessing the function to purge the expired Price Codes, can be done either directly from the Price Codes Maintenance function 437, or from the O/P Menu's **Purging** drop-down menu:

Purge Expired Price Codes - Options Screen

The following screen is displayed offering a variety of filters for the purge function:

- Field Definitions

Price Table Select	radio-buttons
Choose whether to have those Price Codes for all Price Code Types reported, of just for one type.	⦿ All Price Table Types ○ Select a Price Code Type

Location Code	X(6)
To select only those Price Codes that have been defined for a specific Location. *(Leave the field blank if it is not to be considered as a selection filter).*	

Customer Code	X(6)
To select only those Price Codes that have been defined for a specific Customer. *(Leave the field blank if it is not to be considered as a selection filter).*	

Customer Type	*X(5)*
To select only those Price Codes that have been defined for a specific Customer Type. *(Leave the field blank if it is not to be considered as a selection filter).*	

Inventory Item	*X(20)*
To select only those Price Codes that have been defined for a specific Inventory Item. *(Leave the field blank if it is not to be considered as a selection filter).*	

Product Category	*X(6)*
To select only those Price Codes that have been defined for a specific Product Category. *(Leave the field blank if it is not to be considered as a selection filter).*	

Promotion Code	*X(6)*
To select only those Price Codes that have been defined for a specific Promotion Code. *(Leave the field blank if it is not to be considered as a selection filter).*	

Ship-Via Code	*X(4)*
Applicable only for Price Codes defining Freight Rates. To select only those Price Codes that have been defined for a specific Ship-Via code. *(Leave the field blank if it is not to be considered as a selection filter).*	

Select Only Price Codes that have Expired	*check-box and (mmddyy)*
Price Code records may be defined to be valid only for a specific date range. To include only these records that have expired, as of a specified date, set the check-box and enter the cutoff expiry date. The Purge function forces the check-box to be checked, with a default date set to the 1st day of the current month.	

For the Expired Price Codes listing, and the Purge Expired Price Codes function, this check-box will automatically be set, and the date will default to the first day of the current calendar month.

6.8 Control Option Functions

The topics in this chapter describe functions and procedures that are a available under the **Control Options** drop down menu on the Customer Order Processing menu. These menu items are used to set up control options, and user access rights to the application.

These functions are available from the O/P Menu Bar as shown:
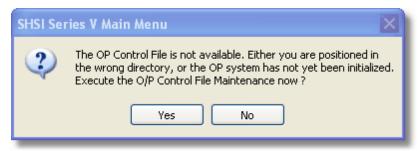
6.8.1 O/P Control Preferences

The O/P Control Preference function governs the overall structure of the O/P system for the specific Company System that your are signed on with.

▬ Accessing the O/P Control Properties for the first time

When setting up the system for the first time, a message will be displayed advising you that the OP Control is not available. Click the **Yes** button. You will then be advised of an Error 35. At this point you need to click the **Yes** button again to proceed.

The O/P system preferences window will be displayed. There are a number of different categories of options, each grouped in a tabbed sub-screen. As you finish editing each screen, click the **Next >** button at the bottom.
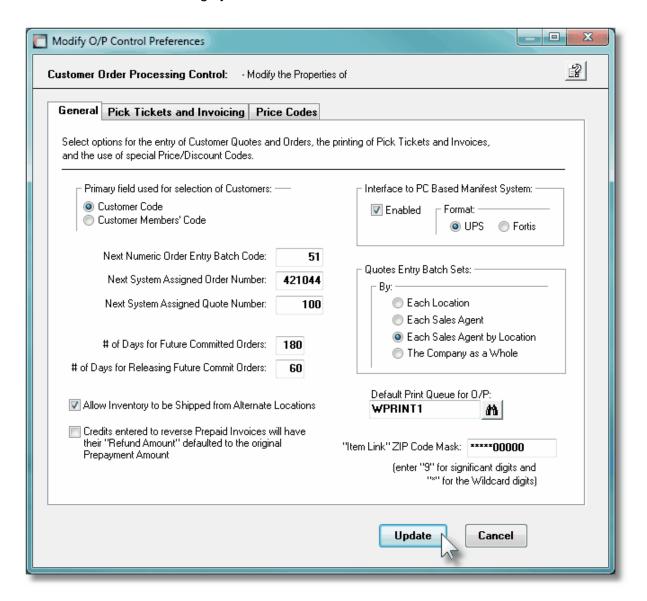
Setup Tip
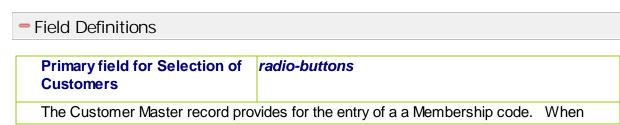
As you may not have actually entered any Master Code records that may be referenced in these screens, just enter any value. (Particularly in the Accounts fields). You can also come back to edit the Control Preferences later.

Once your O/P Control Preferences is established, the system can then be used.

6.8.1.1   General Tab Screen

Defines the properties for those functions that handle entry and handling of orders in the Customer Order Processing system.

━ Field Definitions

Primary field for Selection of Customers	radio-buttons
The Customer Master record provides for the entry of a a Membership code. When	

entering orders, based on the selection here, you would be able to select customers either using their Customer Code, or their Membership Code. (This option is only applicable when you wish to select customers based on their Ship-To codes, then the Ship-To Lookup screen will expect either a Membership Code or a Customer Code to be entered). You should always select Customer Code for this option.

◉ Customer Code	Click the applicable button for the desired results
○ Customer Members' Code	

Next Numeric Order Entry Batch Code	*X(6)*

Orders are entered into the system in groups or Batches. When selecting a batch, the operator may either enter a code for the batch, or have the system assign a numeric batch number. The Next Order Batch Number will be the number assigned. This field is incremented automatically after each time it is assigned.

Next System Assigned Order Number	*9(6)*

As documents are entered into the Order Processing system, (Orders, Invoices, CR Memos, or Loss/Reshipments), they are automatically assigned a unique order number by the system. That number originates from this field, and is then incremented to be used for the next order. *(Note that this number is different from the Invoice Numbers that may be assigned. There is no need to have the Invoice # and the Order # have the same values).*

Next System Assigned Order Number	*9(6)*

As Customer Quotes are entered into the Order Processing system, they are automatically assigned a unique quote number by the system. That number originates from this field, and is then incremented to be used for the next quote.

# of Days for Future Committed Orders	*999*

Typically when a line item is entered for an order, the quantity sold of the Inventory Item becomes Committed. Where a line item is entered for an order where the shipping date is so far into the future, that you would not wish to have the stock committed, the system will have the stock Future Committed. This control field specifies the number of days into the future to determine a date at which point the quantity is considered Committed, or Future Committed. The default value for this field is 120 days.

# of Days for Releasing Future Commit Orders	*999*

There is an Order Processing menu item that will Release Future Committed Order Items.   (See Section 4.10 - Committed Items Management, for further information). This application will examine all orders that have Future Committed Inventory Items, and determine whether or not they should be changed to Committed Items. When the order line item Release Date, (shipping date), is within the number of days specified by this field, then the items become Committed. The default value for this field is 30 days.

Allow Inventory to be Shipped from Alternate Locations	*check-box*

This field will control whether or not items ordered from a given location may be shipped from another location. If the check-box is set, and if the user has alternate location access, items from a single order may be shipped from different locations.

Credits entered to Reverse Prepaid invoices will have their "Refund Amount" defaulted to the original Prepayment Amount	*check-box*

I think the prompt explains it pretty well.

Interface to PC Based Manifest System	*check-box with radio-buttons*

The Order Entry system provides the capability to interface to one of two different PC based Manifest Systems. The manifest system automates the process of weighing the order, computing the freight charges and printing the necessary shipping documents. When the check-box is set, then select the Format of the file to be created.

⊙ UPS	• When Picking Tickets are generated and printed, a UPS Manifest Export File will be created. • This text file will contain the Order Number, Customer Code and Shipping address, UPC Country Code, Customer Phone Number and Email Address in a field quoted and comma separated file.
○ Fortis	• When Picking Tickets are generated and printed, a Manifest Export File will be created. • This text file will contain the Order Number, Carrier Code, Customer Code and Shipping address. • This file may be transmitted to the Manifest PC system and used to record orders that will be processed.

- A Bar Code is printed on the top of the Picking Ticket, having the Order Number and Picking Cycle Count coded. When the order is eventually picked, the Bar Code may be scanned to obtain the relevant information to be used for shipping.

- In the Order Billing Maintenance application, a submenu option to Select Manifest Orders for Billing is available. After the Manifest system processes its orders for the day, it will generate a Manifest Import File containing a list of all the orders shipped, along with the weight, freight charges and number of packages sent. This file will be read by the billing application, and each order will be selected for billing automatically.

Quotes Entry Batch Sets   *radio-buttons*

Quotes are entered and kept in the system in groups, or Batch Sets. Depending on the size of your company, or the security you wish to establish associated to potential sales, (between different Locations or Sales Agents), you may specify how the Quotes are grouped. Quotes may be grouped by Location, Sales Agent, a combination of Location and Sales Agent, or for the company as a whole. For operators using Series 5 to enter Quotes, settings in their O/P User Access properties are used to indicate the Location they are associated to, and their Sales Rep codes. These re then used to determine which sets of Quotes that they would be able to manage. Select how the Quotes are grouped by setting the applicable radio-button.

⦿ Location	Quotes are grouped by the Location to which Series 5 users are assigned.
○ Sales Agent	Quotes are grouped by the Sales Agent, regardless of their Location
○ Sales Agent by Location	Quotes are grouped by the Sales Agent for each Location
○ The Company	All Quotes are grouped together, regardless of Sales Agent or Location

Default Print Queue for O/P   *X(20)*

Select the Series 5 Printer Queue that would be used to typically print the reports generated for this Customer Order Processing system. When any of the reporting functions are executed, this printer will be displayed as the default, unless overridden by the user's assigned Printer Queue. Print Queues are defined by a System Maintenance function. *(Refer to the Systems Management Help if required)*.
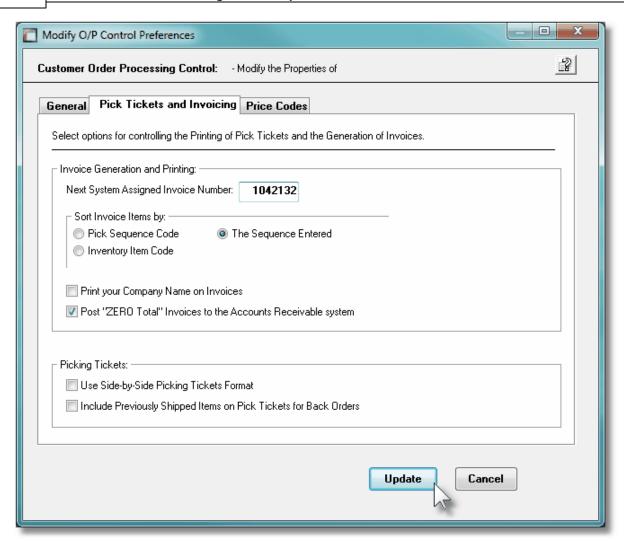
"Item Link" ZIP Code Mask   *X(10)*

If the Item Linking feature is implemented and the postal Zip Code is to be used to determine if linked items are to be generated, you must define a template. Enter the **9** character in the positions of the Zip Code which will be tested. Enter the ***** character of those to be ignored.

Defining Linked Items offers the feature that when a particular Inventory Item is ordered, then other specified Items will also automatically be included on the order. For every primary Inventory Item defined, up to eight additional Linked Inventory Items may be specified. If a ZIP Code Mask is specified, then for the order being entered, if the digits in the mask match that of the postal ZIP code, then the Item Link will be eligible. Thus you could define different sets of Item Link for different parts of the country.

6.8.1.2   Pick Tickets & Invoicing Tab Screen

Defines the properties for the printing of Picking Tickets and the generation of Invoices in the O/P processing

Field Definitions

Next system Assigned invoice Number	*9(8)*
Invoice numbers are automatically assigned when Invoices are generated. This field holds the next number to be assigned. You need to be careful about the assignment of Invoice numbers. Invoices derived from the Customer Order Entry system, the P/I system, Class Registration system, and perhaps others, all end up being recorded in the Accounts Receivable system. **You must ensure that the Invoice numbers from the different systems do not conflict. You need to pre-assign ranges of numbers to each system.**	

Invoice Items Sort	*radio-buttons*
You can choose to have the Invoices printed with their line items listed sorted in three different ways. Select the desired sort.	
⊙ Picking Sequence Code	Click the applicable button

○ Inventory Item Code ○ The order or sequence that items were entered in the order	for the desired results

Print Your Company Name on Invoices ?	*check-box*

The Remit-To address or the Company name and address from the Company System Maintenance function may be printed at the top of each invoice. This option is available to users that are not using preprinted invoice forms that have the company name and logo already printed.

Post ZERO Total Invoices to the Accounts Receivable system ?	*check-box*

Normally, if the total value of an invoice is Zero (including Sales, Miscellaneous Charges and Freight), it is unlikely you would have it appear in the Accounts Receivable for the customer. If you wish costing information to be recorded in the customer sales record, you would, indeed, wish to post the Zero value invoices to A/R. Set the check-box as required. When Zero value invoices are posted, regardless whether or not the interface to A/R is chosen, the Inventory On-hand and Committed Quantity fields are updated.

Print Side-by-Side Picking Tickets ?	*check-box*

There are two types of forms for printing picking tickets. One is a side-by-side type of form, while the other is a multiple copy type of form. Choose the type of form based on the type of printer being used. Laser printers should use the side-by-side form.
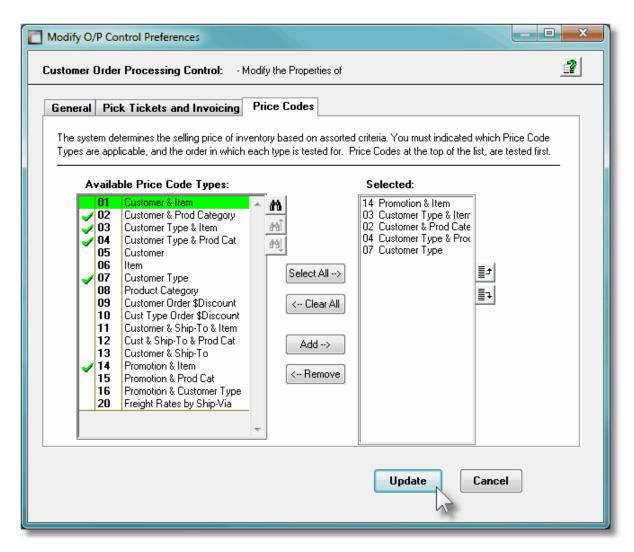
Include Previously Shipped Items on Pick Tickets for Back Orders ?	*check-box*

If an order cannot be completely filled it may be partially shipped, and the missing items placed on Back-Order. When the Picking Ticket is eventually re-printed once back ordered items are available, you may or may not wish to have the items that were initially shipped reprinted. Set the check-box if you do, and leave it empty if not.

6.8.1.3   Price Codes Tab Screen

The O/P system provides for the definition of a number of different Pricing rules and will attempt to automatically calculate the selling price of an item. Some rules may overlap or conflict with each other. This table lets you set the order in which the different Price Codes are tested.

If using more then one Price Code Type, you will need to make a decision about the order in which the each Price Code is checked when prices are being ascertained by the Order Entry and Editing function. If you are using negotiated prices for a specific Customer, (ie., Type 01, 02, 03 or 05), you will want these to appear first in the list; avoiding the possibility of the customer being charged a different price from what was agreed upon. Price code types not specified here will not be recognized anywhere in the process.

1. Double click an item in the left pane to have it included.

2. The codes of those Items that have been chosen are displayed in the right pane.

3. Search for a particular code by clicking on the [binoculars icon] binoculars icon.

4. Click on the [push button icons] push button icons to shift the selected item higher or lower in the list. Those pricing codes at the top of the list will be test for first when attempting to assign the price.

5. Click to have "ALL" items selected or unselected.

6. When a particular previously selected item is highlighted in the right pane, click the

    <-- Remove   button to have it unselected.

7. Use the grid navigate buttons to move through the list of possible items.

Part VII

7   Appendix

7.1   O/P Data Files

The Series 5 system provides for a reasonably flexible approach to defining where your data files are kept on your system. Your System's Manager will have established how this is configured. *If you are accessing this documentation to figure that out, please refer to the help for "Customer Order Processing Systems Management".*

Regardless whether processing under UNIX, or MS Windows, the structures of the file system will be similar, and the name of the files are the same. Remember that UNIX filenames are case sensitive.

7.1.1   Data Directory Structure
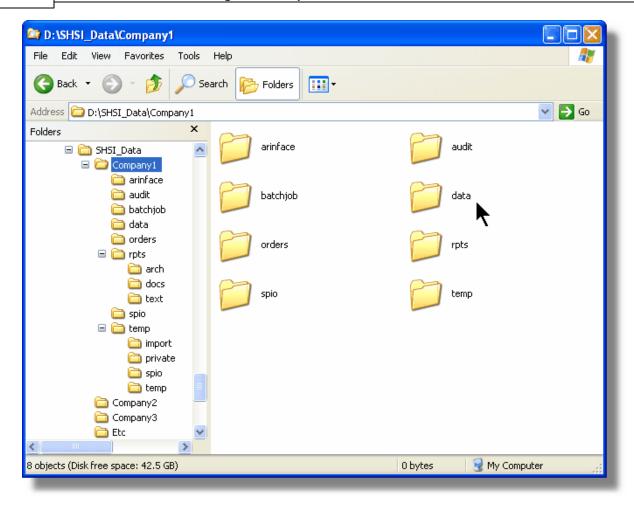
Each Company maintained on your system will have a directory structure that is separate from one another.

Important Note

The Series 5 system allows you to maintain accounting files for a number of different companies systems. The data files for each of these companies should be kept in a separate directory structure.

⊙ Sample Directory Structure under Windows

This tree diagram shows the structure for 3 Companies defined in this system, one of which has been expanded for this display.

- ❖ Structures for 3 companies are shown under the SHSI_Data folder. **Company1**, **Compan2** and **Company3**

- ❖ The Series 5 Control files are stored in the **d:\SHSI_Data\etc** sub-folder.

- ❖ The actual accounting data files are stored in the **data** sub-folder within each **Companyi** directory

- ❖ Archived reports are stored in the **rpts\arch** sub-folder

Edit an existing Company by double-clicking it associated row.   Standard Series 5 grid controls apply.

7.1.2   O/P System Control Files

These files are used to hold the information to manage your Customer Order Processing data files. They may be be found in the directory specified for the associated company system. There is only one of each of the following files.

O/P System Control files

Filename	Description
OPCONTRL.*XXX*	Holds the Control properties information for the O/P system
CODSELCT.*XXX*	Used by those applications that offer record filtering screens. If a set of random codes are selected as filters, they are stored temporarily in this file.
FLEXCTRL.*XXX*	Holds the definition of the G/L Account Number.
RECENTS.*XXX*	A number of maintenance and processing functions remembers the most recently accessed codes. These are stored in this file.
USERACC5.*XXX*	Holds the access rights of all users to all Series 5 systems.

Please Take Notice

The actual extension of the filenames listed will be that defined in the properties for your particular Company System.

7.1.3 O/P Company Data Files

These files are used to hold the master codes and transaction records used by the O/P application. They may be be found in the directory specified for the associated company system.

O/P System Data files

Filename	Description
BATCHHDR.*XXX*	This file holds the Order Entry Batch Header records. One record is created for each unposted or permanent Batch defined for entry of Order transactions.
DFLTBTCH.*XXX*	Holds the Default Order Entry Batch Header records.
ITEMLINK.*XXX*	Holds the Item Link Inventory records. These define

	the records for additional items that should be sold when a particular Inventory Item is sold.
OPBILLTO.*XXX*	Holds most of the master Customer Bill-To records.
OPBOOKHI.*XXX*	For every Order entered and posted, an Order Bookings record is written. Used to produce the Salesman Bookings report.
OPCUSTITEM.*XXX*	Holds the Customer's assigned part number for Inventory Items that they might be purchasing on a regular basis.
OPINVHST.*XXX*	This file holds the Invoice History records. Each record is basically a copy of it's Order's Header record with the Invoice # as part of the primary key.
OPITMHST.*XXX*	When Order Entry Transactions are posted, their Order Line ITems are copied to this file. Basically is a history of all Order Line Items entered into the system.
OPLINHST.*XXX*	This file's records are a condensed Order Line History record. It's used to accumulate totals for the Sales Analysis reporting function.
OPORDHDR.*XXX*	This file holds the active Order Header records.
OPORDLIN.*XXX*	Holds the Line Items records associated to each Order.
OPPRICES.*XXX*	Holds theCustomer Order Processing master Price Codes records.
OPSHIPTO.*XXX*	Holds most of the master Customer Ship-To records.
ORDRHIST.*XXX*	When Order Entry Transactions are posted, they are copied to this file. Basically is a history of all Orders entered into the system.
SHIPNOTE.*XXX*	This file holds any Ship-To Comments that might be defined for Customer Ship-To records that might be defined.
TEMPCOMM.*XXX*	This file contains any Temporary Comment records that may have been entered with any given order. These remain on the system until Historic Invoices or Historic Orders are purge.

7.2   System Operational Variables

Some aspects of the Series 5 O/P system can be controlled through runtime configuration variables. This mechanism provides a great deal of flexibility, because these variables can be modified by each site as well as directly by an AcuGT program.

Configuration variables are maintained in a runtime configuration file. This standard text file can be modified by the host system's text editor. Each entry in the runtime configuration file consists of a single line. All entries start with a keyword, followed by one or more spaces or tabs, and then one or more values.

These variables may also be defined in each operators' execution environment. On both UNIX and Windows systems, these would be defined as environment variables.

7.2.1   Environment Variables

The following variables may be defined for the operator's environment. Under UNIX, these may be seen by entering the shell **env** command. Under Windows, these may be seen by entering the DOS **set** command.

Variable	*Description*	*Description*
APPDATA	C:\Documents and Settings \xxxxxx\Application Data	The 1st 2 characters are used to determine the users' Home Drive on their PC. (Is set up by Windows)
SHSI_USER_ NAME	SHSI5.LARRY	The default Signon User code used when signing onto the system from a client PC.
USERNAME	SHSI	The Windows client signon name. Used to determine the operators actual "/My Documents" folder pathname. (Is set up by Windows)
S5_DIR	D:\S5	Required ONLY by the user building the Series 5 executables

7.2.2   Configuration Variables

The following variables may be defined in the runtime configuration file. These variables can only be defined or updated by your Systems Manager, or support staff from Sentinel Hill Software Inc.

> **Processing Tip**
>
> If you need to maintain different sets of operating environments on your system, you may do so by setting up

different runtime configuration files. In this case, the different environments would execute totally independent of one another. In particular, the two variables that would provide total independence are **SHSI_CTRL_PATH** and **CODE-PREFIX**.

Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 applications. (Those in red are critical to proper execution)

Variable	Default or Sample Argument	Description
ACURUN_NAME	wrun32	The name of the AcuGT runtime. Used to build the command line for Background Job Execution
ccc_SPIO_PATH	d:\acctg\comp \spiodir	The default directory used for import/export for Series 5 Company System ccc. This is also used as the directory where the form letters for A/R Dunning Letters are stored.
ccc_ORTXT_PATH	d:\acctg\comp \txtorders	The default directory used for importing O/P Text Orders for Series 5 Company System ccc
ccc_TRXTXT_PATH	d:\acctg\comp \trxinput	The default directory used for importing A/R and A/P transactions for Series 5 Company System ccc
ccc_IMAUDIT_PATH	d:\acctg\comp \imaudit	The default directory used for maintaining O/P Inventory Audit files for Series 5 Company System ccc
ccc_DUNLETTER_ PATH	d:\S5\dun-templates	The default directory used for maintaining A/R Dunning Letter template files for Series 5 Company System ccc
CODE_PREFIX	d:\S5\bin\runs	The directory path in which the executable programs reside.
IAMESS_x1	"OK to Sell Text line 1"	Lines of text displayed in O/P when an item is out of stock, and operator is prompted. These are the 3 lines used in the prompt. The x is used to allow for different sets of texts for different Inventory Activity Codes that may have been set up for the Inventory Item in question. • A - Active • F - Forecasted • O - Obsolete • F - Planned • D - Discontinued • C - Cancelled • I - Needs Information • S - Suppressed

IAMESS_x2	"OK to Sell Text line 2"	see above
IAMESS_x3	"OK to Sell Text line 3"	see above
HELP_PREFIX	d:\S5\bin\help	The directory path in which the Help files reside.
IMAGE_PREFIX	d:\S5\bin \images	The directory path in which all bitmapped images are stored.
LAUNCH_BCKGRN D_CMD	wrun32 -d -c d: \s5\etc\cblcfgui	This is the shell command that is used to execute jobs submitted for execution in the Background Job Processor
m-THIN-DRIVE-MAP	/user/larry/data	On thin client systems, when attempting to print to, or save text export to a file on mapped drive M, (which is mapped to a directory on the UNIX server), then the file will actually be written to the directory path specified as the argument
MANIFEST_IN_PAT H	d:\acct\comp \manif-dir	
PI-INV-DESC**N**	B Software Development	Defines the Invoice Layout Generation Type and Descriptive text printed on P/I Invoices for charges that are sub-totalled by their WIP Consolidation Flag when set to **N**, (where **N** = 1, ... 9)
SHSI_ACUCON-EREQUEST-MODE	1, 2, 3, or 4	Used to determine how E-Requests are handled by the Web Management system: ➢ 1 - Use AcuConnect on a remote server ➢ 2 - Use AcuConnect initiated from the E-Request Server program running on the PC ➢ 3 - Don't use AcuConnect at all. Process requests directly from the E-Request Server program on the PC ➢ 4 - Use AcuConnect only for requests that don't generate MS Word or Excel documents
SHSI_CTRL_PATH		The Series 5 applications are controlled using a number of system files. These files are stored in the directory path defined here.
SHSI_JOBQ_PATH		When functions are set up to be executed in the Background or Night Job Processor, information about the job is stored in a file that is written in the directory path defined here.
SHSI_REMOTE	BRANCH10	If entering A/P Transactions in a remote branch where the Batch file is to be transmitted to head office, this is the 8 character branch code

		embedded in the A/P Batch's created by field.
SORT_DIR	c:\windows \temp	The directory path in which temporary sort files are created used by the system. On FAT systems, this path should be on the users PC. On THIN systems, it should be on the UNIX server.
WIN32_NATIVECTLS	1 or 0	Set to 1 to enable the workstation's theme in how the Windows controls are displayed. This is only available to Windows XP, Windows Vista and Windows 7 using Acu-GT 8.1 or later.
V-VERSION	3	The default Revision of the type of AcuGT files to be used. Must be set to 3

▬ Mail Management Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	Default or Sample Argument	Description
DOS_MAIL_CMD	d:\s5\util \DOSEMAIL	%RECEIVER_NAME% %RECEIVER_ADDRESS% %SENDER_NAME% %SENDER_ADDRESS% SUBJECT% %MESSAGE_FILE% %ATTACHMENT% %ATTACHMENT2% The shell command that is executed on Windows systems to have email sent using a mail program other that MS Outlook, (or other MS mail programs). In the Series 5 system, is used to access a 3rd party utility to send email to Lotus Notes users. Each pseudo variable will be replaced with the applicable string, or path.
DOS_MAIL_PATH		The directory path in which the temporary mail messages are created on the Windows PC when mail is sent using the DOS_MAIL_CMD
UNIX_MAIL_CMD		The shell command that is executed on UNIX systems to have email sent
UNIX_MAIL_PATH		The directory path in which the temporary mail messages are created on the UNIX server when mail is sent using the UNIX_MAIL_CMD.

WEB_EDOCS_DIRECTORY	d:\s5\WEB-Etmp	The directory path in which temporary files are created used to send attachments as emails on MS Windows platforms.

➖ Printer Control Variables

The following variables are used to define to define Forms that may be printed. The argument strings are printer command strings that are unique to the given types of printers.

Variable	*Default or Sample Argument*	*Description*
<my queue name 1>	PRINTER1 -P SPOOLER	Defines a Series 5 Print Queue named **PRINTER1** that is designated as a Windows printer. When the runtime opens a file assigned to "*-P SPOOLER*, it automatically initiates a job with the Windows spooler and constructs print pages in accordance with the program. The runtime uses the default printer and font. If the user looks for the job in the spooler, it is named with the current title of the AcuGT-GT window. *Note that you must also set up a Printer Queue named* **PRINTER1** *using the Printer Queue Maintenance function found on the Main Menu under System Maintenance on the menu bar.*
<my queue name 2>	LARRYPRINTER2 -P SPOOLER-DIRECT	Defines a Series 5 Print Queue named **LARRYPRINTER2.** You would define the queue with *-P SPOOLER-DIRECT* if a Series 5 form was to be assigned to this printer output, or if the application formatted the printout with embedded control codes. In this case, the print job to be sent to the printer via the Windows spooler, but the program does not use the spooler to format the pages. You must use embedded control codes to handle formatting (much as you would under UNIX if you used the UNIX spooler).
<my queue name 3>		
		The following variables are used to identify the default settings for the different types of special forms that may be printed. Each variable must have 3 arguments, as follows, providing the Queue Name, the Create Option, and the Target output:

                                                         <ccccc>-FORM-Q   <Queue-Name>   <Create-Option>   <Output-Target>

where:

        <ccccc> is the Series 5 Company System code to which the variable is to be applied to

        <Queue-Name> is one of the Series 5 Queues that has been defined

        <Create-Option> is either **RECREATE**, **APPEND** or **DISTINCT**

        <Output-Target> is one of the following:

PRINTER	- Output to the selected Printer Queue
PRINT	- Output to the selected Printer Queue
ARCHIVE	- Output only as Archived
DISK	- Output only as Archived
PRINT&ARCHIVE	- Output to the selected Printer Queue and have Archived
BOTH	- Output to the selected Printer Queue and have Archived
BROWSE	- Output to the Series 5 Browser
ASCIIDISK	- Output to disk as an ASCII Text document
WORDDISK	- Output to disk as an MS Word document
PRINT&WORD	- Output to disk as an MS Word document and to selected Printer
ARCHIVE&WORD	- Output to disk as an MS Word document and have Archived
WORD2003	- Output to disk as an MS Word 2003 document
PRINT&WORD2003	- Output to disk as an MS Word 2003 document and to the selected Printer
ARCHIVE&WORD2003	- Output to disk as an MS Word 2003 document and have Archived
WORD2007	- Output to disk as an MS Word 2003 document
PRINT&WORD2007	- Output to disk as an MS Word 2003 document and to the selected Printer
ARCHIVE&WORD2007	- Output to disk as an MS Word 2003 document and have Archived
PDFDISK	- Output to disk as a PDF document
PRINT&PDF	- Output to disk as a PDF document and to the selected Printer Queue
ARCHIVE&PDF	- Output to disk as a PDF document and have Archived

ccc-OP-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Invoices
ccc-OP-INV-REPRINT-Q	<my queue name> RECREATE PRINT	Print Queue used for O/P Reprinted Invoices
ccc-OP-POS-INVOICE-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Point-of-Sales Invoices
ccc-OP-QUOTE-PRINT-Q	<my queue name> RECREATE ARCHIVE& PDF	Print Queue used for O/P Customer Quotes
ccc-xxx-PACKSLIPS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Packing Slips for Location xxx
ccc-xxx-PICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P Pick Tickets for Location xxx
ccc-xxx-QPICKS-Q	<my queue name> RECREATE BOTH	Print Queue used for O/P QuickPick Ticket for Location xxx for
ccc-AP-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Checks
ccc-AP-QUICK-CHECK-Q	<my queue name> RECREATE BOTH	Print Queue used for A/P Quick Checks
ccc-AR-STATEMENT-Q	<my queue name> RECREATE DISK	Print Queue used for A/R Statements
ccc-PI-INVOICE-Q	<my queue name> RECREATE PRINT&W ORD	Print Queue used for PI Invoices

ccc-PI-INV-REPRINT-Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for PI Reprinted Invoices
ccc-PURCHASE-ORDER-Q	<my queue name> RECREATE ARCHIVE& WORD2007	Print Queue used for PO Purchase Orders
ccc-PO-REQUISITION-Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for PO Requisitions
ccc-QI-INVOICE-Q	<my queue name> RECREATE PDFDISK	Print Queue used for QI Invoices
ccc-QI-INV-REPRINT-Q	<my queue name> RECREATE ARCHIVE& WORD	Print Queue used for QI Reprinted Invoices
FMnnn-DESC	For Dual Page Dunning Letters	Report Print Form # nnn - The description of the form displayed on the print options screen
FMnnn-INIT	<text string>	Report Print Form # nnn - Printer command string to Initialize print job
FMnnn-RESET	<text string>	Report Print Form # nnn - Printer command to reset printer
FMnnn-SELECT-TRAY-1	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 1
FMnnn-SELECT-TRAY-2	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 2
FMnnn-SELECT-TRAY-3	<text string>	Report Print Form # nnn - Printer command string to select paper from tray 3
FMnnn-ODD-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for odd page headers
FMnnn-ODD-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for odd page footers
FMnnn-EVEN-PAGE-HEAD	<text string>	Report Print Form # nnn - Printer command string for even page headers
FMnnn-EVEN-PAGE-FOOT	<text string>	Report Print Form # nnn - Printer command string for even page footers

FMnnn-RPT-DATE-LINE	\<text string>	Report Print Form # nnn - Printer command string for report date line
FMnnn-RPT-TITLE	\<text string>	Report Print Form # nnn - Printer command string for report title line
FMnnn-RPT-LEGENDS	\<text string>	Report Print Form # nnn - Printer command string for report legends lines
FMnnn-RPT-HEADERS	\<text string>	Report Print Form # nnn - Printer command string for report headers lines
FMnnn-USER-CODE-1	Lii \<text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-2	Lii \<text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-3	Lii \<text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-4	Lii \<text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-5	Lii \<text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-6	Lii \<text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-7	Lii \<text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-8	Lii \<text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-9	Lii \<text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
FMnnn-USER-CODE-10	Lii \<text string>	Report Print Form # nnn - Printer command string for User defined action at Line ii
MSWORD-DEFAULT-SPECS	"LANDSCAPE" "Courier New" 8	Defined specifications for outputting Series 5 reports to an MS Word Document Arguments are: \<Orientation> \<Font> \<Fontsize> \<Template-Name> • The font must be defined on the clients PC • Orientation must be LANDSCAPE or PORTRAIT • The Template is an MS Word defined template and must be stored in MS Word's Template directory
MSWORD-AR-STMT-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting A/R Statements to an MS Word Document
MSWORD-CS-INV-SPECS	PORTRAIT "Courier	Defined specifications for outputting Cement Shipment Invoices to an MS Word Document

	New" 8 Invoice-Template	
MSWORD-DUNSTMT-SPECS	LANDSCAPE "Arial" 10 Letter-Template	Defined specifications for outputting A/R Dunning Letters to an MS Word Document
MSWORD-GL-FINS-SPECS	LANDSCAPE "Courier New" 8	Defined specifications for outputting G/L Financial Statements to an MS Word Document
MSWORD-OP-FINS-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting O/P Invoices to an MS Word Document
MSWORD-OP-QUOTE-SPECS	PORTRAIT "Courier New" 10 Quotes-Template	Defined specifications for outputting O/P Quotes to an MS Word Document
MSWORD-PAKSLIP-SPECS	LANDSCAPE "Courier New" 8 Pack-Template	Defined specifications for outputting O/P Packing Slips to an MS Word Document
MSWORD-PI-INV-SPECS	PORTRAIT "Courier New" 8 Invoice-Template	Defined specifications for outputting P/I Invoices to an MS Word Document
MSWORD-PO-FORMS-SPECS	PORTRAIT "Courier New" 10 purchase_order.dot	Defined specifications for outputting P/O Purchase Orders to an MS Word Document
MSWORD-PO-REQS-SPECS	PORTRAIT "Courier New" 10 requisition.dot	Defined specifications for outputting P/O Requisitions to an MS Word Document
MSWORD-QI-INV-SPECS	PORTRAIT "Courier New" 8 Misc-Invoice-Template	Defined specifications for outputting Q/I Miscellaneous Invoices to an MS Word Document
MSWORD-WEB-	LANDSCAP	Defined specifications for outputting E-Request

RPT-SPECS	E "Courier New" 7	server reports to an MS Word Document
XXX-BITMAP	Row Column Pixel-Height Pixel-Width Filename	For Series 5 Printer Queue XXX Outputs the speciifed bitmap file to the given row/column of the page at the specifed pixel Height/Width on every page of the report.
SHSI-RPT-DESTINATION	4	Sets the default output target selection for all reports generated in Series 5 that are not programatically targeted. The argument is an integer digit representing the desired target as follows: 1 - To the printer 2 - Archived 3 - Both the printer & Archived 4 - to be Browsed Only 8 - to disk as an ASCII file 17 - To disk as an MS Word 2003 document 19 - To disk as an MS Word 2003 document & Archived 26 - To disk as an MS Word 2007 document 30 - To disk as an MS Word 2007 document & Archived 35 - To disk as an MS Word 2007 saved as a PDF file You would typically have the argument set to either 1, 2 or 4.

⊟ Web Server Control and File Management Variables

The following variables are used to define the location of different sets of files used by the Series 5 CGI service routines executing on a Web Server.

Variable	*Default or Sample Argument*	*Description*
CODE-PREFIX	/web/..../shweb/ acubin	The directory path in which the executable CGI programs reside.
SHSI-WEB-LOG-FILE	/web/..../shweb/ acutemp	The full path and filename which is used to log messages, generated by the system, by CGI service routines executing on a Web server.

SHSI-WEB-TRACE-MODE	0 or 1	If = 1, then messages are output to the execution error log file. Should be set to zero unless specifically need to debug the execution of CGI service routines.
WEB-COMPANY-1	40	The Series 5 Company code assigned to Web Company 1 (Code embedded in Web Page ID codes)
WEB-COMPANY-2	50	The Series 5 Company code assigned to Web Company 2
WEB-COMPANY-3	SHSI	The Series 5 Company code assigned to Web Company 3
WEB-COMPANY-4	PCA	The Series 5 Company code assigned to Web Company 4
WEB-COMPANY-5	AUSI	The Series 5 Company code assigned to Web Company 4
WEB-OP-LOCATION-1	10	The Inventory Warehouse Location code for orders submitted over the Web for Company 1
WEB-OP-LOCATION-2	20	The Inventory Warehouse Location code for orders submitted over the Web for Company 2
WEB-OP-LOCATION-3	30	The Inventory Warehouse Location code for orders submitted over the Web for Company 3
WEB-OP-LOCATION-4	40	The Inventory Warehouse Location code for orders submitted over the Web for Company 4
WEB-OP-LOCATION-5	EAST	The Inventory Warehouse Location code for orders submitted over the Web for Company 5
WEB-EDOCS-DIRECTORY	/web/..../shweb/ acutemp	The directory path in which temporary files are created used to send attachments as emails on UNIX web servers.
WEB-MGMT-CTRL-PATH	@accserver:/acctg/ shsi_ctrl	For CGI service routines on a Web server, defines the directory path of the location where the Series 5 control files reside.

7.3   Runtime Error Codes

These Unfortunately things don't always operate the way they should. For a variety of reasons, the application will on occasion generate some nasty looking error codes and messages.

These can be divided up into three categories of errors:

❑ Application generated Errors

❑ Microsoft Word or Excel generated Errors

Generally when an error occurs the application that was executing will bomb out. Any of these errors should be immediately reported to you System Manager, or to Sentinel Hill Software's support team.

When reporting an error, please attempt to record the following bits of information:

- What application you were executing

- What menu item you were executing

- What screen was being displayed just before the error was reported

- What field or control your mouse was position on when the error occurred

- What key or control was struck or clicked when the error occurred

- If possible, identify the Transaction record, or Master Code record that was being operated on at the time

- The error code, along with the accompanying descriptive text, if any.

Please Take Note

If it is at all possible, you should get a screen shot of your screen with the error message displayed. This would greatly assist in identifying the cause of the error.

7.3.1   Application Error Codes

Here is a description of the assorted errors generated from the application that will cause it to terminate abnormally.

Error Code	Message	Possible Problem
24	Disk full for Indexed file WRITE	There is not enough disk space allocated to the data folder the data file resides in
30-XX	Hardware Error Failure	There is a serious hardware failure. The secondary code value xx is set by the operating system.
34	Disk full for Sequential file WRITE	There is not enough disk space allocated to the data folder the data file resides in

35	File not found for Open	The application attempted to open a file that could not be found. Contact your Systems Manager or Sentinel Hill Software support for assistance.
37-07	User does not have permission to access file	The user does not appropriate access rights to open the file
37-XX	System failure on opening a file	The application attempted to open the file in the wrong mode
37-99	Windows runtime not network enabled	Non-Networked runtime attempted to open a file on a remote system
39-XX	File Mismatch on OPEN	An older version of the file was being accessed, or application programming error.The secondary code value xx indicates the type of mismatch.
41	File Already Open	An application programming error. Contact Sentinel Hill Software support.
42	File Not Open	An application programming error. Contact Sentinel Hill Software support.
47-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
48-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
49-XX	File not opened in the correct mode	An application programming error. Contact Sentinel Hill Software support.
94-10	Too many files opened by process	The max number of files has been reached. The configuration variable MAX-FILES should be increased.
98	The file has become corrupt	The file has become corrupt for some reason. You must use the AcuGT's **vutil** utility to rebuild the file. Contact your Systems Manager or Sentinel Hill Software support for assistance. (From a DOS or UNIX prompt you will need to issue the command **vutil32 -rebuild filename**).
9C	Max number of locks specified.	The max number of files that can be locked has been reached. Either the configuration variable MAX-LOCKS should be increased, or an application programming error has caused the problem. (By default MAX-LOCKS is the same as MAX-FILES)

9D-XX	Internal error from host file system	An internal error has occurred when attempting to access a file over the network using AcuGT's Acuserver running on the primary server. The most likely problem is that the host server network is down, or the host server file server process has failed. Contact your Systems Manager. The xx is the host system's error code.

7.3.2   Microsoft Utility Errors

TheSeries 5 systems internally makes calls to Microsoft's Word and Excel utilities. On occasion, these utilities will report an error which causes the application to abort. Here are the documented errors that have been encountered to date.

From	*Message*	*Possible Problem*
Word	Unable to satisfy the requested call	When attempting to print a document directly from Word, and a problem exists on the network, or the remote printer is probably not turned on.
Excel	Class is not licensed for use (error 800A03EC)	When outputting a string to a spreadsheet there was a "=", "+", or "-" character in the 1st character of the string. Excel thinks this is the start of an equation that does not make sense. If possible insert the "'" , (single quote), character as the 1st character of the string being output.

7.4   Series 5 Encryption

In a number Series 5 systems, there is sensitive data that is maintained in different data files. These might include credit card numbers, personal information, and passwords. An encryption algorithm has been developed to ensure that these particular bits of information cannot be obtained using indirect methods.

A generic encryption routine has been introduced into the Series 5 Accounting system. This is a subroutine that will either encrypt or decrypt a given string of alphanumeric characters of up to 30 bytes in size. The encryption method employed, is based on a Vigenere Cipher algorithm.   A generalized discussion of this algorithm, and others, can be found on pages 335 et ff, in "Algorithms In C" by Robert Sedgewick, (1990 – Addison-Wesley Publishing, Inc.).

Some of the properties of this implementation:

- A Cipher Key is employed, using a 6 digit number based on one of the properties associated to the record in which the encrypted string is to be generated. (Such as an Invoice #, or Order #, or Voucher #)

- A repeating Key String of characters and numbers is used along with 3 different lookup tables

- The repeating Key String is built dynamically based on the Cipher Key

- The lookup tables are built dynamically from the repeating Key String based on the remainder of the Cipher Key / 97

- Only Upper/Lower alphabet characters, numeric digits and the SPACE character are converted

	Fields Encrypted	*Data Records*
Professional Invoicing System		
	Credit Card Numbers	• Cost Center / Credit Card Mappings • Invoice Header • Invoice Header History
Customer Order Processing		
	Credit Card Numbers	• Order Headers • Order Header History • Invoice History
Web Management System		
	Passwords	• Web Users Properties
	Secret Question Answers	• Web Users Properties

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