Overview

Package Overview

How To Use This Manual

When most people receive a new product, they want to use it right away. Unfortunately, this is not quite possible when dealing with computer hardware and software. This manual is intended to serve as a reference guide in describing the functionality and the application of the **Customer Order Processing** package.

The first few sections of this manual are intended to introduce the user to the **Customer Order Processing Package (COP)** and help get started. The latter sections are for reference when the user has specific questions about each of the **Customer Order Processing** applications. These applications are described later in this section under **COP Menu Bar Selections and Definitions**.

It is suggested that the user first read the **System Manager** manual. The **Package Overview** section of this manual gives an overview of the **Customer Order Processing** package. The **General Operator Instructions** in the **System Manager** manual explains how to enter and edit data and the use of special keys on the keyboard. The **Startup** section gives step-by-step instructions on how to load the programs, create the data files, and enter the initial data. The **Processing Procedures** section gives direction in daily, period and year ending procedures.

The user should then scan each of the **COP** sections to understand how each of the **COP** applications work. A very basic description of each of these applications is also contained under the heading **COP Menu Bar Selections and Definitions** which is part of this **Package Overview**.

Data Load Sheets are included in the manual under many of the applications. These sheets may be used to manually fill out the data that must be entered at the computer. They may be helpful in easing data entry.

Sample screens and reports are also included under each of the appropriate **COP** applications. These are a guide to show the user the type of screens and reports that may be obtained from the system.

There are certain terms and concepts with which you should become familiar before reading this manual. This overview deals with that and also introduces you to important functions of the **Customer Order Processing** package.

COP Menu Bar Selections And Definitions

There are many **Customer Order Processing** functions, which can be performed by this **COP** package.

Maintenance

Sales Hist Period File

This is where you define your period file for sales history data.

Price Code File

This application allows you to define up to eight types of price break tables.

Ship-To File

Allows you to define multiple shipping addresses for your customers.

Prod Cat/Loc Acct File

This assigns sales and cost of goods sold account numbers to specific product categories. This application will be used if the questions Post Cost of Goods Sold ? is set to Yes and Profit Center Usage in COP Setup is set to Product category.

Customer Item File

Allows you to define and cross-reference customer item numbers for billing and shipping purposes.

User Defined Code File

Allows you to define Reason Codes for returned goods, credit memo's.

Yearly User Defined Codes

Allows you to define a Year to track reason codes monthly.

Yearly Customer Defined Code

Allows you to defined Customers that you want to track reasons codes for.

Commission Structure

Allows you to define 5 additional commission structures that supercede the standard COP and I/M defaults.

Future Price Maintenance

Order Serial Lot File

Inquiry

Order Inquiry

Allows you to quickly display on the screen any open or posted (but not purged) orders on file for a customer.

Customer Account Inquiry

Allows you to inquire on customer open and history items with access to customer credit history and open item notes.

Stock Status Inquiry

Allows you to view key stock status data by customer with the ability to inquire on price breaks, component availability, available to promise quantity, customer information and credit history.

Available to Promise Inquiry

Allows inquiry into future quantity available based on purchase orders, customer orders and shop floor orders.

Invoice History

Provides 5 choices to inquire on invoice history.

Freight Calculation

Allows you to perform freight calculations for orders and non-existing orders

Newly Received Items Inquiry

Allows you to view inventory receivings by date.

Line Item Auditing Inquiry

Processing

Order Entry

Allows the entry of customer orders.

Order Billing

Allows you to select and enter billing information for orders.

Sales History Trx Processing

Allows you to enter and edit transactions to the sales history transaction file.

Post Invoices To A/R

Allows you to post all transactions created in **Order Entry** into the **A/R** and **I/M** files.

Purge Posted Invoices

Allows you to remove invoices through a specified date from the system.

Post/Purge Sales History Trx

Allows you to post sales history transaction records to the sales history file. You may also purge these transaction records from the Sales History Transaction file.

Consolidate/Close Customer Orders

Allows you to merge old orders into a new order. Also allows you to close partially posted orders.

Activate Blanket Orders

This process generates regular orders from previously entered blanket orders.

Fill Backorders

Allows you to manually or automatically fill existing backorders for an item at a specific location.

Sales Desk

Allows fast processing of orders and creating quotes for price and stock availability inquires, and could be considered a sub-module for salesmen and a customer service department.

Sales History Processing

Allows you to perform the period and year-end procedures for sales history as well as purge sales history records with a zero balance in the amount fields.

Clear I/M & A/R Accumulators

Allows you to clear period and year-to-date fields for both **A/R** and **I/M**.

Issue Serial/Lot Component Items

Allows for the issue of Serial/Lot components for non-stocked parent.

Print Invoices

Allows you to print Invoices.

Print Pick/Pack Tickets & Ship Labels (Includes Shipping Verification)

Allows you to print picking tickets, packing lists, shipping labels, shipping acknowledgements via e-mail, and Bill of Lading.

Bar Code Options

Allows you to access the **Elliott** bar code system, if it is installed.

Copy Orders

Allows copying an order by all items or product category. Useful for multiple “Ship-To” orders.

Release Held Orders

Selective release of orders put on hold by the Elliott Credit Check and Release feature.

Print Duplicate Invoices

Provides the ability to reprint an invoice.

Reports

Sales History Reports

Allows you to print six sales history reports that will help in analyzing your sales.

Sales Analysis Reports

Allows you to print three sales analysis reports to help in analyzing your sales and inventory.

Order Status Reports

Allows you to print five reports on open order status.

Backorder Audit Trail Report

A report showing all transactions for filling backorders.

Price List Report

Allows you to print the prices by price code, item number and product category.

Invoice History Reports

Provides seven different report types for printing invoice history.

Line Item Auditing Report

Prints item transaction history with selective Auditing dates. This feature provides five different types of reports.

Print RMA Acknowledgement

Prints RMA Acknowledgement for RMA orders.

Open Order by Salesman Report

Prints report with 8 different criteria selections.

Util Setup

COP Setup

Allows you to **tailor** the **Customer Order Processing** package to the way you do accounting in your company.

Invoice Form Setup

Allows you to customize form layout so invoices can be printed on any continuous or laser form designed by your art department or acquired through an outside vendor.

Print Spooled Reports

Allows you to print reports that were previously spooled to a disk file.

Generate P/O Reference

Reset customer Sales/Cost

Design Your Own Order

Purge Invoice History

Void Invoice

Cancel Order

Cancel Printing Ticket

Mass Price Change

Sales Order Export

Sales Order Import

Contract Pricing

A General Explanation Of Customer Order Processing

Major Functions

Three major functions of **Customer Order Processing** can be identified.

First, the customer sends in a purchase order and you respond by transferring the information on the purchase order into an order. This order stores a great deal of general information about the customer, the shipping destination, the terms of sale, the responsible salesperson, etc. The order also contains specific information about what was ordered, how much, at what price, and when the merchandise should be shipped. Orders are entered through the **Order Entry** module. This module has other capabilities, but what you are basically concerned with is logging the customer's purchase request so that merchandise can be shipped to fill the order.

The second major function is the printing of a picking ticket so that the shipping department will know what to send to the customer. All or part of the order may be shipped at one time, depending upon the customer's desires and stock availability. The shipping clerk will mark on the picking ticket the actual quantities shipped, then forward the document to the Billing Department.

The third major function is the printing of invoices that bill the customer for the merchandise that was shipped. The billing clerk must identify those items on the order that were shipped and those that were back ordered and will be shipped later, those that are out of stock and will not be shipped, and those that were not shipped because the customer did not wish to received them yet. The invoice shows quantities shipped, quantities back ordered, and quantities out of stock. Once the invoice has been printed, **Accounts Receivable** files may be updated to show the customer's debt, the salesperson's commission amount due, etc., and **Inventory Management** files may be updated to show the reduced stock on hand.

To reiterate, the major functions are the entry of the order, the printing of the picking ticket and the printing of the invoice. There are also a great many supporting functions that make the major functions easier. These functions are discussed briefly below.

Supporting Functions

Orders, once entered, must provide you the ability to modify or delete them. The **Order Entry** module allows for both of these functions. After orders have been copied into another package for production, your ability to change or delete them will depend on where in the production process they stand. Refer to the **Order Entry** section of this manual and to the **Package Overview** section of the **BOMP** manual for details.

A separate processing application allows orders to be consolidated (merged) to facilitate shipping and billing. A list of orders on file may be printed for editing reference. Customer-oriented order acknowledgments may be printed so that the customer can review your interpretation of his purchase order before merchandise is shipped. Another application exists to allow you to automatically convert back ordered items on orders to shippable items, providing there is an adequate quantity of the item available. This function makes it unnecessary for you to manually change the status of each and every back ordered line item once stocks have been replenished.

Order Status reports enable you to list open (unshipped) orders by item or by customer to assist with stock allocation decisions. These reports may also show back ordered items exclusively, which can be a great help when using the automatic back order filling module discussed above.

Other Functions

There are many other functions in **Customer Order Processing**. Chief among these are those that assist with customer relations and those that provide important management reports.

In the first category, the **Order Inquiry** module enables you to quickly review orders on file for a customer. If the customer calls in with a question, you may review the relevant orders, without leaving the phone as long as there is a terminal nearby. Also, the **Inquiry** section includes a comprehensive list of customer service tools that can answer and resolve most customer service related questions.

The **Sales Desk** module allows you to enter orders, quotes, and item inquiries as well as save them for later review. In addition, Sales Desk enables you to answer pricing information, quantities available by location, future quantity, price breaks, component availability, credit and customer information, update customer data and calculate freight without having to leave the Sales Desk menu.

The **Price List** incorporates the pricing strategies that are unique to **Customer Order Processing** to show all of the relevant prices for an item. Prices for the same item may be different, depending upon who orders it and how much is ordered. This report is very useful for quoting prices to customers as well as for keeping track of what prices are being charged.

In the second category, the **Sales History** module is sufficiently comprehensive to be considered a package by itself. Sales history information is available in a variety of formats and configurations to assist management in evaluating what happened during the sales period or the year, compared to what happened last year.

The information can be analyzed for products, product categories, customers, and salespersons so that you can determine your areas of strength and weakness as well as those areas that are generally improving and those that are weakening.

Customer Order Processing provides many powerful tools for improving customer relations and strengthening your financial statements, as well as enabling you to accomplish the standard actions necessary for processing customer orders and RMA's.

General Overview Of Customer Order Processing

The **Customer Order Processing** package for the small to medium manufacturer/distributor is used in performing the basic and standard functions necessary for a company to record, track, verify and generally handle its customer orders.

First, here is a brief statement on the scope and basic functions of the **COP** package.

The typical manufacturer/distributor selling products will have an established and expanding customer base. These customers request certain of the company's products and these requests are entered in the form of customer orders. These orders will cause products to be sent to customers along with (or followed by) an invoice (bill).

So, the basic functions of any **Customer Order Processing** package would be to:

1. Record the customer orders
2. Modify customer orders
3. Allow for credit management
4. Provide customer service tools
5. Centralized Cash Processing
3. Print Picking Tickets
4. Print Invoices

Customer Order Processing is designed to process customer orders from the time they are entered until they are billed. Processing a customer order in a retail store is not terribly complex and does not normally require a computer; if there is one there, it is probably for inventory/sales analysis. As products become harder to find, it usually means the product is more complex to make, contains materials not readily available or is restricted by the product's owner. Whatever the reason, the usual means of getting this harder to find product to the market is via a distributor. A distributor normally buys all his goods from vendors, stocks those goods in one or more warehouses and sells/delivers those goods off the shelf. A distributor exists basically because he is a convenience, a source for many differing items in a particular segment of the distribution industry, e.g., sporting goods. Some distributors add value beyond convenience to their goods for sale by packaging or maybe doing some light final assembly work. **Customer Order Processing (COP)** and **Inventory Management (I/M)** handle the computer side of the above distribution functions except for those distributors who do assembly work to create their final products. For that you will also need **Bill of Material Processor (BOMP)**.

BOMP allows you to set up bill of material structures as well as feature/option configurations (modular bills and regular manufactured items). **COP** orders for feature items may be copied into **BOMP** for production. For information on production of **COP** orders, see the **Package Overview** section of the **BOMP** manual.

Allocation Of Stocked Items

When an order contains a stocked item (either as a line item or a component of a line item), the **Elliott** system automatically allocates (or reserves) the correct quantity of the item in inventory to make sure it will be there when the order is filled. How and when this allocation occurs depends on the type of item, which packages you are using, and how your system is configured. For specific information on different allocation scenarios, see the **Package Overview** section of the **I/M** manual.

Serialized Items

Serial numbers for items are supported by the **Inventory Management**, **Customer Order Processing**, **Purchase Order and Receiving, Bill of Materials,** and **Shop Floor Control** packages. The user has the flexibility of stocking serial numbers for items or only assigning serial numbers to the item when it is sold or issued. The exception to this is the **Shop Floor Control** package. A serial number must exist before a quantity can be issued. If a non-stock inventory item is sold to a customer and the item has serial components, the user can enter serial numbers after invoices are posted to Accounts Receivable using the **Issue Serial/Lot Component Items** application under the **COP** Processing menu.

A further explanation on implementation of serialized inventory is contained under **Order Entry and Billing**, and **Invoice Printing** in **COP** and **Inventory Transaction Processing** and **Serial/Lot Processing** in **I/M**.

Lot Number Items

Lots are supported by the **Inventory Management**, **Customer Order Processing**, **Purchase Order and Receiving, Bill of Materials,** and **Shop Floor Control** packages. Unlimited lots may be maintained for each item. Each lot contains quantity on hand, quantity allocated and expiration date by month and year. If a non-stock inventory item is sold to a customer and the item has lot components, the user can enter lot numbers after invoices are posted to Accounts Receivable using the **Issue Serial/Lot Component Items** application under the **COP** Processing menu.

A further explanation on implementation of Lot Tracking is contained under **Order Entry** and **Billing and Invoice Printing** in **COP** and **Inventory Transaction Processing** and **Serial/Lot Processing** in **I/M**.

Credit Management

Refer to Credit Check and Release section

Customer Service

Refer to Sales Desk section.

Centralized Cash Processing

Refer to Deposit Handling section.

Normal Mode Of Operation Of Customer Order Processing

Startup

You will want to transfer data from your open orders to the **COP Order** files. You may accomplish this through the **Order Entry** application. Refer to the **Startup** procedure in this manual for more information on the subject.

There is other preliminary work required also, such as integrating your pricing policies with the pricing capabilities available in **COP**. You will need to set up shipping addresses for each of your customer's shipping destinations. You will also need to make decisions about the options offered in the **COP Setup** file and enter the sales account numbers that are to be associated with specific product categories.

Both the **Accounts Receivable** and **Inventory Management** packages are necessary prerequisites. They must be installed and fully functional before **COP** can be installed.

Daily

Once the **COP** package has been installed, you will probably enter orders on a more or less daily basis. Picking tickets will be printed for those orders due for shipment. Invoices will be printed for those orders that have been shipped. Invoice data may be posted once a day (depending upon volume of invoices) to update **A/R**, **I/M** files and **Issue Serial/Lot Component Items** if this is applicable to your business.

Monthly

Before closing the period, run any necessary reports from the **Sales History Reports** and **Sales Analysis Reports** applications. One application that is routinely run on a monthly basis is the **Period End Procedure** in **Sales History Processing**. The **Sales History Reports** may only be printed for the current period, which is designated in the **Period End Procedure**. Refer to the **Sales History Processing** section and the **Period End Processing Checklist** section for more information on this application. Another application is the **Clear I/M and A/R Accumulators**. This process sets the period to date fields to zero. Refer to the **Clear I/M and A/R Accumulators** section for more information.

Yearly

The Year End Procedure in Sales History Processing is run annually. Refer to the Sales History Processing section for specifics.

On-Request

Most of the applications of **Customer Order Processing** can be done whenever the need arises. You may:

a) do price code file maintenance
b) do mass price changes
c) print a price list
d) maintain product category by location, by account
e) print sales history reports
f) post/purge sales history transactions
g) purge sales history file
h) maintain ship-to addresses
i) fill backorders
j) print order status reports
k) inquire into orders

l) activate blanket orders
m) consolidate orders
n) copy orders
o) maintain and update future pricing
p) release held orders
q) shipment verification

Startup

Application Overview

Before proceeding with this section, you must have already created all directories and loaded the **Elliott** Programs. This is a fairly automated process. For further instructions, please refer to the installation section of the **System Manager** manual.

Setup Procedures

In order to begin using the **Customer Order Processing** system, the following steps must be completed.

1. Both the **A/R** and **I/M** packages are necessary prerequisites. They must be installed and fully functional before **COP** can be installed.

2. Select **COP Setup** application in the **Util_setup** pull down window. Enter the data requested on the screen. For setup fields that do not require a "Y" or "N" answer, the system will prompt you for your choice at the bottom of the screen.

3. Select **Invoice Form Setup** application in the **Util_setup** pull down window and select the Reset option from the menu bar.

4. Enter data for the following applications in any order in the **Maintenance** section of the **COP** main menu:

   Ship-To File
   Price Code File
   Prod Cat/Loc Acct File
   Sales Hist Period File

The above steps are required to load the system with the basic necessary information necessary to process future transactions.

The application sections in this manual may be used to obtain specific information on each application. The file load sheets contained in each of these sections may assist in accumulating and loading data.

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Global Setup

Application Overview

Elliot COP is a feature rich module with many features and options that do not apply to all companies. To help you get up and running faster, we have elected not to install these features and options as part of our standard system. Instead, we allow you to **Pick and Choose** that which can improve your functionality and meet your specific needs.

Run Applications

The following are documented in the global Setup section of this document and must be set up prior to using their features and functions.

Bill of Lading

Copy Order

Customer Item Reference

Freight Calculation

Order Inquiry

Price By Whole Order

Price List By Customer

Print COD Tags

Credit Check and Release

Sales Commission Control

User Defined Codes

Stock Status Inquiry

Sales Desk

Sales Desk Screen Layout

Change Customer Data Window

Change Quote To Order

Invoice Printing

Order Acknowledgement

Order Entry Billing Screen

Deposit Handling

Order Entry Header Screen

Order entry Line Item Screen

Pick Ticket/Ship Labels

Post Invoice To A/R

Purge Posted Invoice

Future Price Screen

Starship Manifest Report

Processing Procedures

Daily Processing

The following checklist is for basic COP functions only and designed to help you formulated your Policies and Procedures that reflect all the features and functions of Elliott COP that you are planning to or have already implemented.

In performing this checklist, complete each step before moving on to the next step.

☐ *Step 1* Enter orders, invoices, credit memos, or blanket orders for customers
- Select **Order Entry - Add** application

☐ *Step 2* Verify transaction entry by printing the edit list
- Select **Order Entry - List** application

☐ *Step 3* *(optional)* Print pick/pack tickets and shipping labels
- Select **Print Pick/Pack Tickets & Ship Labels - Picking Tickets** application

☐ *Step 4* Select orders for billing
- Select **Order Billing - Select** application

☐ *Step 5* Verify orders by printing the edit list for selected orders
- Select **Order Billing - List** application

☐ *Step 6* Print invoices
- Select **Print Invoices - Print** application

☐ *Step 7* Print packing lists
- Select **Print Pic/Pack Tickets & Ship Labels - Packing List** application

☐ *Step 8* Verify invoices by printing the pre-posting edit list
- Select **Post Invoices to A/R - Pre-Post Edit** application

☐ *Step 9* *(optional)* Perform a backup of your Elliott Data Directories. Label and date this backup "***Before Posting Backup ___/___/___***"

☐ *Step 10* Post invoices
- Select **Post Invoices to A/R - Post** application

☐ *Step 11* *(optional)* Print order status reports
- Select **Order Status Reports** application

☐ *tep 12* *(optional)* Fill existing backorders
- Select **Fill Backorders - Manual or Automatic** application

☐ *Step 13* *(optional)* Issue Serial or Lot Component Items
- Select **Issue Serial/Lot Component Items - Issue** application

Period End Processing

The following checklist is for basic COP functions only and designed to help you formulated your Policies and Procedures that reflect all the features and functions of Elliott COP that you are planning to or have already implemented.

In performing this checklist, complete each step before moving on to the next step.

□ *Step 1* Perform Daily Processing Checklist (Detailed in its entirety on the preceding page - *Step 1 through Step 13*)

Note: The **Customer Order Processing** package allows the user to continue entering orders for the next period before closing the current period (ie. clearing **I/M** and **A/R** accumulators). The only step that should <u>not</u> be executed is **Post Invoices to A/R** application until the current period is closed.

- Enter and post all invoices for the current period using the Daily Processing Checklist
- All reports should be spooled to disk to allow for backup retention

□ *Step 2* Print sales history transaction listings
- Select **Sales History Trx Processing - Cust/Invoice List** and **Loc/Item List** application

□ *Step 3* Change history period date to the current period you are closing
- Select **Sales History Processing - Period End Procedure** application

Note: Manually changing the Period in the **Period File Maintenance** application will produce unpredicted results. Use the **Period End Procedure** only.

Note: If you are in the first period of your Fiscal Year, use the **Sales History Processing - Year End Procedure** to change to the current period

□ *Step 4* Post sales transactions to master history file for this period
- Select **Post/Purge Sales History Trx - Post** application

□ *Step 5* *(optional)* Print the sales history reports
- Select **Sales History Reports** application

□ *Step 6* *(optional)* Print the sales analysis reports
- Select **Sales Analysis Reports** application

□ *Step 7* Perform Period End Checklists in both the **Accounts Receivable** and **Inventory Management** packages.
- See **A/R and I/M** Period End Processing Checklists

□ *Step 8* Perform a backup
- Make a period end backup of your ENTIRE Elliott system to keep for auditing purposes. Label and date this backup "***Period ___/___/___ End Backup***"

□ *Step 9* Empty the period buckets in A/R and I/M to prepare for the next period
- Select **Clear I/M & A/R Accumulators** application and enter **Y** to "Clear Period To Date Fields" option

Note: If you wish to Recalculate Reorder Fields in **I/M**, the **Recalculate Reorder Fields** application in **I/M** should be done prior to clearing the **I/M** accumulators

☐ *Step 10* Perform a backup
- Make a backup of the data files. Label and date this backup "***Beginning Of Period ___/___/___ Backup***"

Year End Processing

The following checklist is for basic COP functions only and designed to help you formulated your Policies and Procedures that reflect all the features and functions of Elliott COP that you are planning to or have already implemented.

In performing this checklist, complete each step before moving on to the next step.

☐ *Step 1* Perform Period End Processing Checklist (Detailed in its entirety on the preceding page - *Step 1 through Step 10*)
- Save the backup labeled "***Period End Backup***" with your other period end backups
- Backup labeled "***Beginning Of Period Backup***" from Step 13 is *optional* for Year End Checklist

☐ *Step 2* Perform Year End Processing Checklists in both the **Accounts Receivable** and **Inventory Management** packages

☐ *Step 3* Perform a backup
- Make a final year-end backup and keep for auditing purposes. Label this backup "***Final Year 20___ End Backup***"

☐ *Step 4* Empty the year end buckets in **A/R** and **I/M** to prepare for the new year
- Select **Clear I/M & A/R Accumulators** application and enter **Y** to "Clear Year To Date Fields" option

☐ *Step 5* Perform a backup
- Make a beginning of the year backup and label it "***Beginning Of The Year 20___ Backup***"

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COP Main Menu

Application Overview

This application presents the menu of **Customer Order Processing** that are available to the user. The menu consists of six pull down windows.

The **Maintenance** window contains applications to maintain the **COP** package.

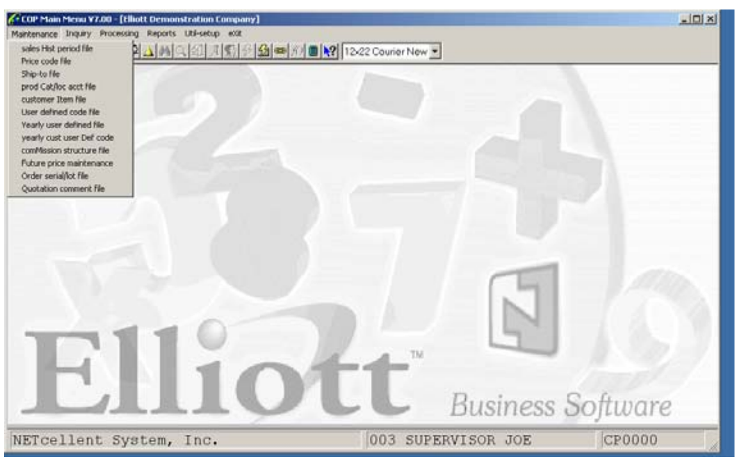
The **Inquiry** window allows you to view information without the ability to change any fields.

The **Processing** window is where most all of your activity will take place. Entering transactions and posting/updating this information to other files.

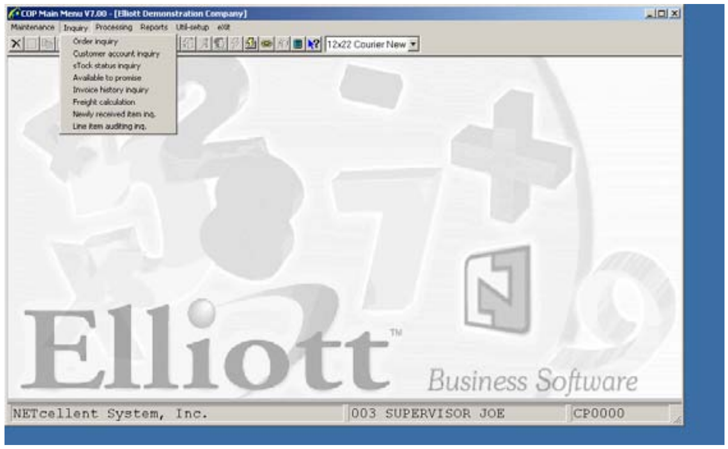
The **Reports** window presents a wide selection of management and analysis reports that will assist you in making company decisions.

The **Util_setup** window accesses files that need to be set up in order to tailor the software to meet your company's needs.

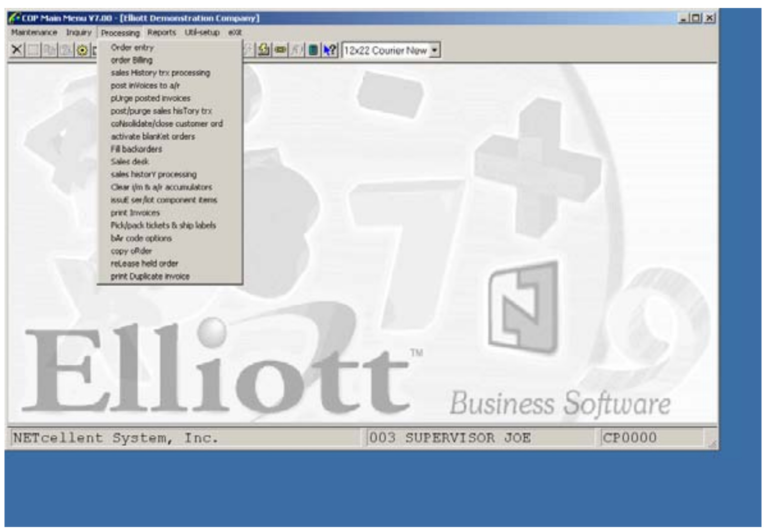
After the application has been run to completion, the **COP** menu bar will display once again and allow entry of another application.



COP Maintenance Pull Down Window

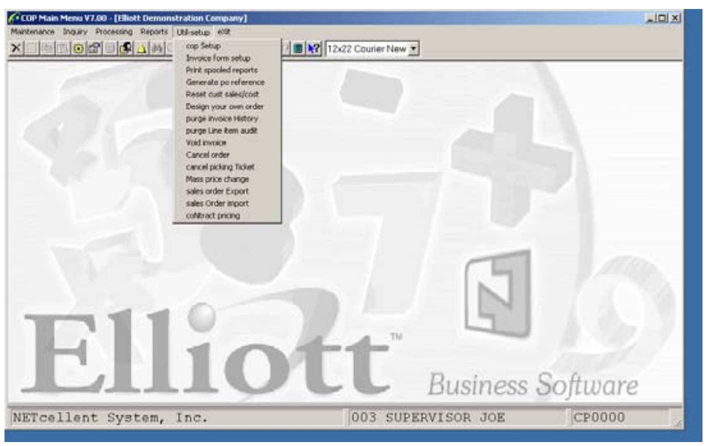


COP Inquiry Pull Down Window



COP Processing Pull Down Window

COP Reports Pull Down Window



COP Util-Setup Pull Down window

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Maintenance

Sales History Period File Maintenance

Application Overview

This application allows maintenance of the **Sales History Period** file. This file stores the number of sales history periods, which your company has, what the current year is, what the current sales history-reporting period is and a description for each of the periods.

Sales History Data is stored and retrieved by period. For instance, when printing the Sales History Reports, you will see the information on the report is presented for the particular period which is defined here as the current period.

Through this application, you define your sales history periods. Once this data has been entered, you may never need to run this application again, since the **Period Ending Procedure** advances the current period for you (from one period to the next) and **Year Ending Procedure** advances the year (from the last period of one year to the first period of the next year).

Run Instructions

Select **Sales History Period** from the pull down **COP Maintenance** window.

The following options are available:
* Select the desired mode from the **Sales History Period** menu bar.
* If you have previously entered data into this file, it will be displayed on the screen for your reference or modification. Otherwise, the entry fields will be blank and you will be able to enter the data.
* When you have finished entering or modifying this data, press **RETURN** in response to **Field Number ?**. The data you have entered will be written out to the **Sales History Period** file, and you will be returned to the menu bar. If you have not previously entered data into this file and you want to leave this application without writing out any data, press the **ESC** key to return to the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Valid Periods	2 numeric digits (99). Enter the number of your company's accounting periods. For most companies, this will be either 12 or 13, although fewer periods (such as four quarters) are acceptable.
2. Fiscal Year	4 numeric digits (9999). Enter the current year.
3. Current Period	2 numeric digits (99). Enter the number of the current period.
4 - 16. Period 01 Desc thru Period 13 Desc	10 alphanumeric characters.

Name	Type and Description
	Enter a description for each of the valid periods. You may leave this description field blank if you wish, but you are disallowed from entering a description for a period outside the number of valid periods.
Period 01 Year thru Period 13 Year	4 numeric digits (9999). Enter the calendar year that the period falls in.

Price Code File Maintenance

Application Overview

The pricing system is based on price break tables. For example, you could set up a table such that when over 100 of an item are ordered, there is a 5% discount, when over 200 are ordered, there is a 10% discount, and when over 300 are ordered, there is a 15% discount, etc.

A price code table can be entered for each customer or for each inventory item. This basically allows you to set up your system in two different ways:

a) Each customer gets discounts based on the number of each item he orders

b) The price of each item varies depending on how many of each item is ordered.

If you have five types of customers, you may just want to set up a price break table for each customer type and leave it at that. The pricing system also allows this.

If your inventory items are divided into product categories, you may want to set up a price break table for each product category. This can also be done with the pricing system provided with this package.

Now, let us say that you have two types of customers, Wholesale and Retail, and that you have three categories of products: Desks, Chairs and Sofas. You could set up six price break tables to cover all possible combinations.

One table each for:

Wholesale customers buying desks.
Wholesale customers buying chairs.
Wholesale customers buying sofas.
Retail customers buying desks.
Retail customers buying chairs.
Retail customers buying sofas.

It is also possible to set up the system with combinations of any of the above pricing methods mentioned and also enter exceptions for certain customers or inventory items. For example, you could set up price breaks for a particular customer or for a particular inventory item, which would be used regardless of customer type or product category.

Now, let us look at how to set up the pricing system.

First of all, there are eight different price code types:

Type **1** - Price breaks based on customer number and item number.

Type **2** - Price breaks based on customer number and product category.

Type **3** - Price breaks based on customer type and item number.

Type **4** - Price breaks based on customer type and product category.

Type **5** - Price breaks based on customer number only.

Type **6** - Price breaks based on item number only.

Type **7** - Price breaks based on customer type only.

Type **8** - Price breaks based on product category only.

Each time you add a price break table (price code) to the **Price Code** file, you will be required to specify which type of price code it is. Then the customer number, type, item number, and/or product category is entered (per the above list of types) and finally the table itself is entered.

Any price code types, which you are going to use, must be specified in **COP Setup** as valid types. Some companies may be able to select one pricing type and do all pricing using only that type, but most will have to use at least two. When more than one type is entered in the **COP Setup** program, they must be entered in order by priority of each type. For example, if you wish to set up your system so that pricing is normally done by product category but you wish to allow for the possibility of a particular item having special price breaks, then the price code types would need to be entered in this order: **6, 8**. This gives type **6** (item number only) priority over type **8** (product category only). In other words, the system, when looking up the price for the item, would first look to see if there was a price code on file for that item, and if not then look to see if there was a price code for the item's product category, and if it was found, would never find the code that had been entered for the specific item. If the system cannot find a price code, which applies to the item or customer being processed, the price for the item in the **Inventory** file will be used.

The best way to set up a pricing system for your company, (also see **Price By Whole Order** and **Contract** Pricing) in Global Setup section of this manual), is to start with the most general cases and work back to the most specific. First, set up the general rules of pricing, and then enter the exceptions to the rules, and then, if needed, enter the exceptions to those exceptions. Each level of exceptions entered must be expressed as a higher priority pricing code.

Here is an example to give you an idea of how you might go about setting up a pricing system.

Example:

Problem:

A company has five customer types **- TYPE1**, **TYPE2**, **TYPE3**, **TYPE4**, and **TYPE5**. It has three product categories **PC1**, **PC2** and **PC3**.

The price breaks given on product categories **PC1** and **PC2** are always the same, regardless of customer type.

Price breaks for items in product category **PC3** depend on the customer type, except for three items **ITEM1**, **ITEM2** and **ITEM3**, which are always the same price, regardless of the quantity ordered.

There is one customer, **CUST1**, who has negotiated special prices on items **ITEM1** and **ITEM4**.

Solution:

First, **COP Setup** is set up with the following types in the following order: **1, 6, 4, 8**.

Type **1** (customer number and item number) must come first, because the price breaks that **CUST1** has negotiated for **ITEM1** and **ITEM4** must override any other breaks when this customer orders either of these items.

Type **6** (item number only) comes next, because **ITEM1**, **ITEM2**, and **ITEM3** have prices which must override any price breaks entered for product category **PC3** when one of these items is ordered.

Type **4** (customer type and product category) and Type **8** (product category only) are last because they cover the most general cases of pricing situations, and there are many exceptions to these rules.

Note: The valid price code types entered in **COP Setup** start at the most specific (e.g., customer number and item number) and go to the most general (e.g., product category only). This allows entry of exceptions to the general rules and then exceptions to these rules, etc.

Once the valid price code table has been set up, the following price codes would be entered:

Type **8** - Product Category = **PC1**
Type **8** - Product Category = **PC2**
Type **4** - Product Category = **PC3**, Customer Type = **Type1**
Type **4** - Product Category = **PC3**, Customer Type = **Type2**
Type **4** - Product Category = **PC3**, Customer Type = **Type3**
Type **4** - Product Category = **PC3**, Customer Type = **Type4**
Type **4** - Product Category = **PC3**, Customer Type = **Type5**

Type **6** - Item Number = **ITEM1**
Type **6** - Item Number = **ITEM2**
Type **6** - Item Number = **ITEM3**

Type **1** - Customer Number = **CUST1**, Item Number = **ITEM1**
Type **1** - Customer Number = **CUST1**, Item Number = **ITEM4**

This system translates in English to:

Pricing is done by product category, except for product category **PC3**, which is also broken down by customer types. An exception to this rule is on items **ITEM1**, **ITEM2** and **ITEM3**, which have separate prices. An exception to these rules is that **CUST1** gets special prices on **ITEM1** and **ITEM4**.

Entry of the actual price break tables will be explained in the **Run Instructions**.

If a user changes a price code, the user ID and date is saved and the next time the price code is changed it will display the this on the screen.

Run Instructions

Select **Price Code File** from the pull down **COP Maintenance** window.

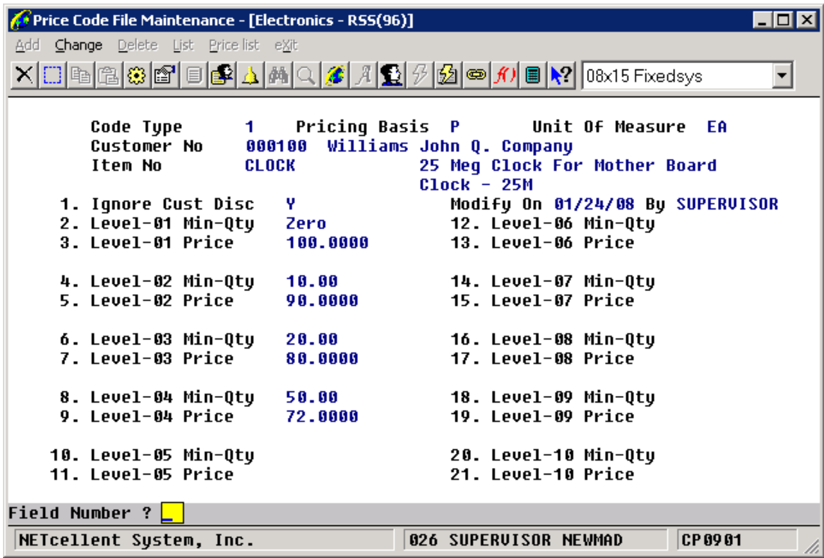
The following options are available:

- Select the desired mode from the **Price Code File** menu bar
    1. Add new price code
    2. Change price code
    3. Delete price code

4. List
    Reports all Price Codes defined by Price Code Type
5. Price List
    Print Internal Price List
    Print Customer Price List

* Enter the data requested on the screen

To return to the Menu Bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the Menu Bar.



Entry Field Descriptions

Name	Type and Description

Code Type	One numeric digit (9). Enter 1, 2, 3, 4, 5, 6, 7, or 8. These are the price code types, as explained in the Application Overview for this application. A submenu will display at the bottom of the screen, showing all price code types that have been selected as valid types in COP Setup. Only those selected as valid are allowed. They are displayed in their relative order of priority from left to right, top to bottom. The types are as follows: 1 = Price breaks are based on customer number and item number. 2 = Price breaks are based on customer number and product category. 3 = Price breaks are based on customer type and item number. 4 = Price breaks are based on customer type and product category. 5 = Price breaks are based on customer number only. 6 = Price breaks are based on item number only. 7 = Price breaks are based on customer type only. 8 = Price breaks are based on product category only.
Pricing Basis	1 alphanumeric character. Enter P for Price, D for Discount or M for Markup. (P for Price only entered for Types 1, 3, and 6) If P is entered, the price break table will be entered in terms of prices, e.g., Orders of less than 100, Price = $23.
Pricing Basis (continued)	Orders of at least 100, Price = $22. Orders of at least 200, Price = $21. If D is entered, the price break table will be entered in terms of discounts, e.g., Orders of less than 100, Discount = 5%. Orders of at least 100, Discount = 7%. Orders of at least 200, Discount = 9%. If M is entered, the price break table will be entered in terms of markup, e.g., Orders of less than 100, Markup = 29%. Orders of at least 100, Markup = 25%. Orders of at least 200, Markup = 20%. The item price will be calculated by marking up the item cost from the Inventory Item file, as selected by entering a price code cost type in COP Setup, by the specified amount.
Customer No	6 alphanumeric characters.

	(Only entered for Types 1, 2 and 5) Enter the customer number of the customer to which the price code applied. Press the F7 key for customer search by number or press the F8 key for customer search by name.
Customer Type	5 alphanumeric characters. (Only entered for types 3, 4 and 7) Enter the customer type to which the price code applies. The customer type field is a field in the A/R Customer file (see A/R).
Item No	15 alphanumeric characters. (Only entered for types 1, 3 and 6) Enter the item number of the item to which the price code applies. Press F7 to search for the item by number or press F8 to search for the item by name.
Prod Category	3 alphanumeric characters. (Only entered for types 2, 4 and 8) Enter the product category to which the price code applies. The product category field is a field in the Inventory Item file (see I/M). Press the F7 key to search for Product Category.
Ignore Cust Disc	Y or N. Enter Y if you want the discount in the customer's record to be ignored when calculating the price using this price code. The default is blank.
Level-XX Minimum Qty	A standard quantity format. Enter the minimum quantity, which must be ordered before the customer is eligible for the level's price break. The Level 1 minimum quantity is always zero (the package enters this one automatically). For example, if a customer must order at least 100 to get any discount, the level 2 minimum quantity would be 100. If by ordering at least 200 he could get a 10% discount, the level 3 minimum quantity would be 200.
Level-XX Discount %	4 numeric digits with optional decimal point and minus sign. Two (2) digits to the right of the decimal point decimal point (99.99-). (For types 1, 3 and 6, this field is only entered if the pricing basis is D.) Enter the percentage that the item price in the Inventory Item file is discounted when it is found that the customer is eligible for the level's price break.
Level-XX Price	10 numeric digits with optional decimal point. Four (4) digits to the right of the decimal point (999,999.9999).

	(This field is only entered when the type is 1, 3 or 6 and when the pricing basis is P.)
Level-XX Price (continued)	Enter the price that the customer pays for the item when it is determined that he is eligible for the level's price break.
Level-XX Markup %	4 numeric digits with optional decimal point and minus sign. Two (2) digits to the right of the decimal point (999.99-). (For types 1, 3 and 6, this field is only entered if the pricing basis is M.) Enter the percentage that the item cost in the **Inventory Item** file is marked up when it is found that the customer is eligible for the level's price break.

```
                                P R I C E   C O D E   L I S T

Price  Code  Type  1:  Discount,  Markup  Or  Set  Item  Price  Based  On  Qty  Ordered  By  Customer
Range:         For          Customer          Numbers          000100          Thru          000100

 Cust   Name                                 Item-No           Description                      Pricing
  No                                                                                              Basis

000100  Williams  John  Q.  Company          PC                     Parent  Item  (Mother  Board)    Disc  %
                                                      Personal                                    Computer

             Level-1/Level-2        Level-3/Level-4        Level-5/Level-6        Level-7/Level-8        Level-
9/Level-10
             Min-Qty   Disc %       Min-Qty   Disc %       Min-Qty   Disc %       Min-Qty   Disc %       Min-Qty
Disc %

             Zero        .00            .00       .00          .00       .00          .00       .00          .00
.00
             5.00      10.00            .00       .00          .00       .00          .00       .00          .00
.00

  1 Type 1 Price Codes
```

List Price Codes: Sample Report for Price Code 1 for Customer 100

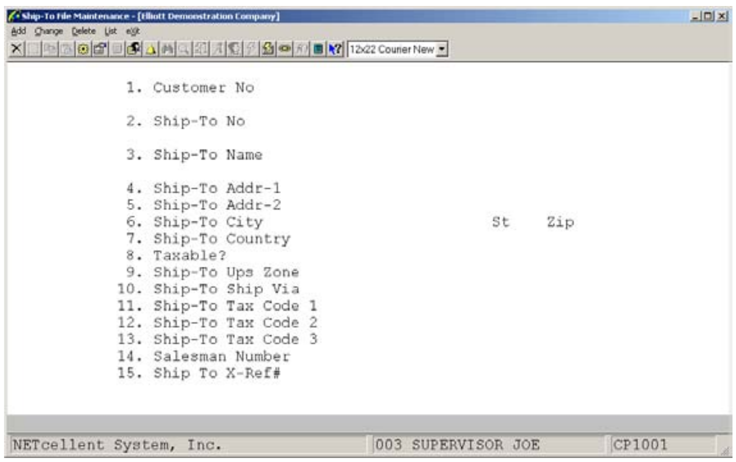
Ship-To File Maintenance

Application Overview

A customer may have several different addresses (warehouses, or stores, etc.) where merchandise is sent, even though all bills are sent to a central office. This application allows maintenance to the **Ship-To** file, which stores these addresses.

Run Instructions

Select **Ship-To File** from the pull down **COP Maintenance** window. The following screen will then be displayed:



Ship-To File Maintenance Entry Screen

The following options are available:

* Select the desired mode from the **Ship-To File** menu bar

a. Add New Ship-To
b. Change Ship-To record
c. List, by range of customers, Ship-To's

Entry Field Descriptions

Name	Type and Description
1. Customer No	6 alphanumeric characters. Enter the customer number of the customer whose ship-to address is being entered. Press the F7 key for customer search by number or press the F8 key for customer search by name.

Name	Type and Description
2. Ship-To No	4 alphanumeric characters. This field will be used whenever this ship-to is referenced. If numbers are used, they will not print in numerical order on the **Ship-To Addresses Report** unless padded with zeros, e.g., 0004 or 0017. In change mode, press the **F1** key to display the next ship-to address on file for this customer. Enter Y when the correct ship-to address is displayed. Press the F7 key to search for ship-to numbers.
3. Ship-To Name	30 alphanumeric characters. Enter the name of the ship-to location. This may or may not be the same as the customer's company name. Default is customer's correspondence name.
4. Ship-To Addr-1	30 alphanumeric characters. Enter the address of the ship-to location.
5. Ship-To Addr-2	30 alphanumeric characters. Enter the address of the ship-to location.
6. Ship-To City or Ship-To Addr-3	15 alphanumeric characters. Enter the city of this ship-to location. Press the **F2** key to toggle between Free form and predefined City, State, and Zip code fields.
St	2 alphabetic characters. Enter the state for this ship-to location.
Zip	10 numeric characters. Enter the zip for this ship-to location.
7. Ship-To Country	10 alphanumeric characters. Enter the country of the ship-to location.
8. Ship-To Ups Zone	2 alphanumeric characters. Enter the UPS zone of the ship-to location.
9. Ship-To UPS Zone	2 alphanumeric characters. Enter the UPS Zone for the location.
10. Ship-To Ship Via	Enter the Ship Via for this location.

11 - 13 . Ship-To Tax Codes	3 alphanumeric characters. Enter the applicable tax codes These field default to the customer's tax codes.
14. Salesman Number	Enter salesman assigned to this location. Defaults to the salesman in customer's file.
15. Ship to X – Ref	17 alphanumeric character field used for customers, such as Wal-Mart, who require a longer Ship To This field is used in the Sales Import and Export modules. To search by this field in Elliott COP, it must be assigned an Alternate Key (see System Manager Manual).

```
Run Date: Nov 1, 2001 - 1:24am         Elliott Demonstration Company                                                   Page
   1

                                       S H I P - T O   A D D R E S S   P R I N T - O U T

Range: Customers 000100 Thru 000100

 Cust   Bill-To Name                    Ship-To  Ship-To Name                Ship-To   Ship-To   Description
  No    Bill-To Address                   No     Ship-To Address              Tax Ups Tax Cd/Slm

000100  Williams John Q. Company         100     John Q. Williams Company                NON     No Sales Tax
        3479 Peachtree Road N.E.                 3212 Burbank Blvd.
        Suite #200
        Atlanta         GA  30329                Burbank          CA 97111
        USA
                                         Ship To X-Ref#: 12345678901234567

                                         200     John Q. Williams Company                TX      Sales Tax - Texas
                                                 8201 Kennedy Blvd.

                                                 Houston          TX 70332
```

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Product Cat/Loc Acct File Maintenance

Application Overview

This application allows you to assign sales and cost of goods sold account numbers to product categories by location. In **Customer Order Processing**, sales account numbers and cost of goods sold account numbers are assigned to items by means of the items' product categories, rather than having a specific account number for each item. When an item is sold, the sales credit is posted to the account number assigned to the item's product category, and that assignment is made in this application. If **Post Cost of Goods Sold** in **COP Setup** is **Y**, then the posting program uses this account to create a distribution record in **Inventory Management**.

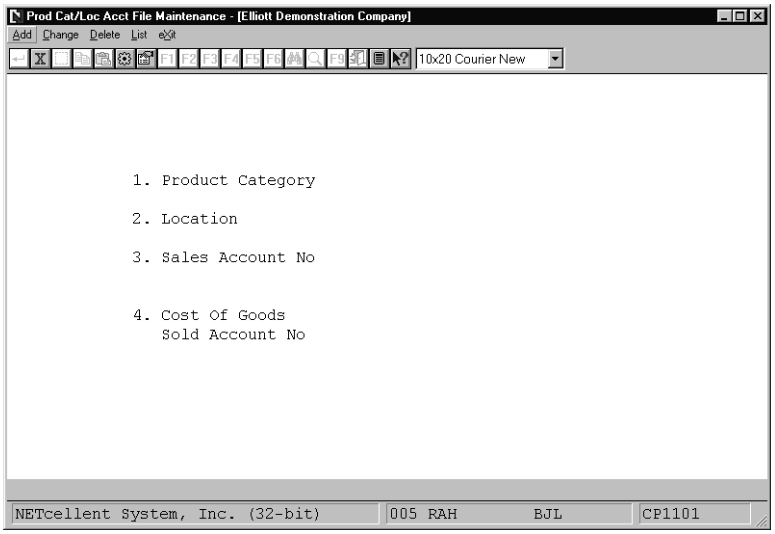
The appearance of the account number is affected by two factors. The **Company** file specifies how many digits are in the main profit center/department numbers and, indeed, whether profit center/ departments are used at all. **COP Setup** specifies whether profit center/department, if used, are to be assigned to sales accounts at this time or during the posting of invoices. If sub-accounts (profit centers) are to be associated with customer orders and assigned during the posting of invoices, they will not be entered at this time. If sub-accounts are to be associated with product categories, you will enter the full account number in this application. Refer to **COP Setup** section for more information on the subject.
If Post Cost Of Goods Sold is **Y** in **COP Setup**, you will be asked to enter a Cost of Goods Sold Account. This account will be used when posting invoices, along with the Inventory Asset account. The Inventory Asset account will be obtained from the **Material Cost Type/Loc Acct** file. If a **Material Cost Type/Loc Acct** record does not exist for this item, the default Inventory Asset account in **Inventory Setup** will be used.

If Post Cost of Goods Sold is **N** in **COP Setup**, the Cost of Goods Sold account will not appear and the default accounts in **COP Setup** will be used.

If profit centers or departments (if applicable) are not entered, the program cannot look up the account number in the **A/R Account File** or **I/M Account File** to see if the entry is valid, so care must be exercised to ensure that only valid main account numbers are entered.

Run Instructions

Select **Prod Cat/Loc Acct File** from the pull down **COP Maintenance** window. The following screen will then be displayed:



Product Cat/Loc Acct File Maintenance Entry Screen

The following options are available:

* Select the desired mode from the **Prod Cat/Loc Acct File** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Product Category	3 alphanumeric characters. Enter the number of the product category. This number may contain alphanumeric as well as purely numeric characters. Press the F7 key to search for Product Category.
2. Location	2 alphanumeric characters. Enter the location that will be used with this product category/location account record. Press the F7 key to search for Location.
3. Sales Account No	An account number in the standard account number format. Enter the digits of the main account number and press RETURN. If the Profit Center Usage Code in COP Setup was set to 0, only the above main account number can be entered. However, if the Profit Center Usage Code is set to P, the full account number with main, profit center and departments (if applicable) are allowed. A hyphen (-) will automatically be displayed between the main account number and the entry field for the sub-account number and department. When this occurs, press RETURN again. If the full account number that is entered is on file in the Accounts Receivable Account file, a 30 character account description will be displayed. Press the F7 key to search for account by number or press the F8 key to search for account by description.
4. Cost of Goods Sold Account No	An account number in the standard account number format. Enter the digits of the main account number and press RETURN. If the Profit Center Usage Code in COP Setup was set to 0, only the above main account number can be entered.
Cost of Goods Sold Account No (continued)	However, if the Profit Center Usage Code is set to P, the full account number with main, profit center and department (if applicable) numbers is allowed, and a hyphen (-) will automatically be displayed between the main account number and the entry field for the profit center number and department. When this occurs, press RETURN again. If the full account number that is entered is on file in the I/M Account file, a 30 character account description will be displayed. Press the F7 key to search for account by number or press the F8 key to search for account by description.

Date filled out _______ by __________ ADD CHANGE DELETE

PROD CAT/LOC ACCT MAINTENANCE LOAD SHEET

1. Product Category _ _ _

2. Location _ _

3. Sales Account No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

4. Cost of Goods
Sold Account No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

****

1. Product Category _ _ _

2. Location _ _

3. Sales Account No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

4. Cost of Goods
Sold Account No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

****

1. Product Category _ _ _

2. Location _ _

3. Sales Account No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

4. Cost of Goods
Sold Account No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

****

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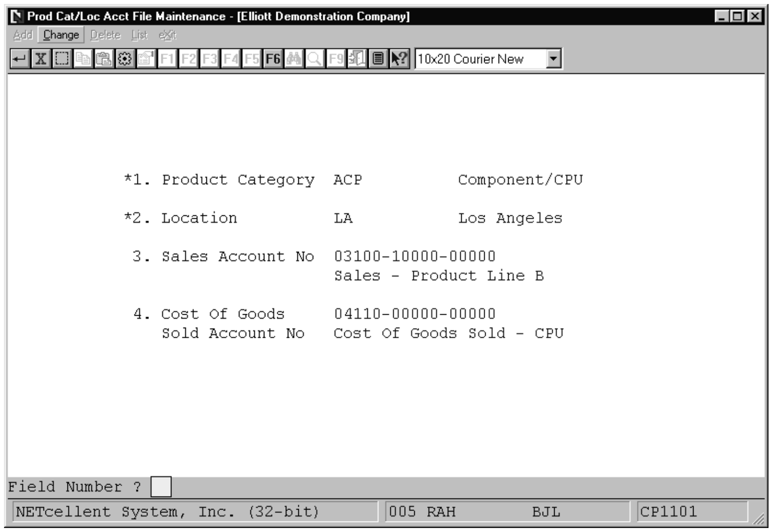
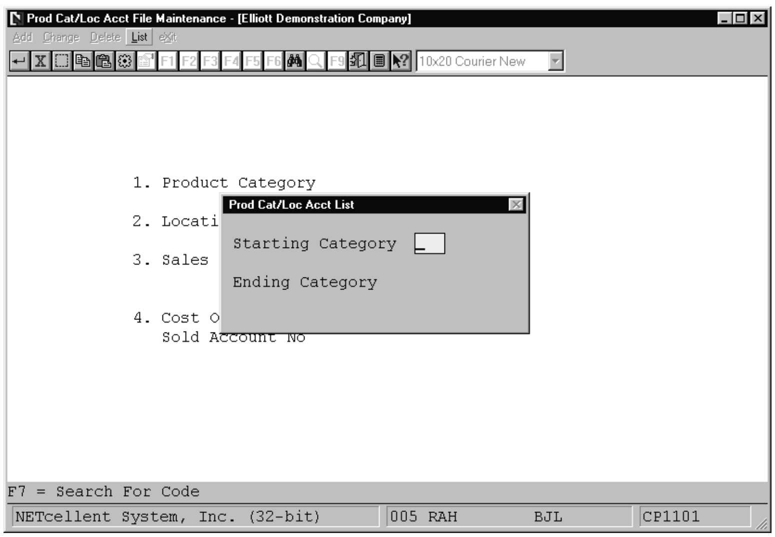
Date entered __________ by_________ Date verified ______ by _________





Prod Cat/Loc Acct List

```
Run Date: Nov  2, 2001 -  9:01pm         Elliott Demonstration Company         Page    1
 P R O D   C A T E G O R Y / L O C   A C C O U N T   F I L E  P R I N T - O U T

Range: For All Categories

  Prod    Location   Sales/Cgs         Description
Category              Acct-No

  AC1        LA     03120-10000-00000  Sales - Product Line F
                    04000-10000-00000  *** Account Not On File ***

  ACP        LA     03100-10000-00000  Sales - Product Line B
                    04110-00000-00000  Cost Of Goods Sold - CPU

  CH         LA     03120-10000-00000  Sales - Product Line F
                    04040-00000-00000  Cost Of Goods Sold - Chemical

  CH1        LA     03120-00000-00000  Sales - Product Line E
                    04130-00000-00000  Cost Of Goods Sold - I/O

  CVD        LA     03110-10000-00000  Sales - Product Line D
                    04120-00000-00000  Cost Of Goods Sold - Video

  DK1        LA     03100-00000-00000  Sales - Product Line A
                    04110-00000-00000  Cost Of Goods Sold - CPU

  DK2        LA     03100-10000-00000  Sales - Product Line B
                    04110-10000-00000  *** Account Not On File ***

  FG         LA     03100-00000-00000  Sales - Product Line A
                    04000-00000-00000  Costs of Goods Sold

  IOS        LA     03120-00000-00000  Sales - Product Line E
                    04130-00000-00000  Cost Of Goods Sold - I/O

  TB1        LA     03110-00000-00000  Sales - Product Line C
                    04120-00000-00000  Cost Of Goods Sold - Video


 10 Categories Printed
```

Customer Item File Maintenance

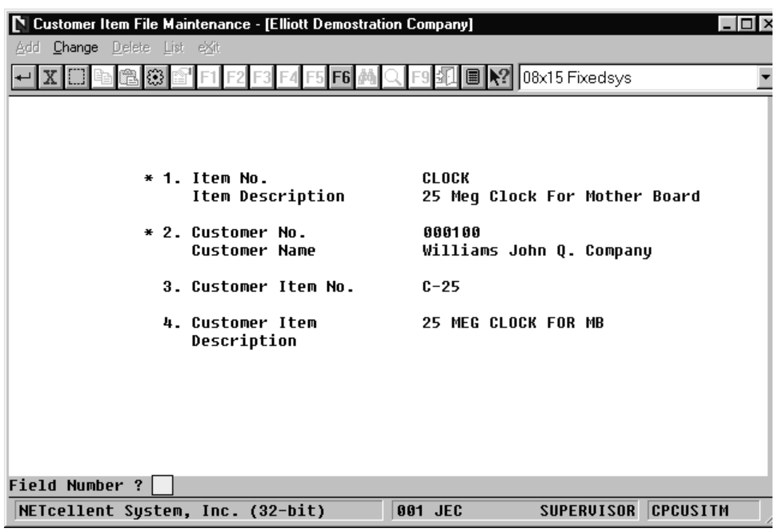
Application Overview

Some customers place orders using their item numbers rather than yours. Without a proper cross-referencing system, it may not be easy to understand which item the customer is referring to and could lead to situations such as shipping the wrong item, consuming time to verify the correct item ordered, or even possibly, losing the sale. This application allows defining a cross-reference system, as well as, as printing the customer item no. and/or description on invoices, picking tickets, packing lists, and order acknowledgements.

Run Instructions

Select **Customer Item File** from the **COP Maintenance** Menu. Before you can use this function, it must be setup as per the Global Setup documentation.

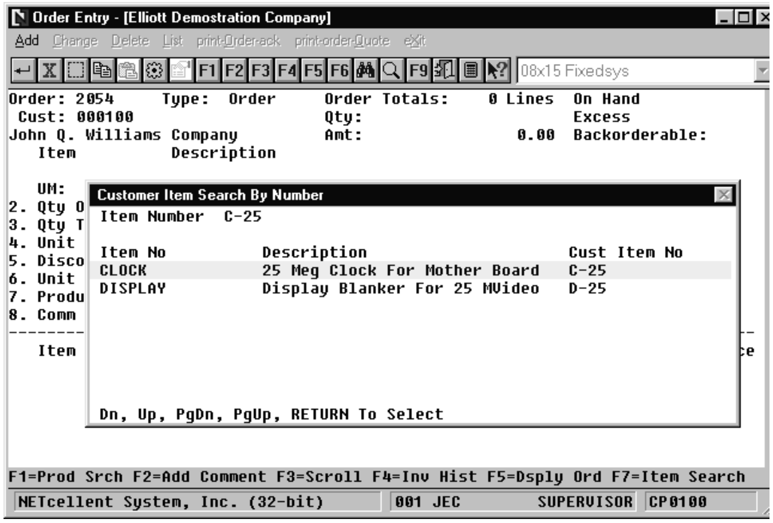
The maintenance screen consists of three major fields to build a cross-reference record for a customer's specific item. Once the records are created, the user can use the search function key at COP line entry to find the customers item number to fill in the Item No. field.



Customer Item File Maintenance Screen – Change Mode

Customer Item - COP Line Item Entry

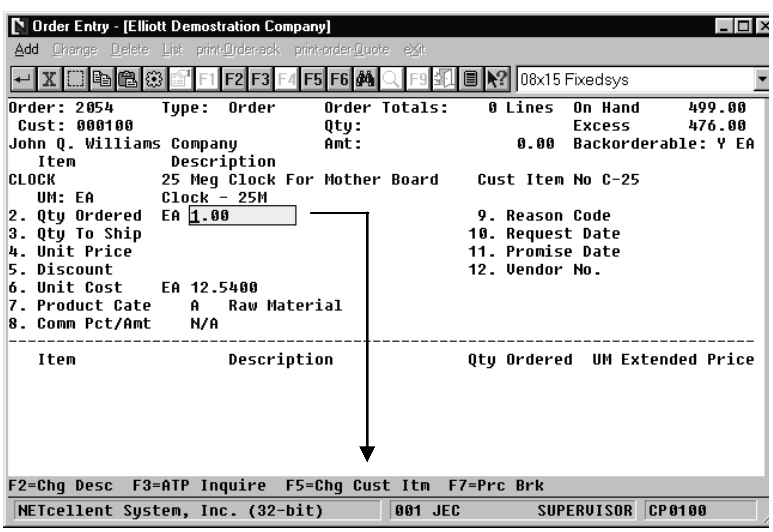
At the Item No. field, press the F7 key to select Item Search. From the F7 popup window select Cust. Item or Description search. In the search screen, you may type a partial or complete Cust. Item No. or Customer Description. The search by Customer Item will display your Item Number, Description, and Customer Item Number. The search by Customer Description will display your Item Number, Customer Description, and Customer Item number.



Customer Item Search by Customer Item Number

Changing A Customer Item Record On-the-fly

Upon the selection of the item being ordered, the screen will display the Customer Item No. to the right of your Item No. and move the cursor to the field 2, (Qty Ordered). At this point, the user can change the Customer Item No. if the customer requests changing it or the description. Press **F5, (bottom menu bar options),** and the system will move the cursor back to the Customer Item No. field for changes to Item Number, Description 1, and Description 2.



Changing A Customer Item Record On-the-fly

User Defined Code Maintenance

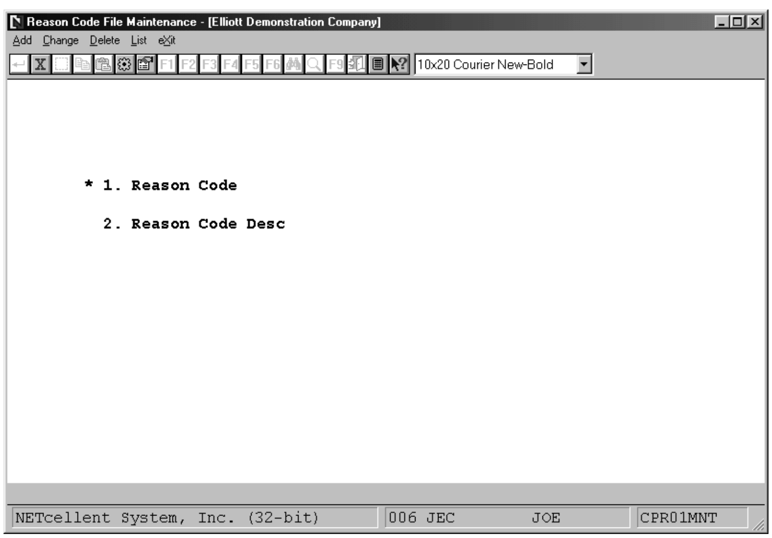
Application Overview

This feature gives you the ability to assign a "User-Defined Code" in the COP line item screen for special tracking purposes. In the Order Line Item Entry Screen, the system will prompt you to enter a User-Defined Code. You can either press enter to skip this field or enter a valid code (F7 search key is provided). When posting invoices to A/R, the system will update COP Invoice History, User Defined Code/Year, and Customer User Defined Code/Year Files. This information can be used later for reporting and analysis purposes. We have also provided an initialize, export, import, and rebuild function for these three files.

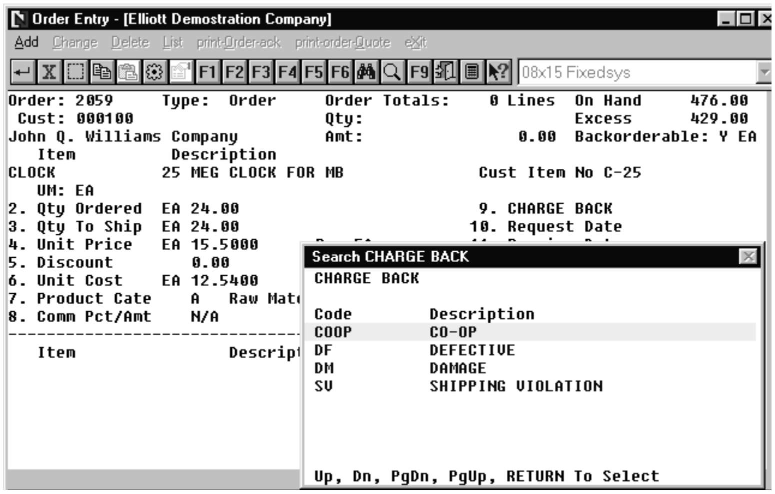
Run Instructions

Select **User Defined Code File** from the **COP Maintenance Menu**. Before you can use this function, it must be setup as per the Global Setup documentation.

The screen that appears is where you define your codes, as well as the change, delete, and list functions. Some examples of user-defined codes are COOP Advertising, Damaged Goods, Defective Merchandise, Direct Mail Sales, Telemarketing Sales, etc. With careful planning and forethought to user-defined codes, these codes can be powerful reporting and analytical tools.



After defining your “Charge Back User Defined Codes” (Charge Back is just a literal expression) and you enter an order type as defined in the setup, the line item screen will display a “CHARGE BACK” for your input. At this field, we have provided an F7 key function to search for your codes. After posting invoices to A/R, the system will update the User-Defined Code/Year file and the Customer User Defined Code/Year file. These are the two files used for reporting and analysis.



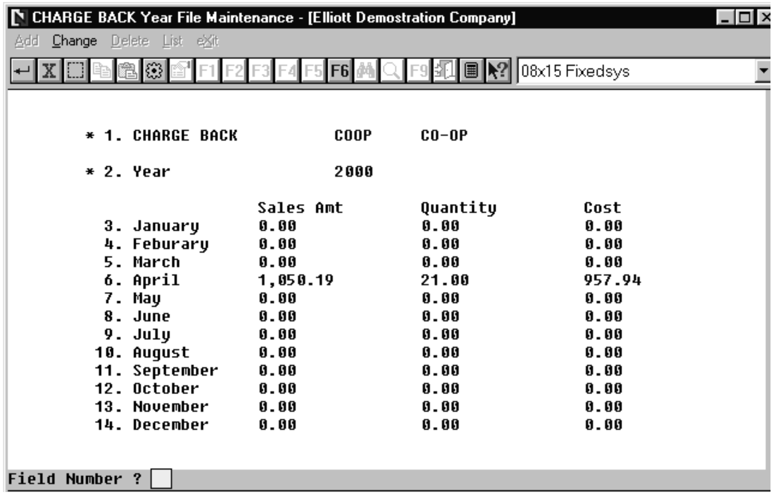
Charge Back field 9 and F7 popup Search window display

The **User-Defined Code/Year file** is divided into 12-month buckets. It displays the Sales Amount, Quantity, and Cost. You can print a listing based on a “CHARGE BACK” (user-defined) range and year range. This information can be used as an analysis tool.

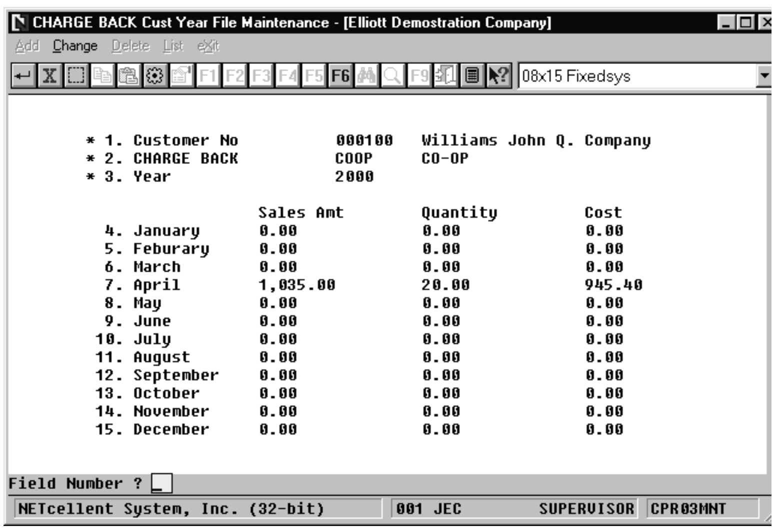
To access this file: **C**ustomer Order Processing → **Y**early user defined file.

The **Customer User-Defined Code/Year file** is divided into 12- month buckets. This file is similar to the User-Defined Code/Year file. The only difference is that you can display information for a specific customer. It displays the Sales Amount, Quantity, and Cost. You can print a listing based on a customer range, “CHARGE BACK” (user-defined) range and year range. This information can be used as an analysis tool.

To access this file: **C**ustomer Order Processing → yearly cust user **D**ef code.



User-Defined Code Year/File Maintenance Screen



Customer User-Defined Code/Year File Maintenance Screen

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User Defined Code/Year File Maintenance

Application Overview

This file stores posted invoice history for the user-defined codes in 12-month buckets. Since this file is updated when COP invoices are posted to A/R, very little maintenance is required. The List function in the maintenance program serves as a powerful tool for analytical purposes.

Run Instructions

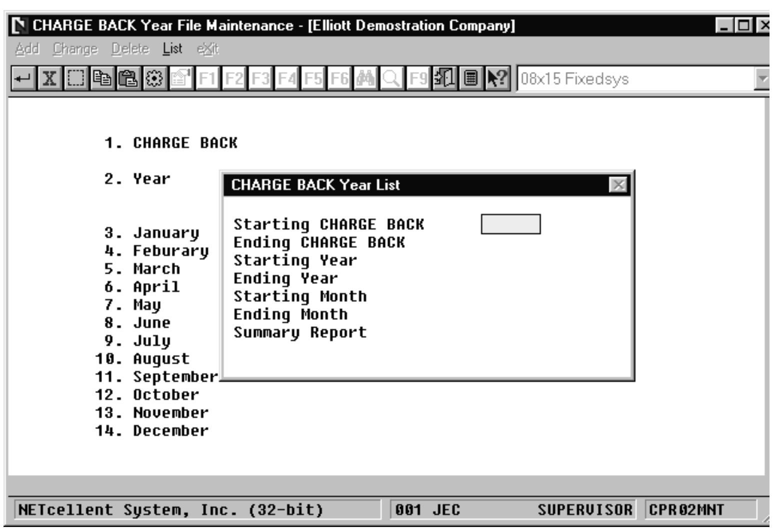
Select **Yearly User Defined File** from the pull down **COP Maintenance** menu.

The following options are available:

Select the desired mode from the file maintenance menu bar.

1. Add: Primarily used to add history to a given year.
2. Change: Used to update blank period buckets, (add historical data), and adjust dollar and quantity amounts.
3. Delete: Used for deleting a year from a code.
4. List: Reporting features with a wide range of selection criteria for reporting and analytical purposes. The report layout format lists the Code, Year, Month, Sales Amount, Quantity, and Cost.

* Codes must be setup in the User-Defined Code file prior to performing any maintenance.



Selection Criteria For Data To Be Reported

```
                    U S E R   D E F I N E D   C O D E   Y E A R   L I S T

Ranges:          Reason          Code          COOP                              Thru          COOP
        Year                         2000                      Thru                            2000
        Month                          04                       Thru                             04
        Detail                                                                               Report

Code      Description                  Year  Period          Sales Amt         Quantity          Cost


COOP      CO-OP                        2000  April            1,050.19            21.00        957.94
                                            YTD            1,050.19            21.00          957.94


Grand Total (YTD) :                                           1,050.19            21.00        957.94
Grand Total (Range) :                                       1,050.19            21.00        957.94
```

Report Example for Code COOP

Customer User-Defined Code/Year File Maintenance

Application Overview

This file stores posted customer invoice history for the user-defined codes in 12-month buckets. Since this file is updated when COP invoices are posted to A/R, very little maintenance is required. The List function in the maintenance program serves as a powerful tool for analytical purposes.

Run Instructions

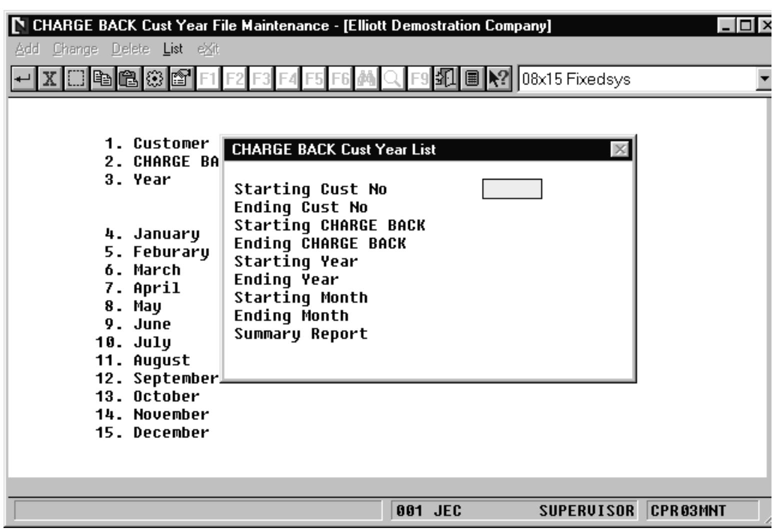
Select **Yearly Cust User-Def Code** from the pull down **COP Maintenance** window.

The following options are available:

Select the desired mode from the file maintenance menu bar.

5. Add: Primarily used to add history to a given year for a customer by code.
6. Change: Used to update blank period buckets, (add historical data), and adjust dollar and quantity amounts for a customer by code.
7. Delete: Used for deleting a year for a customer by code.
8. List: Reporting features with a wide range of selection criteria for reporting and analytical purposes. The report layout format lists the Customer, Code, Year, Month, Sales Amount, Quantity, and Cost.

* Codes must be setup in the User-Defined Code file prior to performing any maintenance.



Selection Criteria For Data To Be Reported

```
                        U S E R   D E F   C O D E   C U S T   Y E A R   L I S T

  Ranges:          Customer        No          000100         Thru         000100
         Reason         Code        COOP                        Thru         COOP
         Year                   2000                 Thru                    2000
         Month                    01                 Thru                      12
         Detail                                                            Report



  Code      Description                  Year  Period       Sales Amt     Quantity       Cost

000100   Williams John Q. Company
  COOP      CO-OP                        2000  April         1,035.00        20.00     945.40
                                            YTD            1,035.00        20.00     945.40

  Subtotal (000100)                                    1,035.00        20.00      945.40

  Grand Total (YTD) :                                       1,035.00        20.00     945.40
```

Report Example for Cust. 100 for Code COOP

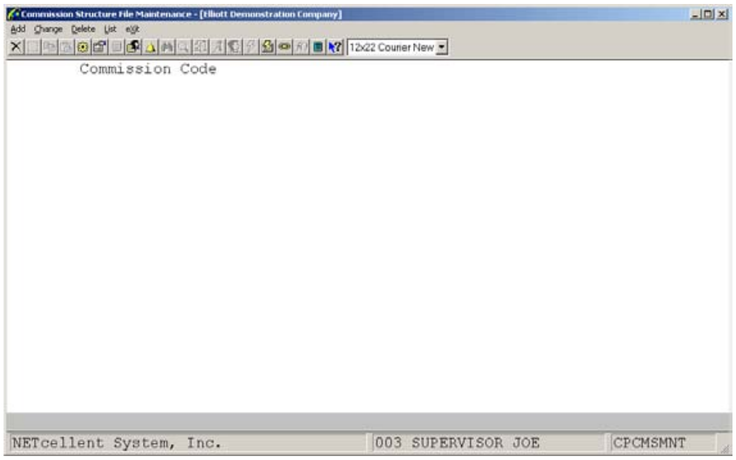
Sales Commission File Maintenance

Application Overview

This function will provide you with a very flexible method of defining sales commissions. With 17 different commission codes to choose from and 10 levels for break points, this function will allow you to define almost any kind of commission. Additionally, you can predefine as many commission codes as you need and specify an effective date for the sales commission. This function is similar to the Elliott Pricing Structure and **requires setup procedures**, see Global Utilities on this manual.

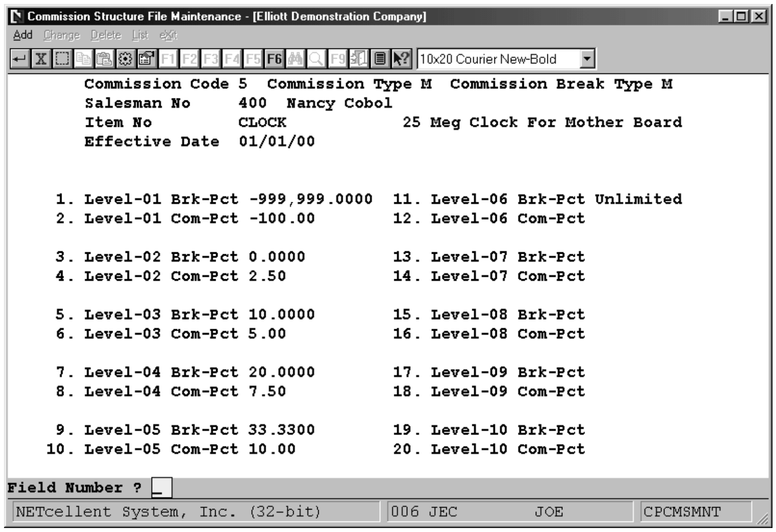
Run Instructions

From the **COP Maintenance** pull down menu, select **Commission Structure File**.



Before using this function, the user should thoroughly review the Salesman Commission Setup examples and explanations to fully understand and appreciate the flexibility and options available in structuring commissions.

Commission Examples



Commission Structure
Commission Code 5: Salesman/Item
Commission Type: M = Margin
Commission Break: M = margin

For the above commission schedule:

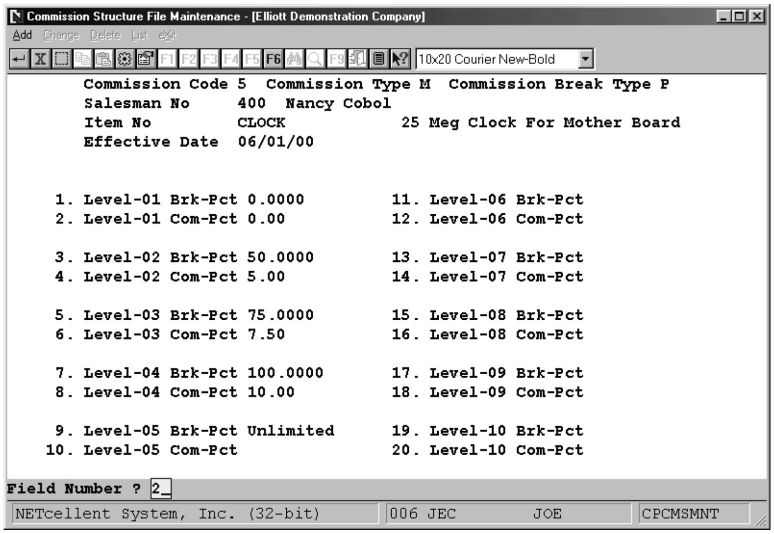
1. From a negative margin (Level 1 Break Point) to zero margin (Level 2 Break Point)
2. Salesman commission is –100% (salesman sold below cost and absorbs the negative margin)

3. From a 0 pct. margin (Level 2 Break Point) to 10% margin (Level 3 Break Point)
4. Salesman commission is 2.5% of the margin

5. From a 10% margin (Level 2 Break Point) to a 20% margin (Level 4 Break Point)
6. Salesman commission is 5% of the margin

7. From a 20% margin (Level 4 Break Point) to a 33.33% margin (Level 5 Break Point)
8. Salesman commission is 7.5% of the margin

9. From a 33.33% margin (Level 5 Break Point) and higher (Level 6 Break Point)
10. Salesman commission is 10% of the margin



Commission Structure
Commission Code 5: Salesman/Item
Commission Type: M = Margin
Commission Break: P = Percent of Price

For the above commission schedule:

1. From 0 percent to 50% of the price
2. Salesman commission is 0%

3. From 50% to 75% of the price
4. Salesman commission is 5% of the margin

5. From 75% to 100% of the price
6. Salesman commission is 7.5% of the margin

7. From 100% of the price and up
8. Salesman commission is 10% of the margin

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Future Price File Maintenance

Application Overview

Future Price function is used to update the price, standard cost and user-amount fields in the item master file. By using this function, the user can enter a date when the item price, cost, and user-amount will become effective without immediately impacting the item file. On the effective date, the user can post the future price transactions and make them effective.

The future price function allows the user to enter future price transactions well in advance of the effective date. You can make the posting of future prices a Deferred Processing procedure, recurring on a daily basis, to further automate this process. This way you do not have to manually post Future Price transactions on, or after if you forget, the effective date.

The Future Price function has two different modes. One mode allow you to update the Item prices and the other to update Price Codes. Each allows standard maintenance functions of add, change, delete, list and post. Also, you can import prices from a CSV file for each. The Price Code maintenance also allows you to export the price codes. Items and their prices can be exported using the Export Processor located in the Util-setup menu of the main menu.

Future price is a very helpful function if the user has thousands of items to update in a short period of time. For example; if new pricing will be effective for 5,000 items at the beginning of a new year, there is simply not enough time to make all the changes in just a few days with the traditional method. You cannot make changes to the item file well in advance because any changes immediately update the item price and cost. This is why the user may need to use this Future Price function.

If you can use the “Mass Price Change” function to update your price by a fixed percentage, then you do not need to use the Future Price function. If you only have less than a few hundred items’ price to update, you may not need to use the future price function since you can probably take care of the changes in a day or maybe even a few hours.

Run Instructions

Before you can use this function, it must be setup as per the Global Setup instructions.

Select **Future Price Maintenance** from the pull down **COP Maintenance** menu. You can select the Item mode to change the prices for items or Price-code to change the price codes.

The following options are available in the Item mode:

Add a new Future Price

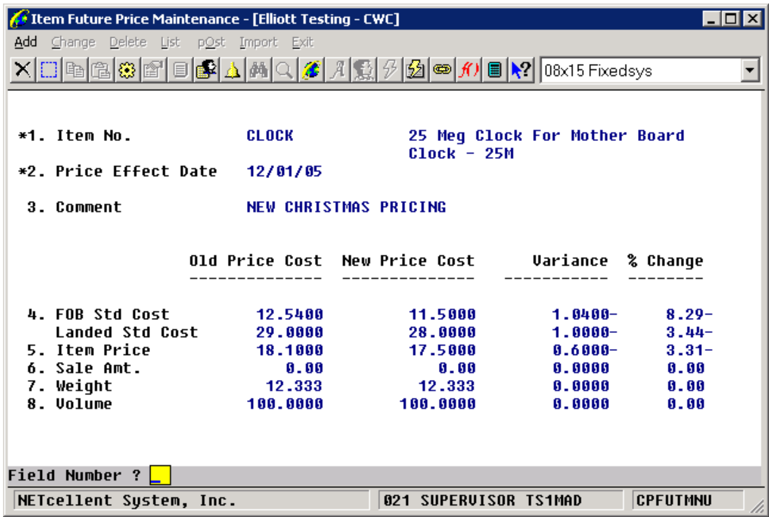
Change a Future Price transaction

Delete a Future Price transaction

List (Edit List) Future Price transactions by starting and ending dates

Post Future Price transactions

Import prices from an ASCII file



Future Price Maintenance Screen – Change Mode

Reminder: The FOB Cost and Landed Cost in the Future Price Function refer to the “Standard Cost”.

Use standard Add, Change, Delete and List function to maintain future price. For fields 4 – 8, you only need to enter a value in the “New Price/Cost” column. The “Old Price Cost”, “Variance” and “% Change” are calculated and displayed for your reference.

Field 6 is a user definable field. Refer to the System Manager manual on how to use this field.

The following options are available in the Price Code mode:

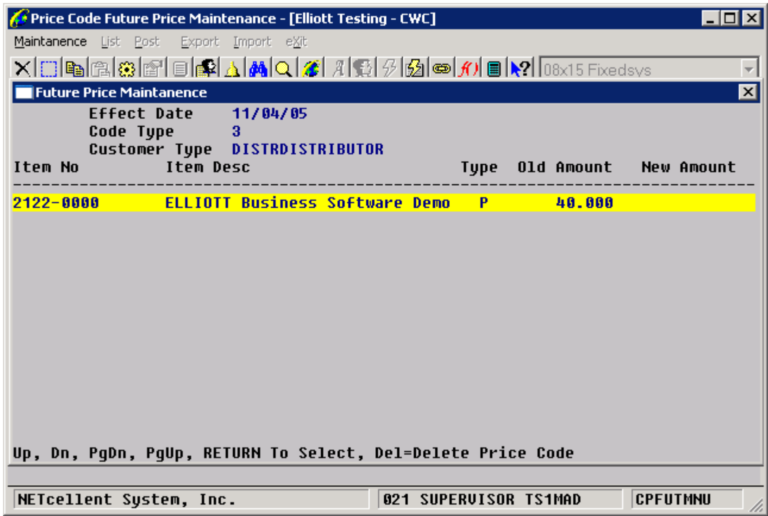
Maintenance of Price Codes

List (Edit List) Price Code transactions by starting and ending dates

Post Future Price Code transactions

Export Price Codes or Future Price Codes to an ASCII file

Import prices from an ASCII file



Price Code Future Price Maintenance Screen

Once you have completed entering, editing, listing, and verifying your future price transaction (for either mode), you can perform the post function on the effective date. Posting of future price does not require entering any parameters. The system simply looks at all future price effective dates and compares them with the internal system date. The transaction's effective date on or before the system date will be posted and the inventory item master file will be updated. If future price postings need to be done on a frequent basis, you can setup future price posting as a daily recurring deferred process.

Order Serial/Lot File Maintenance

Application Overview

This is a utility tool to add, change, or delete serial/lot numbers when data has become corrupted or is missing. This utility should only be used after you have tried standard processing tools that were unsuccessful.

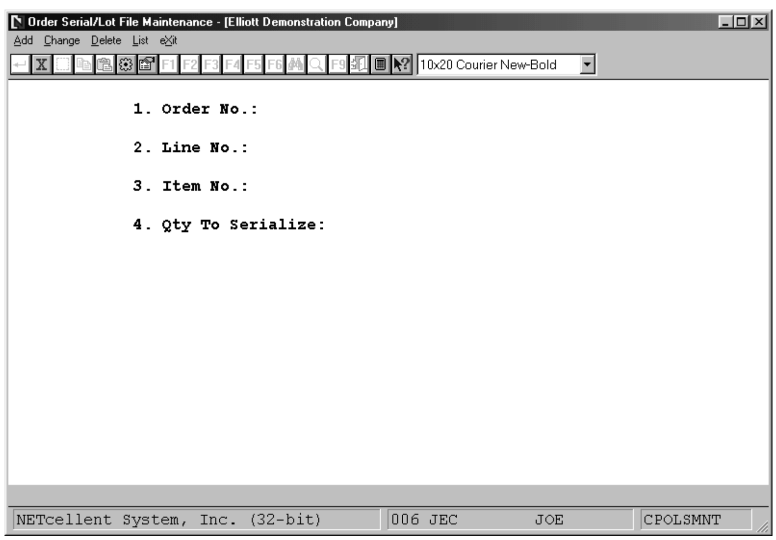
Run Instructions

From the **COP Maintenance** menu, select **Order Serial/lot file**.

The following options are available:

- Select the desired mode from the **Order Serial/Lot File** menu bar.
- If you have previously entered data into this file, it will be displayed on the screen for your reference or modification. Otherwise, the entry fields will be blank and you will be able to enter the data.
- When you have finished entering or modifying this data, press **RETURN** in response to **Field Number ?**. The data you have entered will be written out to the **Order Serial/Lot** file, and you will be returned to the menu bar.

If you have not previously entered data into this file and you want to leave this application without writing out any data, press the **ESC** key to return to the menu bar.



Entry Field Descriptions

NAME	DESCRIPTION
Order Number	Enter order number that you need to add, change, or delete a serial/lot number.
Line Number	Enter line item number where serial/lot item appears.
Item Number	Enter Item number of serial/lot number.
Qty to Serialize	Enter quantity that you need to add, change, or delete.

Quotation Comment Maintenance

Application Overview

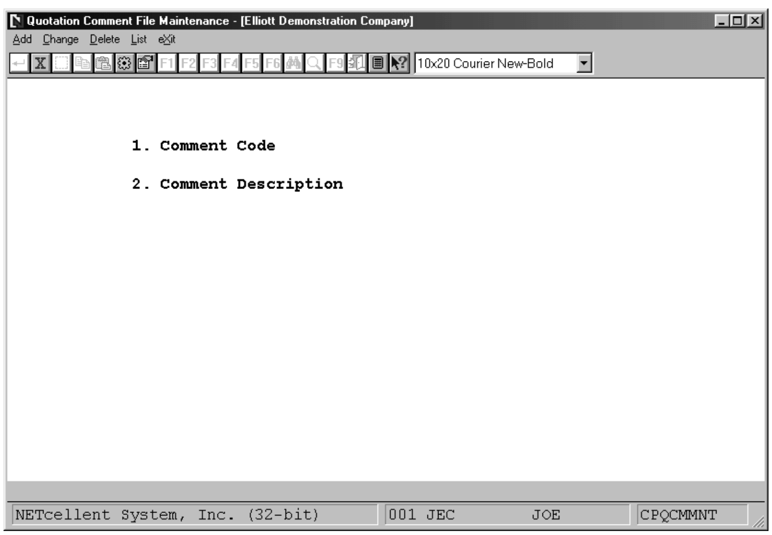
Quotation comments are used in Stock Status Inquiries and Sales Desk Quotation. They are mainly for used historical sales analysis purposes to record the reasons why you don't get a sale from a quote.

Run Instructions

From **COP Maintenance** menu, select **Quotation Comment File.**

- Select the desired mode from the **Sales History Period** menu bar.
- If you have previously entered data into this file, it will be displayed on the screen for your reference or modification. Otherwise, the entry fields will be blank and you will be able to enter the data.
- When you have finished entering or modifying this data, press **RETURN** in response to **Field Number ?**. The data you have entered will be written out to the **Quotation Comment** file, and you will be returned to the menu bar.

If you have not previously entered data into this file and you want to leave this application without writing out any data, press the **ESC** key to return to the menu bar.



```
                    Q U O T A T I O N   C O M M E N T   L I S T

Comment                                                        Description

CL1                                       DO      NOT      STOCK      COLOR
PR1                                          NO      COMPETITIVE      PRICING
PR2                                              PRICED      TOO      HIGH
QT1                                                 INSUFFICIENT      QUANTITY
QT2                                                OUT      OF      STOCK
UM1                             DO     NOT     STOCK     UNIT     OF     MEASURE

6 Quotation Comment On File
```

Contract Pricing

Application Overview

Contract pricing is much more convenient, flexible, and powerful way of managing pricing agreements than Price Code 1, (Customer/Item). In addition, it allows you to use Customers or Groups, and combine items and categories with the flexibility to select Discount, Markup, or Price for each item or category on the contract. You can assign a contract number and select a customer or customer type and enter the items and their contract price. Beginning and ending dates can be entered for the contract. Contract pricing will take precedence over pricing in the Price Code File. Before using this feature, it must be enabled in Elliott Main Menu → Util-Setup → Global Setup → COP-Ctl → Contract Pricing.

Run Instructions

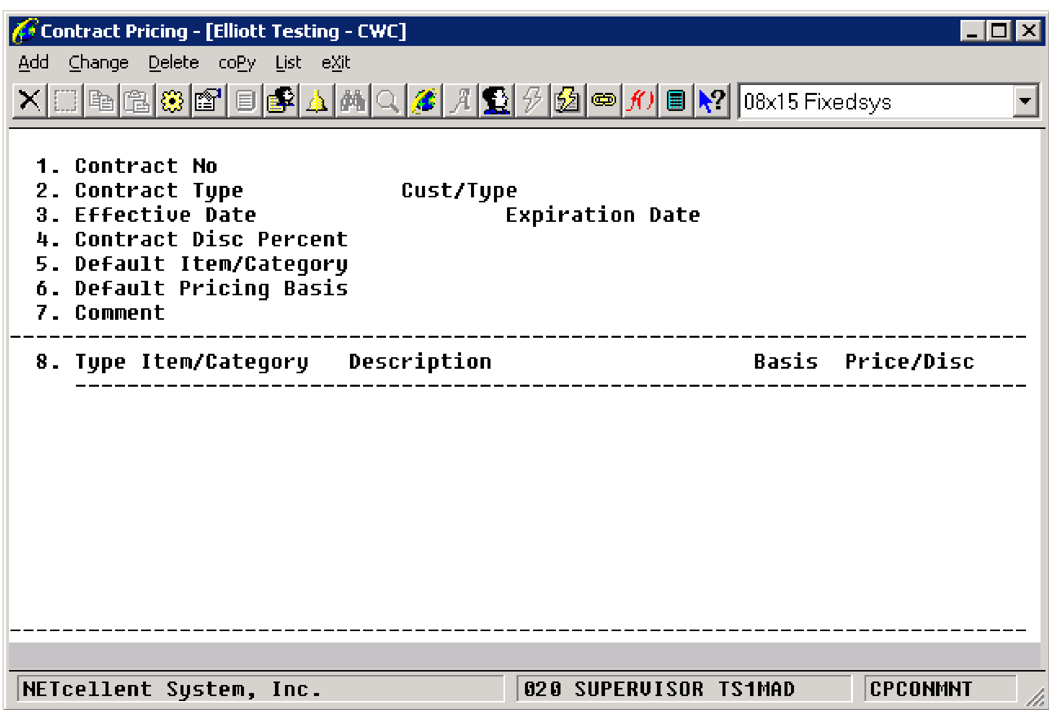
Select **Contract Pricing** from the pull down **COP Maintenance** window.

The following options are available:

- Select the desired mode from the **Contract Pricing** menu bar: Add, Change, Delete, Copy or List.

- When you have finished entering or modifying this data, press **RETURN** in response to **Field Number ?**. The data you have entered will be written out to the **Contract Price** file and you will be returned to the menu bar.

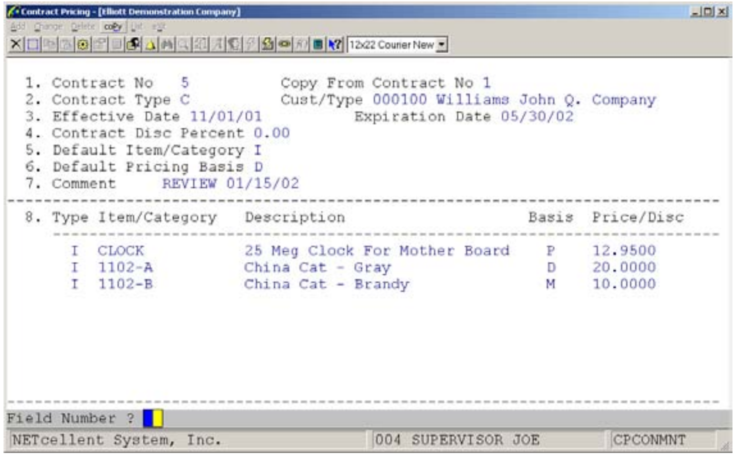
If you want to leave this application without writing out any data, press the **ESC** key to return to the menu bar.



Entry Field Descriptions

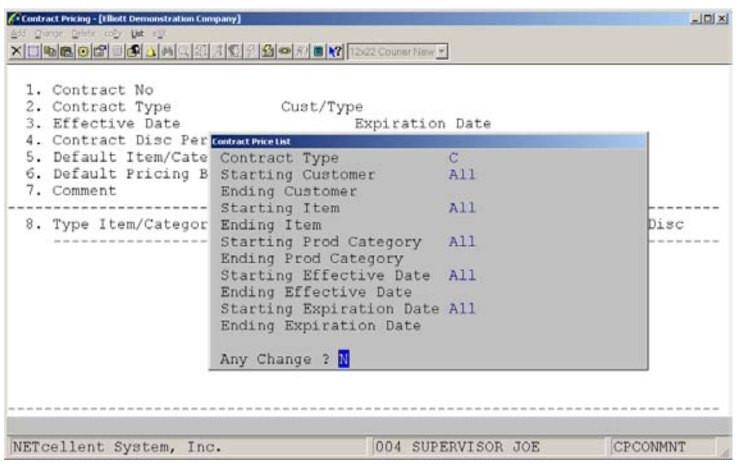
Name	Type and Description
1. Contract Number	6 numeric digits (999999). Enter the number you want to assign this contract. You can press F1 to sequentially assign the next available number. If you are in Change or Delete mode, enter the contract number you want to change or delete. You can press F7 to search by contract number, customer number, customer name or customer type.
2. Contract Type	1 alphanumeric character (C or G). Enter "C" for Customer or "G" for Group. The contract can be for one specific customer or for a customer type. A "C" type will prompt for a customer number in the following field and a "G" type will prompt for a customer type.
3. Effective Date/Expiration Date	2 date fields. Enter the starting and ending dates of the contract. Entering zero for the dates turns off the Effective and Expiration dates and the contract is perpetual.
4. Contract Disc Percent	5 numeric digits with 2 decimal places with an optional minus sign (999.99-). Enter a discount percent for the contract from -999.99 to 100. This is an additional discount that will be applied to the contract price.
5. Default Item/Category	1 alphanumeric character (I or C). Enter the default line item type you would like to use when entering items for this contract: "I" for Item or "C" for Category.
6. Default Pricing Basis	1 alphanumeric character (D, M or P). Enter the default pricing basis you would like to use when entering items for this contract: "D" for Discount, "M" for Markup or "P" for Price.
7. Comment	30 alphanumeric characters. Enter a short comment or description about this contract.
8. Line Items	4 fields In this area you will enter the line items for this contract. The first field will prompt for a type, Item or Category, the second will prompt for an item or category, based on the value entered in field 1, the third will prompt for the pricing basis, Discount, Markup or Price, and the last field will prompt for the price or discount, based on the pricing basis.

Copy Pricing Contracts



To edit new contract, go to Change Mode

Reporting (List)



Report is available by Customer (C) or Group (G) type.

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Inquiry

Order Inquiry

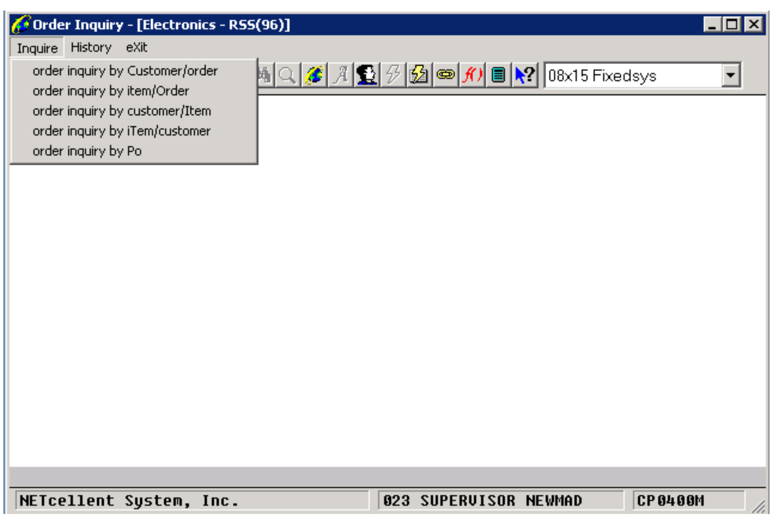
Application Overview

This function gives you fast and easy access to all the necessary information to provide customer service for open or posted orders on file for a customer. It allows you to quickly access and display a customer order using many different lookup options such as Customer P/O number and Ship-To number. You can also view outstanding items ordered by a specific customer, as well as, customers that have ordered a particular item.

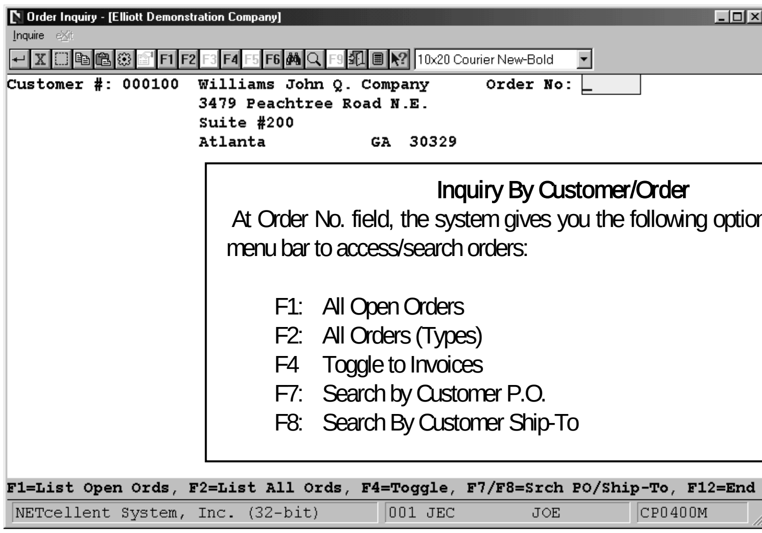
The Order Inquiry by PO is especially important for servicing chain store customers where a PO is typically placed for many stores. Since Elliott requires a sales order for each unique ship-to (store or distribution center), inquiring by the Elliott sales order would limit the user from seeing the entire PO activity. This feature resolves this problem by allowing you to see the entire PO and drill down by Sales Order (Store or DC) or by Item. This inquiry function will show purchase orders that are outstanding and those that have been processed (shipped and invoiced). The data can also be exported to a spreadsheet format based on your user definable setup in the export process.

Run Instructions

From the **COP Inquiry** Sub Menu select **Order Inquiry** and then **Inquire**. For additional views see Global Setup Order Inquiry at the end of this manual.



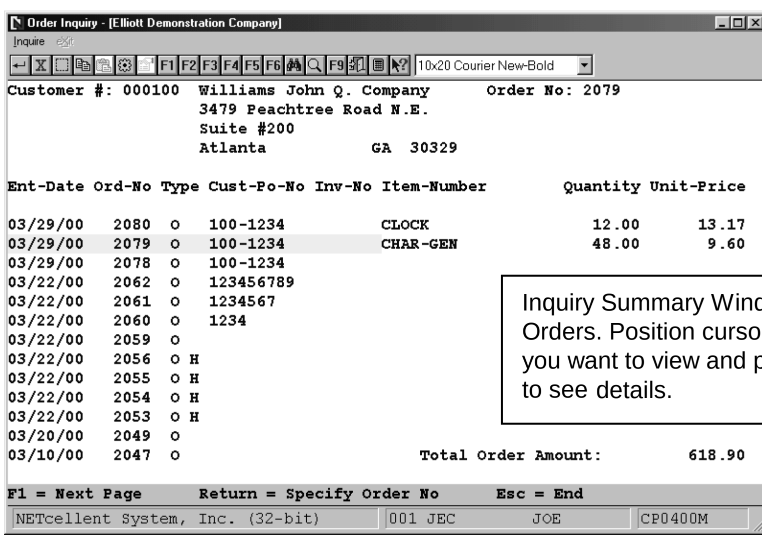
Order Inquiry Screen – Inquiry Options Available



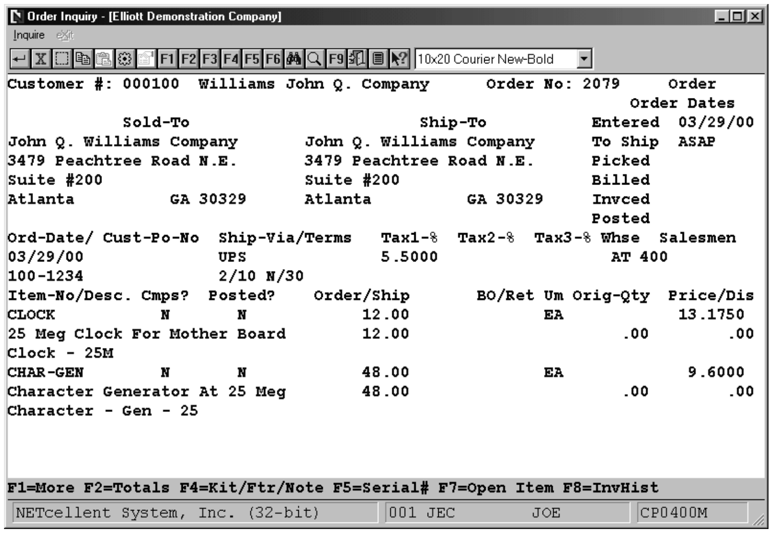
Inquiry By Customer/Order

At Order No. field, the system gives you the following options at the bottom menu bar to access/search orders:

- F1: All Open Orders
- F2: All Orders (Types)
- F4 Toggle to Invoices
- F7: Search by Customer P.O.
- F8: Search By Customer Ship-To



Inquiry Summary Window, Open Orders. Position cursor on order you want to view and press return to see details.



Inquiry By Customer/Order - Details

Bottom Menu Bar Options Available:

F1: See additional line items on order.

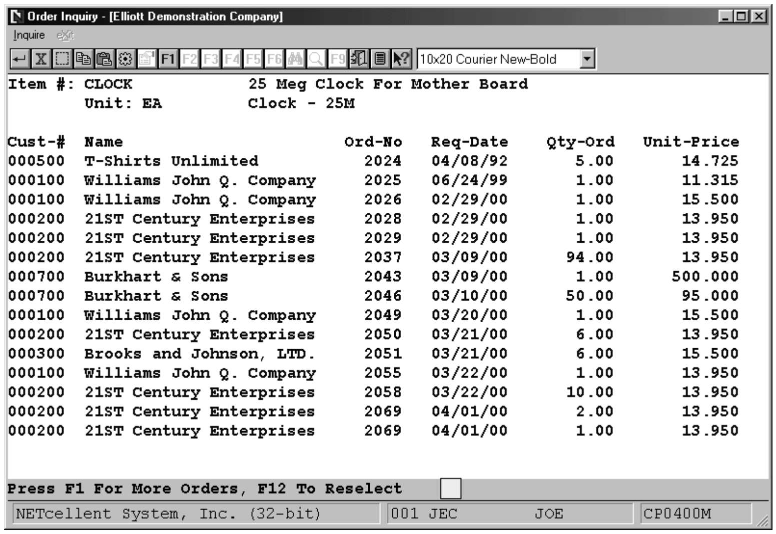
F2: See order totals, (Sale amount, misc. charges, freight, and sales tax).

F3: Position cursor on line item to view kit components, freight calculated, and order line item note.

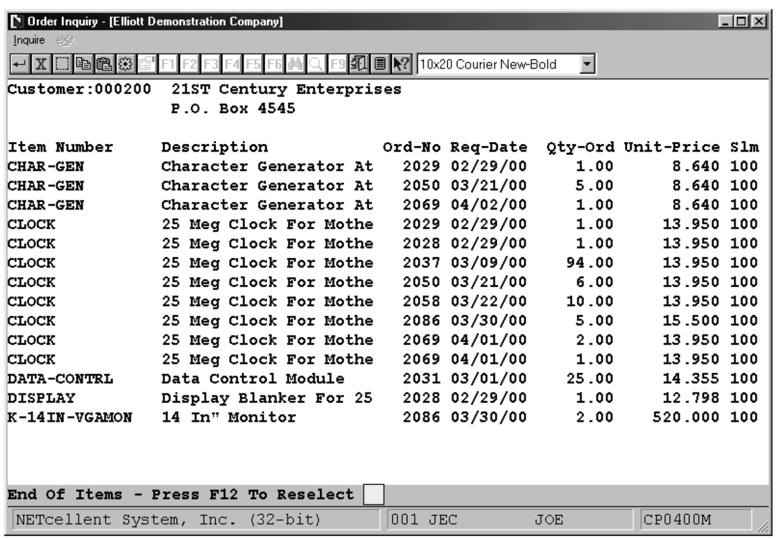
F5: Position cursor on line item to view serial/lot numbers if applicable.

F7: If order has been posted or partially posted, you can view the A/R Open Items created by the postings.

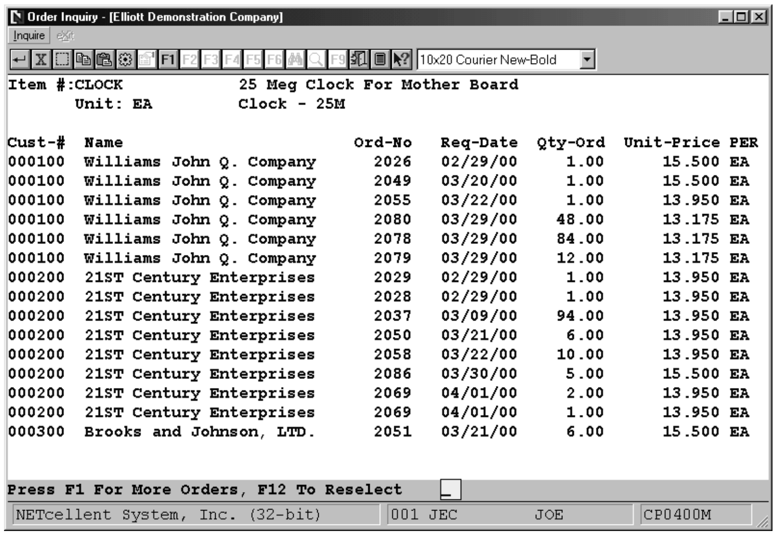
F8: If order has been posted or partially posted, you can view the Invoice History created by the postings.



Item By Order Inquiry Window
(Displays Item Ordered by Order No. – Open Orders Only)



Customer By Item Inquiry Window
(Displays Items Ordered By A Customer – Open Orders Only)



Item By Customer Inquiry Window
(Displays Item Ordered By Customers – Open Orders Only)

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Customer Account Inquiry

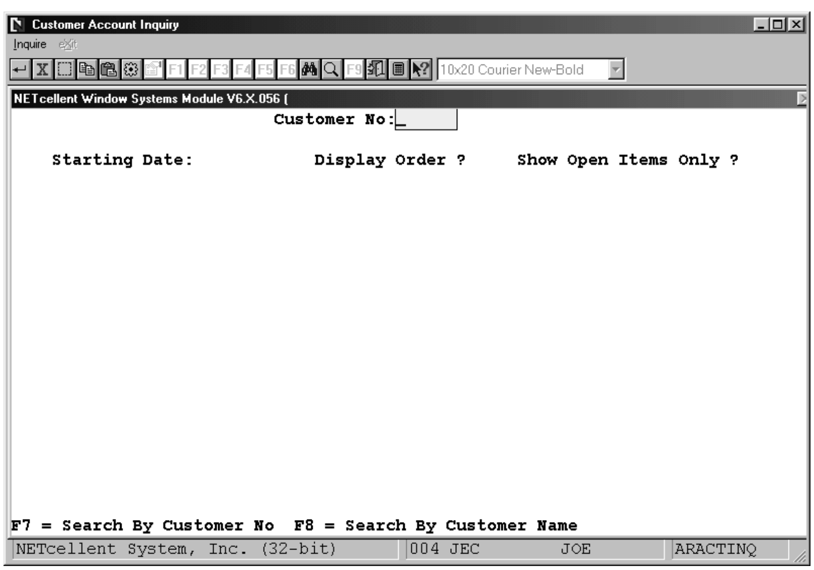
Application Overview

This function gives you fast and easy access to all the necessary information to provide customer service for payments received, credit memos, debit memos and invoices that have been posted to a customers account. To enhance your customer service, **Customer Account Inquiry** allows you to view or add new notes to an open item, as well as, displaying customer information and credit history. You can also use the “Multi-Apply-To” feature to see how a document was applied. This is very useful when you have a payment or credit memo that was applied to several documents.

Additionally, this function allows you an Open Item and History Item inquiry. When you purge the A/R Open Item file to reduce it’s size and to speed up processing, you do not lose the purged information because Elliott moves it over to the History Item file where it can still be accessed for inquiries. This is very convenient when a customer asks you questions about older items that you have purged, i.e., an invoice that was paid 6 months ago!

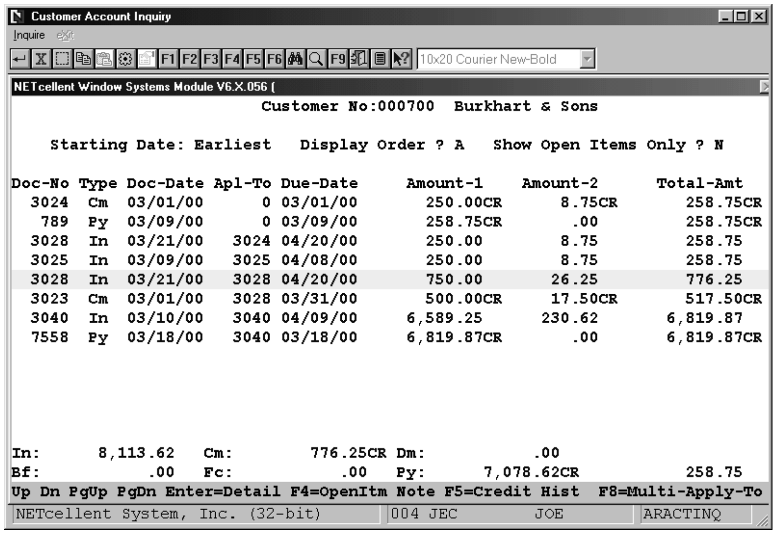
Run Instructions

From the pull down COP Inquiry menu select Customer Account. The screen that appears gives you the choice of Open Item Inquiry or History Item Inquiry, select Open Item Inquiry and the following screen will appear:

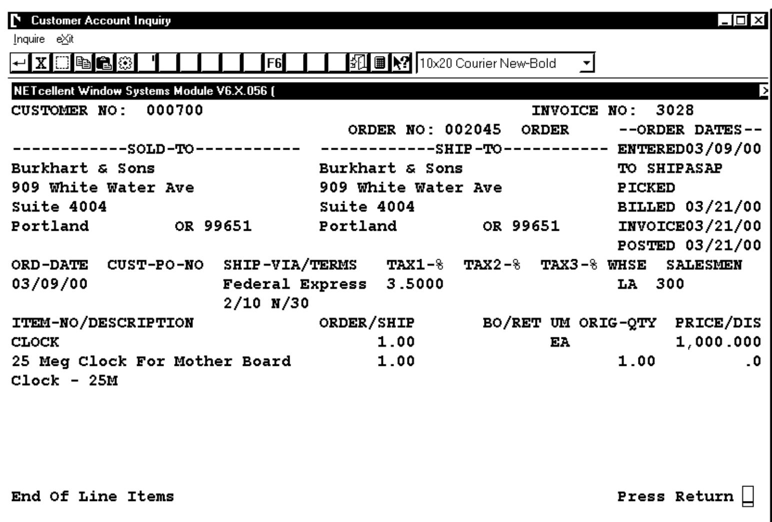


Entry Field Descriptions

Name	Type and Description
Customer No:	Enter the customer number that is the subject of your inquiry. Pressing the F7 or F8 key will allow you to search by customer number or customer name.
Starting Date:	Enter the beginning date of the inquiry. If you enter the RETURN key, this field will default to display the earliest account information on file for this customer.
Display Order ?	A or D. If you enter A, the report displays it's resulting account information in Apply To Order. If you enter D, the report displays its resulting account information in Date order.
Show Open Items Only ?	Y or N. If you enter Y, the report displays open transactions only. If you enter N, the report displays All transactions on file for this customer.



Customer Account Inquiry
(Note lower menu bar options)



Invoice Detail

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Stock Status Inquiry

Application Overview

This function provides you with a wealth of customer service information available by using Function Keys. For maximum benefit, the users should thoroughly familiarize themselves with the many item inquiry options. These features are also available in our Sales Desk program.

The COP Stock Status Inquiry provides for a Customer Number so that when you do an item inquiry for that customer, you have access to pertinent A/R, I/M, and COP data. Some key features found in this program are:

1. Item inquiries listing one or all locations where an item is stocked. Also included in the item inquiry are stocking totals and Bin numbers. Being able to view stock status by all locations is extremely useful when you ship from different locations or have the need to transfer from one location to another. It is also helpful when you have multi locations within your warehouse, (refurbished items, returned goods for resale, factory seconds, inspection, quarantine, etc.), to view stock status totals for that item.

2. Ability to use wildcards to specify the locations you wish to see stock statuses for.

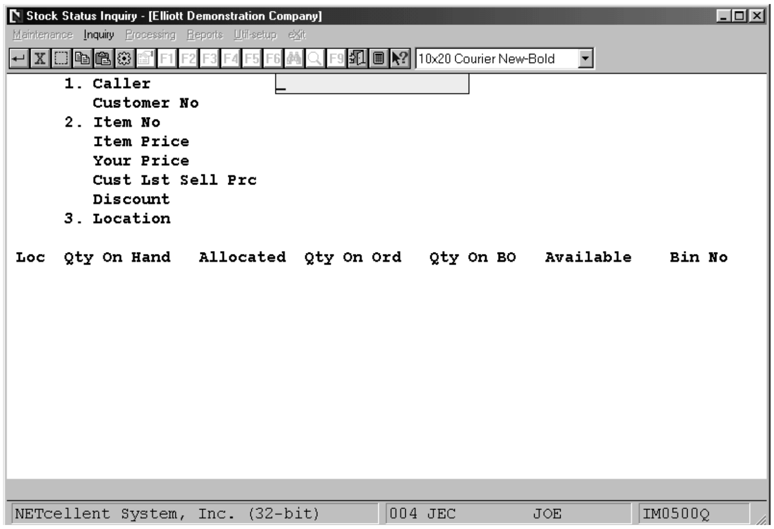
3. The option to enter a caller's name. This helps the user in remembering who they are talking to, as well as, logging the persons name for future reference.

4. After you have entered the customer's number for an inquiry, and if no caller name was entered, then the caller name will be automatically filled with this customer's contact name.

5. While you are viewing an item's stock status, you have the following added functions:
   a. View customer price breaks for this customer and item.
   b. Create a quote from the customer's inquiry.
   c. Create a sales order from the quote.
   b. View general customer information for the customer.
   c. View credit & YTD information for the customer.
   d. Perform a Substitute Item Search by location
   e. Perform a Component Available Inquiry to show the stock statuses of all components for a parent item to determine the quantity of the parent that can be built.
   f. Perform an Available To Promise Inquiry to display a listing of future quantity available, (by date), for the inventory item being viewed.

Run Instructions

Select Stock Status from the pull down COP Inquiry window. For additional views, see Global Setup Stock Status Inquiry documentation at the end of this manual.

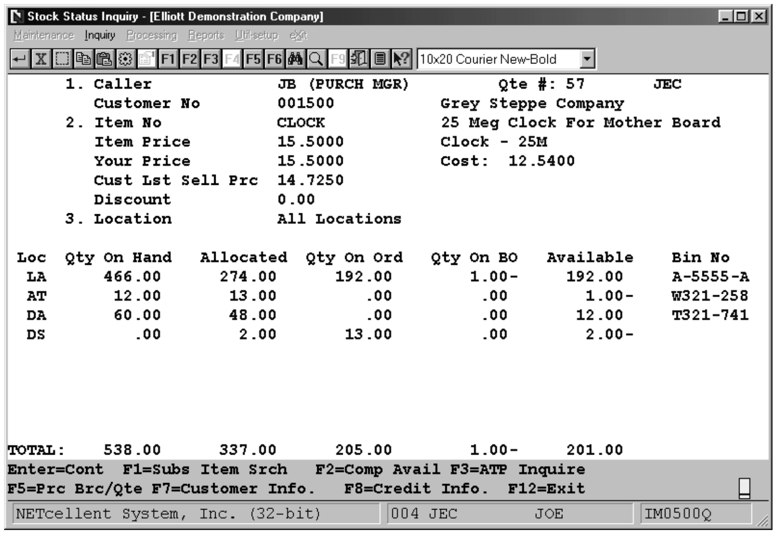


Stock Status Inquiry Entry Screen

Entry Field Descriptions

NAME	DESCRIPTION
1. Caller Name Customer No.	The caller name is optional. It is intended to help you remember whom you are talking with. If you leave this field blank then it will automatically be filled with the contact name of the customer you choose at the Customer No. prompt. This field is mandatory. You can manually enter the customer number or press [F7] to search by customer number or [F8] to search by customer name. If you are calling up a previous quote, you can use the F2 key to search for it or the F3 key to enter the quote number.
2. Item no.	This field is mandatory. You can manually enter the item number or press [F7] to search by item number or [F8] to search by item description.
3. Location	Enter the location or leave this field blank for all locations. For a specific group of locations stocking the item, enter a character and an *, i.e., L* will find all locations starting with the letter "L" such as L1, L2, L3, etc. A wildcard (*) will only work as the 2nd character, "*L" is invalid and will return the message: Location Not Found.

After completing your entry of Customer No., Item no., and Location, the screen below will display your inquiry information. Note the Function Keys available at lower menu bar.



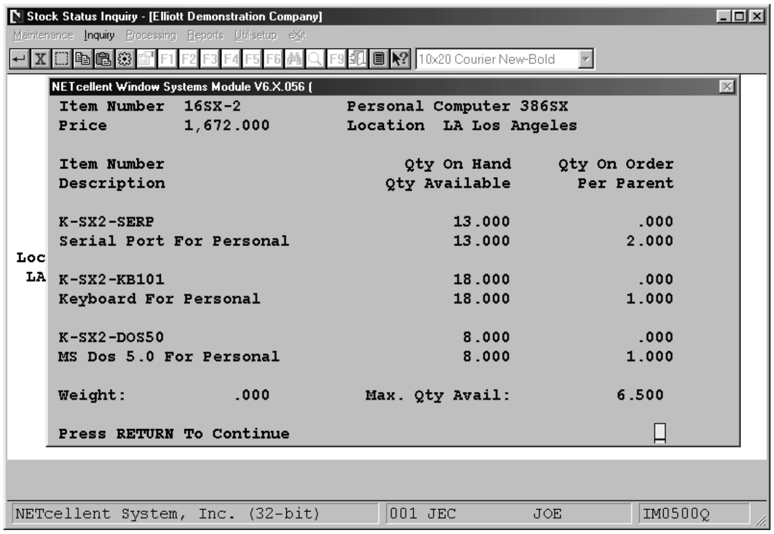
Stock Status Inquiry Screen for Customer 1500 for Item “CLOCK” at all locations.

The field “Your Price” is populated when the customer has a set price code for this item. “Cust Last Sell Prc” is the price the customer last bought this item for. “Discount” is the discount set up in the A/R Customer Master file. This screen contains a wealth of information and the end-user should study the information to see how they can best use it to their advantage, especially for customer service. The next page details using the Function keys available in lower menu bar.

Stock Status Inquiry Function Keys

F1: Substitute Item Search: Allows you to search for a Substitute Item. This a valuable tool because if you are on the telephone with a customer and you do not want to lose a sale because of price or insufficient quantity available, you can offer the customer a substitute item.

F2: Component Availability Inquiry: This option is particularly useful for quickly inquiring on the availability of all items making up a parent item. By comparing the component Qty Available and the Qty per Parent, it will display the maximum quantity available to make or assemble for the Parent Item.

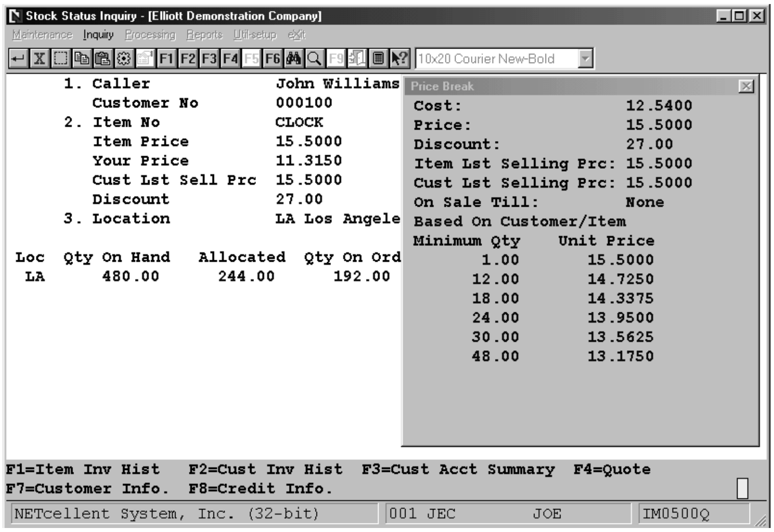


Component Availability Inquiry Screen

Max. Qty Avail: 6.500 means you can immediately make or assemble this quantity for the customer's sales order.

F3 ATP Inquiry: Performs an Available To Promise Inquiry displaying a listing of future quantity available, (by date), for the inventory item being viewed. The locations and sources of quantity, (Sales Orders, Purchase Orders, BOMP Orders, and Shop Floor Orders), are determined in the Available To Promise Setup screen.

F5: Prc Break (Price Break): This function key allows you to view Item Price Breaks that have been setup in COP. The example below reflects the Customer/Item price code.



Stock Status Inquiry – Price Break Screen (F5)

The Price Break Screen function makes available other [F] keys, lower menu bar, for more effective customer service. These [F] keys are detailed below.

F1: View Invoice History for the item. This function key gives a complete listing of all invoices containing the item being inquired on.

F2: View Customer Invoice History by Item. This function key gives a listing of all invoices, by item order, pertaining to the customer specified in the Stock Status Inquiry.

F3: Customer Acct Summary

1. Open Item Inquiry
   a. Enter = View A/R Open Item Detail
   b. F3 = View A/R Open Item Reference
   c. F4 = View and add Open Item Notes
   d. F5 = View Credit History
   e. F8 = View Multi-Apply-To
2. History Item Inquiry – For A/R Open Item purged data

F4: Create a Quote. If you confirm the quote, you can immediately enter it as a sales order type “O”, “I”. To create a COP sales order, please refer to our Sales Desk documentation.

F7: Customer Info.

F8: Credit Info.

The function keys in **Stock Status Inquiry – Enhanced View** are powerful Customer Service functions and the user should thoroughly review these to understand how best to apply them to everyday applications.

Available To Promise Inquiry

Application Overview

This feature allows you to view future quantity on hand balances in a real time inquiry by merging PO, COP, and BOMP SFC orders to produce reports and screen inquiries of the projected inventory balance based on future date transactions. By merging other modules to determine future quantities, **ATP can serve as a real time mini MRP function.** The order entry person can use this function to determine when an item can be delivered and use the Inventory ATP report to determine if customers should extend cancellation dates, make additional purchases, or even cancel purchases.

Run Instructions

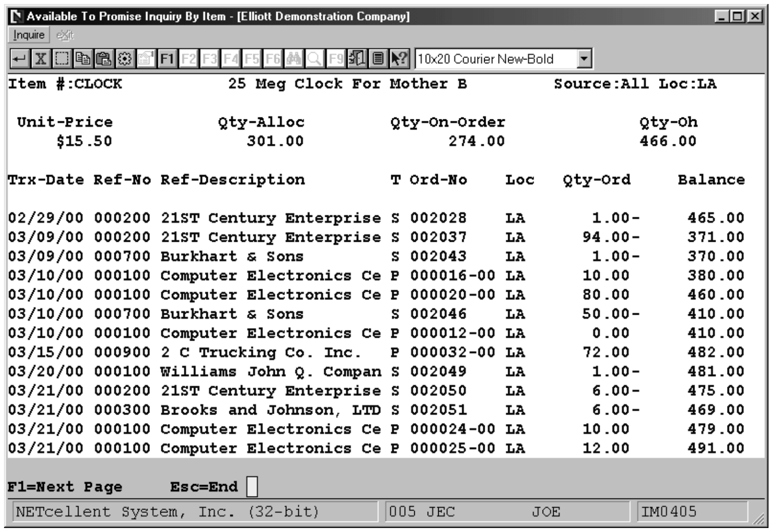
Before you can take advantage of this powerful feature, the Inventory or Systems Manager must first set it up as per the System Global Setup Instructions and then the Open Item File must be generated in the Inventory module. Once these two steps have been completed, you will be ready to start using Available To Promise.

From the **COP Inquiry Menu**, select **Available To Promise,** and then **Inquire**. The following table guides you through doing an ATP Inquiry:

STEP	PROCEDURE
Item	Enter item number or search for item using the F7 or F8 keys.
Source	Sources that you want to merge for quantity and date availability. Choices: S=Sales Orders, P=Purchase Orders, B=BOMP Orders, and Enter=All Sources.
Loc	Enter Location you wish to view for ATP or press “Enter” for all locations.

After the above steps have been completed, the ATP inquiry screen appears, see example next page.

Available To Promise Inquiry



ATP Inquiry for Item # Clock, All Sources, and Loc. LA

NOTE: We have provided an Available To Promise F3 Hot Key in COP line item entry. You can access ATP F3 key when in the Qty. Ordered field.

The Available To Promise Report is run from the Inventory Reports menu.

ATP Inquiry is also available in Sales Desk, IM ATP and Stock Status Inquiries.

Invoice History Inquiry

Application Overview

This function gives you fast and easy access to all the necessary information to provide customer service for posted invoices on file for a customer. It allows you to quickly access and display a customer invoice using many different lookup options such as Customer P/O number, Ship-To number, or Serial/Lot No. for an item. You can also view items invoiced to a specific customer, as well as, customers that have been invoiced for a particular item. Additionally, you can also do customer referrals to consumers calling to buy your product from resellers/distributors in their area.

Run Instructions

From the **COP Inquiry** menu, select **Invoice History Inquiry** and then **Inquire**.

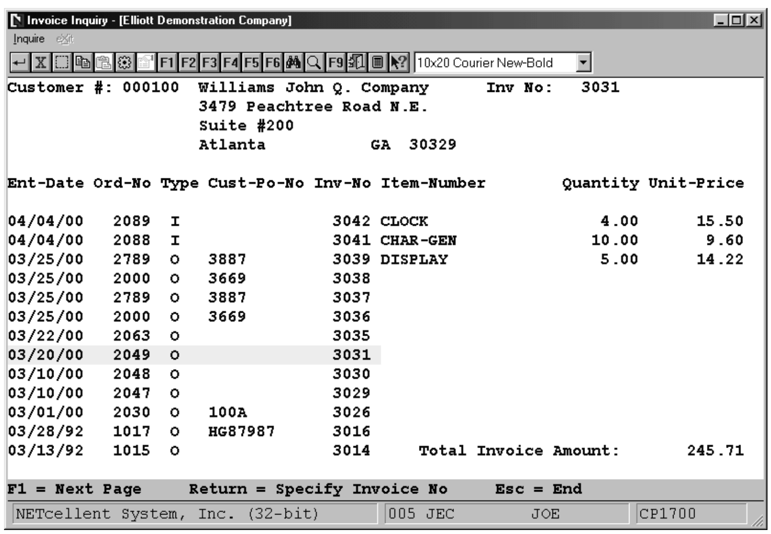
The following Invoice Inquiry options are available:

* By Invoice Number
* By Item Number
* By Customer Number
* By Serial/Lot number
* By Customer Referral

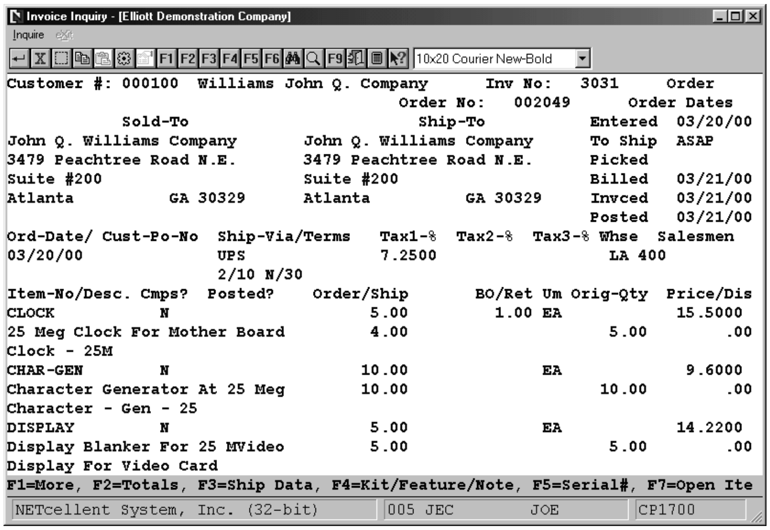
Invoice Inquiry By Invoice

There are two ways to find an Invoice number from the main inquiry screen:

1. Search By Customer Number
   a. Enter Customer Number
      Option to use [F7] to search by customer number
      Option to use [F8] to search by customer name
   b. Enter Invoice Number
      Search Options
      [F1] = List all Invoices all customers
      [F4] = Toggle to Open Order mode
      [F7] = Search by P.O.
      [F8] = Search by Ship-To



Search window for Customer 100 and all invoices. As you move the scroll bar up or down, it highlights the invoice and displays the customer information at the top and the invoice details on the right portion of the window. To view a highlighted invoice, press the enter key. **Note**: This screen view is controlled by the Setup defined for the Order Inquiry function.



Invoice History Screen

The lower menu bar of the above screen gives you additional [F] keys to view data.

F1: See additional line items on invoice

F2: See invoice totals, (Sale amount, misc. charges, freight, and sales tax).

F3: Position cursor on line item to view shipping data.

F4: Position cursor on line item to view Kt/Feature and Note information.

F5: Position cursor on line item to view serial/lot numbers if applicable.

F7: If the invoice has been posted or partially posted, you can view the A/R Open Items created by the postings.

2. [F1] to search by invoice number

   Search Options

   [F1] = List all Invoices all customers

   [F4] = Toggle to Open Order mode

   [F7] = Search by P.O.

   [F8] = Search by Ship-To

These are convenient features because sometimes you and the customer do not know their customer number or they cannot be found by customer name in the system. Also, many times it is faster to simply look up an invoice by the customer P.O.

To use this method in the Inquiry by Invoice screen, press [F1] in the customer number field.

Invoice Inquiry By Item

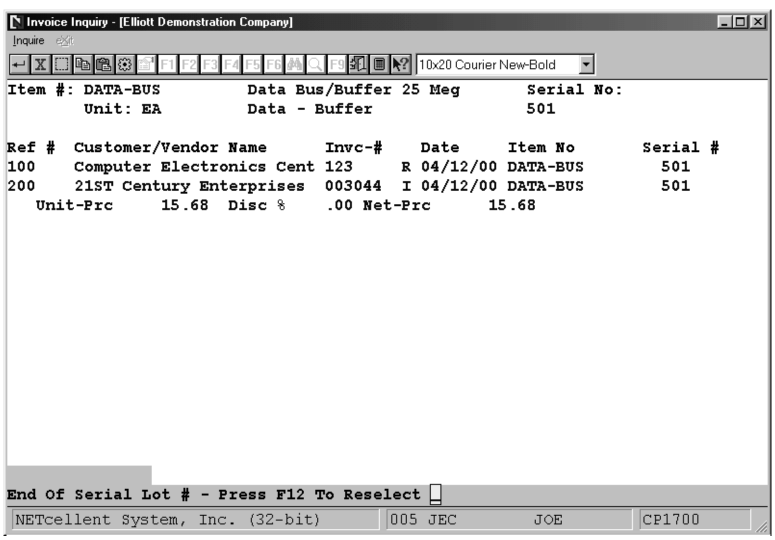
Similar to “Item By Order Inquiry” in the Order Inquiry function, but for invoiced items only.

Invoice Inquiry By Customer

Similar to “Customer By Item Inquiry” in the Order Inquiry function, but for invoiced items only. This inquiry also allows you to select customer’s last transaction only, e.g., if he has bought Item “Clock” 24 times, it will only display his last invoice for that item.

Invoice Inquiry By Serial/Lot No.

This is an extremely useful search when you need to find a Serial or Lot number for warranty purposes. Additionally, you can inquire on a customers invoice by using the Serial or Lot number as your search criteria. In doing an inquiry you do not need to enter the item number, simply tab over from the item number field to the serial number field and enter the serial/lot number. See completed inquiry screen on next page.

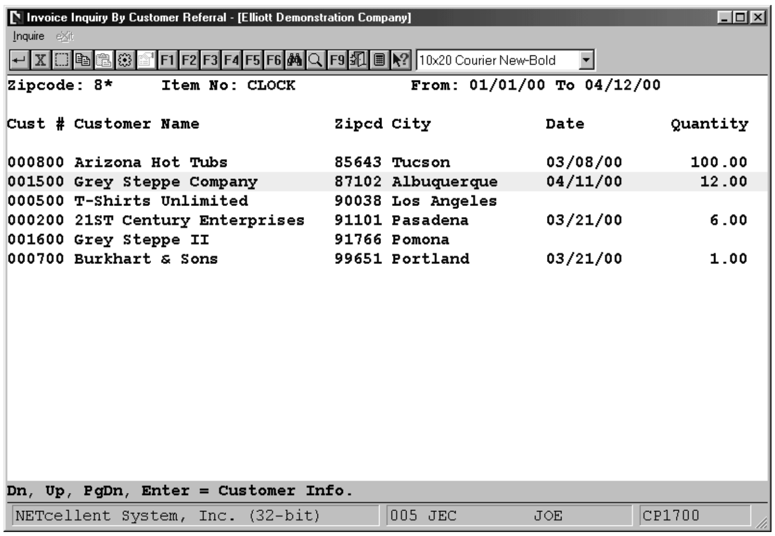


Invoice Inquiry by Serial/Lot No.

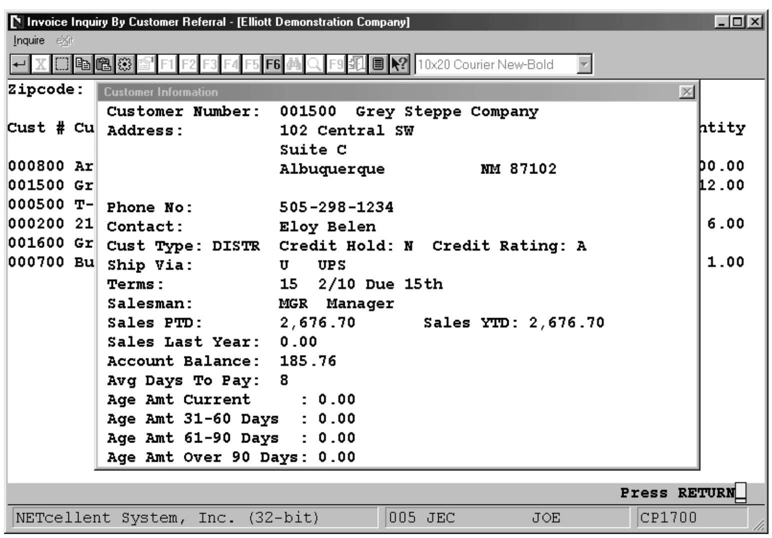
Invoice Inquiry By Customer Referral

This inquiry is designed for use when a caller calls in wanting to purchase one of your items from his local or the nearest reseller/distributor in his area. The system matches the callers ZIP Code to the nearest ZIP Code of your customers. To ensure that you refer an active reseller or distributor of your product, the system will prompt you for a purchase range date and display the last time your customer purchased the product and also the quantity purchased. The purchase range dates and quantity purchased will help you determine if the customer you refer has adequate product on hand

The ZIP Code search uses the callers ZIP and begins searching from that number forward, (ascending order). To look for ZIP Codes in both directions, forward and backwards, you can use wildcards in you search. For example: The caller ZIP Code is 87112. If you enter his ZIP Code as 8*, the system will start matching for ZIP Codes beginning with 80000.



Invoice Inquiry by Customer Referral



Referred Customer Info Available From Inquiry Screen [F2]

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Freight Calculation Inquiry

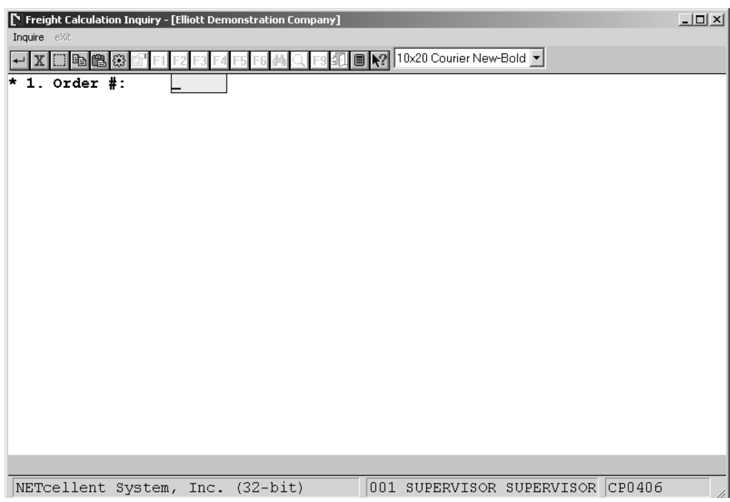
Application Overview

This inquiry allows you to calculate freight charges and any variations such as UPS Red vs. UPS 2nd Day, Fed Ex vs. UPS, increase or decrease order quantities, etc., for existing orders or **potential orders**. The inquiry calculations are not written to any file and have no affect on existing orders. These same calculations are available in the COP order-billing screen during add or change orders and update the order.

To use this feature, Freight Calculation **must be enabled** as per the Global Setup documentation.

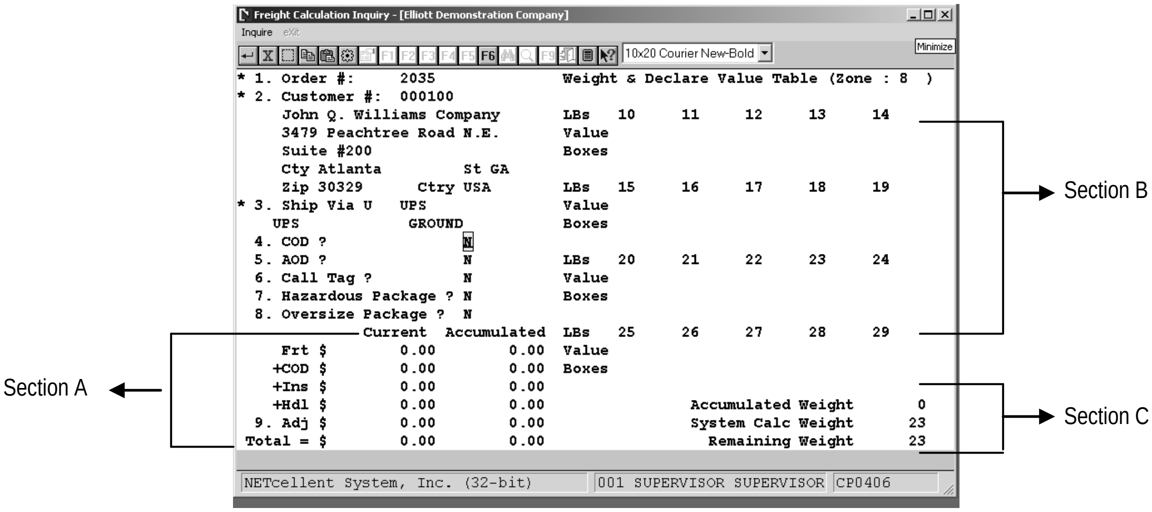
Run Instructions

From the **COP Menu**, select **Inquiry**, Freight **Calculation**, and then **Inquire**



Freight Calculation Inquiry Screen

Field 1. Order #: Enter order number or if you are doing a freight calculation inquiry for a non-existing order, press **<enter>** in Field 1 and a Customer # field will appear with F7 and F8 key options to search by customer Number or Name.



Freight Calculation Screen for existing order

Field and Navigation Aids:

1. Fields 1, 2, and 3 cannot be changed as they are from original order. If you want to compare UPS Ground to UPS 2nd Day, you must handle this calculation as a new inquiry for a potential order.

2. Fields 4 – 8 are data entry fields

3. Section A: Freight Charges

   Current is for Section B fields 10 – 29 where you last entered data.

   Accumulated is for total order

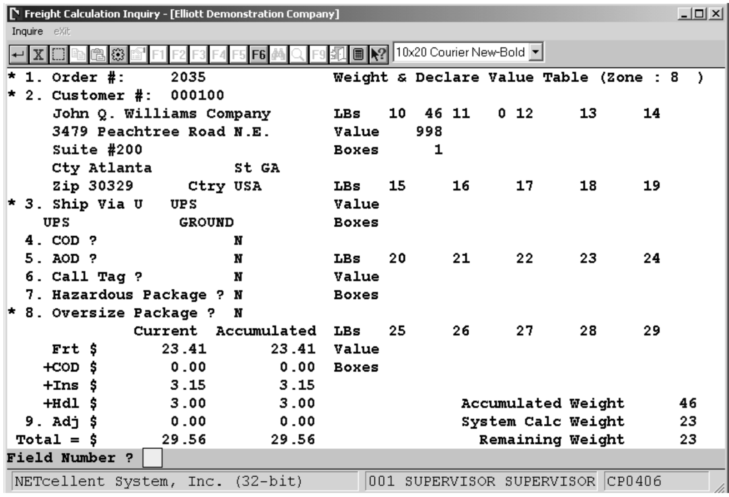
4. Section B: Fields 10 - 29

5. Section C:

Accumulated Weight:	Weight for entries you have made in fields 10 – 29
System Calc Weight:	Weight from original order
Remaining weight:	Difference between Accumulated and System calc Weight

Note: After completing initial inquiry and you change any of Fields 4 –8, you must re-enter Fields 10 – 29 that contain a value to refresh the freight charge calculations in section A.

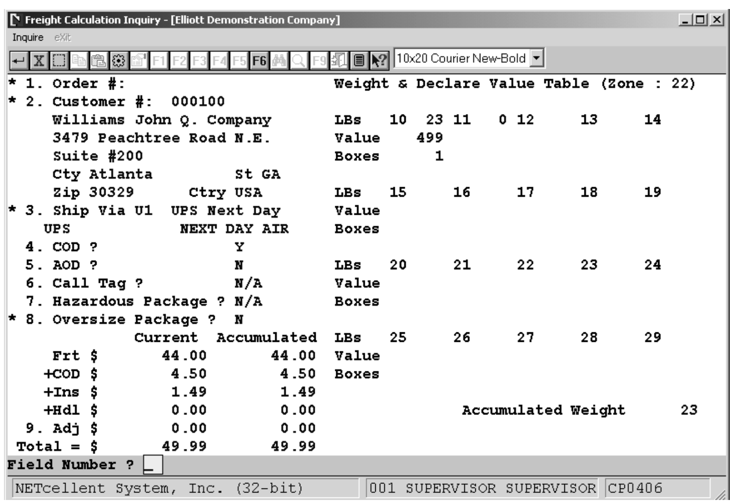
Scenario 1: Customer calls in and wants to know what his shipping charges will be if you doubles his order and has it shipped COD.



```
Freight Calculation Inquiry - [Elliott Demonstration Company]
Inquire  eXit
10x20 Courier New-Bold
* 1. Order #:     2035               Weight & Declare Value Table (Zone : 8  )
* 2. Customer #:  000100
     John Q. Williams Company        LBs   10  46 11   0 12     13     14
     3479 Peachtree Road N.E.        Value    998
     Suite #200                      Boxes      1
     Cty Atlanta         St GA
     Zip 30329      Ctry USA         LBs   15     16     17     18     19
* 3. Ship Via U   UPS                Value
    UPS            GROUND            Boxes
  4. COD ?               N
  5. AOD ?               N           LBs   20     21     22     23     24
  6. Call Tag ?          N           Value
  7. Hazardous Package ? N           Boxes
* 8. Oversize Package ?  N
              Current  Accumulated   LBs   25     26     27     28     29
     Frt $       23.41        23.41  Value
    +COD $        0.00         0.00  Boxes
    +Ins $        3.15         3.15
    +Hdl $        3.00         3.00               Accumulated Weight      46
  9. Adj $        0.00         0.00               System Calc Weight      23
 Total = $       29.56        29.56                 Remaining Weight      23
Field Number ?
NETcellent System, Inc. (32-bit)     001 SUPERVISOR SUPERVISOR  CP0406
```

Scenario 1 Screen

Scenario 2: Customer calls in and wants to know what his shipping charges will be for UPS Red COD

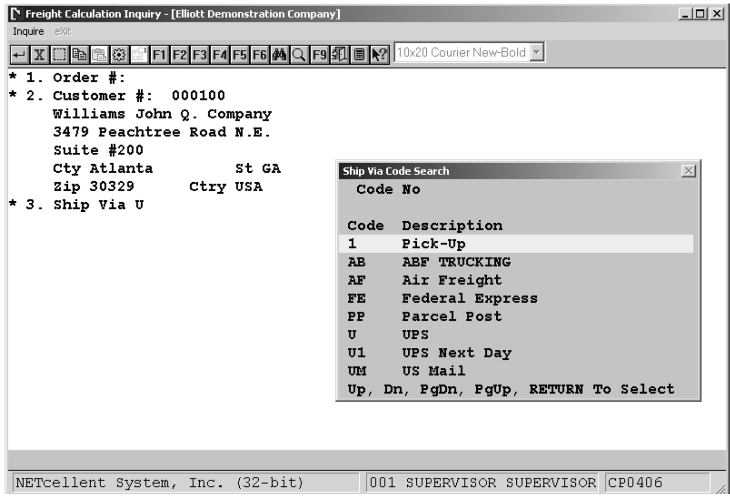


```
Freight Calculation Inquiry - [Elliott Demonstration Company]
Inquire  eXit
10x20 Courier New-Bold
* 1. Order #:                        Weight & Declare Value Table (Zone : 22)
* 2. Customer #:  000100
     Williams John Q. Company        LBs   10  23 11   0 12     13     14
     3479 Peachtree Road N.E.        Value    499
     Suite #200                      Boxes      1
     Cty Atlanta         St GA
     Zip 30329      Ctry USA         LBs   15     16     17     18     19
* 3. Ship Via U1  UPS Next Day       Value
    UPS            NEXT DAY AIR      Boxes
  4. COD ?               Y
  5. AOD ?               N           LBs   20     21     22     23     24
  6. Call Tag ?          N/A         Value
  7. Hazardous Package ? N/A         Boxes
* 8. Oversize Package ?  N
              Current  Accumulated   LBs   25     26     27     28     29
     Frt $       44.00        44.00  Value
    +COD $        4.50         4.50  Boxes
    +Ins $        1.49         1.49
    +Hdl $        0.00         0.00               Accumulated Weight      23
  9. Adj $        0.00         0.00
 Total = $       49.99        49.99
Field Number ? _
NETcellent System, Inc. (32-bit)     001 SUPERVISOR SUPERVISOR  CP0406
```

Scenario 2

Note: Since the Ship Via code cannot be changed on an existing order during inquiry; you must handle customer's inquiry as a potential new order. See required steps on next page.

Scenario 3: Potential new order inquiry or customer calls in wanting to know the effects of changing shipping carriers or compare rates of different shippers.

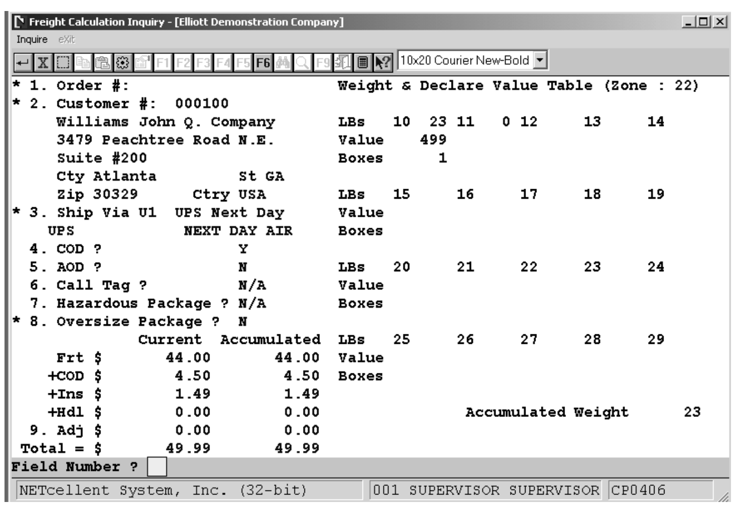


Step 1: At Field 1 press return and Field 2 appears

Step 2. At Field 2 Enter Customer Number

Step 3. Field 3 defaults to value in customer file. Press F7 if you need to change default Ship Via Code.

Step 4. Complete data entry fields as in Scenarios 1 and 2.



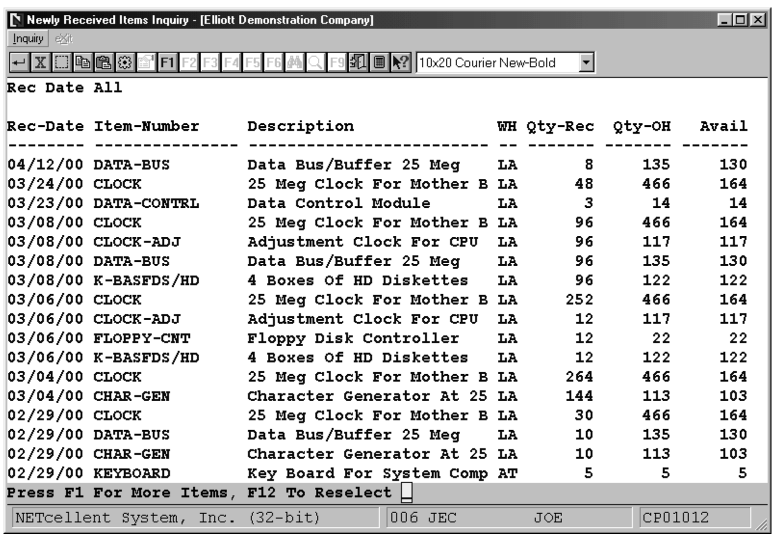
Newly Received Item Inquiry

Application Overview

This application is a useful sales tool to see which “Key Items” have been received. A key item can be a hot or fast moving item preferred by customers and usually tracked by salesmen. As soon as these key items are received, the salesmen can start calling customers and booking sales for immediate delivery. Additionally, a key item may be an item that your customer is waiting for and will order as soon as it is received.

Run Instructions

Select **Newly Received Item Inq** from the pull down **COP Inquiry** menu. When the inquiry screen appears, select Inquire and press [Enter] at the Rec. Date field. The inquiry screen will be populated with the receiving dates displayed in descending order, (latest date first).



Newly Received Item Inquiry Screen

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Line Item Auditing Inquiry

Application Overview

This application allows inquiries into the order action types of add, change, delete, and void that have occurred in the order entry sales process. Users, supervisors, and management can use this information to pinpoint unusual activity. Unusual or repetitive activity such as item price changes, line item deletions and order cancellations by customer that could be a potential problem. Additionally, you can track user productivity for bonus or incentive purposes. If you need reporting for this type of activity, reports are available from the COP Reports menu.

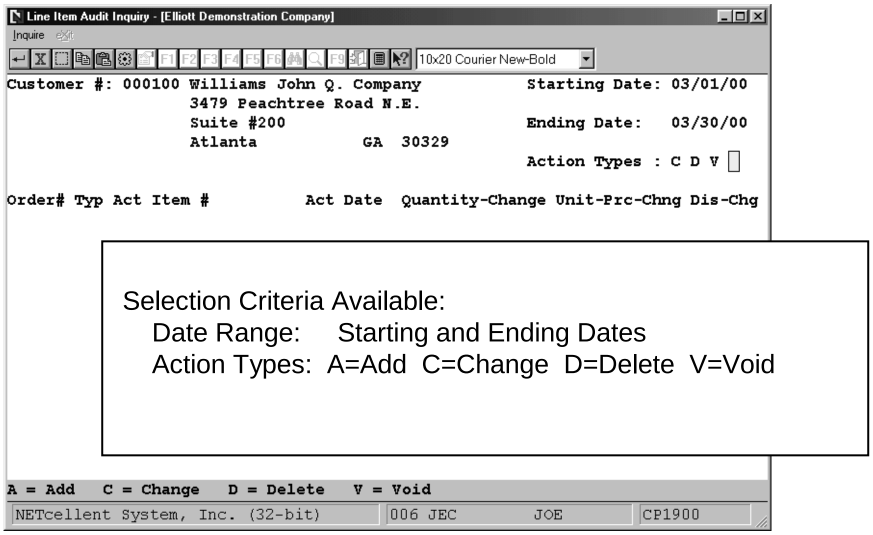
Run Instructions

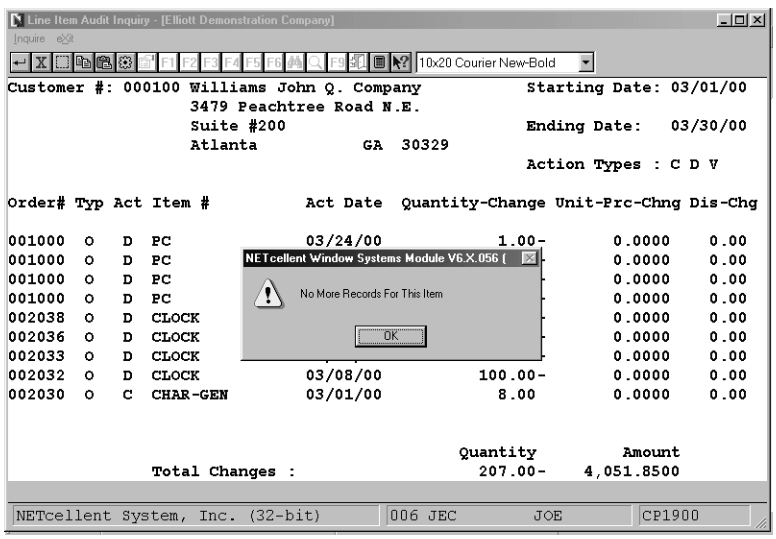
From the pull down **COP Inquiry** menu, select **Line Item Auditing Inquiry** and **Inquire**.

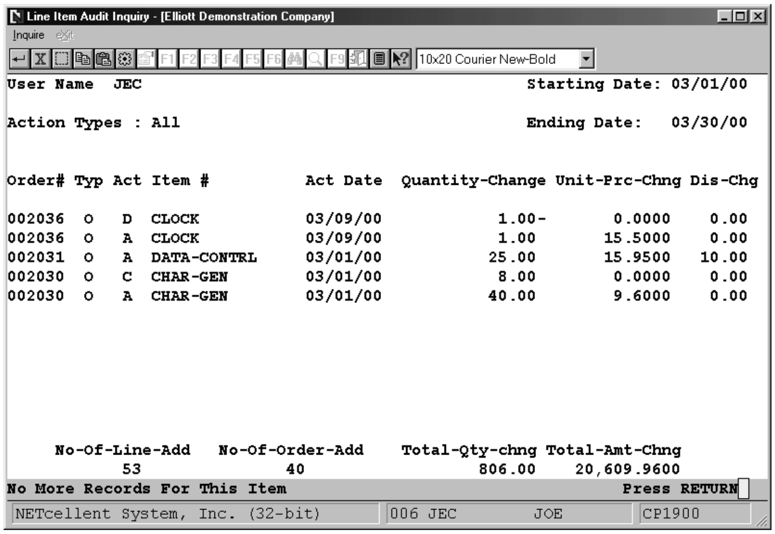
The following options are available from this screen:

1. Audit Inquiry By Item
2. Audit Inquiry By Customer
3. Audit Inquiry By Order
4. Audit Inquiry By Username

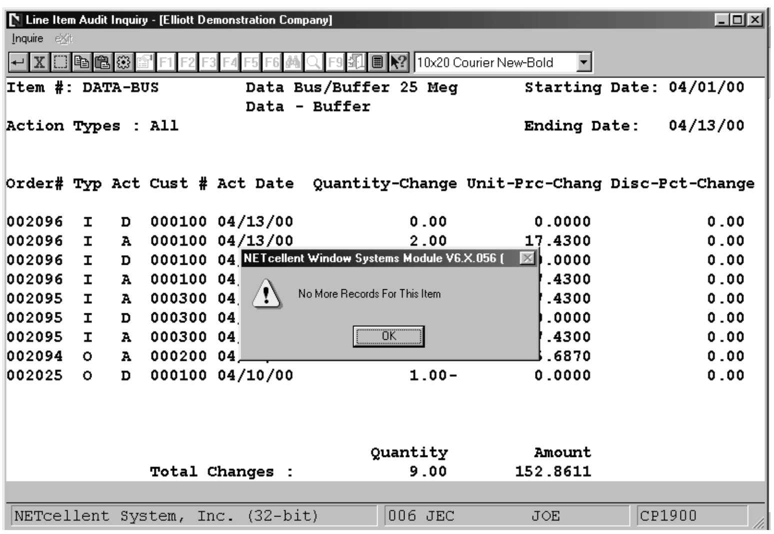
Audit Inquiry by Customer







Audit Inquiry By Username



Audit Inquiry By Item

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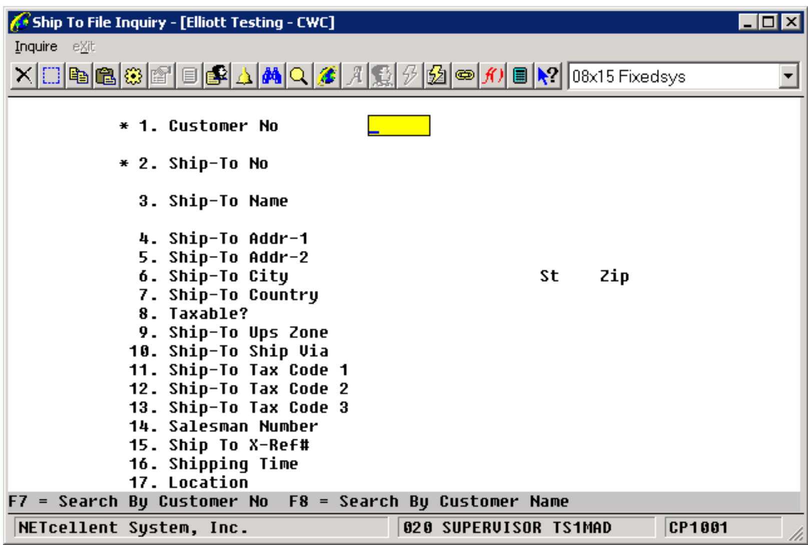
Ship To File Inquiry

Application Overview

The **Ship To File Inquiry** application enables you to examine the information and notes that were previously entered into **Ship To File Maintenance**. This is considered as a read only function for inquiry purposes only.

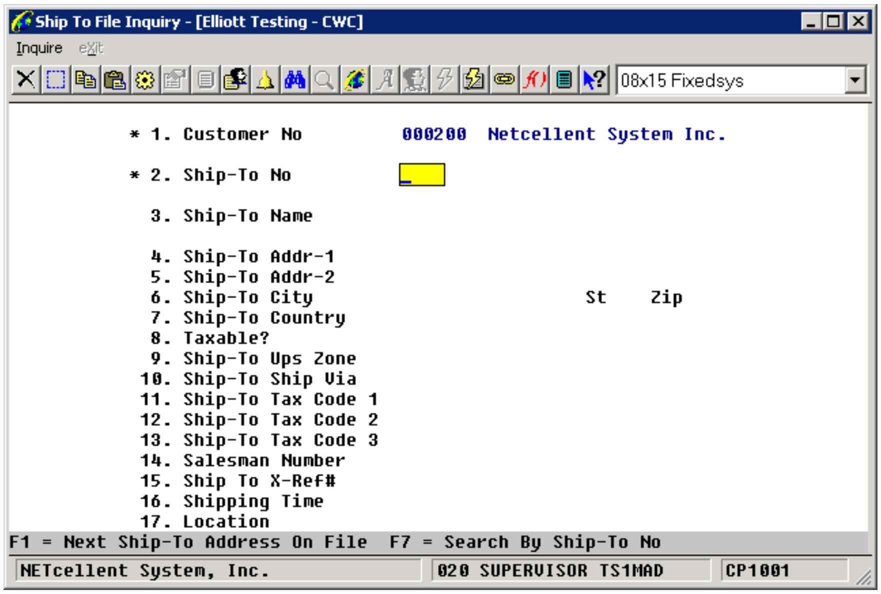
Run Instructions

Select **Ship To File** from the pull down **COP Inquiry** window. The following screen will then be displayed:



Ship To File Inquiry Entry Screen

Enter a valid customer number. You can press F7 to search by customer number or F8 to search by customer name.



Ship To File Inquiry w/Customer No supplied

Enter a valid Ship To Number for this customer. You can press F1 for the next Ship To on file or F7 to search by Ship To Number.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

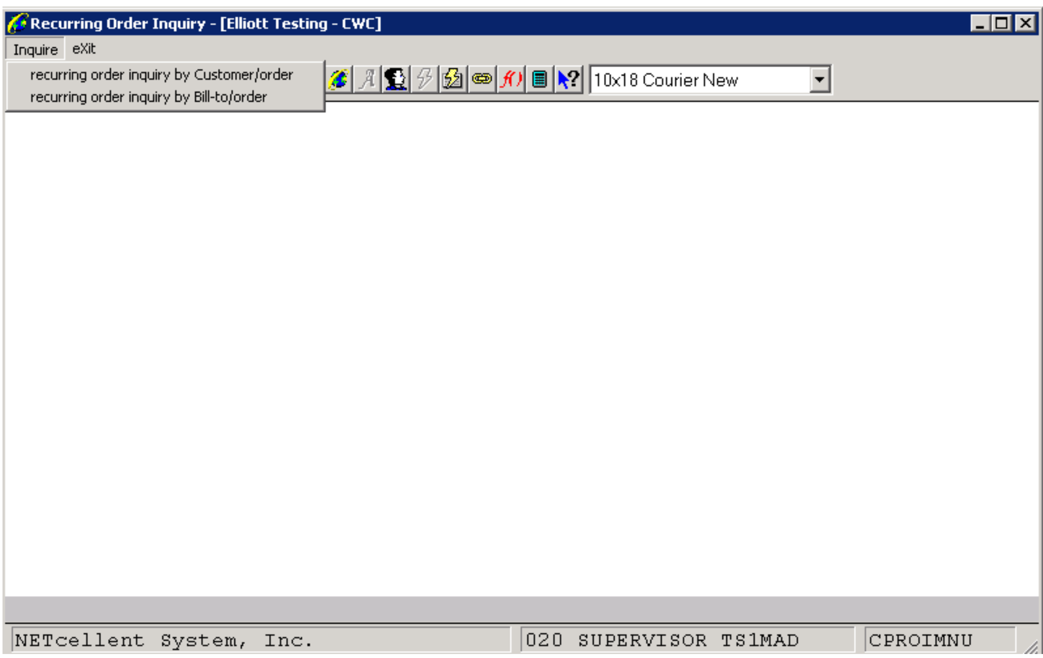
Recurring Order Inquiry

Application Overview

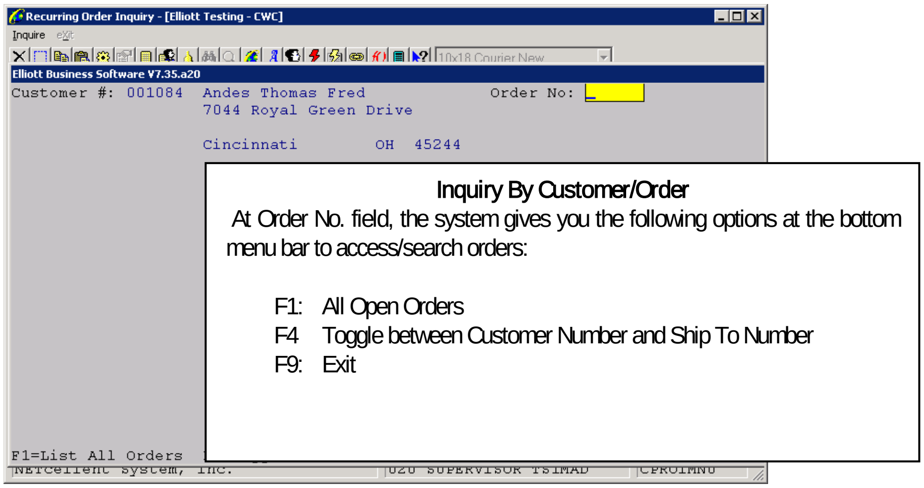
This function gives you fast and easy access to information about recurring orders. It is similar to Order Inquiry by Customer. It does not show the actual orders, but the recurring order templates that the orders are made from. It shows important information like the starting and ending dates of the recurring order and the interval that is to be used to generate the next order.

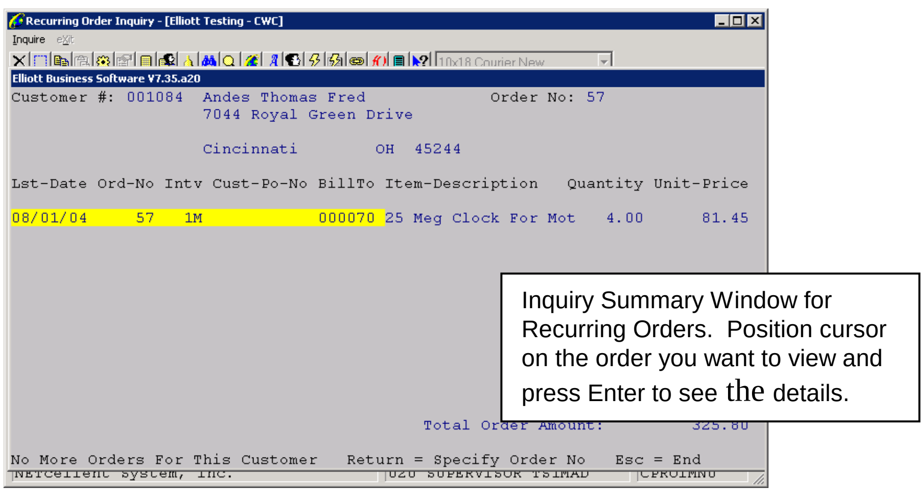
Run Instructions

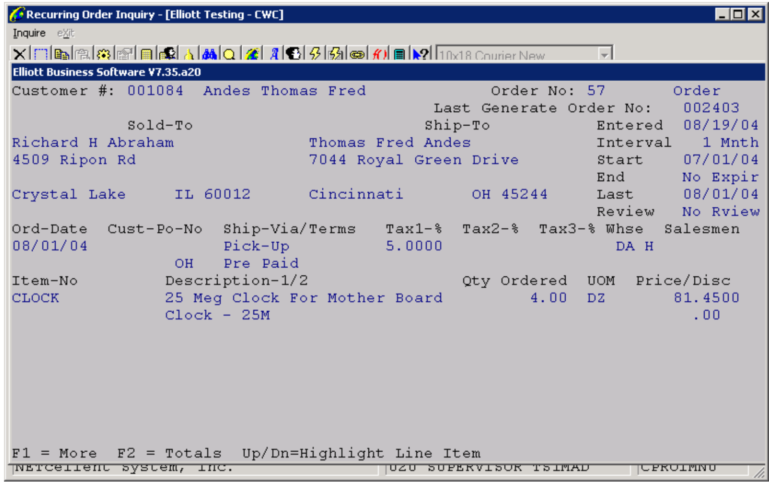
From the **COP Inquiry** Sub Menu select **Recurring Order Inquiry** and then **Inquire**. You can view recurring orders by customer or by ship to.



Recurring Order Inquiry Menu


Recurring Order Inquiry - [Elliott Testing - CWC]
Inquire eXit
Elliott Business Software V7.35.a20
Customer #: 001084 Andes Thomas Fred Order No:
7044 Royal Green Drive
Cincinnati OH 45244
F1=List All Orders
Inquiry By Customer/Order
At Order No. field, the system gives you the following options at the bottom menu bar to access/search orders:
F1: All Open Orders
F4 Toggle between Customer Number and Ship To Number
F9: Exit


Recurring Order Inquiry - [Elliott Testing - CWC]
Inquire eXit
Elliott Business Software V7.35.a20
Customer #: 001084 Andes Thomas Fred Order No: 57
7044 Royal Green Drive
Cincinnati OH 45244
Lst-Date Ord-No Intv Cust-Po-No BillTo Item-Description Quantity Unit-Price
08/01/04 57 1M 000070 25 Meg Clock For Mot 4.00 81.45
Total Order Amount: 325.80
No More Orders For This Customer Return = Specify Order No Esc = End
Inquiry Summary Window for Recurring Orders. Position cursor on the order you want to view and press Enter to see the details.



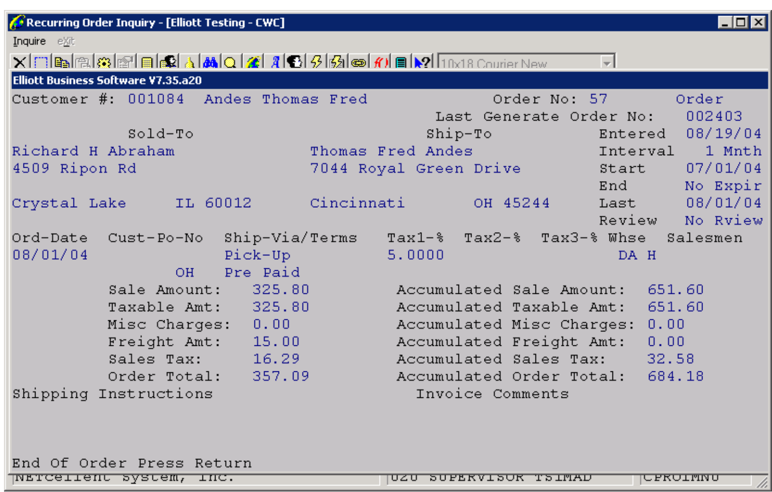
Inquiry By Customer/Order - Details

Bottom Menu Bar Options Available:

F1: See additional line items on order.

F2: See order totals, (Sale amount, misc. charges, freight, and sales tax).

F6: Displays any notes for this order and allows you to enter new notes.



The Totals screen shows the accumulated amounts for the recurring order.

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Processing

Order Entry

Application Overview

The Order Entry application allows the entry of customer orders. Orders, once entered, may be later modified, deleted, or printed out on the Order Edit List. Order acknowledgments may be printed to be mailed to the customer showing what was entered in response to the customer's purchase order. Blanket orders are also supported.

The user should be familiar with all the **options and features** available from the **Global Setup** chapters as they can enhance order processing and meet specific data entry and procedures required.

Order Types

There are five order types in this package. The first of these is simply called regular orders. Regular (O) type orders are the most 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 on it is picked, shipped, and billed are regular orders.

When there is no delay between ordering and shipping, as in the case of over-the-counter sales, you could use invoice (I) type 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 might consider using this order type also 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 memos can be entered as a separate order (C) 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.

Blanket (B) type orders are orders that merely record the customer's desire to receive a series of shipments at specified times in the future. The customer might order 10,000 widgets with the agreement that the widgets will be shipped at the rate of 1,000 a month for the next 10 months. In this case, you would enter a blanket order for the 10,000 widgets as 10 line items with 1,000 quantities each and increment the request date as necessary to cover the next 10 months. Prior to each shipment you would utilize the application that generates regular orders from blanket orders to create a regular order for each 1,000 widgets. Once the regular order has been created you can select the widgets for billing just as you would have had they been entered on a regular order.

Quotes can also be entered as a separate order (Q) type. If the customer decides to order all or part of the items that have been quoted, you can change the quote into an order. An order quote form can be printed for the customer through the Print Order Quote made on the Order Entry menu bar.

Adding Orders

Regular orders, blanket orders, and quotes are entered through two screens. In the case of invoices and credit memos a third screen is required. The first screen involves entering the order header information. This is the general information pertaining to the order such as the customer number, billing address, shipping address, shipping instructions, payment terms, sales tax percent, shipping warehouse, etc. This information is entered on a single screen at the time the order number is assigned. Once the order header has been entered the program advances to the next screen.

On the second screen of Order Entry, the items that the customer ordered are specified. The program allows the entry of the item number, quantity ordered, quantity to ship, unit price, discount percent, unit cost and request date. This order information for an item is referred to throughout this section of the manual as a line item since it is one line on the order and pertains to a particular item. All order types provide for the entry of line items, although for credit memos you would be entering the quantity credited rather than the quantity ordered and you would be specifying the quantity to return to inventory rather than the quantity to ship.

With the entry of a quote, inventory will not be affected until the quote has been changed to an order through change. Once the line items have been entered for regular orders and blanket orders, the program returns for entry of the header screen for the next order. For invoices and credit memos, however, more information is required.

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 here. When entering documents of either of these types, the program will advance to a third screen once all the line items have been entered. This screen accepts entry of such data as miscellaneous charges, freight charges, salesman commission amount and comments that print on the invoice. For invoice type orders, this screen also allows the entry of a cash receipt 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.

Printing The Edit List

Once a batch of orders has been entered the operator may find it useful to print an edit list of what was entered. The Order Edit List shows all of the information that was entered by the operator. If the customer exceeds his credit limit with an order, the edit list will print a warning message to alert the operator to this condition. It is further possible to specify that the edit list be printed only for those customers who are over their credit limit.

Printing Order Acknowledgments

An Order Acknowledgment is a report that summarizes for the customer what the customer ordered. It shows all pertinent information such as the billing and shipping addresses, shipping instructions, purchase order number, payment terms and discounts, as well as the quantity ordered and price of each item on the purchase order. The acknowledgment also prints the address and phone number of the person or department, which should be contacted in the event of any discrepancies.

Printing Order Quotes

Once the quotes have been entered for the customer, a listing of all line items quoted can be printed in letter form for the customer. This letter will include a correspondence address and can include the name of the person to whom the correspondence should be sent. It shows all pertinent information such as billing and shipping addresses, shipping instructions, order number, customer number, etc.

Profit Centers/Department (If applicable)

If your company uses profit center accounting (as specified in the Company File) the Customer Order Processing package allows revenue generated by orders to be tracked by distribution center or by product category. The method used is determined by your response to the Profit Center Usage question in COP Setup. If your answer to this question was P (Product Category Profit Centers) then your profit center orientation will be by product category and there will be Sales and COGS accounts associated with each line item on an order.

If your answer was O (Order Profit Center, department, if applicable) then your profit center for all line items on an order will be entered with the order header information. This subject is discussed in the section describing COP Setup and Prod Cat/Acct Maintenance as well as in the Run Instructions for Order Entry.

Multiple Salesmen For An Order

It is possible that more than one salesman may be eligible for a commission on an order. The Order Entry application allows up to three salesmen to share the commission.

The operator must enter the salesman number for each of the sales-people receiving a commission as well as each salesman's percent of the total commission amount. When the order is posted, part of the information that gets transferred to Accounts Receivable files is each salesman's commission due.

If there is only one salesman associated with the order, enter that salesman's number and specify the percent of commission as 100%. This 100% simply means it is not split with other sales people. If there are no sales people for the order, enter the default salesman's number and 100% of the commission, later when the commission amount is entered, specify a commission of zero.

Another way commissions can be set to zero is by setting up a salesman with a number of XXX who always get a commission of zero. Then to force a zero commission for an order, the operator would enter XXX as the order's salesman.

If the order has multiple sales people the system will automatically calculate the order commission percent using the following formula:

(Slm#1 Comm % x Slm#1 % of Comm / 100) +

(Slm#2 Comm % x Slm#2 % of Comm / 100) +

(Slm#3 Comm % x Slm#3 % of Comm / 100) =

Order Commission Percent

Using the above formula, let's assume the order sale amount is $1,000 and there are three sales people splitting the commission. Salesman #1 has a commission percent of 5% and will get 50% of the total commission, Salesman #2 has a commission percent of 2% and will get 30% of the total commission and Salesman #3 has a commission percent of 1% and will get 20% of the total commission.

The order commission percent will be calculated as follows:

$$\frac{5 \times 50}{100} + \frac{2 \times 30}{100} + \frac{1 \times 20}{100} = 3.30\%$$

The total commission amount for this order will be $33.00 ($1,000 x 3.30%). The commission amount earned by each salesman will be as follows:

Salesman #1	$16.50	($33.00 x 50%)
Salesman #2	$ 9.90	($33.00 x 30%)
Salesman #3	$ 6.60	($33.00 x 20%)
Total	$33.00	

Controlled And Non-Controlled Items

The subject of controlled and non-controlled items is discussed in the Inventory Management documentation. You may refer there for more detailed information on the subject. Basically, an item that is controlled is an item with a unit value great enough to warrant monitoring its availability. The chassis for a transistor radio would be controlled. A lock washer used in the radio's assembly probably would not be, since the expense of controlling the item exceeds the item's value. Order Entry will always meet the quantity required, but for non-controlled items the program simply assumes that there are always adequate stocks.

Stocked And Non-Stocked Items

As with controlled and non-controlled items, the subject of stocked and non-stocked items is discussed in detail in the Inventory Management documentation.

A stocked item is one, which is available in inventory in the form in which it will be delivered. If radios were a stocked item, radios would be stored in inventory and be available for shipment to customers. If radios were a non-stocked item, radio parts would be stored in inventory and would have to be assembled before the finished goods could be shipped to the customer.

All non-stocked items should have a bill of material or feature/option configuration on file in BOMP or a kit structure on file in I/M.

If a non-stocked item has serial/lot components, a record will be created in the COP Serial/Lot Transaction File for each component item. These components must be issued from Inventory Lot/Serial File by running the Issue Serial/Lot Components Items application from the Processing menu bar.

The picking ticket for a non-stocked item may consist of that item's bill of material. You may refer to the BOMP documentation for more information on the bill of material and feature/option configurations. Refer to the I/M documentation for more information on non-stocked items and kit structures.

Adding Customers During Order Entry

During the entry of orders it may happen that an order arrives from a customer who has not yet been assigned a customer number. You may add this customer to the Customer File without the inconvenience of exiting from Customer Order Processing. In order to do this you may assign an unused customer number to the customer during entry of the order. The program will inform you that the customer is not on file and ask if you wish to add it. If you answer Y, you will be allowed to add a new customer record by using the F1 key.

Item Pricing

For stocked items, the program will automatically calculate the price and display it as a default in the Unit Price field. This price is based on the appropriate price code or, in the case of sale pricing, the sale price specified in the Inventory Item record. Refer to the Item File Maintenance section of the Inventory Management manual and the Price Code File Maintenance section of this manual for more information on sale pricing and price codes.

If the Bill Of Material Processor package is being used, the Order Entry application supports the ordering of feature items. The price of a feature item is calculated when the user selects options for the features (components) that make up the item. These selections are made via windows that pop-up when the cursor is placed on the Unit Price field. To change the unit price for a feature item, the user must change the component price(s) using the feature selection window.

Options for feature items may be individually selected for special pricing by setting the S (special pricing) flag in BOMP's Feature/Option Configuration File Maintenance application to Y. For more information on feature items, refer to the Feature/Option Configuration File Maintenance section of the BOMP manual.

COP also supports kit items from the Inventory Maintenance package. Like feature items, prices for kit items are calculated via a pop-up window. The main difference is that the exact structure of a kit is predetermined in the I/M Kit File Maintenance application. Kit components may not be added during Order Entry. Additional items may be ordered by adding another line item to the order. The price of a kit item is determined by the Rollup Price? flag set in the Item File Maintenance application. For more information on kits and the Rollup Price? flag, refer to the Kit File Maintenance section of the I/M manual.

Once the unit price has been entered (or the default value accepted) the program 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 user may choose to enter a discounted unit price instead of a percent. In this case the discount percent is calculated automatically.

The extended price of the line item then is the unit price multiplied by the quantity to ship, then adjusted by the discount percent.

Modifying COP Orders Copied Into BOMP

Orders containing feature items may be copied into the BOMP package for production. These orders may be changed or deleted exactly like any other COP order as long as production has not started in BOMP. If the production work order has been printed or if any production has been reported in BOMP, the order may no longer be modified or deleted through COP.

For information on copying COP orders see the Copy COP Orders Into BOMP section of the BOMP manual. For information on feature items and changing or deleting orders during production, see the Package Overview section of the BOMP manual.

Order Request Date

The customer's order will indicate the desired receipt date for the merchandise. The receipt date may be specific; it may be within a range of dates (after May 1 but before May 15); it may be up to a certain date (before May 10), or it may be immediate. 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 you enter an order in Customer Order Processing you will enter a shipping date. This date serves as the default for the request date. The date that the system uses to monitor when shipments should be made is the request date.

The request date is entered for each item on the order. When you print picking tickets you will enter a request date cut-off as well as a range of order numbers. The program will print a picking ticket for each order within the order number range that has at least one line item for which the request date falls on or before the request date cut-off. All line items on the order that meet that requirement will be printed. Since the printing of a picking ticket initiates the shipping and billing procedure it is evident that the request date that is entered for a line item must be such that the merchandise will arrive by the customer's desired receipt date.

If you find that for a particular order or item it will be necessary to postpone shipment beyond the request date and a new date is negotiated, you may enter a promise date for each affected line item. Once entered, this date will become the date that the picking tickets program compares to the request date cut-off when determining which line items to include in this shipment. The request date will remain on file but will serve as a reference date only.

Payment With The Order

Order Entry allows you to process a cash receipt during the entry of an order for I (Invoice) type or during Select For Billing in the Order Billing application for O (Order) type orders. This feature allows you to process order deposits and cash-with-order sales as well as over-the-counter sales. The only restriction is that the order type be I (Invoice), or O (Order) in the Order Billing application.

You enter the order as you normally would. On the third screen you will be asked to enter the payment amount. If the amount is not zero you will also be asked to enter the discount amount, check number, and cash account number. When the invoice is posted, 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.

Serial Transactions

If the Serialized/Lot Items flag is S in I/M Setup and the serialized item flag for this item is yes, then serialized item order entry is allowed.

Serial numbers for items sold do not have to be in stock. This flexibility allows serial numbers for items to be assigned during order entry or during order billing. Serial numbers will only be requested for Invoice type orders or Credit Memos during order entry. Serial numbers for regular orders will be requested when selecting orders in the Order Billing application.

Lot Transactions

If the Serialized/Lot Items flag is L in I/M Setup and the lot item flag for this item in the Inventory Item File is yes, then lot number entry is allowed.

Lot numbers for items sold must be in stock. Lot numbers not on file for the item cannot be assigned during order entry or during order billing. Lot Numbers must be entered in inventory by using the Inventory Management or Purchase Order and Receiving package.

Lot numbers will only be requested for Invoice type orders or Credit Memos during order entry. Lot numbers for regular orders will be requested when selecting orders in the Order Billing application.

Transfer Sales Order

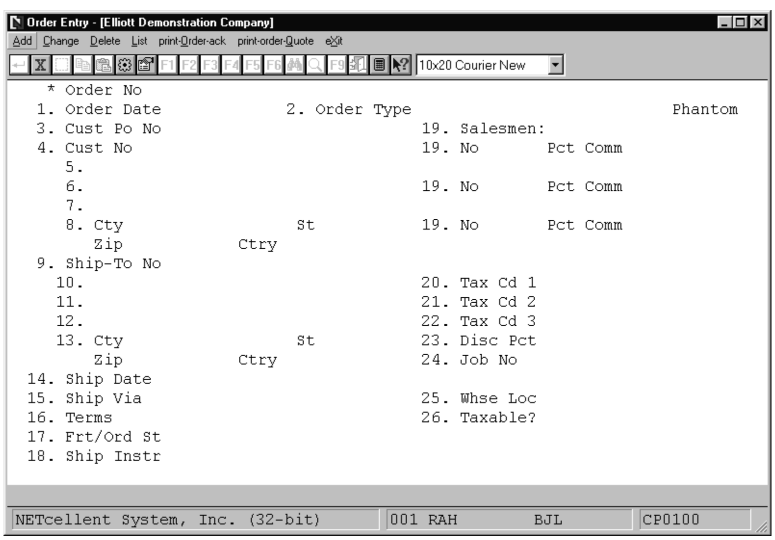
A flag has been added to customer file maintenance, Transfer Customer. If this flag is set to “Y,” the system will allow input to the “Transfer To-Loc” and “Transit Days” fields in the customer file. The idea is to set up your remote warehouse location as a customer record. Instead of using “I/M Inventory Transaction” or “I/M Inventory Transfer” to transfer the inventory, you can use COP Sales Order to transfer inventory. Many organizations may wish to make the transfer process just like the regular COP shipping process, due to their shipping operations being tied to Picking Ticket, Shipping Verification, Starship, Packing Slip and Bill of Lading.

When you enter a sales order for the transfer customer, the sales amount will be forced to zero (since this is an internal transfer). Even though the invoice posting will not update sales and cost of goods sold, you may optionally enter freight or a miscellaneous charge if cross division profit center billing is applicable.

The proper invoice, as well as other historical databases, will be updated so you can track the details of what has been sent to a location. Since most of the invoice history reports are used for sales analysis, they will exclude transfer orders. Certain invoice history reports have options to include transfer orders or print transfer orders only.

Run Instructions

Select Order Entry from the pull down COP Processing window. The following screen will then be displayed:



Order Entry Processing Entry Screen

The following options are available:

* Select the desired mode from the Order Entry menu bar.
* Enter the data requested on the screen.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Order Header Entry (See Order Header Screen in Global Setup for additional options/features)

Name	Type and Description
* Order No	6 numeric digits. The manual entry of an order number will not affect the automatic assignment of numbers. Only automatic order number assignment through the F1 key will cause it to be incremented. In add mode, press the F1 key for automatic assignment of the next order number. The program will only allow order numbers which are not already on file. In change or delete mode, the F1 key can be used to display the next order on file.
1. Order Date	A date in the standard date format. This is the date the order was made. If any item on the order has a special sale price for a certain time period (in the Inventory Item File), this is the date that will be used to determine whether the order qualifies for the special price. Defaults to today's date.
2. Order Type	1 alphanumeric character. O = regular order I = invoice C = credit memo B = blanket order Q = quote A submenu will display to remind you of the options. The entry defaults to O (regular order) on the first order entered and thereafter defaults to the last type entered. A regular order allows the entry of header information and line items. The order and each of its line items are kept on file until all of the items are billed, invoiced and posted.
Order Type (continued)	Partial billing (resulting from incomplete shipments) is allowed and the original order number is retained until all items have been billed, invoiced, and posted. An invoice is similar to a regular order in that header information and line items are entered. A third screen, upon which billing information is entered, is also required. I type orders will be invoiced the next time invoices are printed without any additional steps necessary. This is known as the one-step billing procedure, as discussed in the Application Overview. Invoice type orders can be used to accommodate point-of-sale transactions or to streamline the Order Entry/ Billing process. A credit memo, like an invoice, requires data to be entered on all three screens. However, the entries made will credit, rather than charge, the customer's account. A blanket order records the customer's shipping requirements for specific items over a period of time with none of the items scheduled for immediate shipment. Each item that is ordered must have a separate line item entered for each requested shipment.

	For instance, if the customer orders 100 computers to be shipped at the rate of 10 per month for 10 months, 10 separate line items would need to be entered as each would have a different request date. Later, the blanket order will be activated from the Activate Blanket Orders application and a regular order will be generated for all blanket order line items whose request dates fall on or before the activation date. The requirements for blanket order activation will be discussed in more detail later in the manual. A quote order allows you to enter line items for a customer as a quote only. This may be changed to an order through change, but as a quote, inventory will not be affected. This field defaults to the last entry made.
RMA Status	When entering a Credit Memo, an RMA Status field will be displayed with foure options: W = Waiting For Returns P = RMA Printed R = Received Returns Space = Not An RMA - just a regular credit memo For detailed usage instructions, see Print RMA Acknowledgements in the Reports Section of this manual.
Apply To	6 numeric digits (999999). For credit memos, enter the number of the invoice to which the credit applies. This field does not display for other order types.
Apply To (continued)	If the customer is a balance forward type customer, this field will not be transferred to the A/R Open Item File; it is just for documentation within COP.
3. Cust Po No	10 alphanumeric characters. Enter the customer's purchase order number. This field serves a documentary purpose and is useful to have when corresponding with customers.
4. Cust No	6 alphanumeric characters. Enter the customer number. The number entered would commonly be that of a customer on file in the Customer File. The program, however, does allow new customers to be added during the entry of orders. If an invalid number is entered the screen will display: Customer Not On File - Do You Wish To Add It? If you answer Y, the customer search window will appear. Press the F1 key to add a new customer. If the number for a miscellaneous customer is entered, the program will allow you to type in the customer's name and address. Miscellaneous customer numbers are any which begin with an asterisk. Using a miscellaneous customer enables you to enter a one-time order for a temporary customer without going to the trouble to set the customer up in the Customer File. Press the F7 key for customer search by number or press the F8 key for customer search by name.

	If the customer number is a valid customer number, a window will be displayed. This window will contain the customer's credit limit, account balance, and the customer's comments. The customer comments will not be displayed if both comment lines were blank on the customer's record in the Customer file.
5 - 7. Customer Name and Address	30 alphanumeric characters for each of the four fields. These fields usually display the name and street address of the entered customer number from the customer file. If a miscellaneous customer number was entered above, enter the customer's name and address.
8. Cty, St, Zip, Ctry	(Cty) 15 alphabetic characters. (St) 2 alphabetic characters. (Zip) 10 numeric characters. (Ctry) 10 alphabetic characters. This line usually displays the city, state, zip code, and country of the customer entered on line 4. When using a miscellaneous customer, enter the city, state, and zip code here. You may press the F2 key to toggle between Free Form Address line or a specified City, State, and Zip code format. Most overseas addresses will not fit into the regular format and will require the use of the free form format.
9. Ship-To No	4 alphanumeric characters. Enter the Ship-To code that carries the shipping address requested by the customer. There are three options available if you do not know the number of the correct Ship-To code or if Ship-To codes have not been set up for the customer.
10 - 12. Ship-To Name and Address	30 alphanumeric characters for each of the four fields. These fields store the customer's name and shipping address. They may be entered manually, although they are more commonly displayed automatically when one of the options described above is used. If entered, there are no requirements regarding what may and may not be typed in. Any alphanumeric entry is acceptable.
13. Cty, St, Zip, Ctry	(Cty) 15 alphabetic characters. (St) 2 alphabetic characters. (Zip) 10 numeric characters. (Ctry) 10 alphabetic characters. You have the option to change this address line to a Free Form format by pressing the F2 key.
14. Ship Date	A date in the standard date format. The entry is in MMDDYY format. This is the date that the order is to be shipped. It defaults to A.S.A.P. (as soon as possible). In fact, this field mainly serves a documentary purpose because the application which prints picking
Ship Date (continued)	tickets looks at the request dates entered for each individual line item to determine whether or not to print the order and not at the ship date on the order itself. The default for the request date on the individual line items, however, is the ship date entered here, so if the order does not need to be shipped until some specific time in the future, the date should be entered here to speed entry of line items and to document this fact. If a valid customer record is found you have the option to default remaining fields by pressing the F1 key. However, if COP Setup is set to Profit Center Usage = 0, you

	will be requested to enter field number 27 Pft Ctr.
15. Ship Via	2 alphanumeric characters. Enter the Ship-Via code for the means of transportation that is to be employed when shipping the ordered merchandise. The code entered must be a valid Ship-Via code. The entry defaults to the code specified in the Customer record. Once the code is entered, the code's description displays beside the entry. The shipping method is printed on the picking ticket for the shipping department. In add and change mode, press the F7 key to search for ship via codes.
16. Terms	2 alphanumeric characters. Enter the terms code for this order. The entry defaults to the code on file for the customer. Once entered, a description for the code displays beside the entry. The program requires the entry of a valid Terms code. The information in the Terms Code record is used to determine whether the customer is eligible for any payment discount at cash entry time in Accounts Receivable. In add and change mode, press the F7 key to search for terms codes.
17. Frt/Ord St	1 alphanumeric character. Enter the Freight Payment code, Order Status code relevant to this order.
Frt/Ord St (continued)	C = Collect P = Prepaid H = Hold A sub-menu will display to remind you of the valid options. If the Freight Payment Code is collect, the system will not expect entry of freight charges, although it is still allowed. If Order Status code is H, picking tickets and invoices will not be printed for this order. Also, you will not be able to select the order if Order Type is (O)rder.
18. Ship Instr	2 fields of 40 alphanumeric characters. Enter here any shipping instructions the customer requested on the purchase order or instructions that are standard for the customer. These instructions will print on the order acknowledgment and on the picking ticket.
19. Salesmen No	3 alphanumeric characters. Three sales people may be specified to share the commission on the sale. The salesmen numbers entered must be that of valid salesmen. When a valid salesman is entered, the salesman's name displays on the line below the entry. A dummy salesman number, XXX, should be set up in the Salesman File in case no commission is to be paid on a specific order. Then , if no commission is to be paid, the operator could simply X out the first Salesman field. In add and change mode, press the F7 key to search for salesman number.
Pct Comm	5 numeric digits with 2 decimal positions (999.99). For each salesman who is to share the commission you must specify what percent of

	the total commission each gets. This percent of commission may not exceed 100.00. The sum of the three percents must equal 100.00. The entry defaults to the percent of commission that remains and will therefore default to 100.00 for the first salesman. The actual amount of the commission is determined at billing time on the billing information screen.
20. Tax Cd 1	3 alphanumeric characters. Enter the tax code that designates how this transaction is to be taxed. If the tax code entered is not on file, an error message will be displayed, and you will be prompted to enter another tax code. You will not be prompted to enter a tax code here. If no ship to number was entered, the program will use the default tax code 1 from the Customer's record in the Customer record. If you wish to change the tax code, select this field at the Field Number ? prompt. In add and change mode, press the F7 key to search for tax codes.
Tax Pct	6 numeric digits with 4 decimal positions (99.9999). You will not be prompted to enter a tax code percent here. The program will use the tax percentage associated with tax code 1.You must select tax code 1 from Field Number ? if you wish to change the tax percentage. Press RETURN for the tax code and then enter the appropriate tax percentage. On the third screen (for invoices and credit memos) where billing information is required you will be asked to enter sales tax amount. The program calculates the default sales tax amount (based upon the tax percent entered here and the value of taxable items on the order). You may accept the default value at that time or override it as you see fit.
21. Tax Cd 2	3 alphanumeric characters. Enter the tax code that designates how this transaction is to be taxed. If the tax code entered is not on file, an error message will be displayed, and you will be prompted to enter another tax code. You will not be prompted to enter a tax code here. If no ship to number was entered, the program will use the default tax code 2 from the customer's record in the Customer File. You must select this item when asked Field Number ? if you wish to change the tax code. If no default is defined for tax code 2, then neither the tax code or the tax percentage will be displayed. In add and change mode, press the F7 key to search for tax codes.
Tax Pct	6 numeric digits with 4 decimal positions (99.9999). You will not be prompted to enter a tax code percent here. The program will use the tax percentage associated with tax code 2. You must select tax code 2 from Field Number ? if you wish to change the tax percentage. Press RETURN for the tax code and then enter the appropriate tax percentage. On the third screen (for invoices and credit memos) where billing information is required you will be asked to enter the sales tax amount. The program calculates the default sales tax amount (based upon the tax percent entered here and the value of

	taxable items on the order). You may accept the default value at that time or override it as you see fit.
22. Tax Cd 3	3 alphanumeric characters. Enter the tax code that designates how this transaction is to be taxed. If the tax code entered is not on file, an error message will be displayed, and you will be prompted to enter another tax code. You will not be prompted to enter a tax code here. If no ship to number was entered, the program will use the default tax code 3 from the customers' record in the Customer File. You must select this item when asked Field Number ? if you wish to change the tax code. If no default is defined for tax code 3, then neither the tax code or the tax percentage will be displayed. In add and change mode, press the F7 key to search for tax codes.
Tax Pct	6 numeric digits with 4 decimal positions (99.9999). You will not be prompted to enter a tax code percent here. The program will use the tax percentage associated with tax code 3. You must select tax code 3 from Field Number ? if you wish to change the tax percentage. Press RETURN for the tax code and then enter the appropriate tax percentage. On the third screen (for invoices and credit memos) where billing information is required you will be asked to enter the sales tax amount. The program calculates the default sales tax amount (based upon the tax percent entered here and the value of taxable items on the order). You may accept the default value at that time or override it as you see fit.
23. Disc Pct	5 numeric digits with 2 decimal positions (999.99). This is the line item discount percent that can be taken in addition to any discounts inherent in the line item's unit price. It can be thought of as a trade discount. The entry will default to the discount specified in the Customer record. During entry of line items this discount percent will display as the default discount percent for the line item, to be accepted or overridden.
24. Job No	6 alphanumeric characters. This field is used to update the Job History File when posting invoices. It will be used to record billings against a job on the Job Analysis Report in Accounts Receivable. In add and change mode, press the F7 key to search for job numbers.
25. Whse Loc	2 alphanumeric characters. Enter the location code for the warehouse from which the merchandise on the order is to be shipped. The entry must be for that of a valid location. The location's description will display beside the entry. During entry of line items, this is the location which the program will check to determine if there are adequate stocks of the item or not. This field defaults to the default location in the Customer File. In add and change mode, press the F7 key to search for warehouse locations.
26. Taxable?	Y or N.

	Enter whether the order is taxable or not. If the customer is taxable, this field defaults to Y. If the customer is non-taxable, this field defaults to N.
27. Pft Ctr	Standard Profit Center/Department Account Number Format. This field only displays if the Company File specifies that there are profit centers/departments used throughout the system (profit center/department is not zero) and if the COP Setup specifies that profit centers/departments are order-oriented rather than product category-oriented. If entered, all General Ledger sales and COGS transactions generated by this order will have this profit center/department. This field defaults to the number entered on the previous order.

Line Item Entry (See Line Item Screen in Global Setup for additional options/features)

Name	Type and Description
1. Item No	15 alphanumeric characters. Enter the item number of the item that was ordered. If a specific number is entered, it must be that of a valid item on file in the Inventory Item File. In add mode you may press F1 to display the next item on file in the Inventory Item File in item number order. This feature is useful if the Item File is structured in such a way that product options for an item follow the item record itself. The operator can press the return key to quickly scan through the available options and select those that the customer desires. In change mode you may press F1 to bring up the next line item on file for the order. You may use this feature to scan through the line items, search for those that require change or simply review what was entered. You may press F2 to enter a comment in the body of the invoice. After you press F2 you will be allowed to type comments into the area in which the item's description would normally appear. There are two lines of 30 characters each available for such comments on each line item. All comments entered before a valid line item can be printed on picking tickets. If the comments are entered after a valid line item and the line item is not selected to print on picking tickets, the comments will not print on picking tickets. If a quantity is backordered for a line item and comments are
Item No (continued)	associated with the backordered line item, the comments will remain on file after posting orders to Accounts Receivable. A common use for this feature is to explain substitutions and back orders on the previous or following line. You may press the F6 key to display all line items that have been entered thus far for this order. You may then highlight one of the line items by using the up/down arrow keys.

	While on the F6 Display Order screen, you have several options. Press RETURN to display the highlighted line item. Press the F3 key to insert a line item or comment before the highlighted line item. Press the F7 key to search sequentially for the line items on the order. This can be especially useful on orders with large numbers of line items. From the line Item Entry screen, press the F7 key to bring up the item searches window. This window allows the user to search by item number or item description. It also allows searches for feature or kit items. This application will allow you to enter more than one line item with the same item number. This is to cover the possibility that the customer is getting some of the item at one price and others at another price. In change mode, if a specific item number is entered which was not entered previously, the application will ask if you wish to add the item. If there are already items on file with the same item number, it will first bring each one up, one at a time, and ask if they are the right line item. If you answer Y to any of these, you will be allowed to enter changes; if you answer N to all of them, the system will ask if you wish to add the item.
Print Components On Invoice Acknowledgements / Quote ?	Y or N. This window will only display if the line item entered is a kit or feature item. Enter Y to print the components of the item on the invoice. Enter N to only print the parent item. Defaults to N.
Item Description	Two fields of 30 characters each. Normally this field is displayed once the item number has been entered. If a miscellaneous item number (any number beginning with an asterisk) is entered, you may type in the item's description.
Unit of Measure	2 alphanumeric characters. If the stocking unit of measure is the same as the selling unit of measure, this selection will not prompt an entry here. The selling unit of measure will be displayed. If the stocking unit of measure for this item is not the same as the selling unit of measure for this item, then the program will prompt you to select the correct unit of measure to use. If the selling unit of measure is selected, the program will use the sell to stock ratio to calculate the correct quantities to be adjusted in the Inventory Item File for this item. Press F1 to use the selling unit of measure or press F2 to use the stocking unit of measure.
2. Qty Ordered	A standard quantity format. For regular orders, blanket orders, and invoices, enter the quantity ordered. For credit memos, enter the number of items for which the customer is receiving credit. You may enter a negative quantity ordered on a regular order or invoice to indicate credit for a specific line item. In change mode, changing a line item's quantity ordered to zero will give you the following options: Delete the line item Cancel the line item Close the line item Delete usually means you made a data entry error and the line item should be

	deleted. Cancel means the customer changed their mind and they no longer want this line item. In that case, Elliott keeps the line item for audit analysis and marks it as "Canceled." Close means you are not able to deliver this item. Elliott keeps this line item for audit analysis and marks it as "Closed." By retaining the "Canceled" and "Closed" line items, future analysis can be done for these items. Users can also "Short Ship" a line item, even if the line item is backorderable. For example, if a customer ordered 10 each of Item A and we decide we can only ship them 7, normally the Qty Backorder becomes 3. Upon shipping the 7 and posting the invoice, the 3 become the balance of the order. In some situations, we may decide not to keep the 3 as backordered (i.e. to make 3 out of stock). If the item is set to "not backorderable," then this will happen automatically. Items that are backorderable, the user may optionally press the F3 key at the unit price field to make the 3 as Out of Stock instead of Backordered. Upon the posting of this line item, it will be closed out automatically. The user may not want to enter the Quantity Ordered as 7 because (1) The correct quantity ordered should be entered for documentation purpose; (2) The stock situation may change and you may be able to fill the full order quantity before the shipping date. You can also mass close out an item by changing the item status code from "Active" to "Obsolete." The system can prompt the user to close out all of the outstanding COP line items. For regular orders only, if the entered item is serialized and the quantity ordered is greater than 1, the system will ask the question Create Multiple Line Items For Serialized Item?. If you answer yes to this question, the system will create multiple line items on the order with a quantity ordered of 1 for each line item. This allows you to enter a multiple quantity ordered for a serialized item and later during billing assign each line item an individual serial number. Press the F2 key if you want to change the item description for this line item only. If the item is stocked and controlled, the quantity available at the order location will be displayed at the top of the screen. This is the quantity on hand minus the quantity already allocated. Press the F7 key if you wish to view the price level break information for this item according to the Price Code File.
3. Qty To Ship	A standard quantity format. For regular orders, blanket orders, and invoices, enter the quantity to ship. The available quantity and backorderable status of the item will display on the bottom line of the screen. If the available quantity is less than the quantity ordered you may ship what is available or specify the entire amount ordered to be shipped even though current stocks are not adequate as long as you are not using LIFO or FIFO costing. If the quantity to ship is less than quantity ordered, the difference will be backordered if the item is backorderable and be declared out of stock if the item is not backorderable. If the quantity to ship is greater than the quantity available, a warning will display, and a beep will be heard. Other than giving the warning, this application does nothing to prevent entering quantities to ship greater than quantities available, as long as you are not using LIFO or FIFO costing. For credit memos, enter the quantity to return to inventory. This may be equal to or less than the quantity credited. A customer may get credit for returned merchandise

	where only part of the merchandise is suitable for return to stocks. When a negative quantity ordered is entered for regular orders and invoices, you will be expected to enter the quantity to return to inventory. This is accomplished by entering a negative quantity to ship. If the quantity to ship is greater than the quantity available and this item has a valid substitute item number, the system will ask the question Do You Wish To Use Substitute Item?. If you answer yes to this question, the substitute item number will automatically be displayed and you will be asked to re-enter quantity ordered. For Order Quotes, this field will be skipped.
4. Unit Price	10 numeric digits with 4 decimal positions and an optional minus sign (999,999.9999-). The program will automatically calculate the default item price based upon the pertinent price code and any current sales, then display it. You may accept the default value or manually override it. If the item is a feature or kit item, the unit price will be calculated differently. Refer to the tables below for more details.
5. Discount Pct	5 numeric digits with 2 decimal positions (999.99). The discount percent entered on the first screen will display as the default. You may accept it or override it by manually entering a new value. If entered, the discount percent may not exceed 100.00. Press the F3 key to enter a discounted unit price for the item. You may then enter the unit price at which you wish to sell the item. The application automatically calculates and displays the discount percent. To accept the calculated percent, press RETURN.
6. Unit Cost	10 numeric digits with 4 decimal positions and an optional minus sign (999,999.9999-). For stocked items, the unit cost defaults to the appropriate cost figure (average last, or standard) in the Inventory Item record. If you are using LIFO or FIFO costing method or if the Cost To Use When Posting flag in the COP Setup is set to Actual Cost, the item unit cost will be calculated when the invoice is posted. If you wish to change the default value, you can only do so by using Field Number?. For kit items, this field may only be changed by adjusting the quantity per assembly for the components. Also, this field will not be displayed if COP Setup field #12, (Display Item Cost At Line Entry Time) is set to N.
7. Request Date	A date in the standard date format. Enter the date in MMDDYY format. The entry defaults to the system date if the ship date on the order is A.S.A.P.; otherwise, it defaults to the ship date on the order. For regular orders and invoices this date is used to trigger the printing of picking tickets. For blanket orders, it is used to trigger the activation of line items. In both

	Print Picking Tickets and Activate Blanket Orders you will be requested to enter a cut-off date for processing. The programs will compare this cut-off date to the request dates of individual line items when determining whether to process the line item.
8. Promise Date	A date in the standard date format. In the event that the original date promised (request date) must be renegotiated, the new date will be entered here with the original request date remaining on file. After a promise date has been entered it is this date that is used for comparison during the printing of picking tickets and the activation of blanket orders.

If the line item is a feature item, the following fields will appear. Feature items may be used only if the Bill Of Material Processor package is installed. See the Feature/Option Configuration File Maintenance section in the BOMP documentation for more information.

Name	Type and Description
4. Unit Price	10 numeric digits with 4 decimal positions and an optional minus sign (999,999.9999-). If the line item is a feature item, the unit price is calculated on a Feature Selection window. Features may be selected from options defined in the BOMP Feature/ Option Configuration File Maintenance application.
Ftr	3 numeric digits.
Ftr (continued)	Select the desired feature code. This number must already exist in the Feature/Option Configuration File Maintenance application. Press the F7 key to search for product features. Press RETURN to select the default or next feature number. The feature number, its description and whether the feature number is required or optional is displayed at the bottom of the window.
Opt	3 numeric digits. Automatically displayed. A window will display the available options that have been defined for this particular feature code. The option item number, description, quantity per, unit price, and the availability of this option at this location will be displayed. Use the arrow keys, page up or page down to highlight a desired option. Press RETURN to select an option. If the feature is required for the feature item, an option must be selected. If there is only one option under a required feature, it will be automatically selected. If the feature is optional, option number 000 (Non-Selection Of Optional Feature) may be selected. Once the options have been selected, the user may press the F7 key to redisplay the options window.
Option Item No	The inventory item number will automatically display.
Item Description	The item description will automatically display.
Qty/Per	10 numeric digits with 6 decimal places and an optional minus sign (9,999.999999-). The quantity per for the selected option will automatically display. This is the quantity of this option that will be used to assemble one of the feature items as defined in BOMP's Feature/Option Configuration File Maintenance application.

	This field may only be changed if the Chg ? flag for this option is set to Y in that application. For example, if a personal computer system was usually equipped with one 5 1/4" floppy disk drive, this field would contain a one. If a customer ordered a system with two 5 1/4" drives, and the Chg ? field for this option is set to Y in BOMP, the user could change the quantity per to two.
Unit Price	The unit price for each option selected will automatically display. A unit price total is displayed at the bottom of the window. The unit cost will total to the left of the unit price if field #12 Display Item cost At Line Entry Time ? in COP Setup is set to Y. If set to N, this total will not display.

If the line item is a kit item, the following fields will appear. For more information on kit items, see the Kit File Maintenance section of the I/M manual.

Name	Type and Description
4. Unit Price	10 numeric digits with 4 decimal positions and an optional minus sign (999,999.9999-). If the line item is a kit item, its components will be displayed on a window. These components were defined in the I/M Kit File Maintenance application. The window displays the component item number, description, quantity per kit, and unit price for each. The total kit price is displayed at the bottom. The kit cost is displayed if the Display Item Cost At Line Item Entry Time? flag in COP Setup is set to Y. To make changes to the kit configuration, the user may adjust the unit price for each component. New components may not be added during Order Entry. To order additional items another line item may be added to the order.

The following entries will be requested after the item number is entered if the item has lot numbers and the order is an Invoice type order or a Credit Memo:

Name	Type and Description
Lot No	15 alphanumeric characters. This is the lot number of the item being sold and/or returned-to-stock. A valid lot already on file must be entered. Press the F7 key to search for lot numbers.
2. Qty Ordered/Credited	Same as Line Item Entry except quantity ordered can not be greater than lot quantity available.
3. Qty To Ship/Ret To Inv	Same as Line Item Entry except quantity to ship can not be greater than quantity ordered.
4. Unit Price	Same as Line Item Entry.
5. Discount Pct	Same as Line Item Entry.
6. Unit Cost	Same as Line Item Entry.

7. Request Date	Same as Line Item Entry.
8. Promise Date	Same as Line Item Entry.

The following entries will be requested if the item has serial numbers and the order is an Invoice type order or a Credit Memo:

Name	Type and Description
2. Qty Ordered/Credited	Same as Line Item Entry except quantity ordered can not be greater than 1 or less than -1.
3. Qty To Ship/Ret To Inv	Same as Line Item Entry except quantity to ship can not be greater than 1 or less than -1.
4. Unit Price	Same as Line Item Entry.
5. Discount Pct	Same as Line Item Entry.
6. Unit Cost	Same as Line Item Entry.
7. Request Date	Same as Line Item Entry.
8. Promise Date	Same as Line Item Entry.
9. Serial No	15 alphanumeric characters. This is the serial number of the item being sold and/or returned-to-stock. Press the F7 key to search for serial numbers. The serial number does not have to be a valid serial number on file. Serial numbers may be assigned to the item as it is sold.

You can add an F6 Note to each serial number. First, enter all of the serial numbers and then in Change mode you can press F6 to add the Note as each serial number is highlighted.

Billing Data Entry Screen For "I" Type Orders

(See Order Billing Screen in Global Setup for additional options/features)

Name	Type and Description
1. Misc Charges	7 numeric digits with 2 decimal positions and an optional minus sign (99,999.99-). Enter the amount of any miscellaneous charges such as packing, handling and special order charges.
Misc Acct	An account in the standard account format. If the distribute miscellaneous charges flag is set to N in the A/R Setup, no entry will be required and the default account will be displayed automatically. If the distribute miscellaneous charges flag is set to Y in the A/R Setup, you will be required to enter the miscellaneous charges account to which the charges will be posted. The entry or automatic display will default to the default miscellaneous charges account specified in the Ship Via Code File Maintenance in A/R.

Name	Type and Description
	If profit center usage is set to O in the COP Setup, the profit center and department (if applicable) entered on the first screen (field #27) will try to find a valid account using the information entered on the first screen and the main account entered in the ship via code. If no valid match is found in the account file, this entry will default to the miscellaneous charges account specified in Ship Via Code File Maintenance in A/R. Pressing the F7 key will allow you to search the account by number or pressing F8 key will allow you to search for an account by description.
2. Freight	7 numeric digits with 2 decimal positions and an optional minus sign (99,999.99-). Enter the freight charges amount if applicable. If you entered a Freight Payment code of C (collect) for the order, you will not be prompted for an entry of this field, but you may change the field, using Field Number ?.
Freight Acct	An account in the standard account format. If the distribute freight charges flag is set to N in the A/R Setup, no entry will be required and the default account will be displayed automatically. If the distribute freight charges flag is set to Y in the A/R Setup, you will be required to enter the freight charges account to which the charges will be posted. The entry or automatic display will default to the default freight charges account specified in the Ship Via Code File Maintenance in A/R. If profit center usage is set to O in the COP Setup, the profit center and department (if applicable) entered on the first screen (field #27) will try to find a valid account using the information entered on the first screen and the main account entered in the ship via code. If no valid match is found in the account file, this entry will default to the freight charges account specified in Ship Via Code File Maintenance in A/R. Pressing the F7 key will allow you to search the account by number or pressing F8 key will allow you to search for an account by description.
3. Sales Tax	8 numeric digits with 2 decimal positions and an optional minus sign (999,999.99-). The program will automatically calculate the sales tax amount based upon the order's tax percent-1 and the value of taxable sales. It will display this value as the default. You may accept the default or override it. The program will automatically display the tax code for tax code-1.
4. Sales Tax	8 numeric digits with 2 decimal positions and an optional minus sign (999,999.99-). The program will automatically calculate the sales tax amount based upon the order's tax percent-2 and the value of taxable sales. It will display this value as the default. You may accept the default or override it. If the order has a tax code-2, the program will automatically display the tax code for tax code-2.
5. Sales Tax	8 numeric digits with 2 decimal positions and an optional minus sign (999,999.99-). The program will automatically calculate the sales tax amount based upon the order's tax percent-3 and the value of taxable sales. It will display this value as the default. You may accept the default or override it.

	If the order has a tax code-3, the program will automatically display the tax code for tax code-3.
6. Comm Pct	4 numeric digits with 2 decimal positions and an optional minus sign (99.99-). If the Calc Commission Method field in COP Setup is not by item, the program will automatically calculate the order commission percent based upon the normal commission percents of each of the salespeople adjusted for the percent of the commission that each is getting. You may accept this value or override it.
7. Comm Amount	8 numeric digits with 2 decimal positions and an optional minus sign (999,999.99-). If the Calc Commission Method field in COP Setup is not by item, the program will automatically calculate the commission amount based upon the commission percent entered above and the order's net sale amount or the order's net margin amount. You may accept this default or override it. If you change the commission amount the commission percent will change accordingly. If the Calc Commission Method field in COP Setup is by item, the program will automatically display the commission amount calculated during order entry for all the items on the order.
8. Comments	3 fields of 35 alphanumeric characters each. Enter the comments that you wish to appear on the customer's invoice or leave these fields blank to have them be assigned default comments at the time invoices are printed.
9. AR Reference	30 alphanumeric characters. Enter a brief description of the transaction or some comments about it. What you enter in this field is entirely up to you. The default reference consists of a brief description of the transaction type. For example, if the transaction is an invoice type and you press the RETURN key for the reference, the program will insert a default of: PO# 9999999-99 OUR ORD# 999999
10. Amount Paid	9 numeric digits with 2 decimal positions (9,999,999.99). This and the following four fields will be entered only for invoice type orders. If the customer sent in payment with the order you may record the cash receipt here rather than in Accounts Receivable. Enter the amount of the payment or simply press RETURN to skip entry of the field. If there is no payment amount entered you will not be prompted to enter the remaining fields.
11. Disc Allowed	8 numeric digits with 2 decimal positions (999,999.99). Enter the discount allowed for the payment.
12. Check No	6 numeric digits (999999). Enter the number of the customer's check. A non-zero check number is required, so if payment was made by some other means than a check you will have to improvise a number (the date, for instance).
13. Check Date	A date in the standard date format.

	Enter the check date for the invoice. Defaults to the system date.
14. Csh Act	An account in the standard account format. If there are multiple cash accounts specified in A/R Setup you must enter here the cash account to which the payment will be posted. The entry will default to the default cash account specified in A/R Setup.
Csh Act (continued)	Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.

List

Name	Type and Description
Starting Order No	6 numeric digits (999999). Enter the lowest order number that is to be included in the range of orders to be printed. The entry defaults to All.
Ending Order No	6 numeric digits (999999). Enter the highest order number that is to be included in the range of orders to be printed. The entry defaults to the starting order number's value.
Starting Entry Date	A date in the standard date format. Enter the earliest order entry date that is to be included in the range of orders to be printed. The entry defaults to All.
Ending Entry Date	A date in the standard date format. Enter the latest order entry date that is to be included in the range of orders to be printed. The entry defaults to the starting entry date's value.
Include Order Types	5 1-character alphanumeric fields. The valid order types are O, I, B, C and Q. If you press RETURN for the first field, the group defaults to All. Otherwise, enter the specific order types that are to be considered for this range of orders.
Show Customers Over Credit Limit Only ?	Y or N. If you answer Y, only those orders for customers who are over their credit limit are shown. The entry defaults to N.
Starting Salesman	3 alphanumeric characters.

	Enter the starting salesman number for the range of orders to print. Pres the F7 key to search for salesman numbers. Defaults to All salesmen.
Ending Salesman	3 alphanumeric characters. Enter the ending salesman number for the range of orders to print. Press the F7 key to search for salesman numbers. Defaults to the starting salesman number.

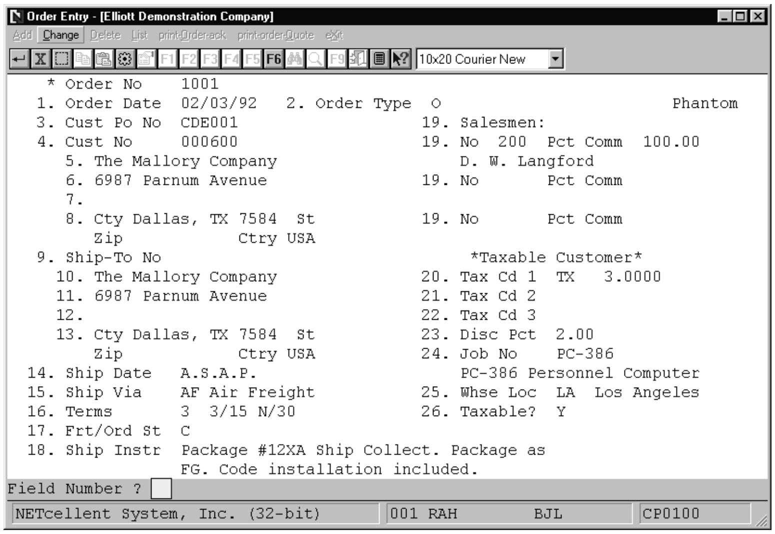
Print Order Acknowledgments

Name	Type and Description
Starting Order No	6 numeric digits (999999). Enter the lowest order number that is to be included in the range of orders to be printed. Defaults to All.
Ending Order No	6 numeric digits (999999). Enter the highest order number that is to be included in the range of orders to be printed. The entry defaults to the starting order number's value.
Starting Entry Date	A date in the standard date format. Enter the earliest order date that is to be included in the range of orders to be printed. The entry defaults to All.
Ending Entry Date	A date in the standard date format. Enter the latest order entry date that is to be included in the range of orders to be printed. The entry defaults to the starting entry date's value.
Correspondence Address	4 30-character alphanumeric fields. Enter the address to which you wish customer correspondence regarding the order to be sent. The address would include the department name or number and perhaps the name of the person to whom the correspondence should be sent. This address will print on the order acknowledgment with instructions regarding its use. The entry defaults to the address stored in the company record.
Correspondence Phone #	20 alphanumeric characters. Enter the phone number the customer should use to make inquiries about the order

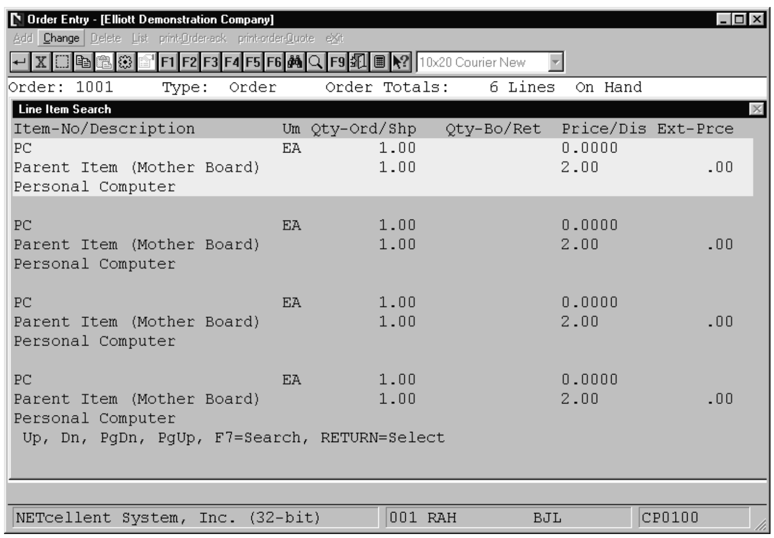
	as a result of reviewing the order acknowledgment. There is sufficient space available to include both the area code and the extension. e.g., 614-382-5999 ext. 388

Print Order Quotes

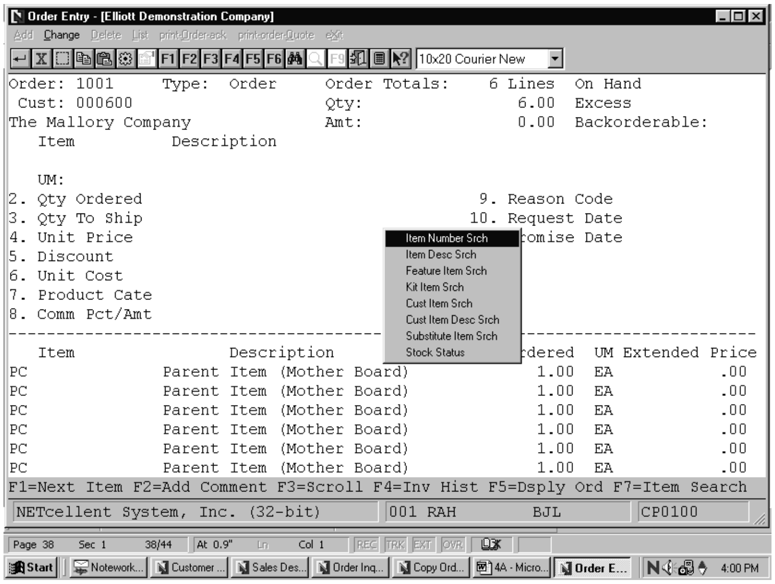
Name	Type and Description
Starting Order No	6 numeric digits (999999). Enter the lowest order number that is to be included in the range of orders to be printed.
Starting Order No (continued)	Defaults to All.
Ending Order No	6 numeric digits (999999). Enter the highest order number that is to be included in the range of orders to be printed. The entry defaults to the starting order number's value.
Starting Entry Date	A date in the standard date format. Enter the earliest order date that is to be included in the range of orders to be printed. The entry defaults to All.
Ending Entry Date	A date in the standard date format. Enter the latest order entry date that is to be included in the range of orders to be printed. The entry defaults to the starting entry date's value.
Correspondence Address	4 30-character alphanumeric fields. Enter the address to which you wish customer correspondence regarding the order to be sent. The address would include the department name or number and perhaps the name of the person to whom the correspondence should be sent. This address will print on the order quote with instructions regarding its use. The entry defaults to the address stored in the company record.
Correspondence Phone #	20 alphanumeric characters. Enter the phone number the customer should use to make inquiries about the order as a result of reviewing the order quote. There is sufficient space available to include both the area code and the extension.



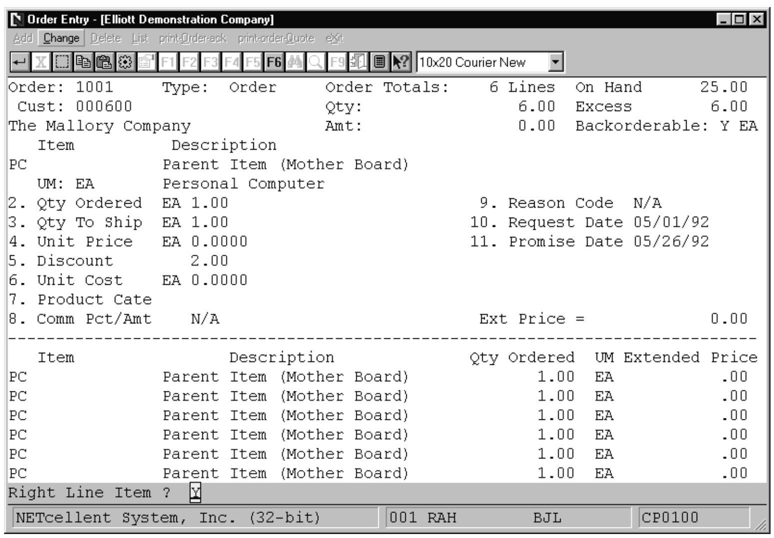
Order Entry (Screen # 1)



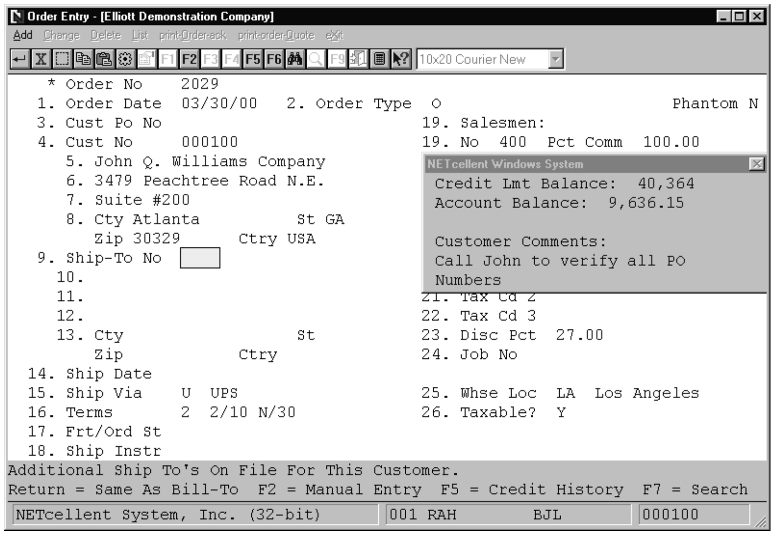
F6 Display Order



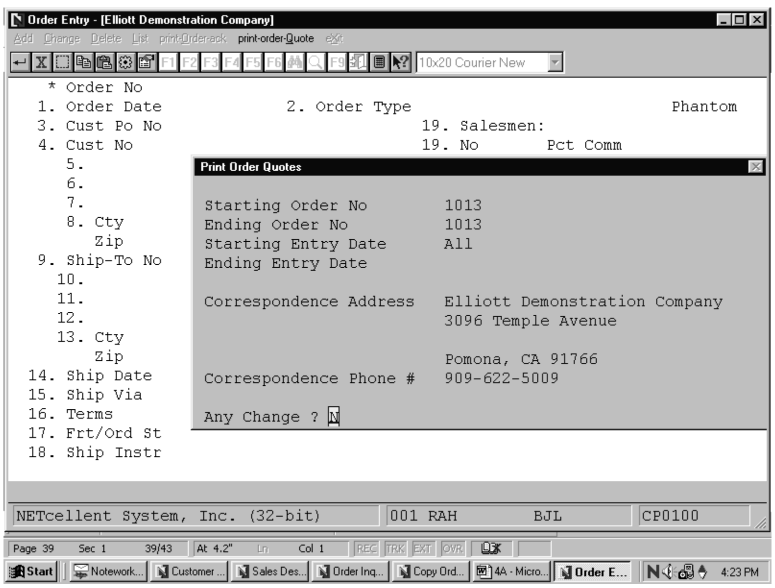
F7 Item Search Options



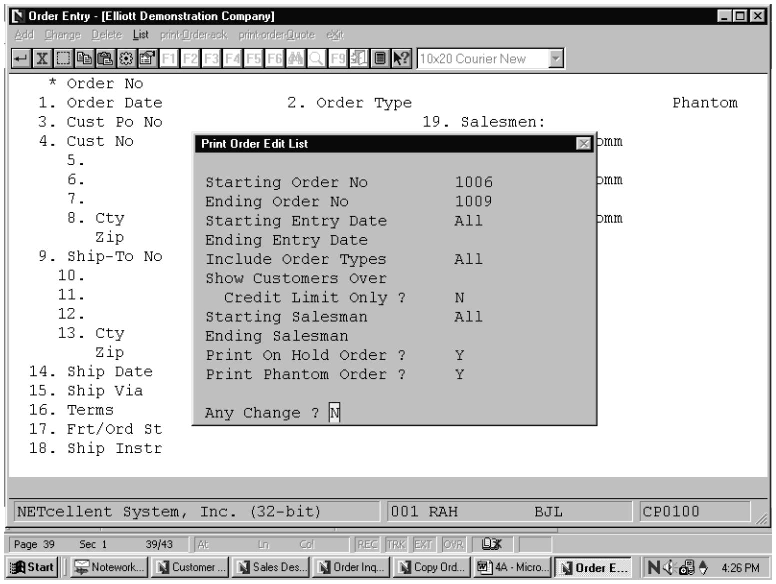
Order Entry Line Items



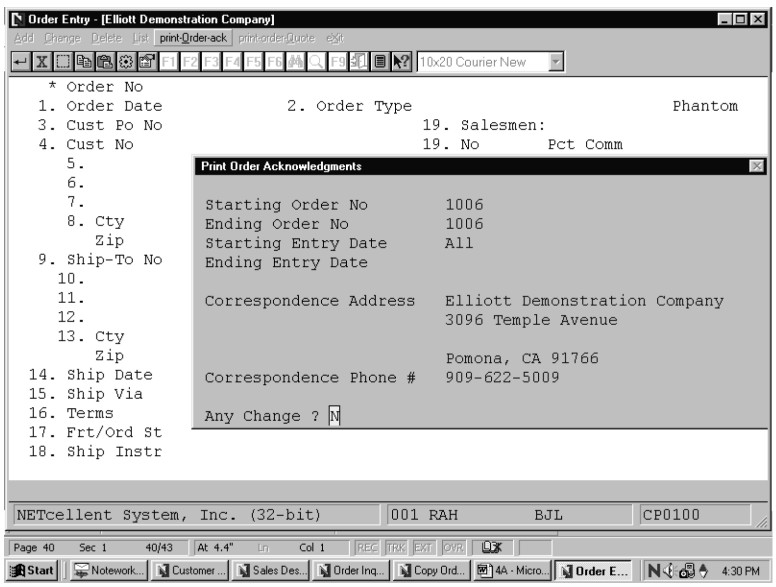
Credit Limit Balance In Add Mode



Print Order Quotes



Print Order Edit List



Print Order Acknowledgements

```
Run Date: Nov  1, 2001 -  2:49am        Elliott Demonstration Company                                      Page    1
                                                    O R D E R   E D I T   L I S T

Order-No:    300           Customer No: 000300            Ship-To No:                        Shipping Instructions
Order Type: Regular Order  Brooks and Johnson, LTD.       Brooks and Johnson, LTD.
Job No:                    9872 Round Circle Drive        9872 Round Circle Drive
Loc: LA Los Angeles        Bldg. 19 Back Door             Bldg. 19 Back Door
                           Knoxville        TN 59006      Knoxville        TN 59006
                           USA                            USA

Ord-Date Ent-Date Cust-Po-No               ---Ship Via---- Ship-Date Frt/Stat -----Terms-----  Slsman  Pct-Comm  Disc-Pct Tax-Pct2
                  Apply-To                                                                                       Tax-Pct1 Tax-Pct3
10/31/01 10/31/01 2581                     ABF TRUCKING    A.S.A.P.    Hld    2/10 Due 15th     400     100.00

             *************** Warning - Customer Over Credit Limit ***************
         Credit Limit =       4,000  Customer Balance + Order Total =      11,884

     Qty-Ord        Qty-B/O     Item-No         Description                    Um        Unit Dsc-Pct  Extend Price    Unit Cost
    Qty-Ship        Qty-Ret     Reason Code                                    Prd      Price    Comm  Promise Date  Request Date

      244.00                    1102-A          China Cat - Gray               EA      24.9500     .00     6,087.80       11.9653
      244.00                                                                                      .00      10/31/01      10/31/01

                                                                                    Sale Amt:      6,087.80
```

```
                    O R D E R   A C K N O W L E D G M E N T

Netcellent System, Inc.
3096 Temple Avenue
Pomona, CA 91745

Telephone: 909-622-5009

Dear Customer,

This document acknowledges receipt of your purchase order number           .
Please review the information presented here and advise us of any errors you
notice or disagreements you have at your earliest convenience.  For fastest
service, write or call us at the address and phone number printed above and
refer to order number   1000 in all correspondence.

Your PO #:             Our Order #:   1000  Your Customer #: 000100

Bill To:                        Ship To:                        Ship Via:
John Q. Williams Company        John Q. Williams Company        UPS
3479 Peachtree Road N.E.        3479 Peachtree Road N.E.
Suite #200                      Suite #200                      SHIP DATE:
Atlanta, GA 30329               Atlanta, GA 30329               A.S.A.P.
USA                             USA

Shipping Instructions:                    Freight Terms:  Payment Terms:
PC - Package Available for Shipment via   Collect         2/10 N/30
UPS\Next. Box Cover #10XA

Item-No/Description             Quantity  Um       Price   Disc    Net Price

PC                                 4.000  EA       .0000  27.00          .00
Parent Item (Mother Board)
Personal Computer

                                                          Total:          .00
```

```
                       O R D E R   Q U O T E

Netcellent System, Inc.
3096 Temple Avenue
Pomona, CA 91745

Telephone: 909-622-5009

Dear Customer,

This Document Serves As A Quote For The Items Listed Below.  Please Review
The Information Presented Here.  If You Have Any Questions Or You Wish To
Place An Order, Please Contact Us At The Address Or Phone Number Printed
Above And Refer To Our Quote Number   1019 In Your Correspondence.

Our Quote #:   1019  Your Customer #: 000100

Bill To:                        Ship To:                        Ship Via:
John Q. Williams Company        John Q. Williams Company        UPS
3479 Peachtree Road N.E.        3479 Peachtree Road N.E.
Suite #200                      Suite #200                      SHIP DATE:
Atlanta, GA 30329               Atlanta, GA 30329               A.S.A.P.
USA

Shipping Instructions:                    Freight Terms:  Payment Terms:
                                                          2/10 N/30

Item-No/Description              Quantity  Um       Price   Disc    Net Price

16SX-1                              1.000  EA  1,728.0000  27.00     1,261.44
Personal Computer 386SX
Kit No1

*Kit Components Listed Below*

K-SX2MB                             1.000  EA
Personal Computer 386SX with
2 Meg of Memory

K-SX1-1.2                           1.000  EA
386SX 1.2 Drive For Personal
Computer

K-SX1-1.44                          1.000  EA
1.44 Drive For Personal
Computer

K-SX1-IDE                           1.000  EA
386SX IDE Drive For Personal
Computer

K-SX1-V512                          1.000  EA
VGA Card with 512 Ram
Chip Manual
```

Order Billing

Application Overview

Order Billing is an application that will be used routinely. Regardless of which billing procedure you implement you will at least print invoices. The two billing procedures and other related concepts are explained below.

The user should be familiar with all the **options and features** available from the **Global Setup** chapters as they can enhance order processing, billings, and meet specific data entry and procedures required.

Billing, A Definition

In the context of Customer Order Processing, billing involves the selection of line items on an order to be printed on an invoice, the printing of the invoice and the posting of billing information to the appropriate Accounts Receivable and Inventory Management files.

Billing Serialized Or Lot Items

If you select Bill All Items, all line items will be selected except for the line items which have serial or lot items without a serial or lot number entered. To select a line item that does not have a serial or lot number, you must select Bill Certain Items and select all serial and lot items individually. Each serial or lot item on the order must have its own serial or lot number in order to be billed.

Two-Step Billing Procedure

The two steps of this procedure are:

1. The customer's order is entered as a regular order (type O).

2. Specific line items on this order are selected to be billed on an invoice.

Note: Cash receipts may be entered for billed orders.

There are additional steps, of course, such as determining which items get billed and actually printing the invoice, but for our purposes here the important distinction between the one-step and the two-step billing procedures is made in the selection process.

One-Step Billing Procedure

The single step for this procedure is:

1. The customer's order is entered as an invoice (type I) order with all items on the order being automatically selected.

All line items on an invoice type order are selected to be printed on the invoice form. 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. Credit memos may not be reselected or altered within the billing application, however. If changes are required, they must be made through Order Entry.

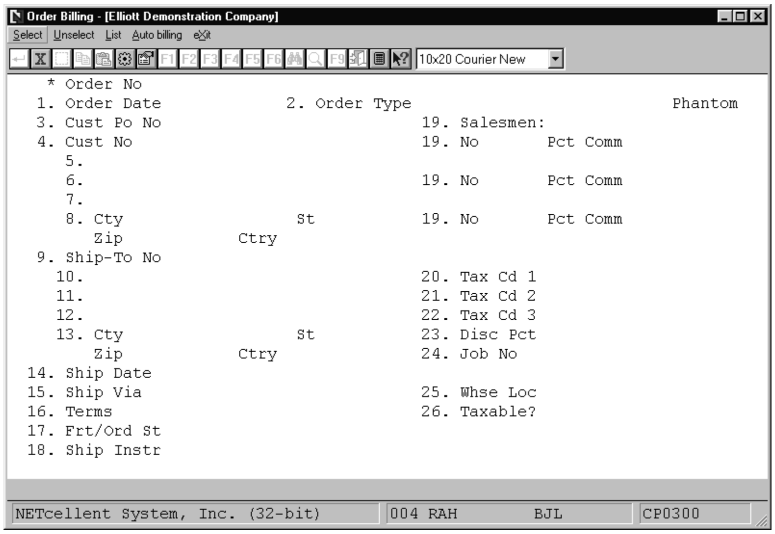
Selecting Regular Orders

The precise steps necessary for selecting orders are covered later in the Run Instructions. 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 that was 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 that an invoice can be prepared. The billing clerk will review the picking ticket and determine if the quantity that was shipped for each item equals the quantity that was supposed to be shipped. The clerk will then access the order for billing and select on it those line items that appear on the picking ticket, adjusting the quantities shipped to conform to what was actually shipped.

After the orders have been selected, invoices may be printed and the billing information posted to Accounts Receivable and Inventory Management.

Run Instructions

Select Order Billing from the pull down COP Processing window. The following screen will then be displayed



The Auto-Billing menu option only applies if you have the Shipping Verification vertical package installed, otherwise **the following options are available:**

* Select the desired mode from the Order Billing menu bar

* Orders are selected for billing one at a time. Enter the number of the order you wish to select for billing, or press the F1 key to display the next available unselected order.

* Once the order is selected, changes may be made to fields on the order header as in the change mode of Order Entry. After changing the desired fields you may select one of the following three options regarding the billing of the individual items on the selected order: Bill All Items, Bill Certain Items, and Bill All But Certain Items.

* Select Bill All Items, which automatically bills all line items on the order, which appeared on the picking ticket.

* Bill Certain Items will go to a second screen where line items to be billed are specifically selected by entering the item number. You may choose to scan line items on the order one at a time by pressing the F1 key. You may also display all line items on the order one page at a time by pressing the F6 key. Each line item that is billed may also have its quantity to ship modified to reflect any last minute shipping changes or back order situations.

* Items not specifically selected for billing are not billed with the order. After the order is processed and the invoice printed, the original order remains on file, having line items remaining only for those items back ordered or not selected for billing previously.

* Bill All But Certain Items (similar to Bill Certain Items above except that items not accessed are automatically selected for billing). Accessing an individual line item allows the item to be billed or not and shipping quantities to be modified if billed. If the operator answers N to Bill This Item? when the item is accessed, the item will not be selected for billing.

* You will be asked to enter the request date from the picking ticket. In order for this application to know which items from the original order were actually printed on the picking ticket it must have this date, which is printed on the top of the picking ticket. See the Print Pick/Pack Tickets And Ship Labels application for detail on what this date is for.

* After items have been selected for billing, you proceed to a third screen where the final billing information such as miscellaneous charges, freight charges, tax, commissions and comments may be entered.

* The net amount of sales, net taxable sales, order total cost, weight of the items selected for billing ship via and terms display at the top of the screen.
* Miscellaneous charges are entered and, if A/R Setup specifies that these charges are to be distributed, the miscellaneous charges account is entered.

* Freight charges are entered and, if A/R Setup specifies that freight should be distributed, a freight account must be entered.

* The sales tax amounts are calculated automatically based on the order taxable amount, order tax percent, miscellaneous charges, and freight, and is displayed for default but may be overridden.

* Comments may be entered, which will print at the bottom of the invoice documents. If left blank, a default comment may be entered during the printing of invoices, which will print for those orders not having specialized comments entered here.

* At any time it is possible to reselect an order for billing. Item quantities to ship modified in the previous billing selection do not revert to their previous values. Previous line item selections can be modified or cleared and entered from scratch optionally.

* Orders incorrectly selected may be unselected (that is, removed from the list of orders selected for billing) by choosing option (U)nselect on the Order Billing menu bar. The unselect module requests a specific order number, or allows you to pull up the next sequential order that has been previously selected by pressing the F1 key. It will then display the order header information and asks if you want to unselect that order.

* (I) Invoice and (C) CR memo type orders are automatically selected and may not be unselected.

* At any time you may print the Billing Edit List by selecting (L)ist on the Order Billing menu bar. The Billing Edit List will print invoices, credit memos and the billed portions of selected orders as they will be printed as invoice forms for customer billing.

* Once billing selection is finalized, invoices must be printed from the Print Invoices application to complete the action of customer billing.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Order Billing

Name	Type and Description
* Order No	6 numeric digits (999999). Enter the number of the order you wish to select (unselect). Enter the F1 key to see the next unselected order (or selected order).
1 - 27.	All subsequent fields in this screen are identical to those specified in Order Entry change mode. If you are selecting orders: changes to the order type, customer number, discount percent on first screen and warehouse location are disallowed. All other fields may be changed.

Select Line Items

Name	Type and Description
1. Item No	15 alphanumeric characters. Enter the item number of the line item you wish to select (or unselect if Bill All But Certain Items was chosen). Press the F1 key to find the next line item for the order in the same order as they are printed on the picking ticket. You may press F2 to enter a comment in the body of the invoice. After you press F2 you will be allowed to type comments into the area in which the item's description would normally appear. There are two lines of 30 characters each available for such comments on each line item. The comments entered will print on the picking ticket if you select to have them print. A common use for this feature is to explain substitutions and back orders on the previous or following line. Such comment lines may be accessed by means of the F6 key for the purpose of modification. If you press the F6 key, the program will display all line items that have been entered thus far for this order. You may then highlight one of the line items by using the up/down arrow keys. Press the RETURN key to display the highlighted line item. Press the F3 key to insert a comment before the highlighted line item. Press the F7 key to search sequentially for line items on the order. This can be especially useful on orders with large numbers of line items. From the line item entry screen, press the F7 key to search for the item by number or press the F8 key to search for the item by description.
2. Qty Ordered	A standard quantity format.

Name	Type and Description
	This field may not be altered in this program. If a change of this field is required, use change mode of Order Entry.
3. Qty To Ship	A standard quantity format. You may change the quantity of items to ship for this line item.
4. Unit Price	10 numeric digits with 4 decimal places and an optional minus sign (999,999.9999-). The price per item as entered in Order Entry will display. You may change it in this application if needed. Press the F3 key to enter a discounted unit price for the item. You may then enter the unit price at which you wish to sell the item. The application automatically calculates and displays the discount percent. To accept the calculated percent, press RETURN.
5. Discount Pct	5 numeric digits with 2 decimal places (999.99). This field shows the discount percentage applied to the full price (unit price times quantity ordered) of this line item, as entered in Order Entry. You may change it, if needed.
Ext Price	This is a display only field. 9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). It shows the full price minus any discounts.
6. Unit Cost	10 numeric digits with 4 decimal places and an optional minus sign (999,999.9999-). This field is your company's own cost for one item. You may change it if needed. If you are using LIFO or FIFO costing method or if the Cost To Use When Posting flag in COP Setup is equal to actual cost, the item unit cost will be calculated when the invoice is posted.
7. Request Date	A date in the standard date format. This is the date the customer requested the merchandise on this line item.
8. Promise Date	A date in the standard date format. This is the date the merchandise on this line item was promised.

The following entries will be requested if the item has Lot numbers:

Name	Type and Description
Lot No	15 alphanumeric characters. This is the lot number of the items being sold and/or returned to stock. This must be a valid lot number. Press the F7 key to search for lot numbers.
2. Qty Ordered/Credited	Same as Select Line Items.
3. Qty To Ship/Ret To Inv	Same as Select Line Items.
4. Unit Price	Same as Select Line Items.
5. Discount Pct	Same as Select Line Items.
6. Unit Cost	Same as Select Line Items.
7. Request Date	Same as Select Line Items.
8. Promise Date	Same as Select Line Items.

The following entries will be requested if the item has Serial numbers:

Name	Type and Description
2. Qty Ordered/Credited	Same as Select Line Items.
3. Qty To Ship/Ret To Inv	Same as Select Line Items.
4. Unit Price	Same as Select Line Items.
5. Discount Pct	Same as Select Line Items.
6. Unit Cost	Same as Select Line Items.
7. Request Date	Same as Select Line Items.
8. Promise Date	Same as Select Line Items.
9. Serial No	15 alphanumeric characters. This is the serial number of the item being sold/returned-to-stock. Press the F7 key to search for serial numbers. The serial number does not have to be a valid serial number on file. Serial numbers may be assigned to the item as it is sold.

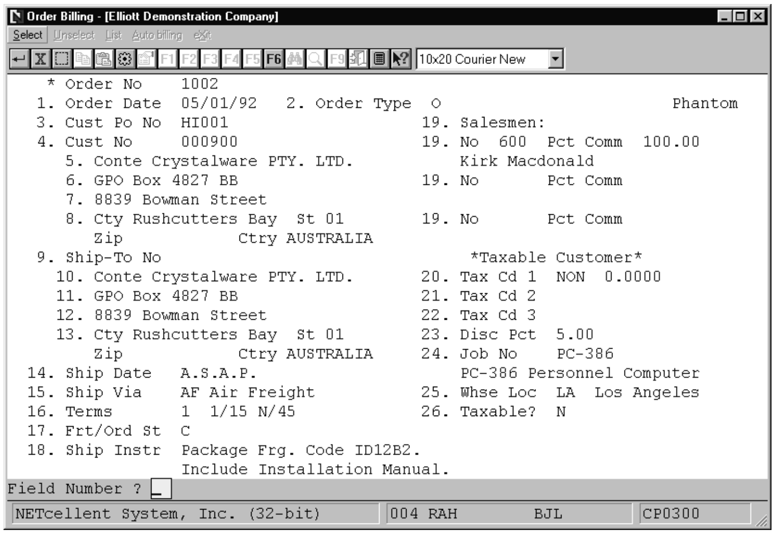
Billing Information

Name	Type and Description
Ord Net	This is a display only field. (9,999,999.99-). It is the sum of the extended prices of all selected items in this order.
Taxable Net	This is a display only field. (9,999,999.99-). It is the sum of the extended prices of all selected items in this order, which are taxable if the customer is taxable.
Wght	This is a display only field. (9,999,999.999-). It is the total weight of all selected items in this order.
Ord Cost	This is a display only field. (9,999,999.99-). It is the sum of the costs of all selected items in this order.
S/Via	This is a display only field. This is how the order will be shipped.
Trm	This is a display only field. This is the terms for this order.
1. Misc Charges	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of any miscellaneous charges, such as special handling or packaging charges for which the customer is expected to pay. You may change this field if needed.
Misc Acct	An account in the standard account format. If the distribute miscellaneous charges flag is set to N in the A/R Setup, no entry will be required and the default account will be displayed automatically. If the distribute miscellaneous charges flag is set to Y in the A/R Setup, you will be required to enter the miscellaneous charges account to which the charges will be posted. The entry or automatic display will default to the default miscellaneous charges account specified in the Ship Via Code File Maintenance in A/R. If profit center usage is set to O in the COP Setup, the profit center and department (if applicable) entered on the first screen (field #27) will try to find a valid account using the information entered on the first screen and the main account entered in the ship via code. If no valid match is found in the account file, this entry will default to the miscellaneous charges account specified in Ship Via Code File Maintenance in A/R. Pressing the F7 key will allow you to search the account by number or pressing F8 key will allow you to search for an account by description.
2. Freight	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). This is the amount of any freight charges the customer is expected to pay.

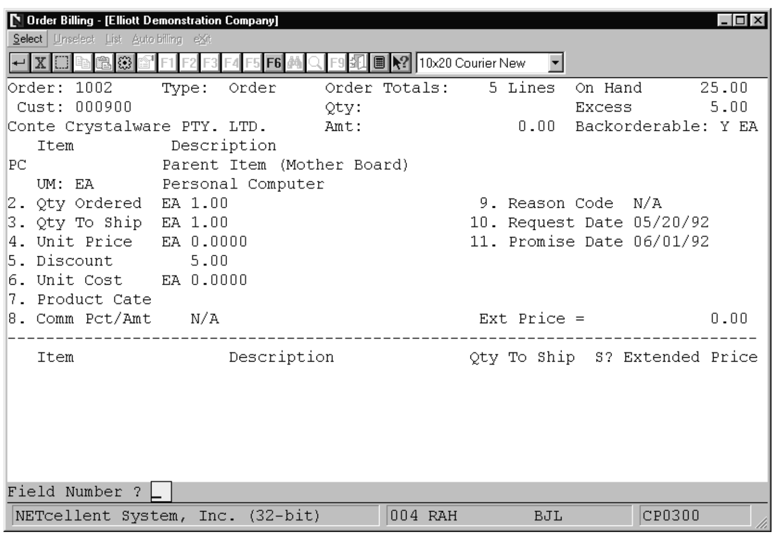
Name	Type and Description
Freight Acct	An account number in the standard account number format. If the distribute freight charges flag is set to N in the A/R Setup, no entry will be required and the default account will be displayed automatically. If the distribute freight charges flag is set to Y in the A/R Setup, you will be required to enter the freight charges account to which the charges will be posted.
Freight Acct (continued)	The entry or automatic display will default to the default freight charges account specified in the Ship Via Code File Maintenance in A/R. If profit center usage is set to O in the COP Setup, the profit center and department (if applicable) entered on the first screen (field #27) will try to find a valid account using the information entered on the first screen and the main account entered in the ship via code. If no valid match is found in the account file, this entry will default to the freight charges account specified in Ship Via Code File Maintenance in A/R. Pressing the F7 key will allow you to search the account by number or pressing F8 key will allow you to search for an account by description.
3. Sales Tax	8 numeric digits with 2 decimal positions and an optional minus sign (999,999.99-). The program will automatically calculate the sales tax amount based upon the order's tax percent-1 and the value of taxable sales. It will display this value as the default. You may accept the default or override it. The program will automatically display the tax code for tax code-1.
4. Sales Tax	8 numeric digits with 2 decimal positions and an optional minus sign (999,999.99-). The program will automatically calculate the sales tax amount based upon the order's tax percent-2 and the value of taxable sales. It will display this value as the default. You may accept the default or override it. If the order has a tax code-2, the program will automatically display the tax code for tax code-2.
5. Sales Tax	8 numeric digits with 2 decimal positions and an optional minus sign (999,999.99-). The program will automatically calculate the sales tax amount based upon the order's tax percent-3 and the value of taxable sales. It will display this value as the default. You may accept the default or override it. If the order has a tax code-3, the program will automatically display the tax code for tax code-3.
Order Total	This is a display only field. It is the order net plus the miscellaneous charges, freight and sales tax.
6. Comm Percent	4 numeric digits with 2 decimal positions and an optional minus sign (99.99-). If the Calc Commission Method field in COP Setup is not by item, the program will automatically calculate the order commission percent based upon the normal commission percents of each of the salespeople adjusted for the percent of the commission that each is getting. You may accept this value or override it.
7. Comm Amount	8 numeric digits with 2 decimal positions and an optional minus sign (999,999.99-).

Name	Type and Description
	If the Calc Commission Method field in COP Setup is not by item, the program will automatically calculate the commission amount based upon the commission percent entered above and the order's net sale amount or the order's net margin amount. You may accept this default or override it. If you change the commission amount the commission percent will change accordingly. If the Calc Commission Method field in COP Setup is by item, the program will automatically display the commission amount calculated during order entry for all the items on the order.
8. Comments	3 fields of 35 alphanumeric characters each. Enter the comments that you wish to appear on the customer's invoice or leave these fields blank to have them be assigned default comments at the time invoices are printed.
9. AR Reference	30 alphanumeric characters. Enter a brief description of the transaction or some comments about it. What you enter in this field is entirely up to you. The default reference consists of a brief description of the transaction type. For example, if the transaction is an invoice type and you press the RETURN key for the reference, the program will insert a default of: PO# 9999999-99 OUR ORD# 999999
10. Amount Paid	9 numeric digits with 2 decimal positions (9,999,999.99). This and the following four fields will be entered only for invoice type orders. If the customer sent in payment with the order you may record the cash receipt here rather than in Accounts Receivable. Enter the amount of the payment or simply press RETURN to skip entry of the field. If there is no payment amount entered you will not be prompted to enter the remaining fields.
11. Disc Allowed	8 numeric digits with 2 decimal positions (999,999.99). Enter the discount allowed for the payment.
12. Check No	6 numeric digits (999999). Enter the number of the customer's check. A non-zero check number is required, so if payment was made by some other means than a check will have to improvise a number (the date, for instance).
13. Check Date	A date in the standard date format. Enter the check date for the invoice. Default to the system date.
14. Csh Act	An Account in the standard account format. If there are multiple cash accounts specified in A/R Setup you must enter here the cash account to which the payment will be posted. The entry will default to the default cash account specified in A/R Setup.

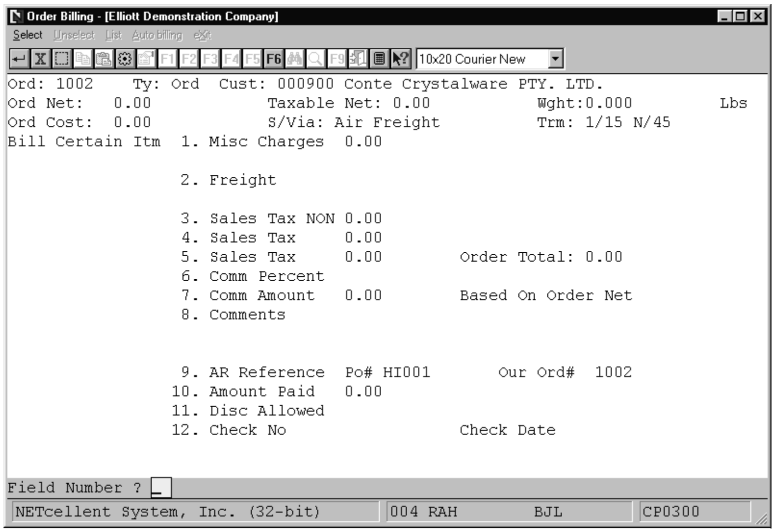
	Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.



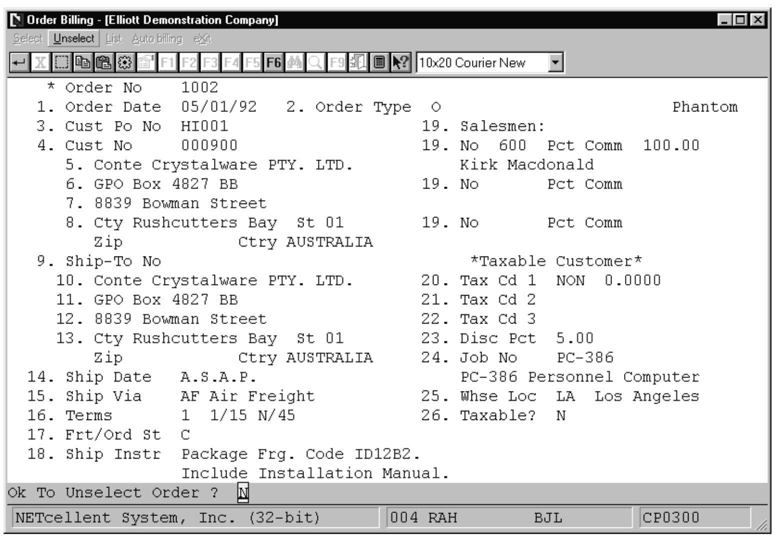
Order Billing Select



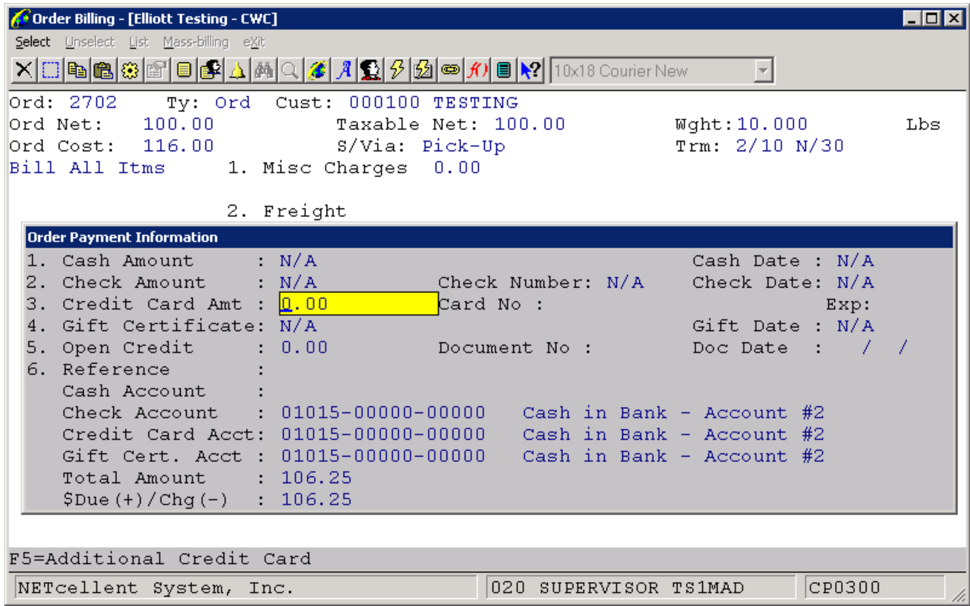
Order Billing (Select An Item)



Order Billing (Enter Billing Information)



Order Billing (Unselect An Order)



Order Billing (Payment Information)

The payment types entered will depend on the payment sources defined in Global Setup. Refer to the System Manual for Global Setup information and how to set up credit card verification.

Sales History Trx Processing

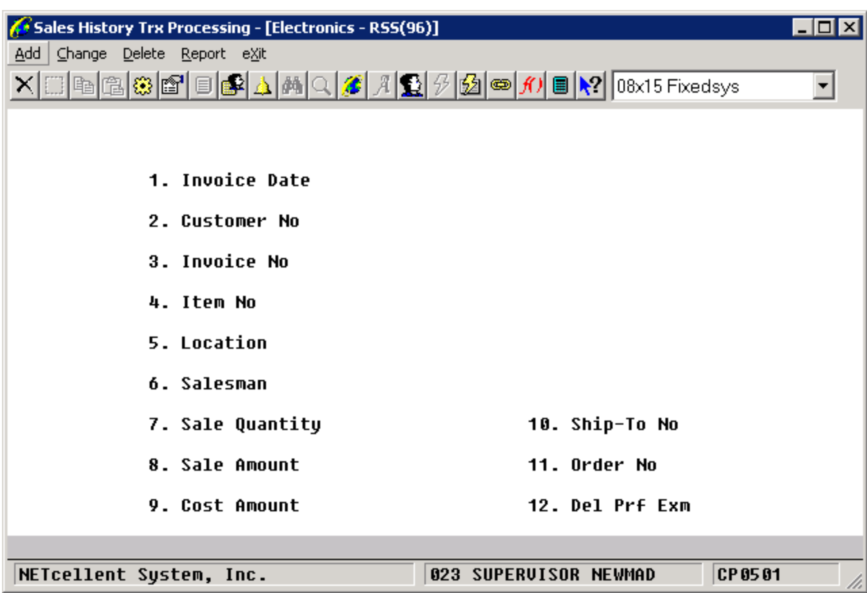
Application Overview

The Sales History Trx Processing is a standard transaction entry module allowing add, change and delete/inquire functions, as well as an edit list print-out to verify that the transactions entered are correct. You may also print two lists that analyze sales by customer and invoice date or by location and item number. Once the transactions have been entered and verified as correct, you may post them to the Sales History file by means of the Post/Purge Sales History Trx application in the Processing pull down window.

Normally, sales transactions are posted into the Sales History Transaction file directly by the Post Invoices to A/R application and from there they are posted into the Sales History file. There are two situations in which this does not happen, however, which necessitates the availability of this application. The first of these situations is where the user first brings up COP and wishes to load the Sales History file with data from his former order processing system. The second situation is where the user has created sales transactions through Accounts Receivable and now needs to transfer this data into Sales History.

Run Instructions

Select Sales History Trx Processing from the pull down COP Processing window. The following screen will then be displayed:



Sales History Trx Processing Entry Screen

The following options are available:

* Select the desired mode from the Sales History Trx Processing menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Invoice Date	A date in the standard date format. Enter the date of the invoice.
2. Customer No	6 alphanumeric characters. Press the F7 key for customer search by number or press the F8 key for a customer search by name.
3. Invoice No	6 numeric digits (999999). Enter the invoice number. In change mode, this entry defaults to the invoice number, by pressing the RETURN key, of the first transaction on file with the above-entered invoice date and customer number. When this invoice number displays, the question Right Invoice? will appear. Answering Y to this question will advance you for entry of the next field. Answering N will display the invoice number of the next transaction on file for the invoice date and customer number. This sequential search and display of these invoice numbers will continue until you answer Y to the Right Invoice? question, press the Esc key or enter a specific invoice number.
4. Item No	15 alphanumeric characters. Enter the item number. Press the F7 key to search for the item by number or press the F8 key to search for the item by name. As in the entry of the invoice number, this entry defaults by pressing the RETURN key, in change mode, to the item number of the first transaction on file with the above invoice date, customer number and invoice number. The sequential search and display of the item number will continue until you answer Y to the Right Item? question, press the ESC key, or enter a specific item number.

5. Location	2 alphanumeric characters. Enter the location code for the warehouse from which the merchandise was shipped. The entry must be a valid location. Default is the item's default or manufacturing location. In add and change modes, press the F7 key to search for Location.
6. Salesman	3 alphanumeric characters. Enter the salesman for this sale. The salesman number entered must be a valid salesman. Default is the salesman number from this customer's record in the Customer file. In the add or change modes, press the F7 key to search for Salesman.
7. Sale Quantity	A standard quantity format. Enter the sale quantity.
8. Sale Amount	10 numeric digits with 2 decimal places and an optional minus sign (99,999,999.99-). Enter the sale amount.
9. Cost Amount	10 numeric digits with 2 decimal places and an optional minus sign (99,999,999.99-). Enter the cost amount.
10. Ship-To No	4 alphanumeric characters. Enter the Ship-To code that carries the shipping address requested by the customer.
11. Order No	6 numeric digits (999999). Enter the order number.

Edit List

Name	Type and Description
Starting Invoice Date	A date in the standard date format. Enter the starting date of the range. Defaults to All.
Ending Invoice Date	A date in the standard date format. Enter the ending date of the range. Defaults to the starting date.
Starting Customer No	6 alphanumeric characters. Enter the starting customer number of the range. Defaults to All.
Ending Customer No	6 alphanumeric characters. Enter the ending customer number of the range. Defaults to the starting customer number.

Cust/Invoice List

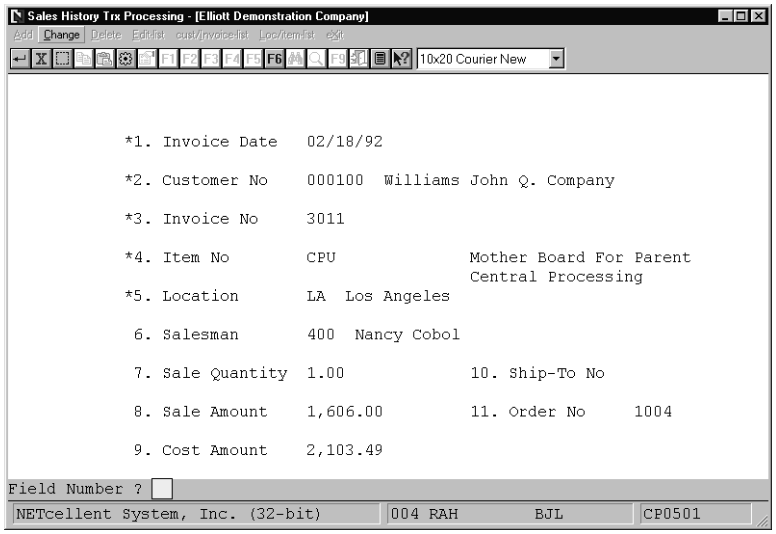
Name	Type and Description
Starting Customer No	6 alphanumeric characters. Enter the starting customer number of the range. Defaults to All.
Ending Customer No	6 alphanumeric characters. Enter the ending customer number of the range. Defaults to the starting customer number.
Starting Invoice Date	A date in the standard date format. Enter the starting date of the range. Defaults to All.
Ending Invoice Date	A date in the standard date format. Enter the ending date of the range. Defaults to the starting date.

Loc/Item List

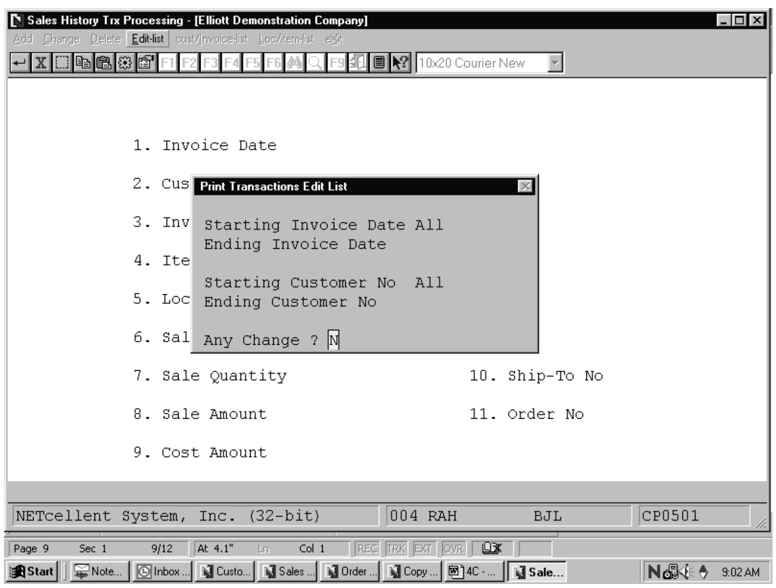
Name	Type and Description
Starting Location	2 alphanumeric characters. Enter the starting location of the range. Defaults to All.
Ending Location	2 alphanumeric characters. Enter the ending location of the range. Defaults to the starting location.
Starting Item	15 alphanumeric characters. Enter the starting item of the range. Defaults to All.
Ending Item	15 alphanumeric characters. Enter the ending item of the range. Defaults to the starting item.
Starting Invoice Date	A date in the standard date format. Enter the starting date of the range. Defaults to All.
Ending Invoice Date	A date in the standard date format. Enter the ending date of the range. Defaults to the starting date.

Sales History & Stock Analysis Report

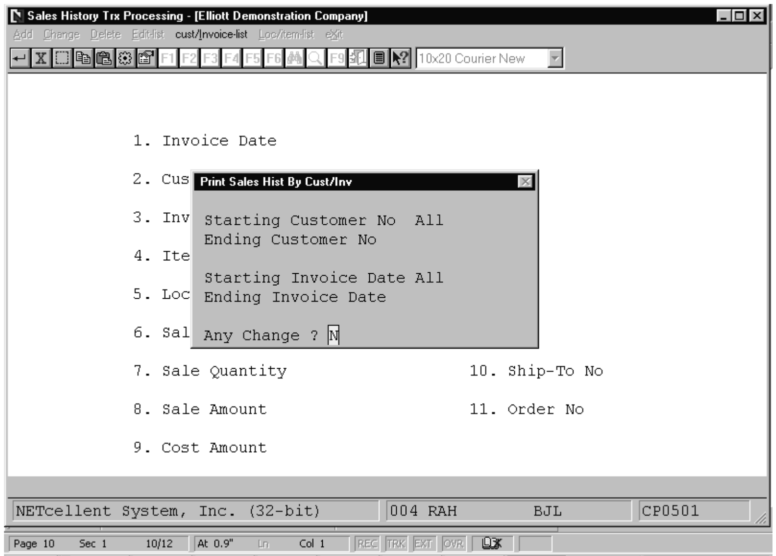
Name	Type and Description
Sales as of Date	A date in the standard date format. Enter the sales effective date. Defaults to the current date.
Year Start Date	A date in the standard date format. Enter the report year start date. Defaults to January 1st.
Period Start Date	A date in the standard date format. Enter the report period start date. Defaults to the first date of the period.
Location	2 alphanumeric characters. Enter the location you want to use for the report. Defaults to All.
Product Category	3 alphanumeric characters. Enter the product category you want to use for the report. Defaults to All.
User Defined Code	2 alphanumeric characters. Enter the user defined code you want to use for the report. Defaults to All.
Customer Type	5 alphanumeric characters. Enter the customer type you want to use for the report. Defaults to All.
Create CSV File ?	Y or N. Answer whether you want to create a CSV file from the report generated or not. Defaults to Y.
If Item Has No Sales Only Print That Has Qty OH/Ord ?	Y or N. Answer whether you want the item to print if there are no sales numbers, but has either a quantity on hand or on order, or not. Defaults to blank.
CSV File Path	50 alphanumeric characters. Enter the file name and path you want to use for the CSV file. Defaults to blank.



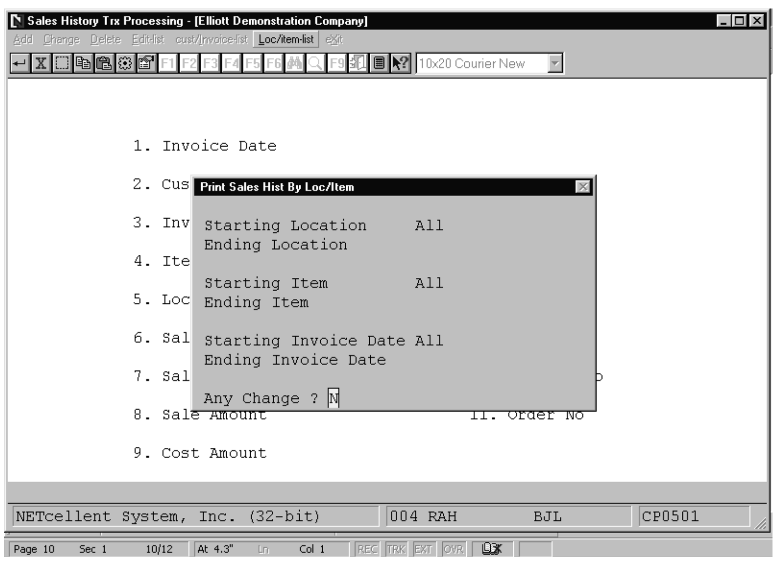
Sales History Trx Processing



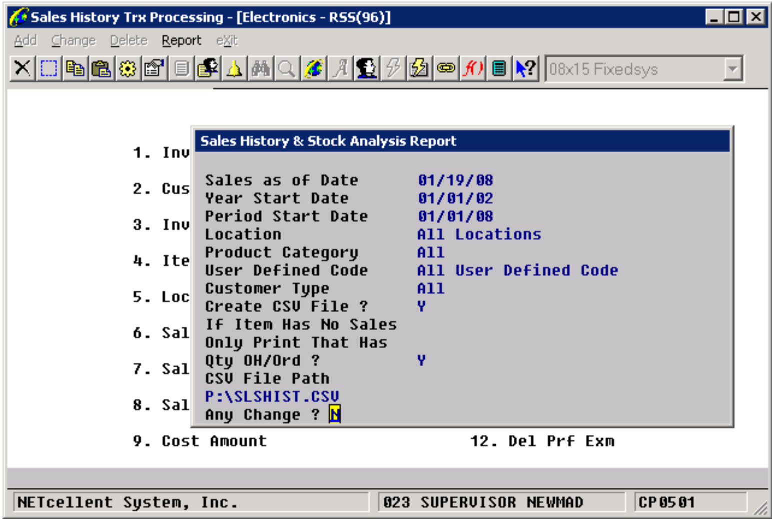
Print Transactions Edit List



Print Sales History Trx By Customer/Invoice



Print Sales History Trx By Location/Item



Sales History & Stock Analysis Report

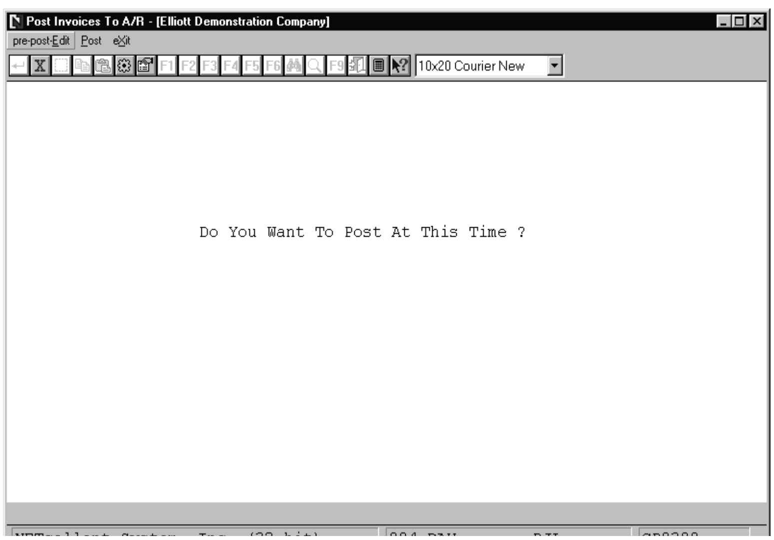
Post Invoices To A/R

Application Overview

The **Post Invoices To A/R** application transfers all transactions that were previously created in **Order Entry** into the **A/R Open Item File**. In addition it sends this information to other **A/R** applications such as the **Customer File Maintenance**, and **Salesman File Maintenance** applications. This application also updates numerous files in **COP** and **I/M**. Consequently the result of posting serves to automatically adjust the balance that a given customer owes your business. It also affects the cost of sales, and other related variables recorded in the customer and salesman files. Before posting it is recommended to print the **Pre-Post Edit** list to verify which orders will be updated. When you perform a posting, the system prints a journal of all transactions that were posted to the numerous files.

Run Instructions

Select **Post Invoices To A/R** from the pull down **COP Processing** window.   The following screen will then be displayed:



Post Invoices To A/R Entry Screen

The following options are available:

* Pre-Post Edit list
* Post

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu Bar.

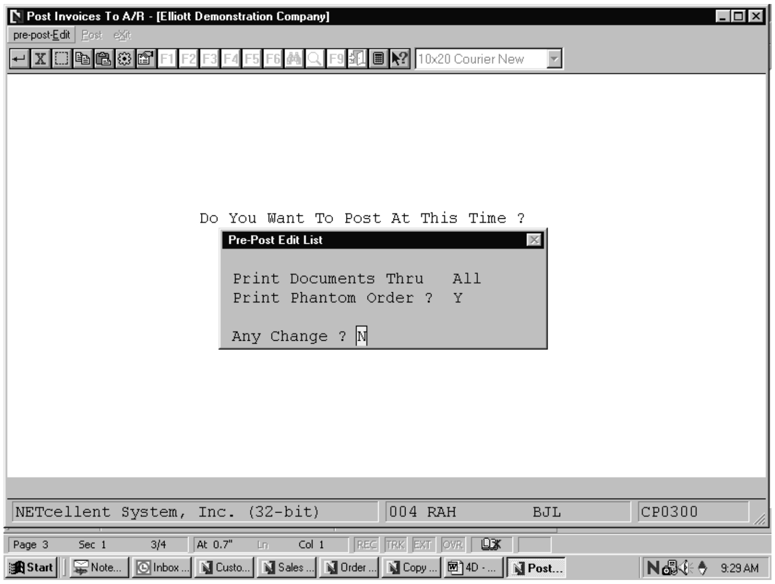
Entry Field Descriptions

Pre-Post Edit List

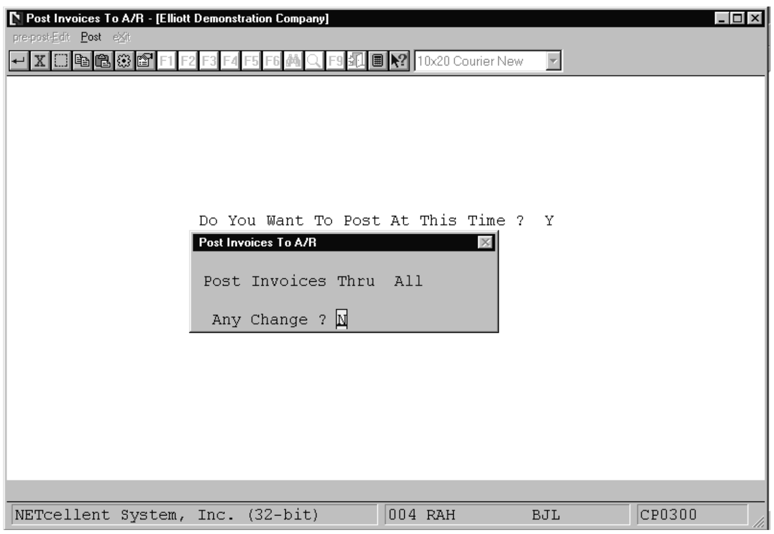
Name	Type and Description
Print Documents Thru	A date in the standard date format 99/99/99. Enter the final date that you want to print.

Post

Name	Type and Description
Do You Want To Post At This Time ?	Y or N. Enter Y to post or N to decline.
Post Invoices Thru	A date in the standard date format 99/99/99. This process runs automatically.



Pre-Post Edit List



Post Invoices To A/R

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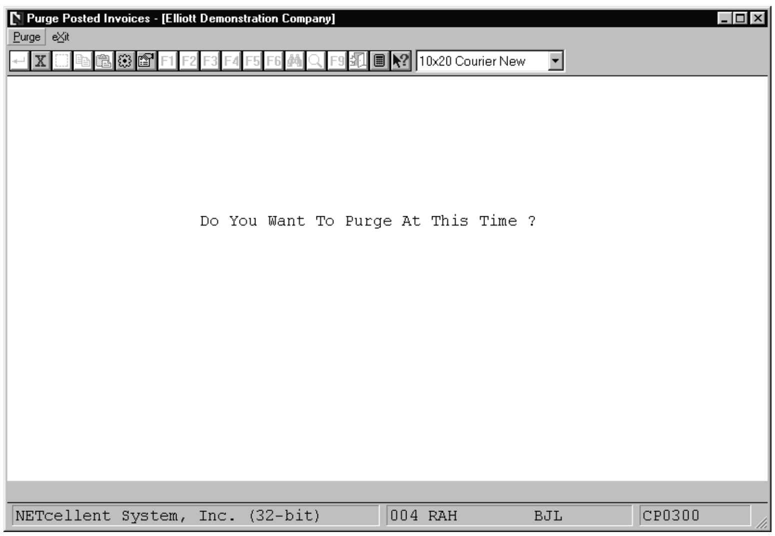
Purge Posted Orders

Application Overview

The **Purge Posted Invoices** application removes previously posted **Order Entry** transactions. It ensures that the **Order Entry** transaction file will not become excessively large over a period of time. This purge will affect the amount of information that is available for the **Order Inquiry** and **Available To Promise** applications in the **Inquiry** pull down window. Also, this application allows you to purge quote type orders.

Run Instructions

Select **Purge Posted Orders** from the pull down **COP Processing** window. The following screen will then be displayed:



Purge Posted Orders Entry Screen

The following option is available:

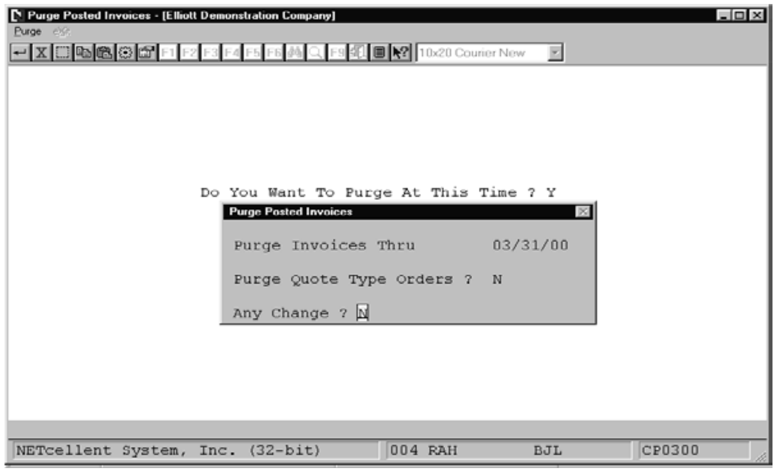
* Purge
- This application runs automatically, and returns to the menu bar when the purge process is complete.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Do You Want To Purge At This Time ?	Y or N. Default is N.
Purge Posted Orders Thru	Standard date format.
Purge Quote Type Orders ?	Y or N. Default is N.

Purge Posted Orders (Screen #1)



Purge Posted Orders (Screen # 2)

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Post/Purge Sales History Trx

Application Overview

By the end of the current accounting period, you can optionally transfer all the sales transactions from the Sales History Transaction file into the Sales History file. Sales History file is the basis to support Sales History Report and provide comparison for Sales YTD and Last Year to Date, as well Sales PTD and Sales Last Year PTD. If you are looking for 12 month comparison report, your best bet is to use report writer to develop a cross tab report base on Sales History Trx file. For this reason, we suggest you to keep Sales History Trx file data for at least two years. For security reason, the purge option can be turn off in Global Setup User Purge Control.

Post/Purge Sales History Trx transfers data from the transaction records into the current period date fields in the Sales History file. If February is the current period, the sales history data would be posted to the February period of the Sales History file.

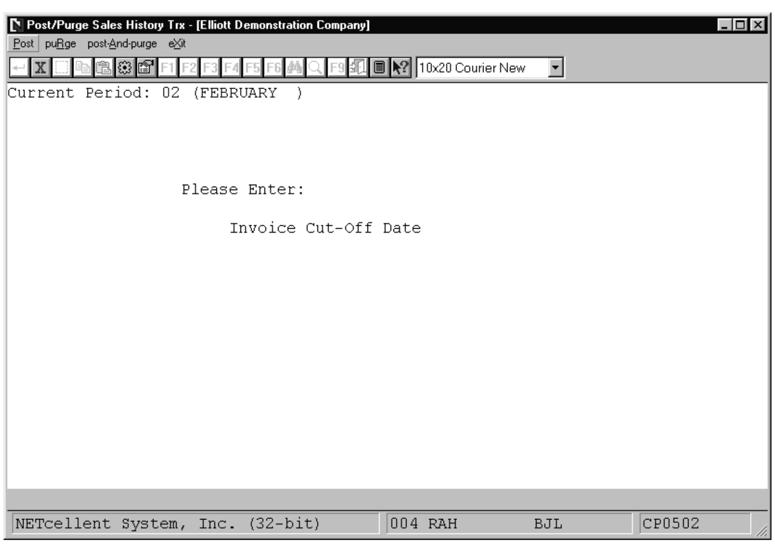
It is important to post all of the transactions for a period before moving on to the next period since any transactions that get left behind will later get posted to the next period. For instance, if you enter a cut off date of February 27, during the post and there are transactions dated February 28 on file, those from the 28th, will not get posted. Later, when posting March transactions, you will enter a cut off date of March 31, and the transactions from February 28 will get posted at that time.

When you perform this posting, a journal will automatically print out which lists the sales transactions that were posted. Also, you may optionally purge sales transactions from the Sales History Transaction file during the posting, or as a separate function.

Once transactions have been posted, the system will not post them again, so you need not purge the records immediately if you wish to retain them for printing the Edit List. Frequent purges of this file are recommended, however, to prevent the file from becoming unnecessarily large.

Run Instructions

Select **Post/Purge Sales History Trx** from the pull down **COP Processing menu**. The following screen will then be displayed:



Post/Purge Sales History Trx Entry Screen

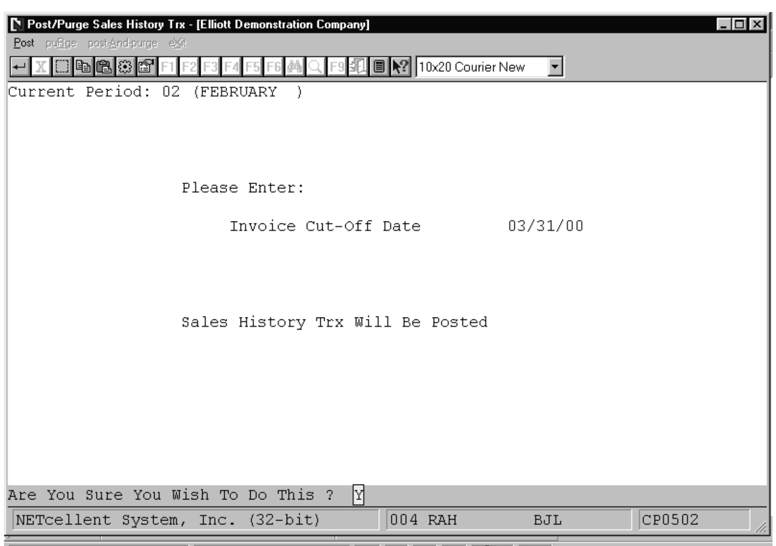
The following options are available:

* Select the desired mode from the Post/Purge Sales History Trx menu bar
* The menu bar enables you to Post, Purge, or Post And Purge the Sales History Transaction file according to the displayed invoice cut off date.
* When one of the preceding options is selected a prompt will appear that asks you to confirm the function that was selected.
* A Sales History Journal will print out automatically when a posting is done, showing the sales transactions that were posted.

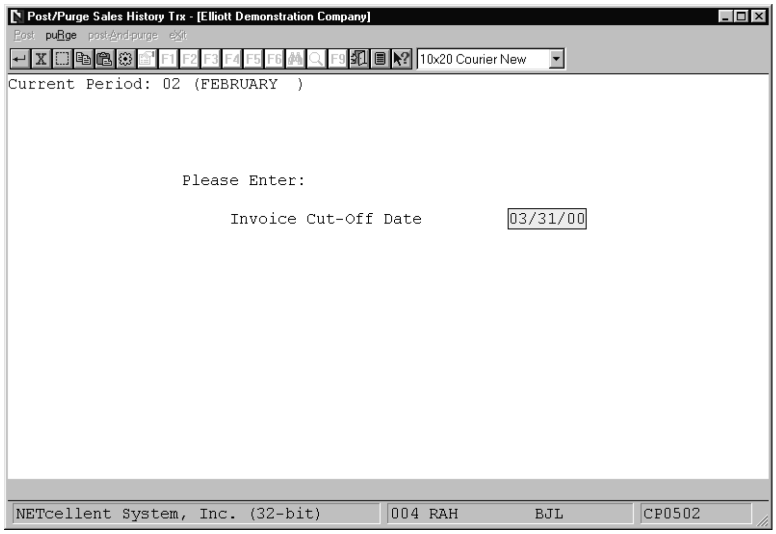
To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

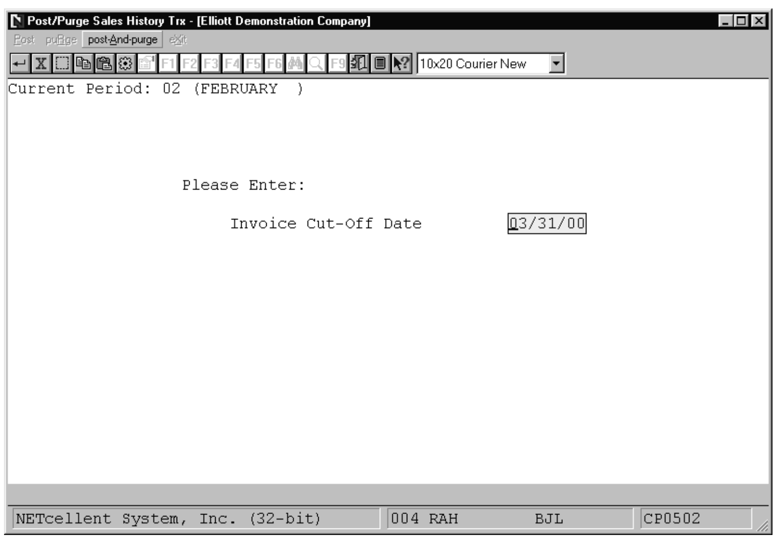
Name	Type and Description
Invoice Cut-Off Date	A date in the standard date format. Enter the invoice cut off date. All sales history transactions dated on or before this date will be included, except those that have already been posted but not yet purged.



Post/Purge Sales History Trx (Post)



Post/Purge Sales History Trx (Purge)



Post and Purge Sales History Trx

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Consolidate/Close Customer Orders

Application Overview

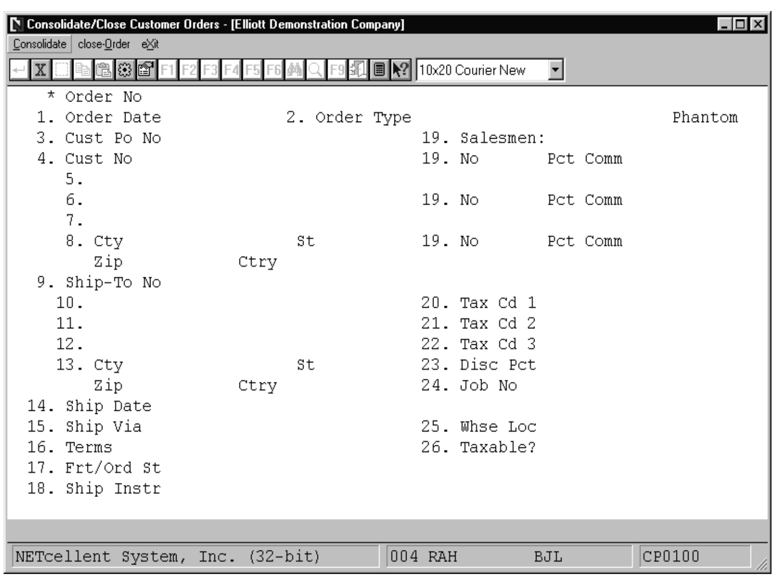
Companies that are frequently unable to ship all that is ordered may find themselves with many partially-shipped orders left on file awaiting the arrival of additional stock. The Consolidate/Close Customer Orders application provides two options for dealing with this problem.

You may wish to consolidate some of the partially shipped orders into a single order to facilitate shipping and billing. The Consolidate feature in this application allows you to enter order header information for a new order, then to specify which of the old orders are to be merged into the new order. Up to 15 orders may be so consolidated. What this will accomplish is the creation of a new order with line items taken from the old orders. The old orders will be deleted once their line items have been consolidated into the new order.

Some orders may be cancelled by the customer before all items are shipped. The Close Order feature allows you to close O type orders that have been partially posted in the Post Invoices To A/R application. Controlled items that were still on order will be deallocated. The order will be flagged as if it had been fully shipped and may be purged via the Purge Posted Invoices application.

Run Instructions

Select Consolidate/Close Customer Orders from the pull down COP Processing window. The following screen will then be displayed:



Consolidate/Close Customer Orders Entry Screen

The following options are available:

* Select the desired mode from the Consolidate/Close Customer Orders menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Define the new order header to consolidate existing orders into.

Consolidate

Name	Type and Description
* Order No	Press the F1 key for automatic assignment of the next order number or enter the 6-digit number manually. The program will only allow order numbers, which are not already on file. The manual entry of an order number will not affect the automatic assignment of numbers. Only automatic order number assignment through the F1 key will cause it to be incremented.
1. Order Date	A date in the standard date format. This is the date the orders were consolidated.
2. Order Type	1 alphanumeric character. No entry is required. Defaults to O.
3. Cust Po No	10 alphanumeric characters. Enter the customer's purchase order number. This field serves a documentary purpose and is useful to have when corresponding with customers.
4. Cust No	6 alphanumeric characters. Enter the customer number you want to consolidate orders. The number entered would commonly be that of a customer on file in the Customer file.
9. Ship-To No	4 alphanumeric characters. Enter the Ship-To code that carries the shipping address requested by the customer. There are three other options available if you do not know the number of the correct Ship-To code or if Ship-To codes have not been set up for the customer.

Ship-To No (continued)	You may press RETURN to default the shipping address to the same as the billing address. You may press F1 to search through the Ship-To codes on file for the customer, then select the correct one. You may press F2 to manually enter the shipping address. Pressing the F6 key will display a window showing the customers credit history along with the current total of open customer orders. A sub-menu will display on the bottom of the screen to remind you of these options during entry of the Ship-To number.
10 - 12. Ship-To Name and Address	30 alphanumeric characters for each of the four fields. These fields store the customer's name and shipping address. They may be entered manually, although they are more commonly displayed automatically when one of the options described above is used. If entered, there are no requirements regarding what may and may not be typed in. Any alphanumeric entry is acceptable.
13. Cty, St, Zip, Ctry	(Cty) 15 alphabetic characters. (St) 2 alphabetic characters. (Zip) 10 numeric characters. (Ctry) 10 alphabetic characters. You have the option to change this address line as a free format by pressing the F2 key.
14. Ship Date	A date in the standard date format. The entry is in MMDDYY format. Basically, this is the date that the order is to be shipped. It defaults to A.S.A.P. (as soon as possible). In actual fact, this field mainly serves a documentary purpose because the application which prints picking tickets looks at the request dates entered for each individual line item to determine whether or not to print the order and not at the ship date on the order itself.
Ship Date (continued)	The default for the request date on the individual line items, however, is the ship date entered here, so if the order does not need to be shipped until some specific time in the future, the date should be entered here to speed entry of line items and to document this fact. If a valid customer record is found you have the option to default remaining fields by pressing the F1 key. If COP Setup is set to use Profit Center usage = 0, you will be requested to enter field number 27 Pft Ctr.
15. Ship Via	2 alphanumeric characters. Enter the Ship-Via code for the means of transportation that is to be employed when shipping the ordered merchandise. The code entered must be a valid Ship-Via code. The entry defaults to the code specified in the Customer record. Once the code is entered, the code's description displays beside the entry. The shipping method is printed on the picking ticket for the shipping department.

	In add and change mode, press the F7 key to search for ship via code.
16. Terms	2 alphanumeric characters. Enter the terms code for this order. The entry defaults to the code on file for the customer. Once entered, a description for the code displays beside the entry. The program requires the entry of a valid Terms code, the information in the Terms Code record is used to determine whether the customer is eligible for any payment discount at cash entry time in Accounts Receivable. In add and change mode, press the F7 key to search for terms code.
17. Frt/Ord St	1 alphanumeric character. Enter the Freight Payment code, Order Status code relevant to this order.
Frt/Ord St (continued)	C = Collect P = Prepaid H = Hold A sub-menu will display to remind you of the valid options. If the Freight Payment Code is collect, the system will not expect entry of freight charges, although it is still allowed. If Order Status code is H, picking tickets and invoices will not be printed for this order. Also, user will not be able to select the order if Order Type is order.
18. Ship Instr	2 fields of 40 alphanumeric characters. Enter here whatever shipping instructions the customer requested on the purchase order or whatever instructions are customary for the customer. These instructions will print on the order acknowledgment and on the picking ticket.
19. Salesmen No	3 alphanumeric characters. Three sales people may be specified to share the commission on the sale. The salesmen numbers entered must be that of valid salesman. When a valid salesman is entered, the salesman's name displays on the line below the entry. A dummy salesman number, XXX, should be set up in the Salesman file in case no commission is to be paid on a specific order. Then, if no commission is to be paid, the operator could simply X out the first Salesman field. In add and change mode, press the F7 key to search for salesman number.
Pct Comm	5 numeric digits with 2 decimal positions (999.99). For each salesman who is to share the commission you must specify what percent of the total commission each gets. This percent of commission may not exceed 100.00. The sum of the three percents must equal 100.00. The entry defaults to the percent of commission that remains and will therefore default to 100.00 for the first salesman. The actual amount of the commission is determined at billing time on the billing information screen.

20. Tax Cd 1	3 alphanumeric characters. Enter the tax code that designates how this transaction is to be taxed. If the tax code entered is not on file, an error message will be displayed, and you will be prompted to enter another tax code. You will not be prompted to enter a tax code here. If no ship to number was entered, the program will use the default tax code 1 from the Customer's record in the Customer record. You must select this item when asked Field Number? if you wish to change the tax code. In add and change mode, press the F7 key to search for tax code.
Tax Pct	6 numeric digits with 4 decimal positions (99.9999). You will not be prompted to enter a tax code percent here. The program will use the tax percentage associated with tax code 1.You must select tax code 1 from Field Number? if you wish to change the tax percentage. Press RETURN for the tax code and then enter the appropriate tax percentage. On the third screen (for invoices and credit memos) where billing information is required you will be asked to enter sales tax amount. The program calculates the default sales tax amount (based upon the tax percent entered here and the value of taxable items on the order). You may accept the default value at that time or override it as you see fit.
21. Tax Cd 2	3 alphanumeric characters. Enter the tax code that designates how this transaction is to be taxed. If the tax code entered is not on file, an error message will be displayed, and you will be prompted to enter another tax code. You will not be prompted to enter a tax code here. If no ship to number was entered, the program will use the default tax code 2 from the customer's record in the Customer file. You must select this item when asked Field Number ? if you wish to change the tax code. If no default is defined for tax code 2, then neither the tax code or the tax percentage will be displayed.
Tax Cd 2 (continued)	In add and change mode, press the F7 key to search for tax code.
Tax Pct	6 numeric digits with 4 decimal positions (99.9999). You will not be prompted to enter a tax code percent here. The program will use the tax percentage associated with tax code 2. You must select tax code 2 from Field Number ? if you wish to change the tax percentage. Press RETURN for the tax code and then enter the appropriate tax percentage. On the third screen (for invoices and credit memos) where billing information is required you will be asked to enter the sales tax amount. The program calculates the default sales tax amount (based upon the tax percent entered here and the value of taxable items on the order). You may accept the default value at that time or override it as you see fit.
22. Tax Cd 3	3 alphanumeric characters. Enter the tax code that designates how this transaction is to be taxed. If the tax code entered is not on file, an error message will be displayed, and you will be prompted to

	enter another tax code. You will not be prompted to enter a tax code here. If no ship to number was entered, the program will use the default tax code 2 from the customers' record in the Customer file. You must select this item when asked Field Number? if you wish to change the tax code. If no default is defined for tax code 3, then neither the tax code nor the tax percentage will be displayed. In add and change mode, press the F7 key to search for tax code.
Tax Pct	6 numeric digits with 4 decimal positions (99.9999). You will not be prompted to enter a tax code percent here. The program will use the tax percentage associated with tax code 3. You must select tax code 3 from Field Number ? if you wish to change the tax percentage. Press RETURN for the tax code and then enter the appropriate tax percentage.
Tax Pct (continued)	On the third screen (for invoices and credit memos) where billing information is required you will be asked to enter the sales tax amount. The program calculates the default sales tax amount (based upon the tax percent entered here and the value of taxable items on the order). You may accept the default value at that time or override it as you see fit.
23. Disc Pct	5 numeric digits with 2 decimal positions (999.99). This is the line item discount percent that can be taken in addition to any discounts inherent in the line item's unit price. It can be thought of as a trade discount. The entry will default to the discount specified in the Customer record. During entry of line items this discount percent will display as the default discount percent for the line item, to be accepted or overridden.
24. Job No	6 alphanumeric characters. This field is used to update the Job History file when posting invoices. It will be used to record billings against a job on the Job Analysis Report in Accounts Receivable. In add and change mode, press the F7 key to search for job number.
25. Whse Loc	2 alphanumeric characters. Enter the location code for the warehouse from which the merchandise on the order is to be shipped. The entry must be for that of a valid location. The location's description will display beside the entry. During entry of line items, this is the location, which the program will check, to determine if there are adequate stocks of the item or not. This field defaults to the default location in the Customer file. In add and change mode, press the F7 key to search for warehouse location.
26. Taxable?	Y or N. Enter whether the order is taxable or not. If the customer is taxable, this field defaults to Y. If the customer is non-taxable, this field defaults to N.

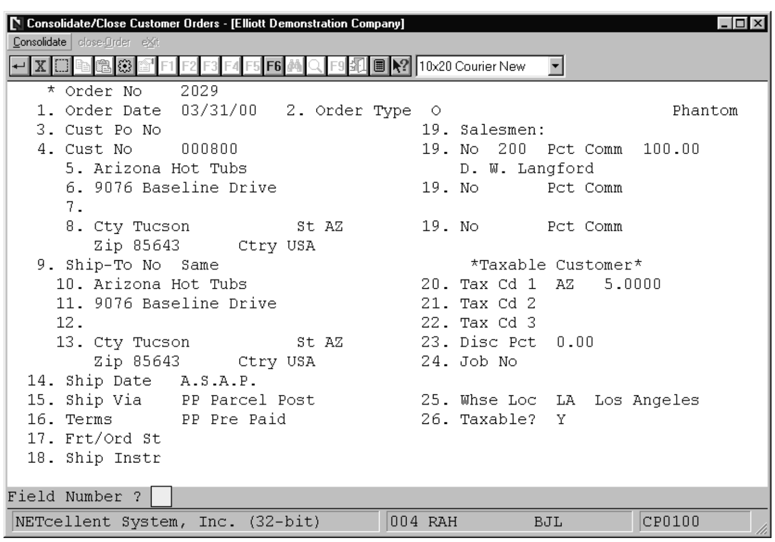
27. Pft Ctr	Up to 5 alphanumeric characters. This field only displays if the Company file specifies that there are profit centers and departments (if applicable) used throughout the system (profit center and department, if applicable, is not zero) and if the COP Setup specifies that profit centers and departments (if applicable) are order-oriented rather than product category-oriented. If entered, all General Ledger sales transactions generated by this order will have this profit center and department (if applicable) as an account number format. This field defaults to the number entered on the previous order.

After defining the new order header, determine which orders to consolidate.

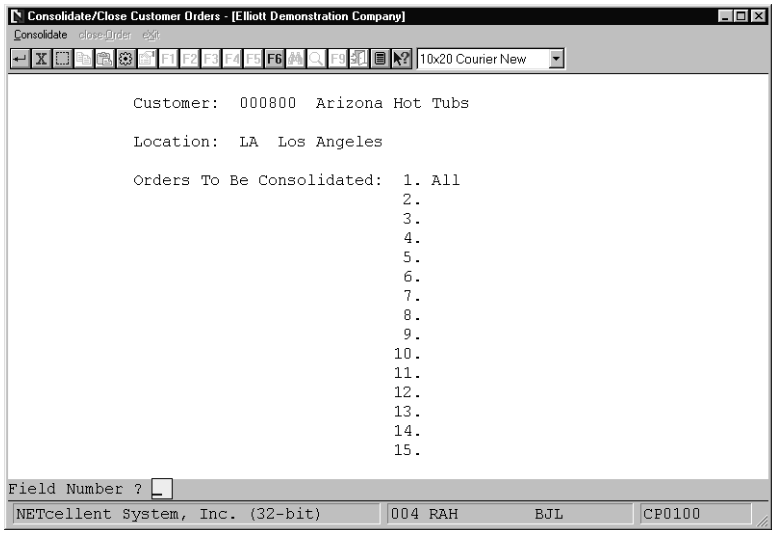
Name	Type and Description
Orders To Be Consolidated	6 numeric digits (999999). Enter up to 15 order numbers of orders to be consolidated into the new order. Press RETURN to consolidate All of the customer's orders into the newly defined order header.

Close Order

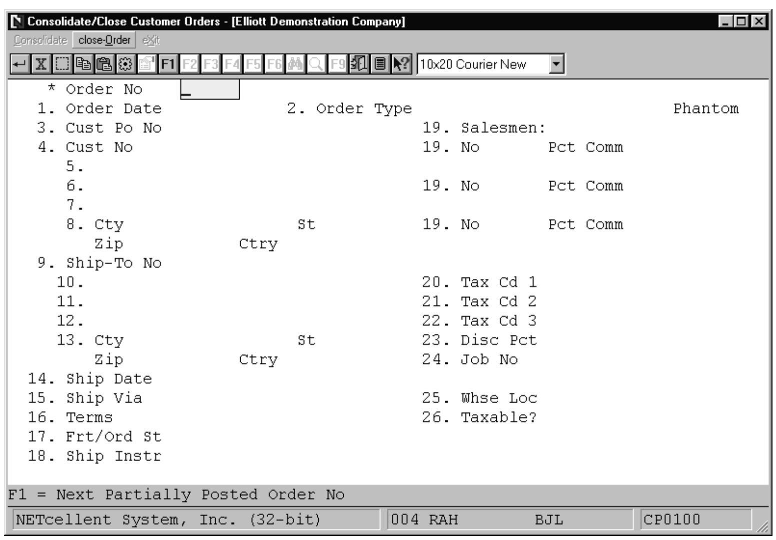
The same fields are displayed as for Consolidate. The only entry allowed is in the Order No field where you must enter the number of a partially posted O type order. You may also press the F1 key to display partially posted orders.



Consolidate Customer Orders (Screen #1)



Consolidate Customer Orders (Screen # 2)



Close Customer Orders

Activate Blanket Orders

Application Overview

Blanket orders are orders that merely record the customer's desire to receive a series of shipments at specified times in the future. The customer might order 10,000 widgets with the agreement that the widgets will be shipped at the rate of 1,000 a month for the next 10 months. In this case, you would enter a blanket order in the Order Entry application for the 10,000 widgets and prior to each shipment you would utilize the Activate Blanket Orders application that generates regular orders from blanket orders, which would create a regular order for each 1,000 widgets. Once the regular order has been created you can select the widgets for billing just as you would have had they been entered on a regular order.

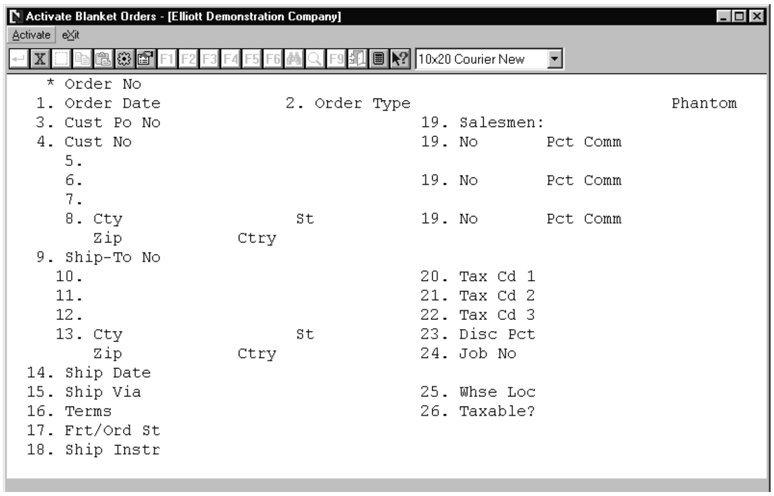
Blanket orders may not, themselves, be billed. A regular order must be generated from a blanket order, then the regular order can be shipped and billed. The process whereby regular orders are generated from blanket orders is referred to as Activate Blanket Orders.

When line items for a blanket order are entered in the Order Entry application, the operator enters the quantity ordered, unit price, request date, etc., just as would occur for a regular order. However, during entry of a regular order, the system takes note of what was ordered and adjusts inventory records to reflect the commitment to ship this merchandise. This is known as allocating the item, and the quantity allocated for an item is an indication of how much has been ordered for shipment in the immediate or near future. For blanket orders no such allocation occurs, since the order may be of a very long-term nature, and to make the allocation would unnecessarily inflate inventory requirements over the life of the order. Consequently, items are allocated only when the blanket order is activated.

One of the fields entered for the line item is the request date. This is the date upon which shipment is requested. For blanket orders this is the activation date. During blanket order activation a date will be entered that will serve as the activation cut-off date. All items for the blanket order being activated that have request dates on or before the activation cut-off date will appear on the new order. Those items that fall past the cut-off date will be ignored. Once a line item has been transferred to a regular order it is deleted from the blanket order and once all line items for a blanket order have been transferred, the blanket order itself is deleted.

Run Instructions

Select **Activate Blanket Orders** from the pull down **COP Processing menu**. The following screen will then be displayed:



Activate Blanket Orders Entry Screen

The following options are available:

* Select the desired mode from the Activate Blanket Orders menu bar

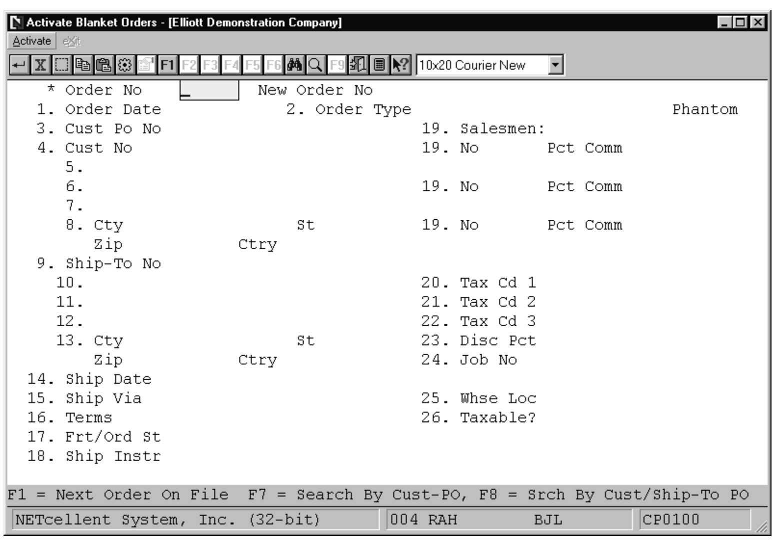
* When activate blanket orders is selected, a prompt is displayed that enables you to enter the number of the blanket order that is to be activated. During order activation, certain line items on the blanket order will be transferred to a new order that has an order type of O (regular order). You must assign an order number to this new order before activation can begin. There is a field on the screen where this number can be entered. Once this number has been assigned and any changes to the first screen have been made, a second screen will display on which you enter the activation cut-off date. The program will then process the blanket order. You may then specify another blanket order to activate.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Activate Blanket Orders

Name	Type and Description
* Order No	6 alphanumeric characters. Press the F1 key for the next blanket order on file or enter the blanket order you wish to activate.
New Order No	6 alphanumeric characters. Press the F1 key for the next sequential order number. Also refer to the Order Entry application for individual field descriptions that may be changed after the New Order Number is assigned.
Please Enter Cut-Off Date	A date in the standard date format. Enter the cut-off date in MMDDYY format. The entry defaults to the system date. This is the date that the program will use to compare with the blanket order's request dates to see if the line items qualify for inclusion on the new active orders.



Activate Blanket Orders

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Fill Backorders

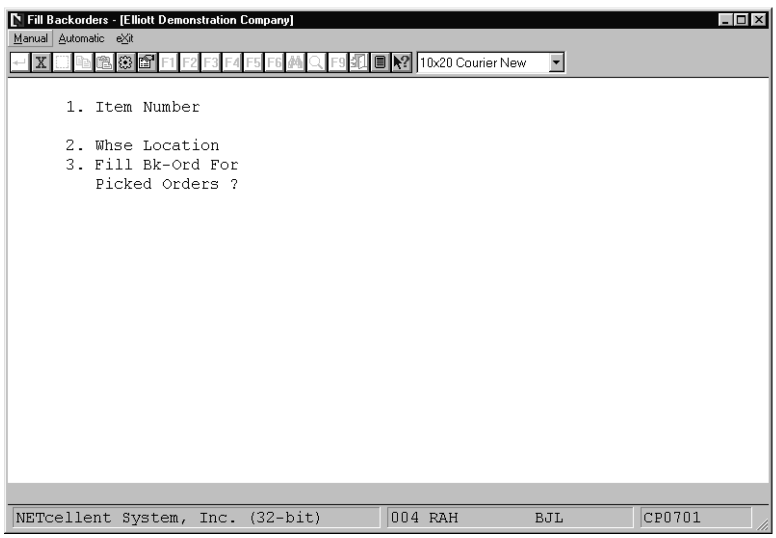
Application Overview

It is not unusual for a company to run low on stock of certain items and be required to backorder part of a customer's order. If this happens frequently enough, a large number of order remnants can accumulate on file with backorders on each one. It can be a tedious process to access each order individually once stocks are replenished in order to change the backorders to shippable.

This application provides the facility to automatically fill existing backorders for an item at a specific location. It also provides for the option of manually filling one backorder at a time, should the user opt for more control over which specific backorders are to be filled.

Run Instructions

Select **Fill Backorders** from the pull down **COP Processing menu**. The following screen will then be displayed



Fill Backorders Entry Screen

The following options are available:

* Select the desired mode from the Fill Backorders menu bar

* If you choose to manually fill one backorder at a time, you will be requested to enter the item number, warehouse location, if you wish to fill backorders for picked orders and the first order number you wish to process. The program will find that order and verify that it does contain a backorder for the item and location specified, then display information about the order. You will then be requested to enter the quantity of the back ordered amount you wish to fill. The program will update the proper amount to ship and if any new quantity still on backorder. You may then enter another order number to fill for the same item and location or you may end and start with a new item and/or location.

* The program will determine whether or not there is any excess quantity on hand for that item at that

location and, if there is, that amount will display near the bottom of the screen, along with the total quantity of that item backordered at that location.

* If you choose to fill backorders automatically, enter the item number, warehouse location and if you wish to fill backorders for picked orders. The program will go through all the backorders, filling each complete, until there is no more excess quantity of the item available or until it runs out of backorders to fill.

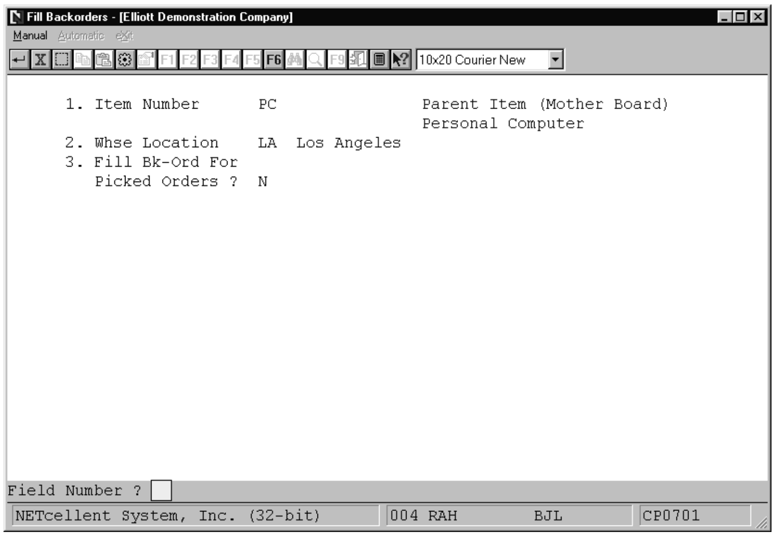
* For each backordered item that is filled, a record will be kept on file in the Audit Trail. This report may be accessed through Backorder Audit Trail Report application in the Reports pull down window.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

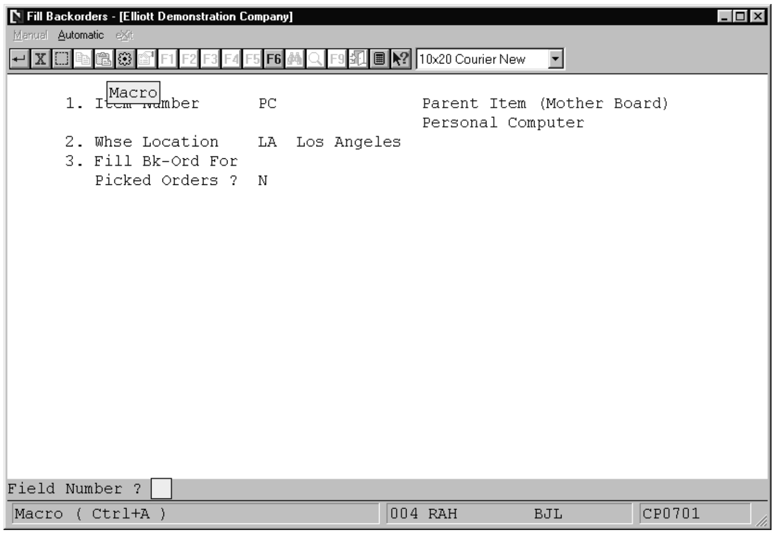
Entry Field Descriptions

Name	Type and Description
1. Item Number	15 alphanumeric characters. Enter the item number for which you wish to fill backorders. It must already exist in the Inventory Item file. It must be controlled.
Item Number (continued)	Press the F7 key to search for the item by number or press the F8 key to search for the item by description. After the item number is entered, the Inventory Item file is read and the item description is automatically displayed.
2. Whse Location	2 alphanumeric characters. Enter the location code for the warehouse from which the merchandise on the order is to be shipped. The entry must be for that of a valid location. The location's description will display beside the entry. During the entry of the order number to fill, this is the location that the program will check against the actual location specified in the order. Press the F7 key to search for Location.
3. Fill Bk-Ord For Picked Orders ?	Y or N. Enter Y to fill picked orders or N to decline. Defaults to N.
Order No	The following fields are relevant when Manually filling backorders. Press the F1 key to bring up the next valid order that has an unfilled backorder amount for this item and location, or enter the six-digit number manually.
Order Date	Display only. After enter the order number, the following display fields will be shown.
Customer No	Display only.
Request Date	Display only.
Promise Date	Display only.
Qty Ordered	Display only.

Qty Back Ord	Display only.
Fill Quantity	A standard quantity format.
Fill Quantity (continued)	Enter an amount up to or equal to the back ordered quantity for this order. The amount entered cannot exceed the total excess quantity of the item on-hand. Note that this total excess amount still available to be allocated is updated after each backorder is filled and is displayed near the bottom of the screen, as is the total quantity of that item still back ordered at that location.
Quantity On Backorder	Display only. The quantity on backorder for this item.
Excess On-Hand Quantity	Display only. This is the quantity available for this item to fill your backorders.



Manually Fill Backorders



Automatically Fill Backorders

Sales Desk

Application Overview

Sales Desk is designed for companies who need versatile order entry functions and improved customer service. It is designed to be used by salespersons, order entry personnel and telemarketers. Sales Desk is extremely helpful when you have customers calling to inquire on stock availability and pricing before they purchase, as well as for shipping from multiple locations. Also, the captured data in Sales Desk provides management with useful information for sales and marketing analysis.

Benefits

- Creates an integrated environment for sales and order entry personnel to perform stock inquiries, price inquiries, sales quotes, and enter the order all from one screen. Greatly improves performance and speeds up the sales process.

- Provides sales and customer service personnel with additional commonly used functions such as: view invoice history by customer or item, check customer accounts for open item or historical data, credit information, change customer contact, address and phone number, etc. Improves customer service.

- Handle multiple locations with ease. Sales Desk will work well even for the large size organization.

- Certain areas can be customized by the user and tailored to their special needs without source code level changes.

Sales Desk Integration

Before using, **Sales Desk requires setup procedures** as detailed in the Global Setup – Sales Desk section of this manual.

Sales Desk is a powerful program that can greatly improve the speed and efficiency of processing orders, quotes, capturing new business, and building customer relationships. After setting up Sales Desk, you should set up a Procedures and Policy guideline for COP sales entry personnel and Sales Desk users. Many of these procedures and policies can be defined in Sales Desk setup.

Sales Desk does not currently support the following:

1. Vertex Sales Tax Interface
2. “I” and “C” type of Orders for Serial/Lot and Multi-Bins
3. Feature/Option & Kit items.

Sales Desk Scenario

The following telephone scenario is an example of how you can use some of the Sales Desk features. The features used and their associated functions will be detailed in the ***Run Instructions*** that follow this scenario.

C = Customer
H = House, (salesperson or order entry person)

C: This is Mike Jones with the J. Q. Williams Company in Atlanta, GA. I need a price and availability for your item CLOCK.

H: Hello Mike, this is JEC. How many CLOCKS do you need?

C: I need 120.

H: Mike, I can ship them all out today. I only have 12 that I can ship from our Atlanta warehouse, but I will send you 48 from our Dallas warehouse and the balance from our LA warehouse. Your price is $13.175 each. Would you like to place the order?

C: They only cost me $12.50 last time. How come they're more expensive this time?

H: Let me see. You purchased 2 at $15.50 EA on 03/23/00, Invoice # 3035. Your P.O. number was 100-10164. Mike, you actually get a much better price this time.

C: Well, maybe I was confused with another item. I only need 60 of them right away. The other 60 won't be needed until 30 days later. Will you be able to ship me 60 clocks from Atlanta warehouse in 30 days?

H: Let's see. Yes, I see there's a PO where we are scheduled to receive 576 clocks 15 days from now. I can put your other 60 clocks to ship from our Atlanta warehouse 15 days from now. Also, most of the people buy CLOCK with CLOCK-ADJ together. Would you like to have CLOCK-ADJ go with your order?

C: For now I don't need CLOCK-ADJ. But, I will place the order with you for the other 60 CLOCKS 15 days later. Also, could you check the availability for "Soldering Iron Number 2".

H: We don't have any "Soldering Iron Number 2" on stock right now. However, I do "Soldering Iron Number 1" in stock. Would you like to order them?

C: No, that's OK. That will be all for today.

H: Okay, let me verify billing and shipping addresses. Our record shows that you are at

1500 State Ave.
Atlanta, GA 30329
Phone Number: 443-268-2552

Is that correct?

C: No, we recently moved our main office, the new address is:
3479 Peachtree Road NE, #200
Atlanta, GA 30329
The phone stayed unchanged. Actually, I need you to ship to our Store #100, not our office.

H: No problem, I have just changed your address in our customer master record. I have also change the order to ship to store #100. How would you like the order to ship? Ground, 2nd Day or Next Day?

C: I need the clocks right away. From your Atlanta warehouse ship UPS Ground and UPS Next Day from your Dallas warehouse.

H: OK. Your freight for Atlanta shipment will be $10.00 and for Dallas, it will be $27.89. Is there a PO number?

C: Yes, use PO number: 100-12234.

H: OK, your orders are all done now. The orders will ship COD and you will receive two different shipments. Please write down the following information for reference purpose:

	Order 2084 – AT	Order 2085 - DA
Sales Amt	158.10	632.40
Freight	10.00	27.89
Tax	34.04	34.78
Total	202.14	695.07
Apply Cr.	100.00	
Balance Due	102.14	695.07

Our system noticed you have an outstanding credit of $100 and I applied it your order from the Atlanta warehouse.

C: You know, your system is pretty smart. With most of the other companies I do business with, I have to specifically mention my outstanding credits before they will apply them to my COD. What kind of software do you use?

H: We use Elliott Business Software. It's great!

Scenario Highlights:

1. Sales Desk allows salespersons to enter the caller name for reference in the later conversation.

2. Sales Desk provides stock inquiry ability and immediate pricing information, to include historical drill downs to show the last purchasing information.

3. Sales Desk provides access to other locations inventory and places multiple location shipments on the same sales desk order.

4. Sales Desk allows checking for future quantity availability (Available To Promise feature) and cah help capture future potential business.

5. Sales Desk suggests accessory items that should go with a main item to maximize.

6. Sales Desk suggests substitute items when you don't have sufficient quantity for an item.

7. Sales Desk allows salespersons to verify address and phone numbers with customers and update customer file.

8. Sales Desk can use multiple different ship via codes for multi-warehouse orders.

9. Sales Desk can calculate freight automatically to quote customer at time of order entry.

10. Sales Desk can apply customer's open credits to the order, ideal for Pre-Paids and COD's.

11. Sales Desk generates sales orders automatically after salespersons finish conversation with customers.

Note: *All pricing, quantities available by warehouse, future quantity and other information given to Mike above were done from within Sales Desk and* ***without having to leave the Sales Desk screen.***

Run Instructions

The main Sales Desk screen consists of three areas:

Area 1: This is the customer information area where you would enter the caller, customer, salesman and confirm the discount percent.

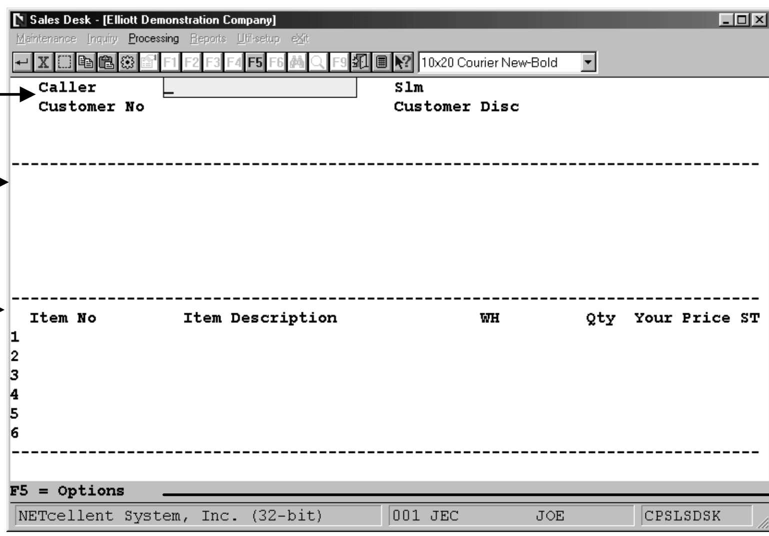
Area 2: This is a user definable area (Global setup, COP-Enh, Sales Desk Screen Layout). It may contain either customer or item information. The default setting is for item's information only. The customer information will be displayed immediately after customer is entered. The item information will be displayed immediately after item is entered in Area 3.

Area 3: This is line item scrollable area where it can display up to 6 line items at a time. All line item will be entered here.

1.

2

3.



F5 Options:
The only option you can use in this view is "Add New Customer".

1. **Enter Caller Name**: This field is not mandatory. However, it is helpful in remembering and saving the person's name that you were talking to for reference purpose. If you leave this field blank and after you enter the Customer Number, it will default the Contact defined in the A/R Customer file.

Enter Customer number: This is a required field. If the customer is not on file, you can add them using the F5 function key, (Options – Add Customer). In this field you will have 5 function keys available to you in the bottom menu bar. They are:

F2 = **Quotation By User**. This will give you a window of a list of quotations sorted by descending sequence for the quote that you (salesperson) entered. This is a useful function if you wish to retrieve a quotation you did recently.

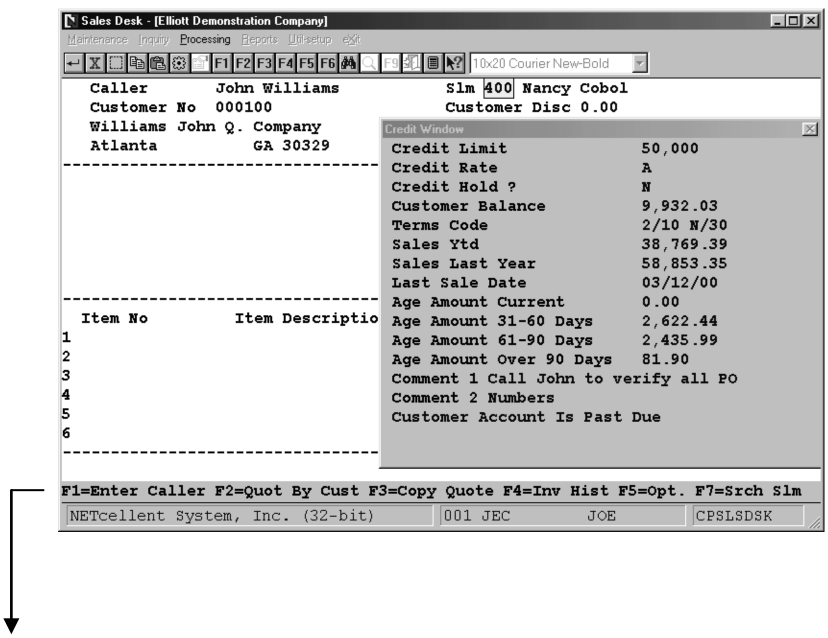
F3 = **Enter Quotation No**. At the end of your conversation with customer, even if you they did order anything from you, you still can give them a quotation number. If customer calls back and refers to a quotation number, then any salesperson can bring up that quote by quotation number.

F5 = **Options**, you can access various different functions through the option key. The type of functions that are available to you depend on the area you are in (whether customer number or item number has been entered). At this moment, you can add a customer, check for newly received inventory, print order or invoice edit list.

F7 = **Search By Customer No.**
F8 = **Search By Customer Desc.**

After you enter the customer number, the system fills in Area 1 with default information. Depending on your setup, the customer's credit Info window may pop up if there is a credit problem.

Enter Salesman: Salesman field defaults to the salesman defined in the customer file (Unfortunately, it won't default to ship-to file's salesman like order entry at this moment because ship-to is not identified yet). However, you can override it. The system also gives you additional Functions Keys you can use, See figure below.



Function Keys Available

F1: **Enter Caller**, this gives you the opportunity to update the caller name. You may need to use this function if you leave the Caller field blank and the default contact from customer file is different from the caller. Make sure the caller name is correct so you won't call your customer by the wrong name.

F2: Quote by Customer. You may use this function if customer calls back and wishes to confirm the earlier quote. F2 will bring up a list of quotes for this customer sorted by the descending sequence.

F3: Copy Quote. This is to copy a quote from a "Q" type order in order entry. The "Q" type order is saved as a template. For example, if you know a customer always orders from 20 different items. Before you call your customer to solicit his business, you can enter these 20 different items as a "Q" type order. In Sales Desk, once the customer number is entered, you may copy this template to Sales Desk, all line items copied over will have a status of "Q" (Quote). You will then talk to your customer on the phone and confirm with him which item he/she would like to order and make that line item status change to "C" (Confirmed). Once you finish confirming line items, the system automatically generates a sales order. Each customer may have multiple templates (Quote). To differentiate multiple templates, it is suggested that you put reference information in "Shipping Instructions" in the "Q" type order. When you press F3, all quotes for this customer will be brought up in a window and "Shipping Instruction" is displayed in the window and can be used as a key reference to differentiate one from the other.

F4: Invoice History. Displays customer invoice history and lists the last purchase entries for each item that this customer has purchased. This is a useful tool to suggest customer what they should buy this time. For example, you may suggest to customer that they may need item "CLOCK" since the record shows last time they purchased "CLOCK" was 90 days ago and you know they usually will run out of stock and re-purchase in 90 days.

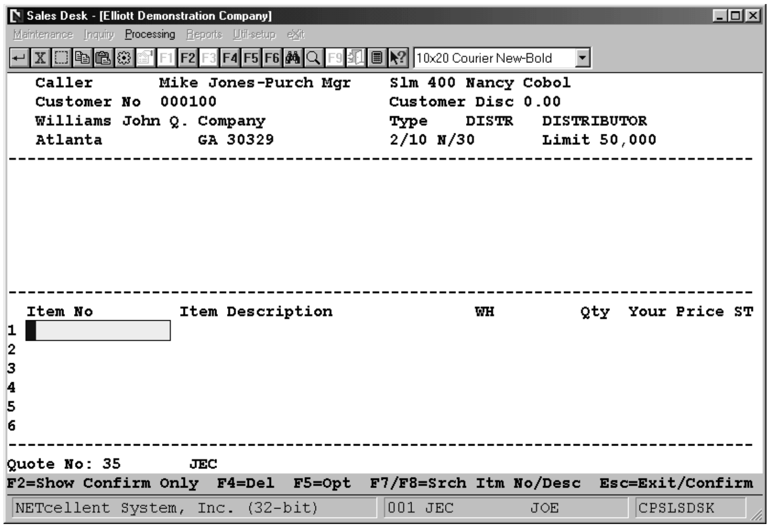
F5: Options. There are various different functions that you can access with F5. Some are to display Customer Information, Credit Information, Customer Account Inquiry, Customer Account Summary or Change Customer Data.

F7: Search for a Salesman to change the salesman of record for the order.

Once you leave the above window by pressing enter or finish searching for a salesman, the system will prompt you for discount percent.

Enter Discount Percent: Discount percent default from customer file and you can override it. This the discount you will give to this customer in addition to the regular price setup in the system. Once you finish entering this field, the system takes you to the line item entry field, (screen section 3), and gives you a new set of functions keys to work with. See Figure next below page.

NOTE: Sales Desk integrates with the Credit Check & Release features. Any credit problems will appear in the COP sales orders where the Credit Manager or order entry personnel, depending upon company policy, can review them. Sales Desk is best used for customer service functions such as doing stock status and price inquires for customers, as well as informal quotes, and then entering (creating) them as orders.



F2: This is a toggle switch for "Show Confirm Only" or "Show All". As you enter line items, the system will ask if you want to confirm this item to be generated on the sales order. In the process of entering line items, you may have a combination of confirmed and quoted items (quotes and inquiries). If you only want to see the confirmed items, press the F2 Key. After you are in the "Show Confirm Only" mode, the F2 Key prompt will be "Show All". If you press the F2 Key now, the system will show all line items entered and the F2 Key prompt will be "Show Confirm Only."

F4: Use this key when you want to delete the line item that is highlighted.

F5: Gives you the following options:

Newly Received Item: Shows newly posted receiving with current Qty on hand and Qty available so that salesmen can pinpoint "Hot Items" just received.

Customer Information: Shows basic customer information including address, phone, contact, salesman, terms, ship-via, discount and sales tax information.

Credit Information: Shows various customer credit information.

Customer Account Inquiry: Customers A/R Open Item inquiry
Customer History Item inquiry

Customer Acct. Summary: Summarized version of the above. This and previous functions allow salesperson take a look of customer payment pattern to see if this is a credit worthy customer.

Change Customer Data: Allow you to change certain customer fields (user definable). For example, you may wish salesperson to verify customer's phone and address as they are taking the orders, and making necessary changes to those fields if changed. However, you may not want salesman to change other field like terms code, customer type, discount percent…etc. To setup fields that salesperson can change, go to Elliott Main Menu → Util-setup → Global setup → cop-Ctrl → cHg cust screen layout.

Print Order Edit List: If you know the order number, you can print out the order edit list right here.

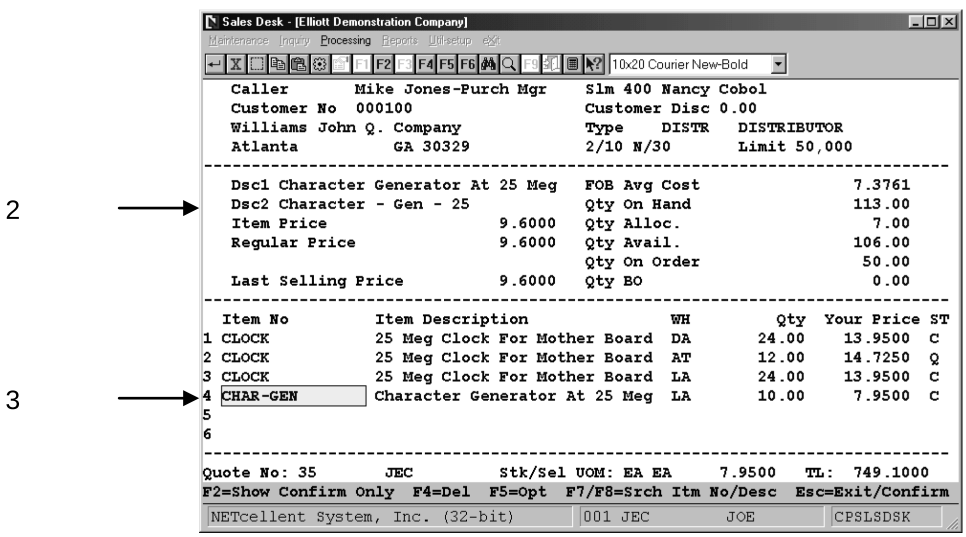
Print Invoice Edit List: If you know the invoice number, you can print out the invoice edit list right here.

F7: Use this key to lookup an item by the item number

F8: Use this key to lookup an item by the item description

Esc: Exit/Confirm.

Line Item Entry Features



After entering a line item, (area 3), the system displays the items information in area 2. System displays the item description and places the cursor in the "WH" (warehouse) field. Either customer's location or item default location will be placed here depend on the setting (refer to setup for more details). At this moment, a couple of things may happen depending on your setup:

Item Notes: Item Notes may automatically popup if the setup for notes indicates so. This is a useful function to remind salesperson about certain things that should be mentioned to the customer. This may include, but not limited to, accessories that you could sell to this customer.

Enter Warehouse: Once in the "WH" field, you can either accept the default warehouse (either customer's default location, or item's default location depending on your setup), or choose a different location if the default location does not have sufficient quantity on stock. We even allow you to choose a different location at the line item level in Sales Desk. Once the actual sales order is generated from Sales Desk, the system will break it down into multiple sales orders by location (since O/E sales order can only handle one location per order). The system gives you the following 3 functions keys to work with in this field:

F3: **Substitute Item**, (allows you to recommend a list of substitute items if you do not have sufficient quantity on hand). You are allowed to have multiple substitute items defined in a substitute class. Please refer to "Substitute Item" feature for more information.

F5: **Options**

Newly Received Item
Customer Information
Credit Information
Customer Account Inquiry
Customer Account Summary

Available To Promise: This is the function to view all outstanding sales orders (requirement) and purchase orders (replenishment) to project your future quantity on hand balance by date. With this function, a salesperson can tell the customer the next delivery date due-in when there is insufficient stock on hand for the item they need.

Component Availability: If you are a manufacture, if may wish to know if you have sufficient components on hand to full fill customer's order. Component Availability search will explore the parent item and determine the maximum quantity you can produce based on the component availability.

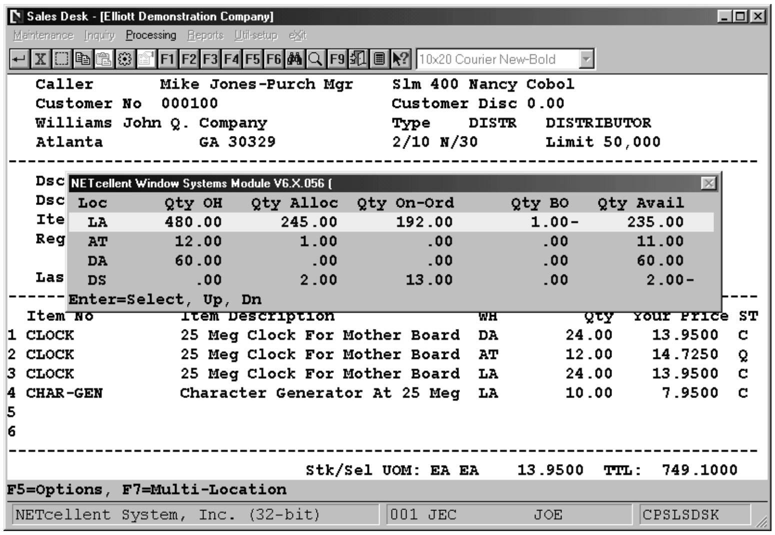
Price Break: This option will open the price break window for detail quantity break and price. It will also show cost, discount, last selling price, on sales info, etc.

Item Invoice History: This option will drill down to invoice history by item to show the recent sales information for this item and give salesperson a comparison base for pricing.

Cust. Invoice History: This option will drill down to invoice history by customer/item to show the recent sales information for this customer. For example, you can easily find out the last selling price for this customer on this item, and the date, invoice number, quantity, etc.

Change Customer Data
Print Order Edit List
Print Invoice Edit List

F7: Multi-Location information as show in the Figure below. This function allows users to check for inventory in other locations if the default location does not have sufficient stock.



When multi location shipments occur, the system will create a sales order for each location.

Enter Quantity: Advancing from "WH" to the "Qty" field, the system gives us the following Function Keys to work with:

F2: Change Item Description. Just in case you want to modify the default description for this line item, you may use this option.

F5: Options, same as when in "Item No." and "WH" fields.

Enter Price: Advancing from "Qty" to "Your Price" field, the system gives us the F5=Options prompt to work with again. These are the same options as in "Item No.", "WH", and "Qty" fields. The price system showing in this field is equivalent to the "Unit Price" field on order line item screen, which is after applying the price code and sales price. This may also be a price after applying the discount percent as enter in the area 1, depending on the setup (Global setup, COP-Func, Order Line Item Screen). Also, at this moment, if there's not enough quantity availability to fulfill the order, system will popup with a small window on the top right hand corner to show "Quantity Exceed Available".

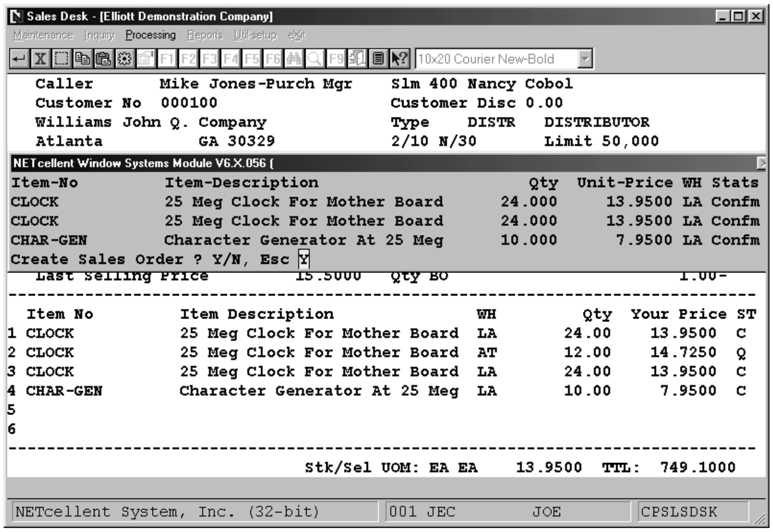
Confirm Status: From the "Your Price" field, the system advances us to the "ST" field. The status for a line is "Q=Quote" or "C=Confirm". In this "ST" field, we once again have access to the F5 Function Options.

Depending on whether you turn on "Quotation Comment" in the setup of Sales Desk function, if you flag this line item as a "Q" status, the system will prompt us for a Reason and Comment Code as to why you did not win the quote.

Depending on whether you turn on "Enter Line Item Additional Data" in the setup of Sales Desk, if you flag this line item as a "C" status, the system will ask you for some additional order line item information, (Cost, Discount Percent, Vendor, Product Category, User Defined Code, Request and Promise dates).

Note: The line item entry screen provides 6 line items per screen. By using the Page Up or Page Down keys, you can scroll the line item area to enter or change more line items.

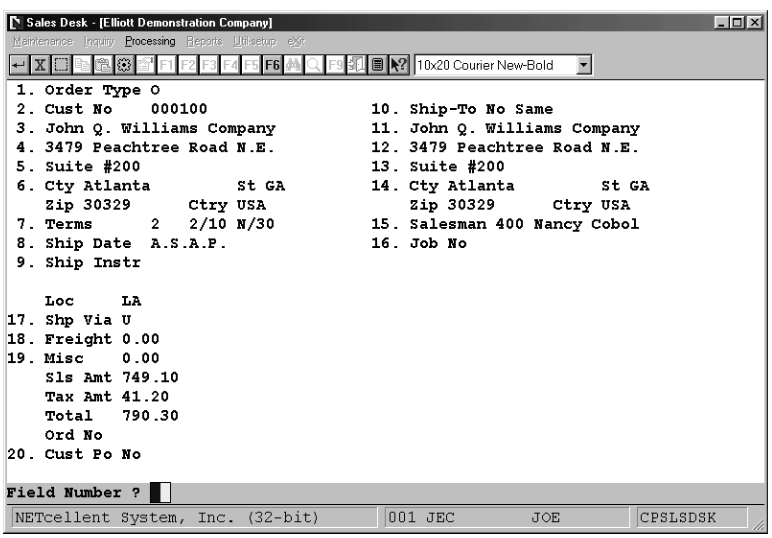
Once you complete all line items and exit, (Esc/Confirm), the system will ask if you want to **create a sales order**, see Figure below.



If you elect not to create a Sales Order, the confirmed items, "C", will display as status type "Q" (Quotes) the next time you bring up the quote number for review.

Order Header

If you selected **"Y" to create the sales order** the system opens up a screen similar to sales order header with a few fields that you need to complete, see Figure below.



After you complete the order header screen, most of which are default fields as per customer file, the system generates the order, Type "O" or "I", and a window pops up confirming that the sales order has been generated.

You should start by confirming address with customer. If the address is correct, proceed to finish the header information. If the address is incorrect, you should hit ESC key at this moment to go back to previous Sales Desk screen, and press F5 to change customer's address. After that, you can hit ESC key, confirm to create sales order and come back to the header screen again.

You will enter this screen just as if you are entering the order header. Fields 17 – 18, will repeat for the number of locations you have for the line items. You can have up to 6 locations per sales desk order.

Ship Via Code

You can specify a different ship-via code for different location. For example customer needs merchandise from both LA and NY warehouses next day; if customer is in Los Angeles, we may ship from LA warehouse through UPS ground, and UPS red from NY warehouse.

Freight

Sales Desk has ability to calculate freight automatically. The system assumes everything will be in one box and use item weight to calculate the freight charge automatically. However users also have to option to manually enter the weight, value, and number of boxes for the system to calculate freight. For more detail, please refer to Freight Calculation feature. You can also leave freight charge blank and let shipping manifest or the billing process determine the appropriate freight charges.

Misc. Charge

System can also automatically calculate miscellaneous charge based on terms code setup. This would normally be used for (1) A fixed COD charge like $5.00 regardless number of boxes. (2) Credit card charge. For example you may charge you customer 3% of the selling price if they pay you by credit card.

Multiple Locations Order

For multiple locations sales desk order, each location will be created as an individual sales order and picked and invoiced separately.

Open Credits

If the deposit feature is turned on (Global setup, COP-Func, Order Billing), the system can optionally detect if there's an open credit (or payment) for this customer to be used for this order. This is especially important for COD customers. If a COD customer has outstanding credit with you, and you still COD them with the full invoice amount, your customer is pleased.

Credit Checking and Releasing

If you enable credit check feature, system will check if the order should be put on hold and send for credit manager for approval. The reason why the order is put on hold will be saved in a note record that's attached to the order header record.

Sales Desk Reporting

Rather than creating standard reports that may be meaningful to one company, but superfluous to another, we opted to create a Sales Desk database that you can access with Crystal Report Writer. This will allow you to design and customize exact reports for just information that you want to see.

Database files are:	CPSLSQUO	Sales Quotation File
	CPQUOITM	Sales quotation Item File
	CPQUOCMT	Sales quotation Comment File

Sales History Processing

Application Overview

Period End Procedure

After you have finished posting the month's sales history data from the Sales History Transaction file into the Sales History file using Post/Purge Sales History Trx application and run all of the reports for the month, it is necessary to run the Sales History Period End procedure. This serves to close out the current period and make the subsequent period accessible for the posting of Sales History Data.

It is mandatory to run the Period End Procedure after all of the month's Sales History Transactions have been posted, but before any of the next month's transactions get posted, in order to maintain the integrity of your Sales History data. You must also be sure to have run all the reports that you wish to have copies of since once the period changes, reports will only be available for the new period.

Year End Procedure

After you have finished posting the year's Sales History Data from the Sales History Transaction file, go into the Sales History file and run all of the reports for the year's final period, it is necessary to run Sales History Year End procedure. This serves to close out the current year and make the subsequent year accessible for the posting of Sales History Data.

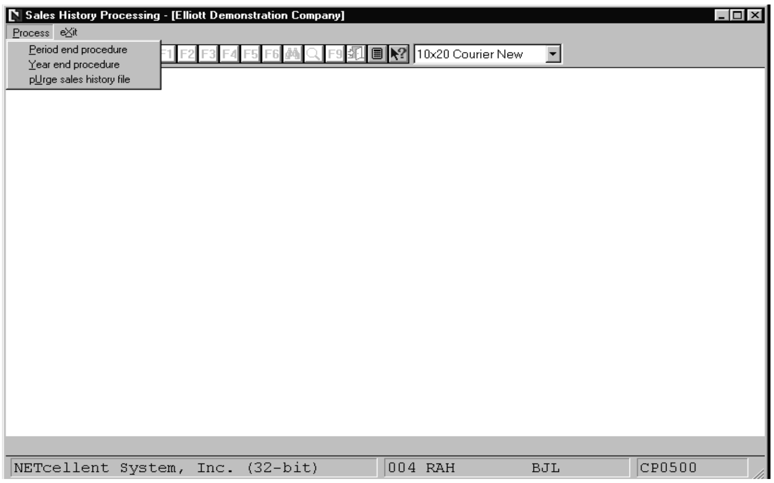
It is mandatory that you run this procedure after all of the year's Sales History Transactions have been posted but before any of the next year's transactions get posted in order to maintain the integrity of your Sales History Data. You must also be sure to run all reports for the year's last period that you wish to have copies of since once this procedure has been run, reports will only be available for the new year's first period.

Purge Sales History File

Periodically, you will want to remove from the Sales History file all transactions, which have zero balances. Otherwise, the file could become very large over a period of time. The Sales History Purge will accomplish this function for you.

Run Instructions

Select Sales History Processing from the pull down COP Processing window. The following screen will then be displayed:



Sales History Processing Entry Screen

The following options are available:

* Select the desired mode from the Sales History Processing menu bar

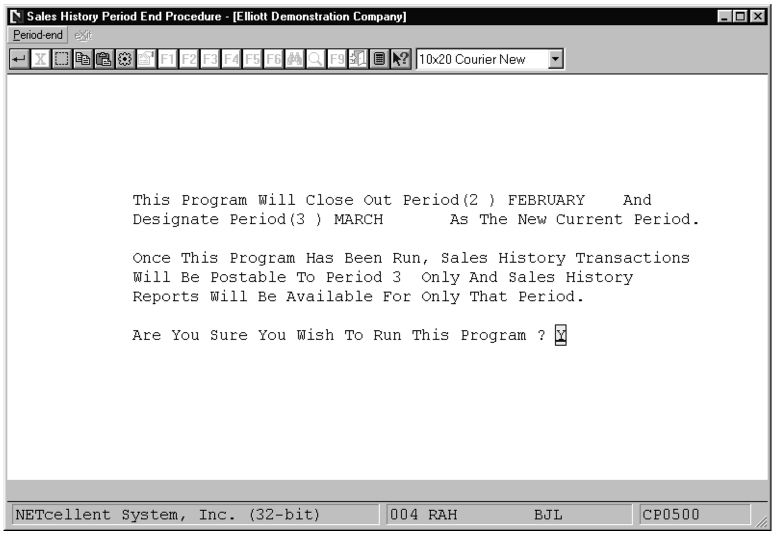
* Enter the data requested on the screen

* If you are in the last sales history period of the year, a prompt will appear advising you of this and requiring that you now run Year End Procedure instead.

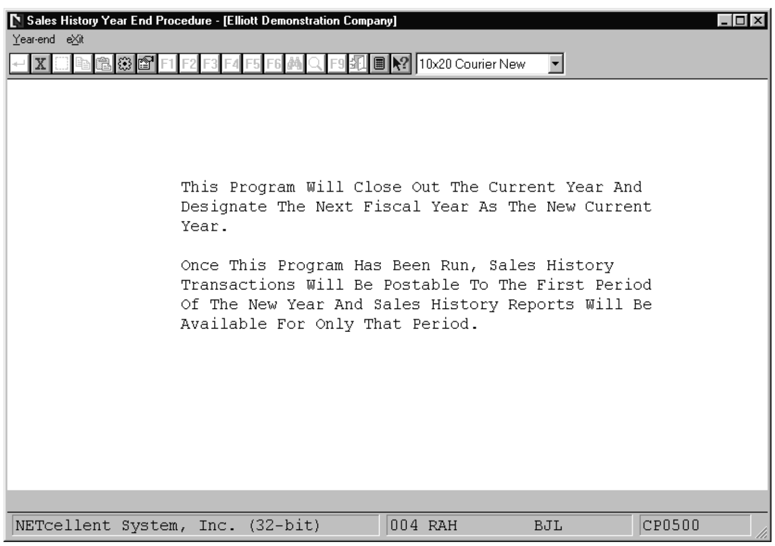
* Otherwise, a confirmation prompt will appear asking you if you are sure you wish to run this application. Enter a Y or N as your answer in the space provided. The answer defaults to N.

* The program then executes. When finished, it returns to the Sales History Processing menu.

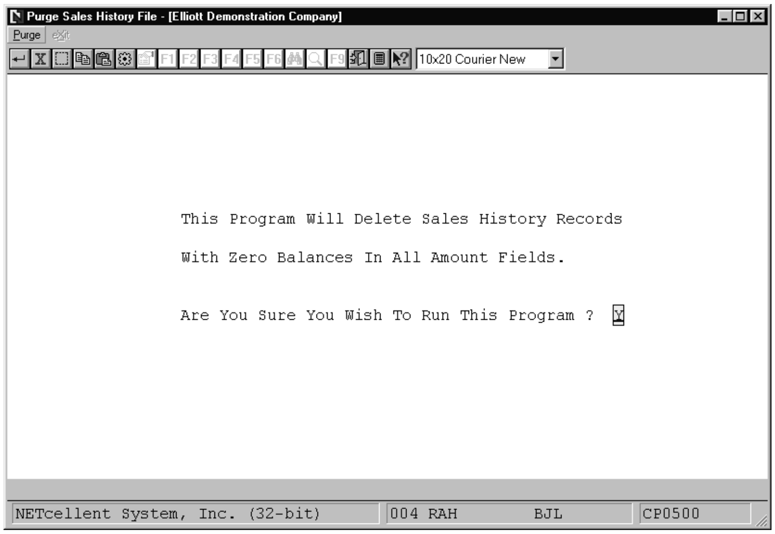
To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.



Sales History Period Ending Procedure



Sales History Year End Procedures



Purge Sales History File

Clear I/M & A/R Accumulators

Application Overview

The Clear I/M & A/R Accumulators enables you to clear accumulators from the Inventory Management and Accounts Receivable files. Normally, you would have to exit Customer Order Processing and enter each package separately. This application allows you to do both without exiting Customer Order Processing.

Clear Item Accumulators

The Inventory Item file contains eight running totals (accumulators), which need to be cleared, from time to time, such as at the start of a new period or a new year, and this application performs that function. This procedure also updates the current period field in I/M Setup.

If you use this application to clear the period-to-date accumulators then you may not use the Recalculate Reorder Fields application to do forecasting.

Clear A/R Accumulators

The Clear A/R Accumulators application enables you to clear accumulators for the Accounts Receivable files.

In the Customer record for each of your customers are four accumulator fields, which store the period-to-date (PTD) and year-to-date (YTD) sales, and cost of sales figures for that customer. These fields are primarily used to produce the Sales Analysis Reports. Also a figure is kept that reflects the highest balance for the customer since the field was last cleared.

In the salesman record for each of your salesmen are six accumulator fields, which store the period-to-date (PTD) and year-to-date (YTD) sales, cost of sales, finance charge on sales, and commission figures for that salesman. These fields are primarily used to produce the Sales Analysis by Salesman Report.

In the tax record are six accumulator fields, which store the period-to-date (PTD) and year-to-date (YTD) sales, miscellaneous charge on sales, and tax on sales figures for that tax code.

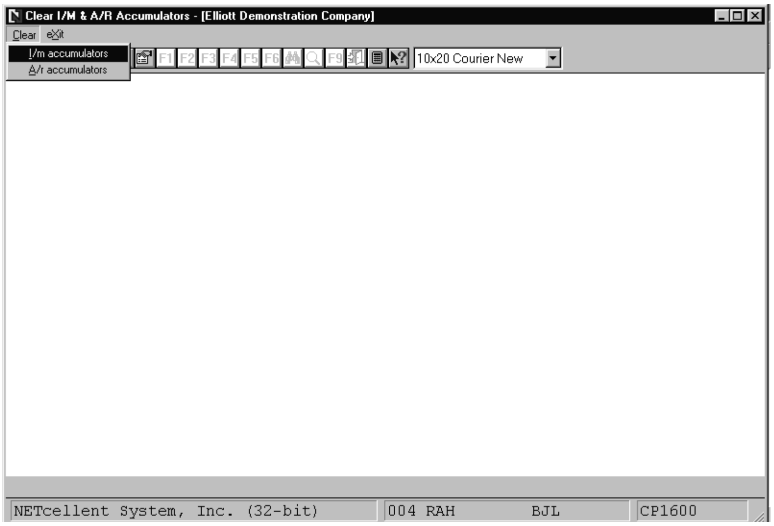
In order to keep these fields accurate for any given period, it is necessary to clear them at the end of each period. Then the sales figures will begin to accumulate a new for the current period. The same principle applies to the YTD fields.

This application allows you to clear either the PTD fields, the YTD fields or both for all of your customers, salesmen and tax codes. Since the fields which you specify will be cleared by this program, you should be sure that you have run any Sales Analysis or Tax Code Reports that you will require before you clear them.

The Service File period to date and year to date fields will also be cleared from this application.

Run Instructions

Select Clear I/M & A/R Accumulators from the pull down COP Processing window. The following screen will then be displayed:



Clear I/M & A/R Accumulators Entry Screen

The following options are available:

* Select the desired mode from the Clear I/M & A/R Accumulators menu bar

* Enter the data requested on the screen

* Specify whether you want to clear the PTD fields, the YTD fields or both by answering Y to the appropriate questions.

- Then, if you are sure you want to do this processing at this time, answer Y to Are You Sure You Want To Do This?.

* When the processing is complete, the program will return to the Clear I/M & A/R Accumulators menu.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

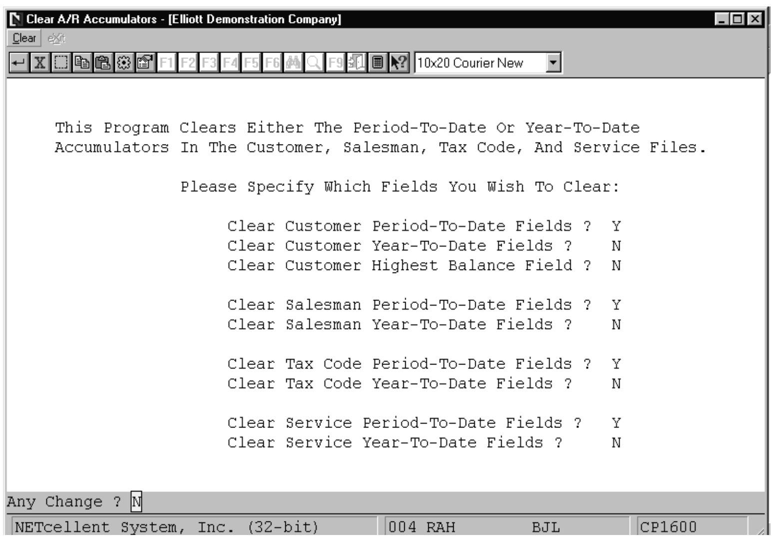
Clear Item Accumulators

Name	Type and Description
Clear Period-To-Date Fields?	Y or N. Enter Y to clear the accumulators for the period to date or N to decline. This field defaults to N.
Clear Year-To-Date Fields?	Y or N. Enter Y to clear the accumulators for the year to date or N to decline. This field defaults to N.

Clear A/R Accumulators

Name	Type and Description
Clear Customer Period-To-Date Fields?	Y or N. Enter Y to clear Customer Period-To-Date fields or N to decline. This field defaults to N.
Clear Customer Year-To-Date Fields?	Y or N. Enter Y to clear Customer Year-To Date fields or N to decline. This field defaults to N.
Clear Customer Highest Balance Field?	Y or N. Enter Y to clear the Customer Highest Balance field, or N to decline. This field defaults to N .
Clear Salesman Period-To-Date Fields?	Y or N. Enter Y to clear the Salesman Period-To-Date field, or N to decline. This field defaults to N.
Clear Salesman Year-To-Date Fields?	Y or N. Enter Y to clear the Salesman Year-To-Date field, or N to decline. This field defaults to N.
Clear Tax Code Period-To-Date Fields?	Y or N. Enter Y to clear the Tax Code Period-To-Date field, or N to decline. This field defaults to N.
Clear Tax Code Year-To-Date Fields?	Y or N. Enter Y to clear the Tax Code Year-To-Date field, or N to decline. This field defaults to N.

Clear Service Period-To-Date Fields?	Y or N. Enter Y to clear the Service Period-To-Date fields, or N to decline. This field defaults to N.
Clear Service Year-To-Date Fields?	Y or N. Enter Y to clear the Service Year-To-Date fields, or N to decline. This field defaults to N.



Clear A/R Accumulators

Issue Serial/Lot Component Items

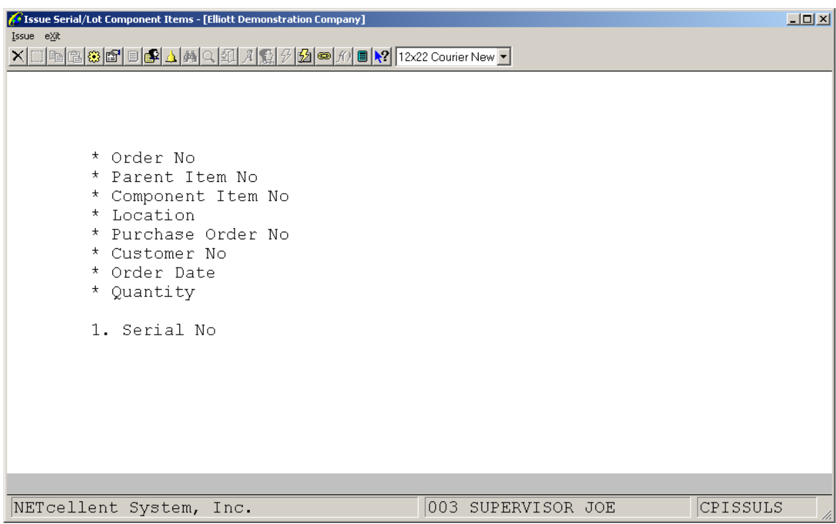
Application Overview

After posting invoices to **Accounts Receivable** which includes a line item which is non-stocked and controlled and has a product structure which contains Serial/Lot components, a record for each one of the Serial/Lot components will be created in the **COP** Serial/Lot Transaction file. **Issue Serial/Lot Component Items** is the application that will allow for the issue of these Serial/Lot components.

This application will ask you for a Serial/Lot number to be used for the issue. When the entry has been accepted, the record will be deleted from the **COP** Serial/Lot Transaction file and Serial/Lot records will be updated in the Inventory Lot/Serial Transaction file.

Run Instructions

Select **Issue Serial/Lot Component Items** from the pull down **COP Processing** window. The following screen will then be displayed:



The following options are available:

* Select issue option from the **Issue Serial/Lot Component Items** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
* Order No	6 numeric digits (999999). This is the order number from which the Serial/Lot components are to be issued. Press the F1 key for the first order on file.
* Parent Item No	15 alphanumeric characters. This is the item which was entered as the Customer Order line item. Display only.
* Component Item No	15 alphanumeric characters. This is the Serial/Lot component which has to be assigned a Serial/Lot number and issued from the Inventory Lot/Serial Transaction file. Display only.
* Location	2 alphanumeric characters. This is the location the Serial/Lot component will be issued from. This is also the order location. Change is not allowed to this field.
* Purchase Order No	10 alphanumeric characters. This is the Purchase Order Number which was entered for the order. Change is not allowed to this field.
* Customer No	6 alphanumeric characters. This is the customer number from the order which requires the issuance of this Serial/Lot component. Display only.
* Order Date	A date in the standard date format. This is the date the order was made. Display only.
* Quantity	This is the quantity of Serial/Lot components that needs to be issued for this order. Display only.

For Serial Components

Name	Type and Description
1. Serial Number	15 alphanumeric characters. This is the serial number of the component which needs to be issued from the Inventory Lot/Serial Transaction file. Press the F7 key to search by serial numbers.

For Lot Components

Name	Type and Description
1. Lot Number	15 alphanumeric characters. This is the lot number of the component which needs to be issued from the Inventory Lot/Serial Transaction file. The entry of this field will be requested until the quantity is equal to 2000. Press the F7 key to search by lot numbers.
2. Exp Month	2 numeric characters. The entry of this field is required only if the quantity field is negative and the lot record does not exist in the Inventory Serial/Lot file.
3. Exp Year	2 numeric characters. Same as #2 field entry.

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Print Invoices

Application Overview

The Print Invoices application is used on a routine basis. Regardless of which billing procedure you implement, you will need to print invoices.

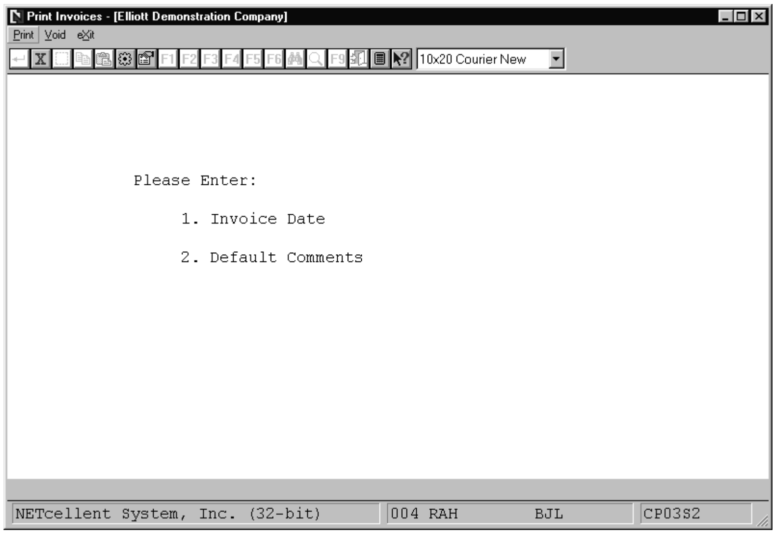
Printing On Laser Forms

Invoices may be printed on either standard (continuous) forms or laser forms. To use the default laser form layout, select the Laser option under Reset in the Invoice Form Setup application. Make sure the Default Invoice Form field (#14) in COP Setup is set to 99. For more information on invoice formats see the Invoice Form Setup section of this manual.

To actually set the system to print on laser forms, set the Print On Laser Forms field #21 in the COP Setup application to I or B. For more information, refer to the description for field #48 in the COP Setup section of this manual.

Run Instructions

Select Print Invoices from the pull down COP Processing window. The following screen will then be displayed:



Print Invoices Entry Screen

The following options are available:

* Select the desired mode from the Print Invoices menu bar

* Enter the data requested on the screen

* Once you enter the invoice-printing program, you must mount the invoices on the printer. You may print invoices for all selected orders or for a range of orders.

* Invoices should be mounted so that the form separation perforations are positioned just above the printer head. The print pressure should be adjusted for the thickness of the invoice paper and the number of copies.

* Once you have mounted the invoice form and responded with DONE to the computer's inquiry on the action, you will be asked for the Print options window, then the Print Alignment? question. If you answer yes to this question, one invoice form will be printed with X's for alignment purposes and the alignment form question will be asked again.

* If the alignment is okay, answer N to the alignment form question, and you will be asked to enter the actual invoice date to be assigned to orders being billed and printed as invoice documents. This invoice date becomes the actual billing date used in the Accounts Receivable package. You are also asked to enter default comments that appear on the bottom of printed invoice documents when specific comments were not entered previously.

* Once this screen is completed, enter the range of order numbers in the Order file to be printed; all selected orders within this range will be printed. Pressing the RETURN key for the starting order number will print invoices for all selected orders. The invoice document number will be assigned to the invoices sequentially, starting with the starting invoice number specified in A/R Setup. You will also be asked if you wish to Print Duplicate Invoices? or not.

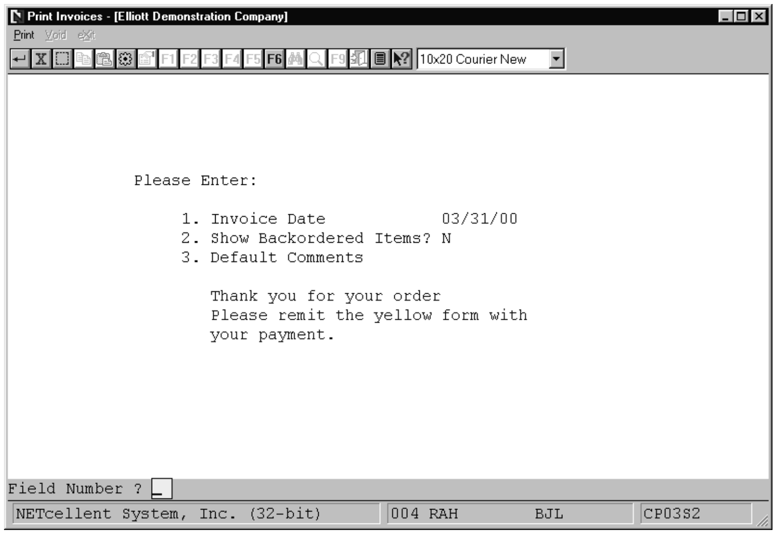
* After the invoices have been printed, you are asked Are Invoices Just Printed OK?. If you answer N to this question, then the selected invoices may be corrected if needed and reprinted on a new range selection. If you answer Y to this question, then these invoices will be flagged as invoiced. These invoices may be printed again if the print duplicate message question is answered Y. This is so that, in case of a printer jam or other similar error after a large number of invoices have been printed, some invoices may be reprinted without having to start over from the beginning.

* You may enter additional ranges to print until you press the ESC or F10 key for the starting order number in the range selection. You will be asked to insert regular paper on the printer and enter DONE.

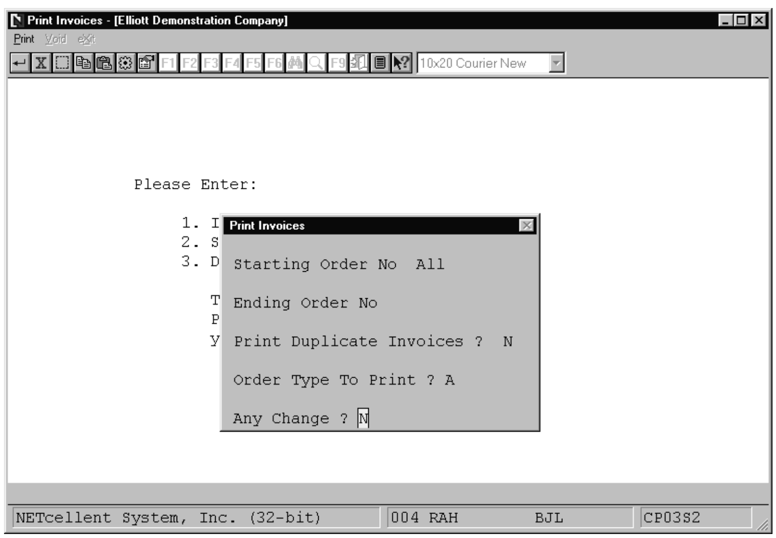
To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

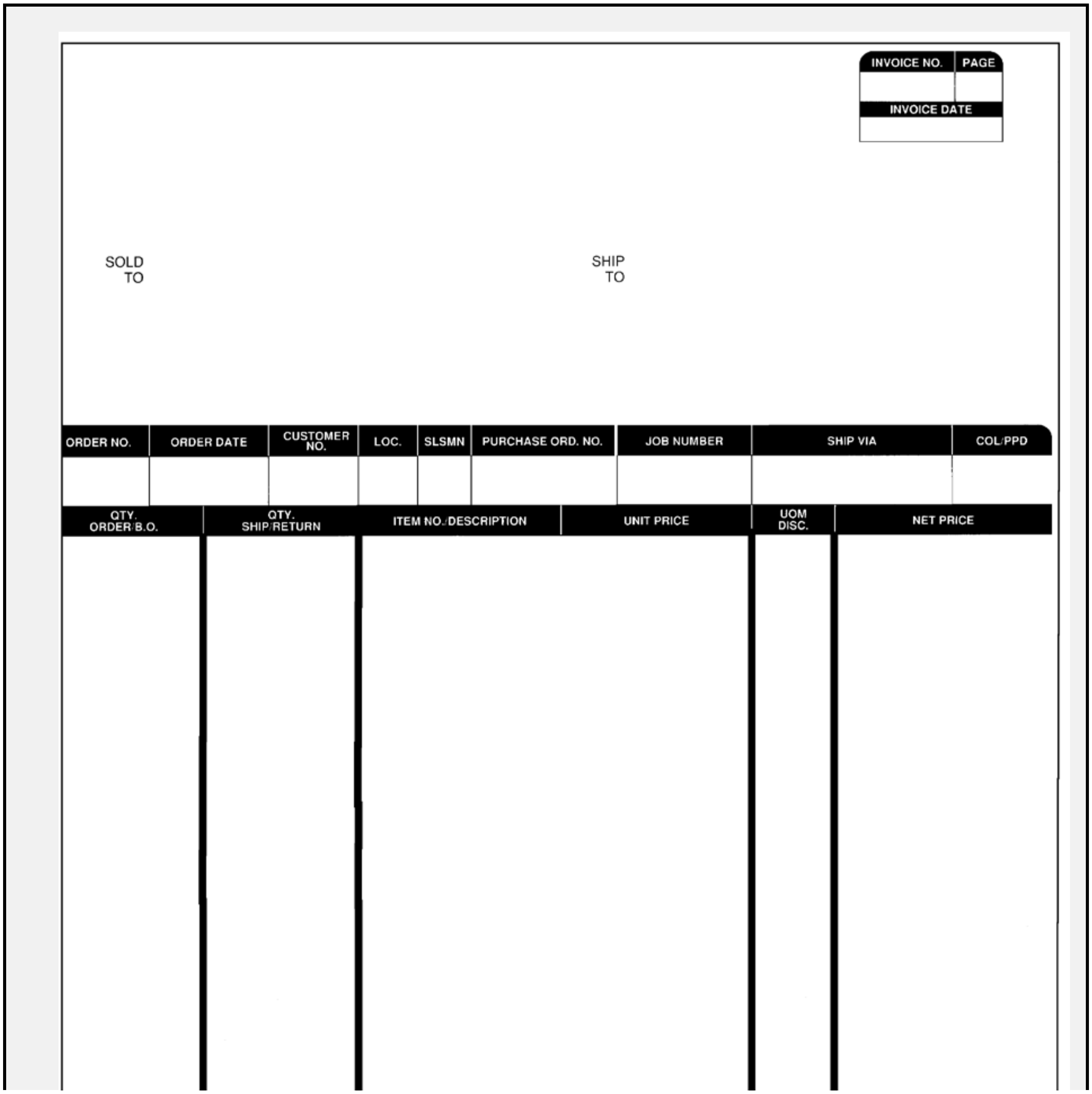
Name	Type and Description
1. Invoice Date	A date in the standard date format. The date entered here will become the billing date for transactions posted to Accounts Receivable. It will also print on invoice forms. You may use today's date by pressing RETURN.
2. Default Comments	3 lines of 35 characters each. Enter any comments or text that you wish to appear at the bottom of all invoice forms where there was not a specified comment entered with the original order. These comments default to the default invoice comments that were entered for the previous invoice printing run.
Starting Order No	6 numeric digits (999999). Enter the first order number within the range you wish to print. To select all orders, press RETURN. Default is All.
Ending Order No	6 numeric digits (999999). Enter the last order number within the range you wish to print. Press RETURN to default to the starting order number's entry.
Print Duplicate Invoices ?	1 alphanumeric character. If you answer this question to yes, the invoices previously printed can be reprinted. Default is N.
Are Invoices Just Printed OK ?	Y or N. If answer is Y, these invoices will be flagged as invoiced.



Invoice Date and Comments



Which Orders To Print



INVOICE NO.	PAGE
INVOICE DATE	

SOLD TO

SHIP TO

ORDER NO.	ORDER DATE	CUSTOMER NO.	LOC.	SLSMN	PURCHASE ORD. NO.	JOB NUMBER	SHIP VIA	COL/PPD

QTY. ORDER/B.O.	QTY. SHIP/RETURN	ITEM NO./DESCRIPTION	UNIT PRICE	UOM DISC.	NET PRICE

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                        I N V O I C E

                                                 999999  999
                                                  99/99/99

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       Burkhart & Sons                         Burkhart & Sons
       909 White Water Ave                     909 White Water Ave
       Suite 4004                              Suite 4004
       Portland, OR 99651                      Portland, OR 99651


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    2.000        2.000   PC-386            2,690.9000       EA      5,112.71
                         386 Personal Computer             5.00
                         Customize During Order Entry
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Print Pick/Pack Tickets & Ship Labels

Application Overview

Picking Tickets are documents that list all the items in the order that are eligible to be taken from stock (picked) and shipped from a particular warehouse. These items are listed in order by their picking sequence. A line prints beside each item where the stock clerk can enter the amount that was actually picked for shipment. Picking tickets may be printed for a range of orders. The program also allows the entry of a cut-off date so individual items on the order may be ignored if the request date falls after the cut-off date.

The picking ticket may be printed on 8-1/2 by 11-inch paper to make it easier to work with, but standard-sized computer paper is also acceptable. The picking tickets can be printed on pre-printed forms if you answered Y in COP Setup to the question Print Pick Tic On Forms?

During selection of the range information for the picking tickets the operator must enter the starting and ending order numbers of the orders that are to be considered, the warehouse location, the request date cut-off, whether previously picked orders should be considered and whether invoice-type orders should be considered. The program will then print the picking tickets and then ask the operator for a new range. The operator will continue selecting ranges until all pertinent picking tickets have been selected.

The program will print a picking ticket for each order that falls within the selection range that has at least one line item for which the request date is on or before the cut-off date. Such orders must be of the type O (regular order). Picking tickets may be printed for invoice-type orders if the operator specifically requests that this occur. Picking tickets may be printed twice for the same order if the operator selects this option, but duplicates are identified as such by a warning message that prints on the document. If the program detects that the value of the order when added to the customer's balance exceeds the customer's credit limit, a warning to that effect will print on the picking ticket, so personnel should be instructed to look for such warnings and to follow company policy when finding them.

If the Bill of Material Processor package is used, picking tickets will distinguish between stocked and non-stocked items and will show the components of non-stocked items in such a form that the ticket can be used as a kit list for their assembly.

The program will print a line upon which miscellaneous charges and freight charges can be written at the end of the picking ticket. If all line items on the order appeared on the ticket a message to this effect will also print. The picking ticket will also provide a work field for serial/lot numbers if the component is serial or lot.

Staging Slips

Another method is to **batch pick** all orders in one run and place the goods in a staging area. From the staging area you can pick individual orders much quicker than going through the entire warehouse. See the next chapter on Staging Slips for run instructions.

Printing On Laser Forms

Picking tickets may be printed on either standard (continuous) forms or laser forms. This option is set in the Print On Laser Forms? field #21 of the COP Setup application. If that field is set to P or B, picking tickets will automatically be set to print on laser forms. For more information, refer to the description for field #21 in the COP Setup section of this manual.

A Packing List is a document that lists all the items on an order that have been taken from stock (picked) and shipped from a particular warehouse. Packing Lists may be printed for a range of orders. The program also allows you to select whether invoiced items should be included and items that have only been billed should be included.

The Packing List may be printed on 8-1/2 by 11-inch paper to make it easier to work with, but standard-sized computer paper is also acceptable.

During selection of the range information for the Packing Lists the operator must enter the starting and ending order numbers of the orders that are to be considered, the warehouse location, whether invoiced items should be included, if billed items should be included, and if to print zero quantity-to-ship line items. The program will then print the Packing Lists and ask the operator for a new range. The operator may continue selecting ranges until all pertinent Packing Lists have been selected.

The program will print a packing list for each order that falls within the selection range that has at least one line item.

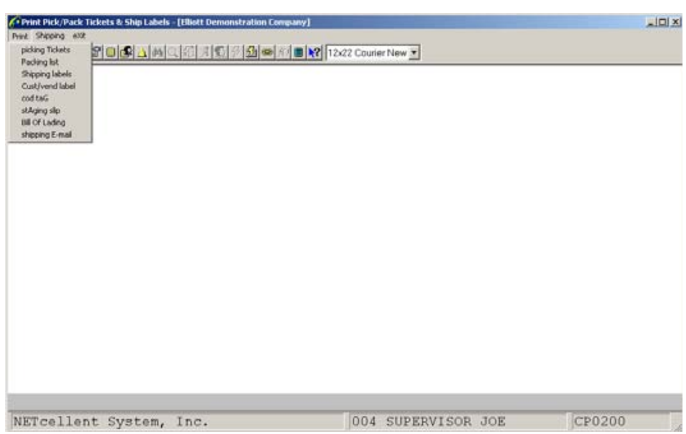
Note: Packing Slips may only be printed for Invoice type orders or Regular type orders that have been partially or fully billed.

Shipping Labels, are documents that list the order shipping address information. Each label will have the order number and the ship-to information including ship-to name, ship-to address, city, state and zip. Define the label size in Label Code Setup in the Util_setup window off the Elliott main menu bar. Then define the default label code in COP Setup.

You may select multiple orders and request multiple labels for each order.

Run Instructions

Select Print Pick/Pack Tickets & Ship Labels from the pull down COP Processing window. The following screen will then be displayed:



Print Pick/pack Tickets & Ship Labels Screen Window

The following options are available:

* Select the desired mode from the Print Pick/Pack Tickets & Ship Labels menu bar
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Picking Tickets

Name	Type and Description
1. Starting Order No	6 numeric digits (999999). Enter the starting number of the range of orders for which you wish picking tickets to be printed. Defaults to All.
2. Ending Order No	6 numeric digits (999999). Enter the ending number of the range of orders for which you wish picking tickets to be printed. Defaults to the starting order number.
3. Warehouse Location	2 alphanumeric characters. Enter the location code for the warehouse for which picking tickets will be printed. Only orders for this warehouse will be eligible for being picked. The location code you enter must be on file in the Location file. The description associated with this code will display beside the entry.
4. Request Date Cut-Off	A date in the standard date format. Enter the date against which the request date for individual items on orders will be compared to determine if they should print on the order's picking ticket. Note than an item's request date may be revised after the order is entered, and this revised date is identified as the promise date. The program will use the promise date for comparison if it has been entered. This field defaults to the system date.
5. Print Tickets for Unpicked Orders Only	Y or N. If you answer Y, orders that have previously had picking tickets printed for them but have not yet been billed will be excluded from consideration for printing again. If you answer N, previously picked orders that have not yet been billed will be eligible to have picking tickets printed again although a message will print on the ticket to advise you that such a duplication occurred.

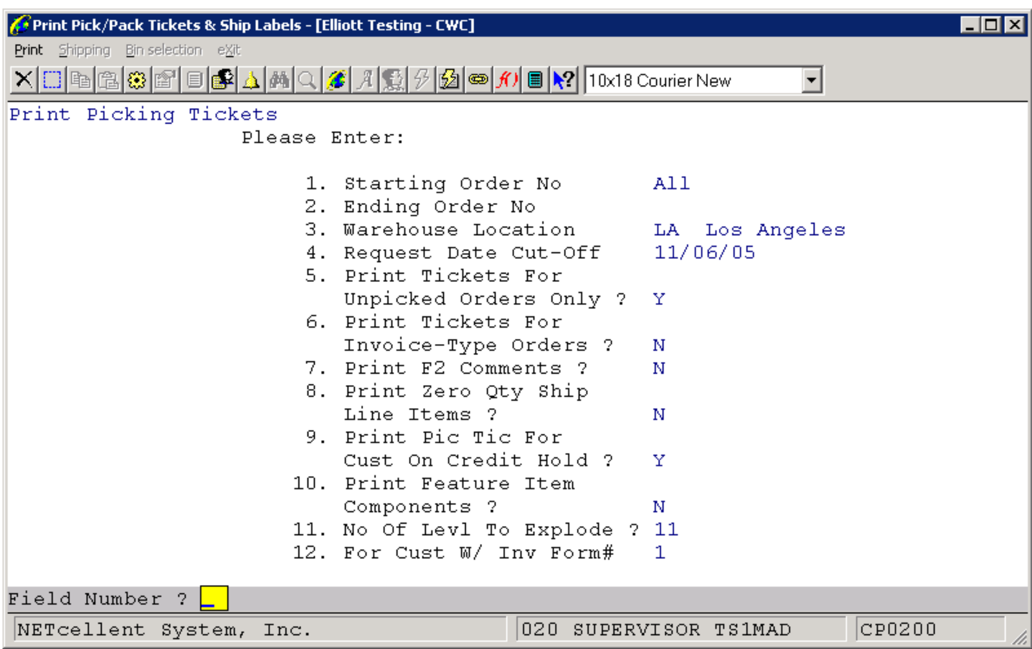
6. Print Tickets for Invoice-Type Orders?	Y or N. If you answer Y, orders with an order type of I will be eligible for printing. If you answer N such orders will not be eligible. Ordinarily, invoice-type orders are used to record sales where shipment occurred at the time of the sale such as with over-the-counter 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.
7. Print F2 Comments ?	Y or N. If you answer Y, the comments that were entered during Order Entry will display on the picking ticket and the picking tickets will not print in picking sequence order.
8. Print Zero Qty Ship Line Items?	Y or N. If you answer Y, items with zero quantity to ship will be printed on the picking ticket.
9. Print Pic Tic For Cust On Credit Hold?	Y or N. If you answer Y, a picking ticket will be printed for a customer that has been placed on credit hold.
10. Print Feature Item Components?	Y or N. Enter Y to print components of feature items on the picking tickets. Enter N to only print the parent feature item. Defaults to N.
11. No Of Levl To Explode ?	2 numeric characters. Enter the number of levels you wish to explode for non-stocked parent items. This question will only appear when the Bill of Material Processor package is being used.

Packing Lists

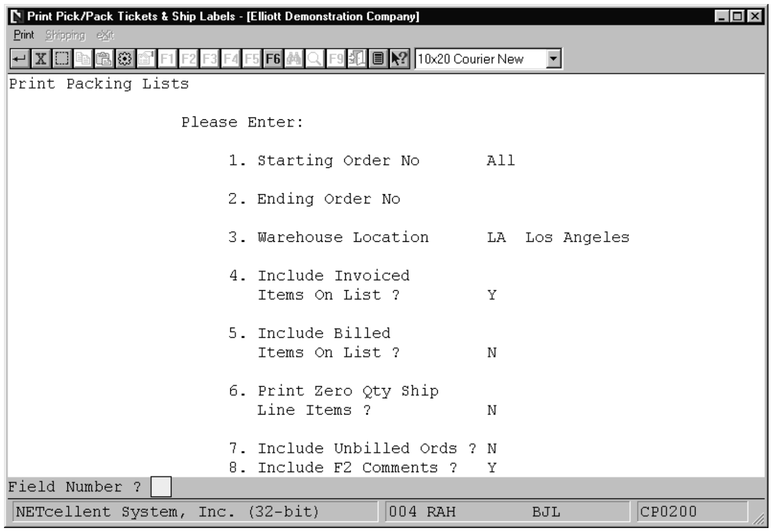
Name	Type and Description
1. Starting Order No	6 numeric digits (999999). Enter the starting number of the range of orders for which you wish Packing Lists to be printed. Defaults to All.
2. Ending Order No	6 numeric digits (999999). Enter the ending number of the range of orders for which you wish Packing Lists to be printed. Defaults to the starting order number.
3. Warehouse Location	2 alphanumeric characters. Enter the location code for the warehouse for which packing lists will be printed. Only orders for this warehouse will be eligible. The location code you enter must be on file in the Location file. The description associated with this code will display beside the entry.
4. Include Invoiced Items on List?	Y or N. If you answer Y, invoiced items will be eligible for printing. If you answer N such items will not be eligible.
5. Include Billed Items on List ?	Y or N. If you answer Y, billed items will be eligible for printing. If you answer N such items will not be eligible.
6. Print Zero Qty Line Items?	Y or N. If you answer Y items with zero quantity to ship will be printed on the Packing List. Note : If all line items on the order have zero quantity to ship, a Packing List will not be printed for this order regardless of how you answer this question.

Shipping Labels

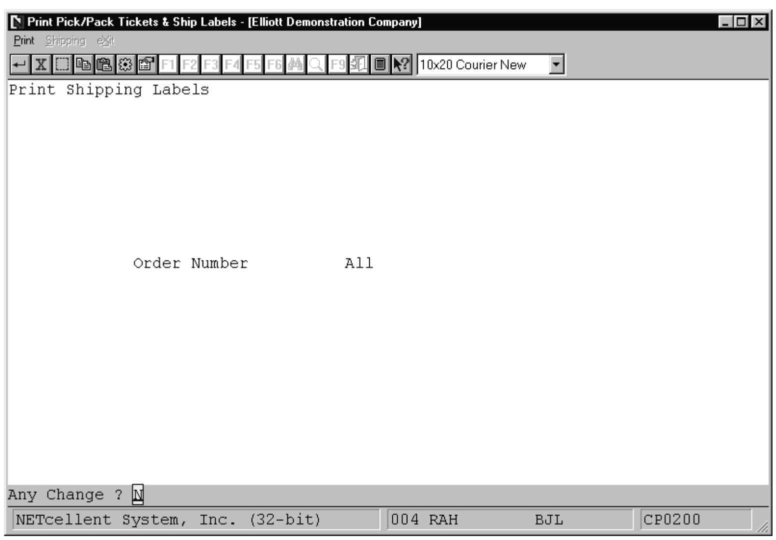
Name	Type and Description
Order Number	6 numeric digits (999999). Enter the number of the order for which you wish to print labels. If you press RETURN for the first entry of an order number, the program will default to All orders, and the entry of No. of Labels will be skipped. Only one label will then print for each order. When you have entered all of the order numbers and number of labels to print, press the F10 key to print these labels.
No. Of Labels?	3 numeric digits (999). Enter the number of labels you want to print for each order specified. If you selected All for the order number, you will not be prompted for this entry.



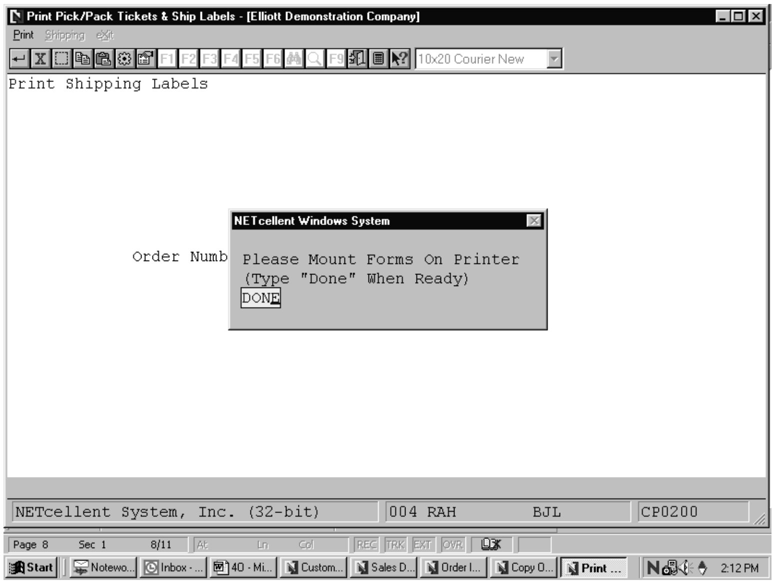
Print Picking Tickets



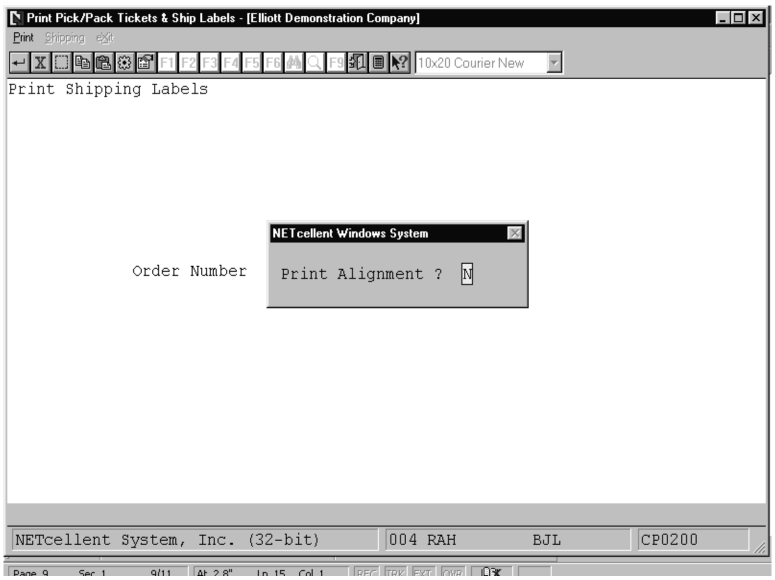
Print Packing Lists



Print Shipping Labels



Mount Labels on Printer



Print Alignment

```
                              002094 11/02/01  000300 2546             1

ABF TRUCKING    A.S.A.P                                                   LA
2/10 Due 15th                                                      Los Angeles

                                                    User I.D. :     SUPERVISOR

         Brooks and Johnson, LTD.                Brooks and Johnson, LTD.
         9872 Round Circle Drive                 9872 Round Circle Drive
         Bldg. 19 Back Door                      Bldg. 19 Back Door
         Knoxville        TN 59006               Knoxville        TN 59006
         USA                                     USA


*** CONTACT DEPT 11 _________ ***

    10.00 11/02/01 1102-A                               EA    10.00 ..........
                   China Cat - Gray
```

```
              Ord #:  1000
John Q. Williams Company
3479 Peachtree Road N.E.
Suite #200
Atlanta, GA 30329
USA
              Ord #:  1001
The Mallory Company
6987 Parnum Avenue

Dallas, TX 75843
USA
              Ord #:  1002
Conte Crystalware PTY. LTD.
GPO Box 4827 BB
8839 Bowman Street
Rushcutters Bay,2010
AUSTRALIA
              Ord #:  1003
John Q. Williams Company
3479 Peachtree Road N.E.
Suite #200
Atlanta, GA 30329
USA
              Ord #:  1005
Burkhart & Sons
909 White Water Ave
Suite 4004
```

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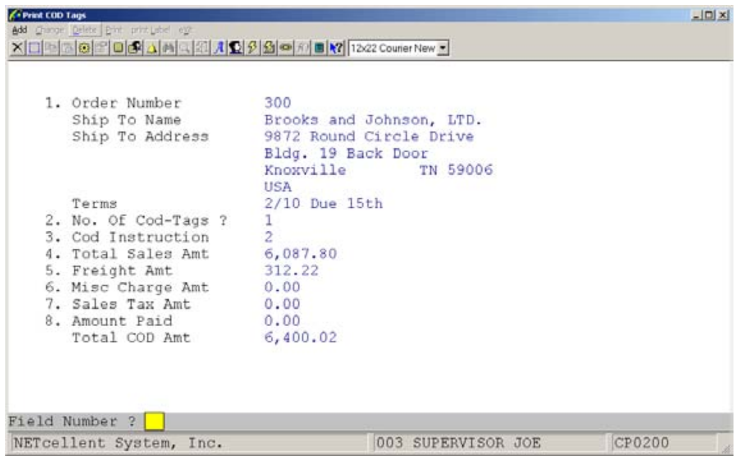
Print COD Tags

The user has two options of applying the total COD amount. **The first option is to print only 1 tag, Field 2.** This will print the total COD amount on one COD tag and as a result, 1 COD tag per order.



Generate COD Tags

Key Field Entry Description

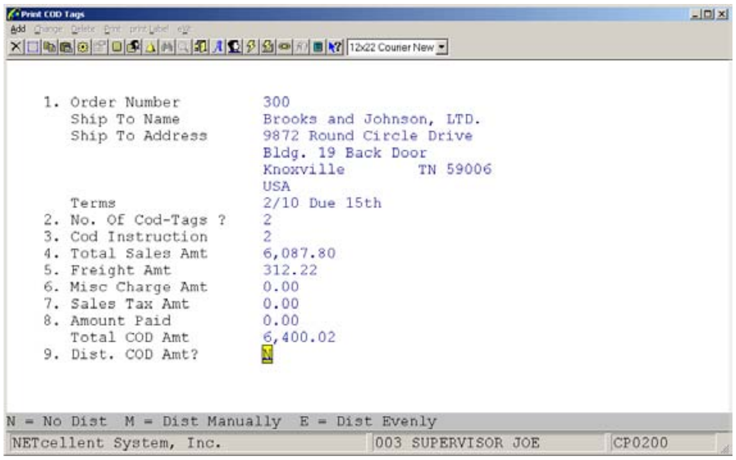
Field 3: Determines how COD is to be paid.

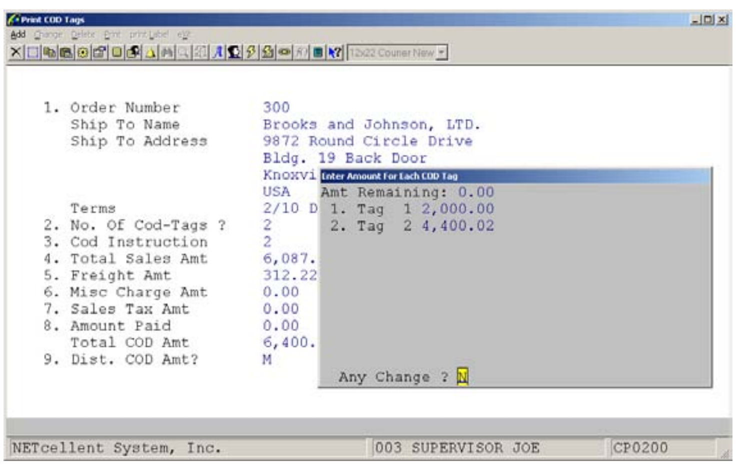
0 = No instructions
1 = Certified Check/Money Order
2 = Company Check

The second option is to print more that one COD tag per order. If the user selects this option, then the system adds a Field 9 to the above screen. This field prompts the user on how they want to distribute the COD amount. The choices are:

1. N = No Distribution. Total amount goes to 1 tag.
2. M = Manually Manually distribute the COD amt. to the number of tags, Field 2.
3. E = Dist. Evenly System will distribute COD amt. evenly to the number of tags.

If M=Manually is selected, a window will pop up and the user can enter an amount for each COD tag. After an amount is entered, the projected total COD amount remaining will be displayed. See figure next page.


Print COD Tags
1. Order Number 300
Ship To Name Brooks and Johnson, LTD.
Ship To Address 9872 Round Circle Drive
Bldg. 19 Back Door
Knoxville TN 59006
USA
Terms 2/10 Due 15th
2. No. Of Cod-Tags ? 2
3. Cod Instruction 2
4. Total Sales Amt 6,087.80
5. Freight Amt 312.22
6. Misc Charge Amt 0.00
7. Sales Tax Amt 0.00
8. Amount Paid 0.00
Total COD Amt 6,400.02
9. Dist. COD Amt? N
N = No Dist M = Dist Manually E = Dist Evenly
NETcellent System, Inc.
003 SUPERVISOR JOE
CP0200


Print COD Tags
Enter Amount For Each COD Tag
Amt Remaining: 0.00
1. Tag 1 2,000.00
2. Tag 2 4,400.02
Any Change ? N
9. Dist. COD Amt? M
NETcellent System, Inc.
003 SUPERVISOR JOE
CP0200

Staging Slips

Application Overview

This feature is used to print a consolidated pick ticket (staging slip) for multiple orders. If you have a large warehouse and the number of orders is huge, the traditional method of using picking ticket to pick order one at a time is not efficient. A better method is to pick all orders in a batch in one run and place the goods in a staging area. From the staging area, you can pick your individual order much quicker than go through the entire warehouse. Staging Slips are also referred to as **Wave Pick**.

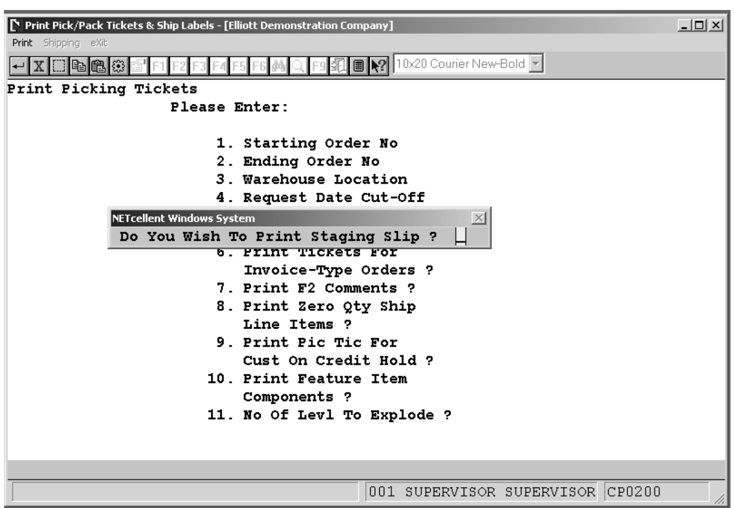
To use this feature, it must first be setup as per the Global Setup instructions for Pick Ticket/Ship Labels **.**

Run Instructions

From **COP Main Menu**, select **Processing**, then **Pick/Pack Tickets & Ship Labels** and then **Print**

At the **Print** option, you the choice of printing Picking Tickets or Staging Slips. This is a process procedure because the system will not print a Staging Slip unless a Picking ticket has already been printed.

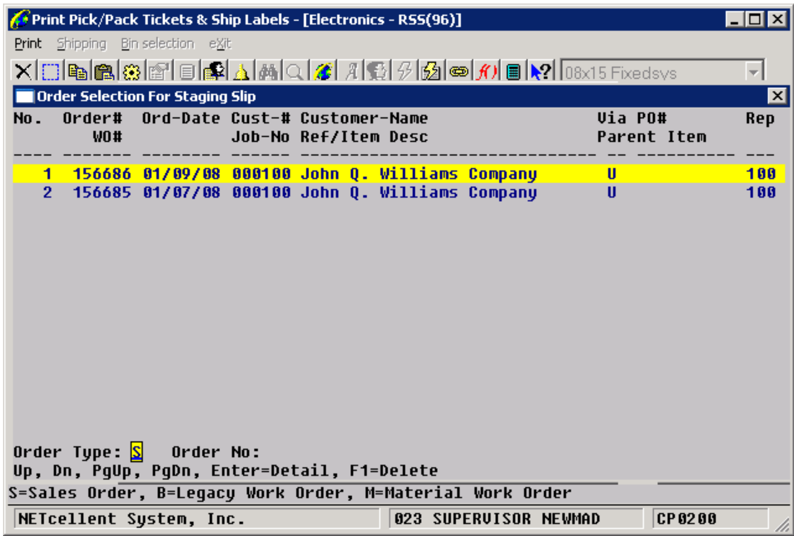
When you finish printing Picking Tickets and hit <Esc> or F10, the system will prompt you **if you want to print a Staging Slip**. At this point you may select “Yes” or “No”.



If you select **“No”**, then at a later time you can return to the **Print Menu** and select **Staging Slips** to print on an order-by-order basis.

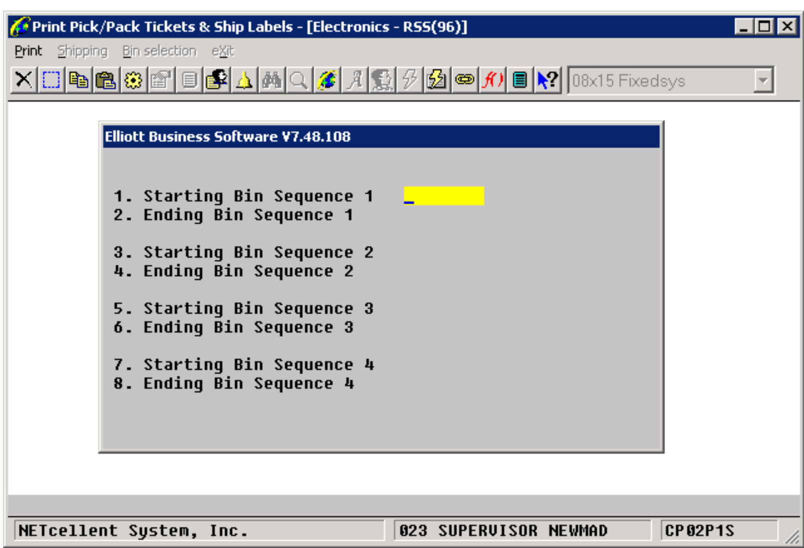
Print Staging Slips

Step 1. Enter Orders



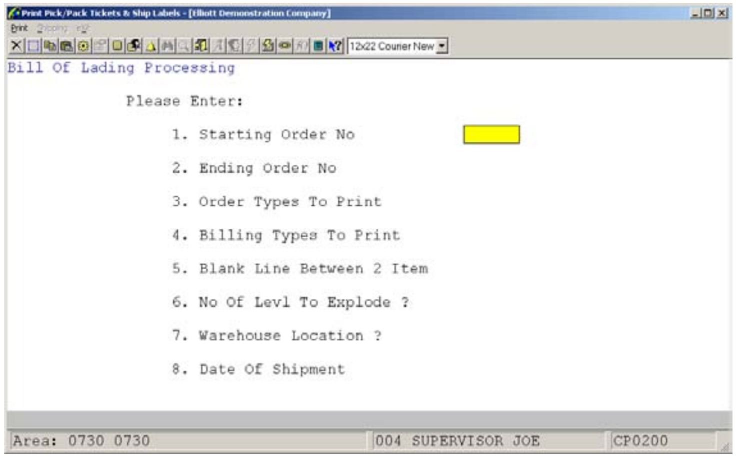
Step 2. >Esc> or F10 for prompt to print Staging Slips

Step 3. Select Bin Sequence



```
19-Jan-08 -  9:45Am Electronics - RSS(96)                          Page    1
                          S T A G I N G   S L I P

Item-No         Item-Description                         Pick-Seq
Ord-No Req-Date Line-Description                    Qty  UM Name/Ref-Desc    Via

046242000       Cocentric Testing Item
156686 01/09/08 Cocentric Testing Item             1.00  LH John Q. Williams U
                                             ----------
                                  Item Total:      1.00

DATA-BUS        Data Bus/Buffer 25 Meg                   C-4444-A
156685 01/07/08 Data Bus/Buffer 25 Meg             1.00  EA John Q. Williams U
                                             ----------
                                  Item Total:      1.00


19-Jan-08 -  9:45Am Electronics - RSS(96)                          Page    2



 Order# Ord-Date Cust-# Cust-Name                      Via PO#        Rep
    WO#          Job-No Ref/Item Desc                  Parent Item
------- -------- ------ ----------------------------- --- ---------- ---

 156685 01/07/08 000100 John Q. Williams Company       U              100
 156686 01/09/08 000100 John Q. Williams Company       U              100
```

Legacy Bill of Lading



For field entry values and options, see **Legacy Bill of Lading** in the **Global Setup** section of this manual.

Shipment Acknowledgement Email

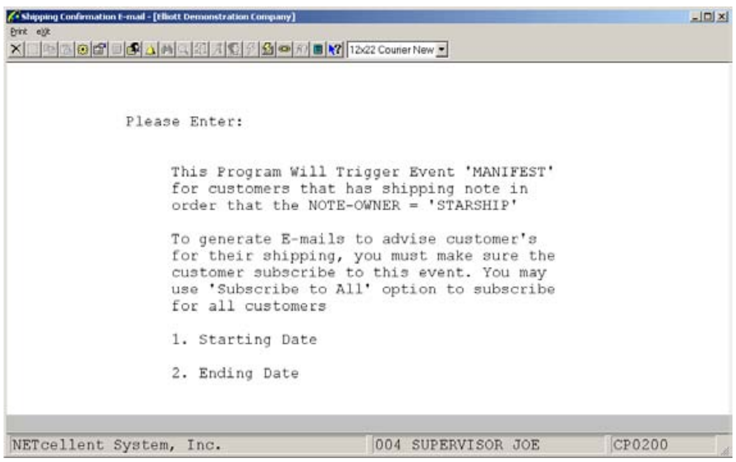
This feature allows you to batch email customers that their order has shipped. There are two requirements that must be met prior to using this feature. They are:

1. Customer must be subscribed to "Manifest" event (System Manager Manual – Specific Events)

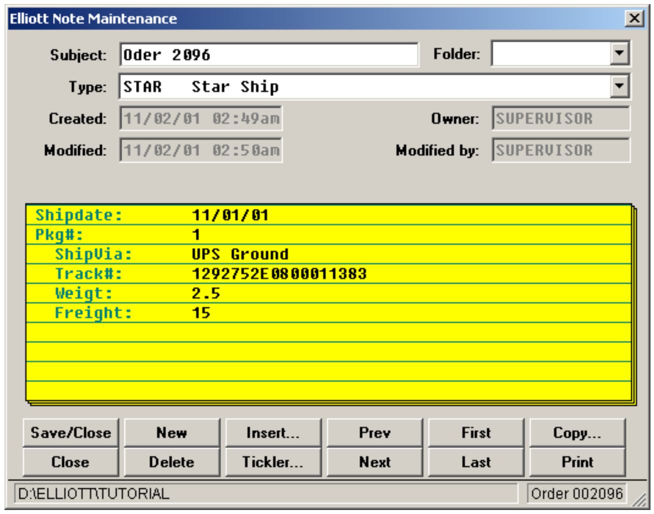
2. Starship Manifest module must be installed or "Manifest" note duplicated in Elliott Notes.

Run Instructions

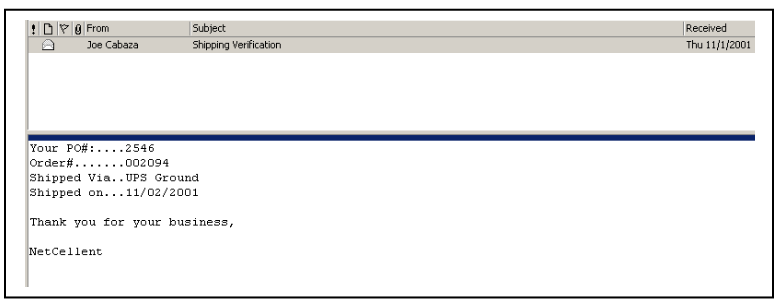
COP Menu → Processing → Pick/Pack Tickets & Ship Labels → Print → Shipment Email



Enter the Starting and Ending Dates; the system will search and use the dates manually entered in Elliott Manifest Note or dates created automatically by the Starship Manifest module.



Starship/Elliott Note Order 2096



Manifest Event - Email Acknowledgement Order 2094

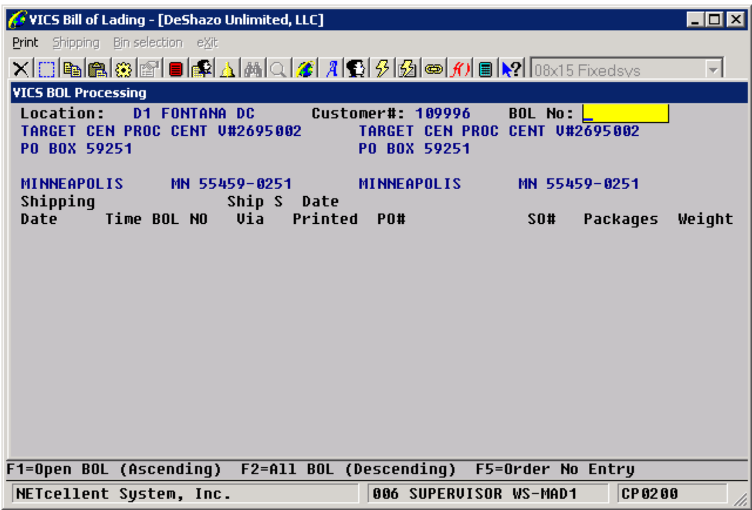
VICS Bill Of Lading

This module allows you to add, change, delete, split, print and complete bills of lading according to the VICS standard. This can work in conjunction with Shipping Verification to print UCC labels for each box and create shipment records needed to produce an ASN (Advanced Ship Notice). There are several requirements that must be set prior to using this feature. They are:

1. The VICS Bill Of Lading Global Setup.
2. Create User Defined Codes in Inventory Management. These need to be added to all of the items that you will ship using the VICS Bill Of Lading.
3. Review the Ship Via codes for proper values.

Run Instructions

COP Menu → Processing → Pick/Pack Tickets & Ship Labels → Print → VICS Bill Of Lading



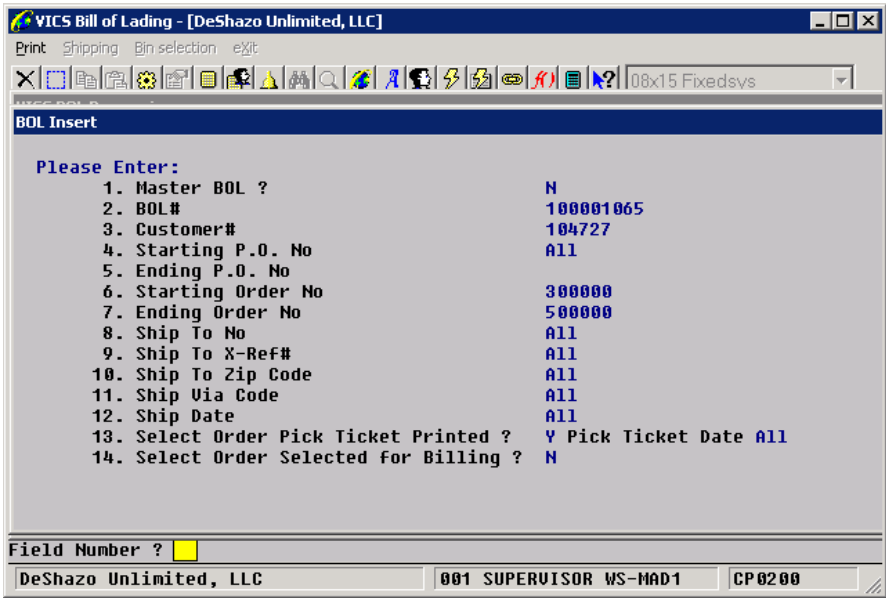
Location: Enter the location of the warehouse. The value you enter here will be retained until you change it to make future processing faster. You can also press F7 to get a search window of location codes.

Customer#: Enter the customer number. The F7 and F8 search keys are available to search for a customer by number or by name. You can press F1 to skip the customer number field and proceed to the BOL No field.

BOL No: Enter a BOL number or press F1 for open bills of lading or F2 for all bills of lading. You can also press F5 to shift the prompt to the order number.

BOL Insert

Press the Insert key to bring up the BOL Insert screen:

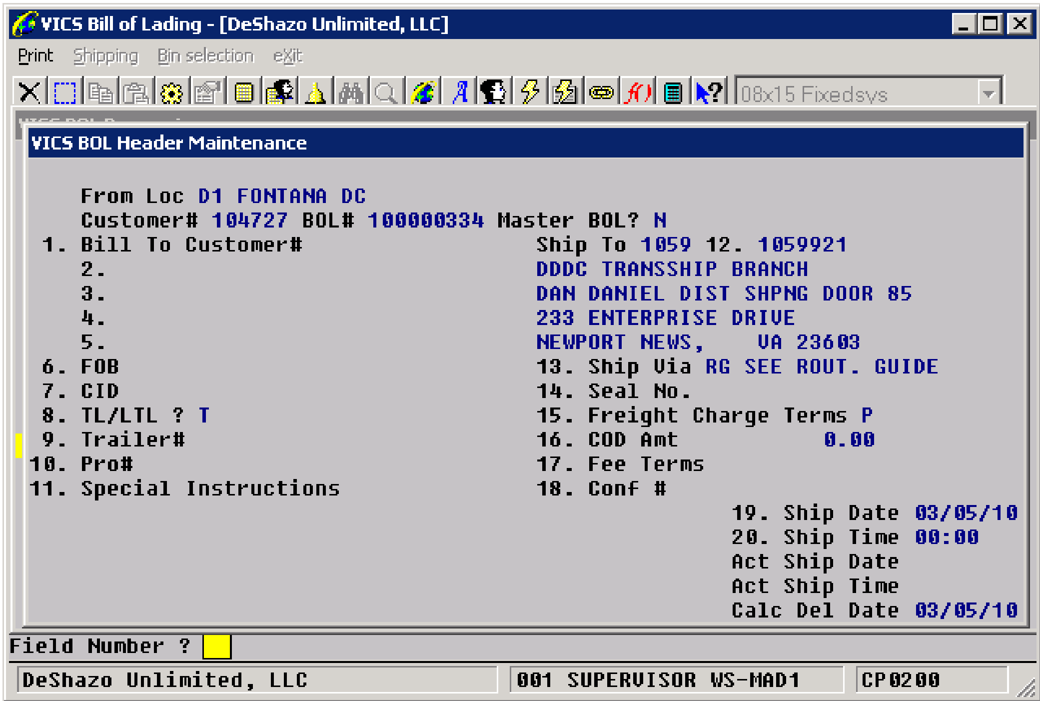


Orders can be grouped together on one bill of lading given the correct parameters. Generally, these are orders that are being shipped together to one location.

1. Master BOL? – Most bills of lading will not be a master. A master may be needed if the customer requires individual shipments be sent in one load to a consolidation facility.
2. BOL# - Leave this blank to allow the system to automatically generate the next BOL number. A number may be specified if you need to add orders to an existing BOL.
3. Customer# - Enter the customer number of the orders.
4. Starting PO No – Enter the beginning purchase order number for a range found on the sales orders.
5. Ending PO No – Enter the ending purchase order number for a range found on the sales orders.
6. Starting Order No – Enter the starting sales order number for a range to include in the BOL.
7. Ending Order No – Enter the ending sales order number for a range to include in the BOL.
8. Ship To No – Enter a ship-to number found on the sales orders. Leave it blank for All.
9. Ship To X-Ref# - Enter a ship-to cross reference number found on the sales orders.
10. Ship To Zip Code – Enter a zip code found on the sales orders.
11. Ship Via Code – Enter a ship via code found on the sales orders.
12. Ship Date – Enter a date and the ship date on the sales orders must be on or prior to this date.
13. Select Order Pick Ticket Printed? – You can select orders that have a picking ticket and give a cut-off date.
14. Select Order Selected for Billing? – You can select orders that have already been selected for billing.

BOL Header Maintenance

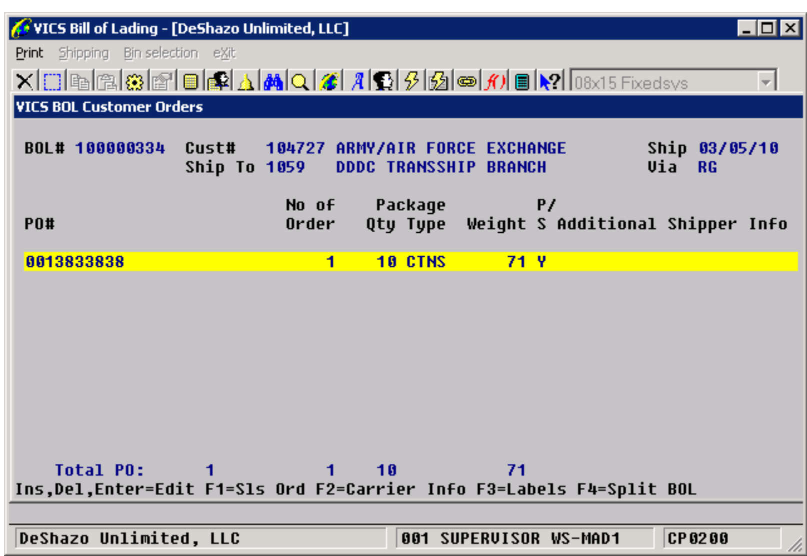
Press Enter when a BOL entry is highlighted to maintain the header information:



Each bill of lading contains a header that specifies certain characteristics about the shipment. The FOB, Ship Via, Freight Charge Terms and Ship Date can be updated on all of the orders within the bill of lading when it is completed. The Pro# is much like a tracking number. If it is populated, a ship note will be created with this value as the tracking number on all the orders. The Confirmation# may be required by some customers for the advanced ship notice. Special Instructions entered will print on the bill of lading in a predefined area.

F1 – PO View

Press the F1 key to view the BOL by PO number:



Each purchase order will be displayed for the BOL, how many orders are on the PO, the package quantity and type, the weight, and other information. You can further drill down to the sales orders by pressing F1, view the carrier information by pressing F2, print labels for the BOL by pressing F3, or split the BOL by pressing F4. You can also add to or delete from the BOL in this screen.

F4 – Print BOL

Press the F4 key to print the BOL. The BOL is designed to print on a laser printer and a laser overlay is provided for your convenience. If a supplemental page is required, a separate print job will be generated. Some criteria may be required before the BOL will print, like entry of a pro number. If a BOL needs to be changed or is printed by mistake, you can press F7 to void the print.

F5 – Complete BOL

Press the F5 key to complete the BOL. This should be performed once the shipment has left your facility. This marks the BOL as completed so it does not appear with the other open bills. Also, billing selection can be performed automatically for all orders on the BOL. The BOL must be printed before it can be completed. If a BOL needs to be corrected or is completed by mistake, you can press F7 to void the completion.

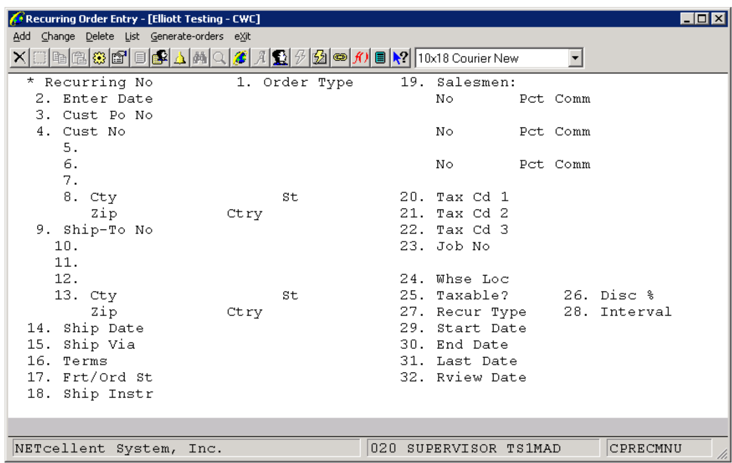
Recurring Order Processing

Application Overview

This feature allows you to set up an order as a recurring order. Based on the information entered for the recurring order, it will generate a sales order at the prescribed time interval. This can be very helpful if you have a periodically recurring order such as a support contract that you have to bill your customer on a monthly basis.

Run Instructions

From **COP Menu** select **Processing** and **Recurring Order Processing**



When the user chooses "Recurring Order Processing" from COP→ Processing, the screen will appear to be similar to the standard order header screen. The user can add, change, delete and list recurring orders, as well as generate orders from recurring orders.

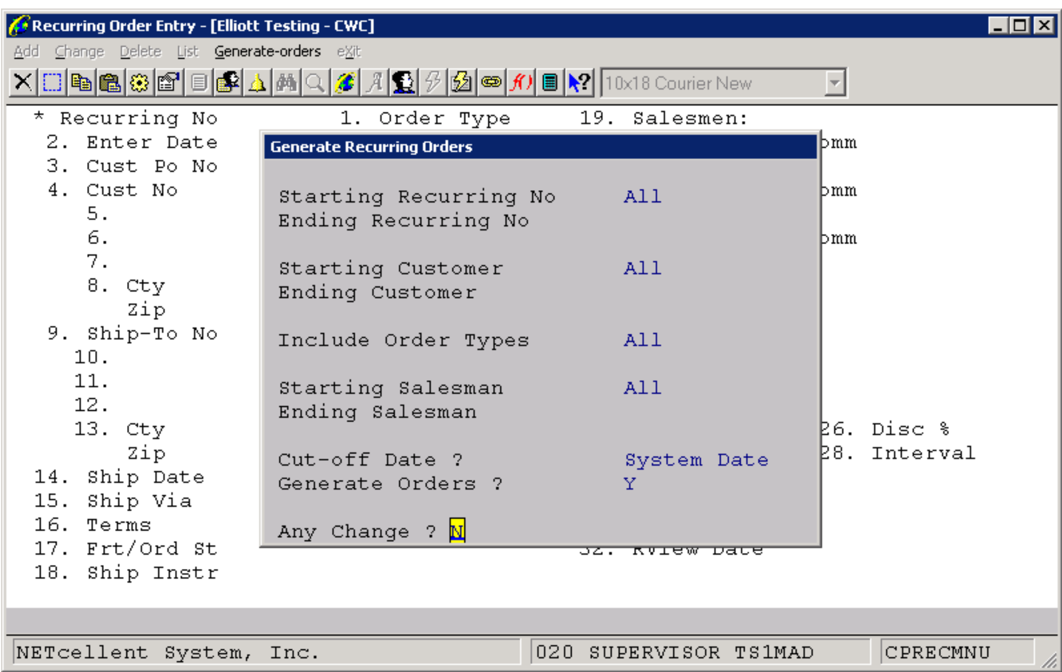
The fields that are important to recurring orders are fields 27 through 32:

Name	Type and Description
27. Recur Type	1 alphanumeric character (D or M). Enter "D" to specify the recurring interval to be in days. Enter "M" if you want the interval to be in months.
28. Interval	3 numeric digits (999). Enter the interval for the recurring order. This can be a number from 1 to 999.

Name	Type and Description
29. Start Date	A date in the standard date format. Enter the starting date you want this recurring order to begin generating orders. This can also be helpful from a historical standpoint.
30. End Date	A date in the standard date format. Enter the date you would like this recurring order to stop generating orders. If the interval established in fields 27 and 28 would generate an order dated beyond the end date, then the order will not be generated.
31. Last Date	A date in the standard date format. This is the date of the order last generated by this recurring order.
32. Review Date	A date in the standard date format. Enter the date you wish this recurring order to be reviewed. This can be helpful if a support contract is to expire that the recurring order is based on.

Generate Orders

When you select **Generate-orders** from the **Recurring Order Processing** menu, the following screen will appear:



You can select the starting and ending recurring order number, the starting and ending customer number, which order types to include, the starting and ending salesman, the cut-off date and whether or not you want the process to generate the orders or just produce a report showing what the generated orders would contain.

Recurring Order Restrictions

(1) Multi-Bin Enhancement: Not allowed for “I” or “C” type of recurring order.
(2) Serial/Lot Enhancement: Serial/Lot Item is not allowed for “I” or “C” type of recurring order. However, non-Serial/Lot Item is still allowed for “I” or “C” type of recurring order.
(3) No Credit Limit checking for recurring order, as well as line by line credit check.
(4) Kit or Feature Item is not supported in Recurring Order Processing.
(5) Generate Order:
   a. Allocates quantity for stocked item (either in item file or inventory location file). If this item is BOMP parent item, the component item will be allocated as well.
   b. Updates Available to Promise (IMATPFIL).
   c. Updates Line Audit Trail File (CPLINAUD).
   d. Updates PO Reference File (CPPOREF).
   e. Updates PO Pending File (CPPOPEND). PO will not be created for recurring generation.
   f. Checks Credit Hold, Exceed Credit Limit & Past Due. It will put the order on hold if there are any credit problems.
   g. Copies the 5 Amigos from the Recurring Order to the regular Order.
   h. Triggers Necessary Event.

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Copy Order

Application Overview

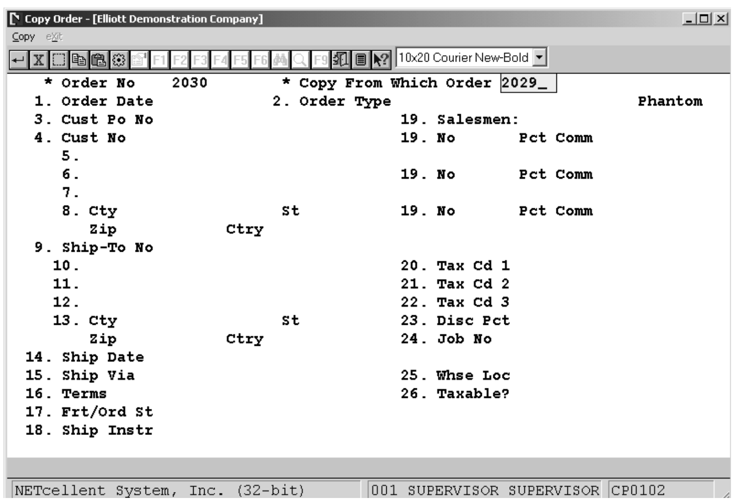
Copy Order is designed for customers who do business with department stores where a typical purchase order is sent with the same contents, but shipped to hundreds of different stores. With Copy Order, you do not have to manually enter multiple orders for a different ship-to or bill-to address.

Additional it can serve four other purposes: (1) allows a blanket order to be copied for release, (2) lets you copy from a previously released order, (3) lets you copy an order to a quote and delete the original order, and (4) gives you the option of selecting the method of assigning the request and promise date when copying an order.

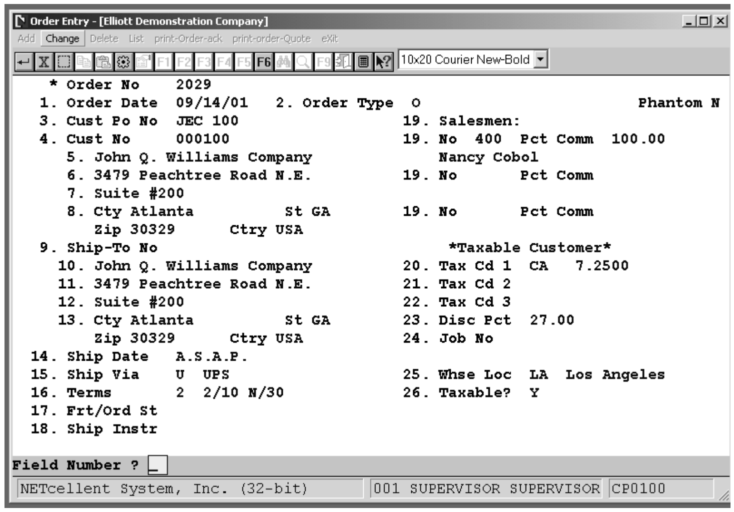
Before using this enhancement, it must be setup as per the **Copy Order** instructions in the **Global Setup** section.

Run Instructions

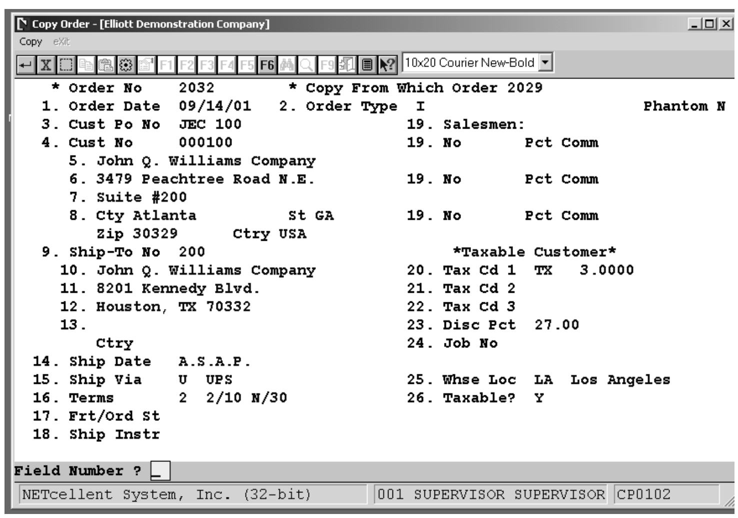
From **COP Menu** select **Processing**, **Copy Order**, and then **Copy**



When the user chooses "Copy Order" from COP→ Processing, a standard order header screen will be displayed. It will first prompt for an order number, which the user can manually enter, or press **F1** for the next order number. It will then ask the user "Copy from which order?" After a valid order number has been entered, the system prompts for an order date. This order date will be the default from the original order date. The user may then enter either an "O", "I", "Q", or "CR" for order type. The purchase order number and the customer number will default to the copy-from order. Both of these fields can be overridden.



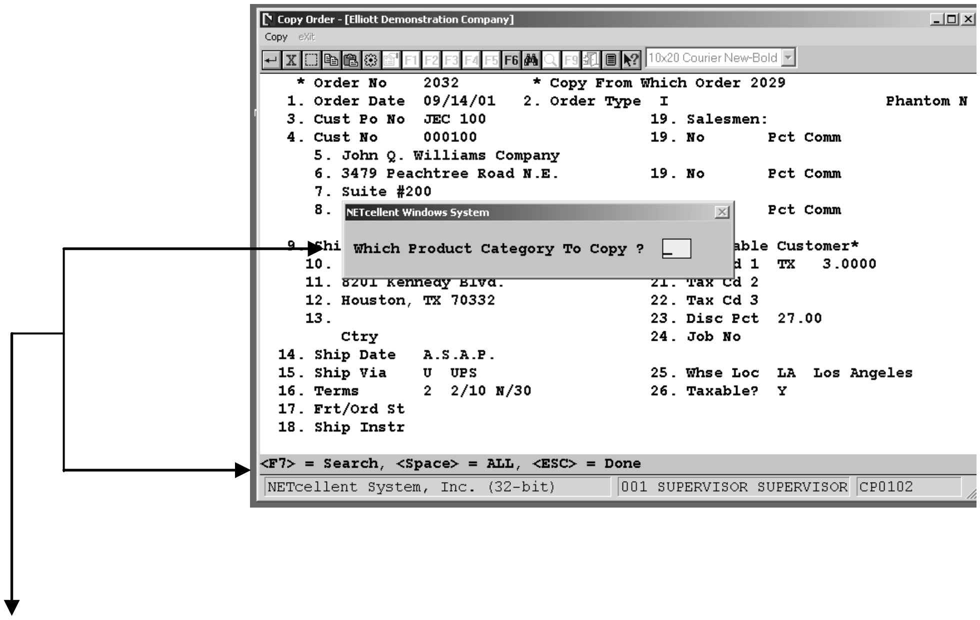
Original Copy From Order #2029



We have just copied order # 2029 to an “I” type order, same Bill-To customer, accepted original order date, P.O. and shipped to a different Ship-To location.

Line Item Selection/Changes

When you press enter after completing the Order Header Screen, (Field Number ? prompt), you will taken to the Line Item selections window. See next page for the Line Item selection process.

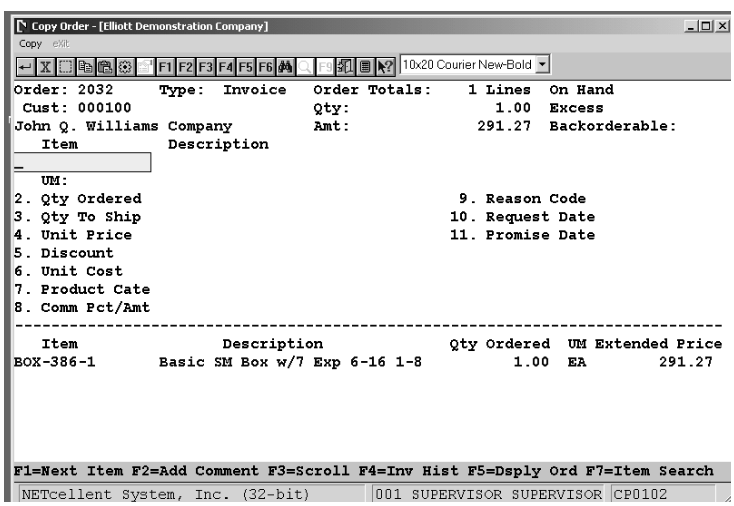


<F7> **=** Search to copy selected Product Category

<Space> = Select All

<ESC> = Done **(This does not copy any line items)**

After pressing enter, (provided you did not use the <ESC> key), the system takes you to the line item screen for review, changes, deletions, or additions. See figure below.



Points to Remember: Quantity allocation of the line items will be increased automatically, as well as, any back-order status items.

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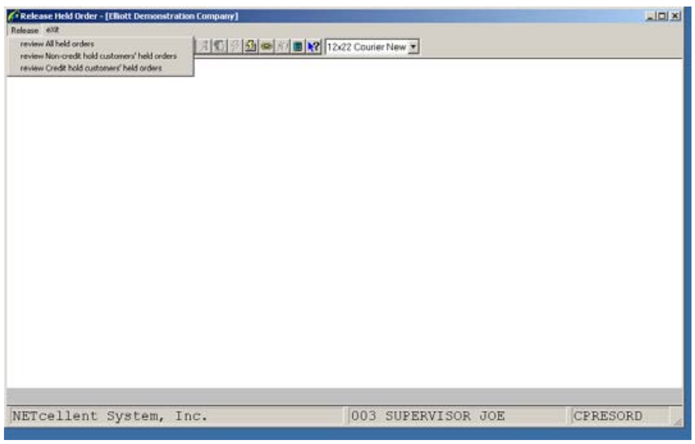
Release Held Orders

Application Overview

This feature is a function of the Credit Check & Release program. To run this function, the Credit Check & Release must be setup as per the Global Setup documentation.

Run Instructions

From the **COP Menu** → **Processing** → **Release held order.**



Release held order screen.

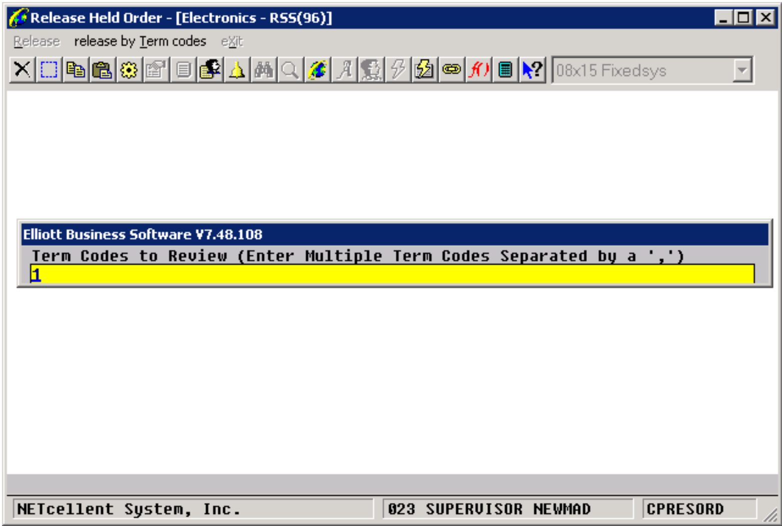
There can be up to six release options:

1. Review all orders: Users may have customers that are put on hold in the customer file, or customer(s) who's COP sales order(s) are put on hold, but the customer's file is not put on hold. This function will allow you to review and release held orders for both scenarios.

2. Review Non-Credit hold orders: This review and release function will only work on customers whose COP sales orders are put on hold.

3. Review credit hold orders: This review and release function will only work on customers whose orders are put on hold because of a credit problem.

If the Release By Term Codes flag is turned on, the same three options are available under a Release By Term Codes menu.



This window will appear only when selecting from the Release By Term Codes menu.

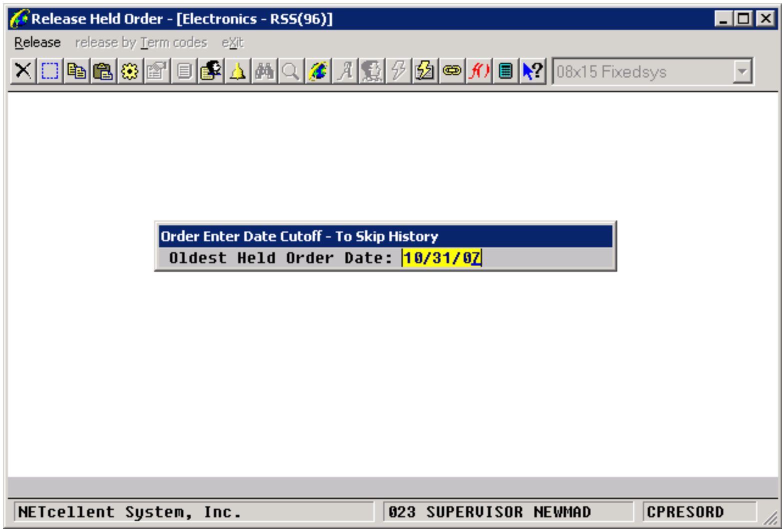


Figure 4I.8. Note the cutoff date prompted by the system.

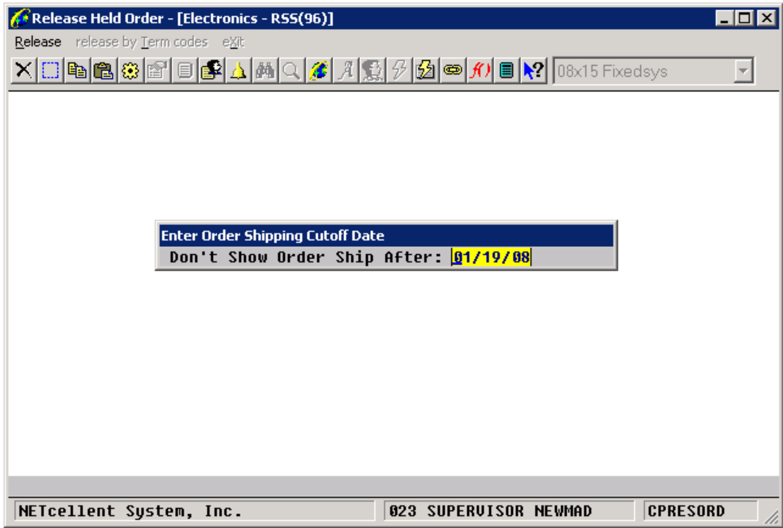


Figure 4I.9. Note the shipping cutoff date prompted by the system.

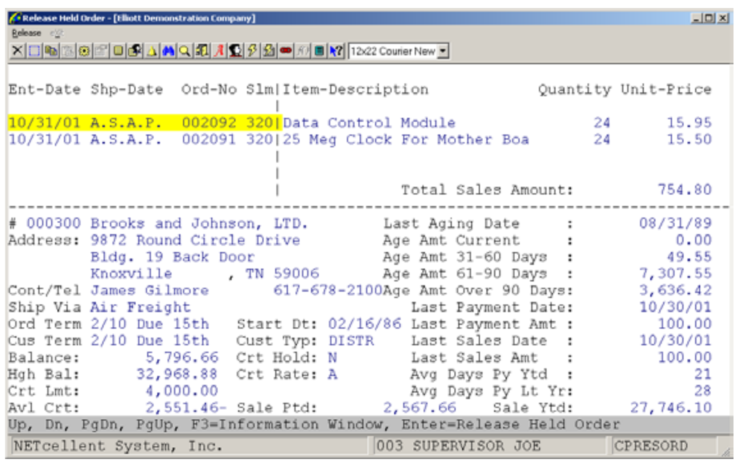


Figure 4I.9 shows the Release Held Order Screen.

The release held order screen is divided into three sections:

1. **Order header information:** This information is taken from the order entry **(upper left corner)** screen. Only customer orders that have been put on hold will display in this window. It contains the date order was entered **(Ent-Date),** shipment date **(Shp-Date),** order number **(Ord-No),** and the salesman responsible for order **(Slm).** This window contains multiple order information. To select an order on hold, use the up or down arrow key to highlight desired order. Use the page up and page down key to view additional orders.

2. **Order line item information:** This information is also taken from the order entry **(upper right corner)** screen. It contains the **item-description**, **quantity**, **unit price**, and **total sales amount** for the order highlighted in order header information window.

3. **Customer information:** This window displays information about the **(bottom)** customer who placed the order. This information is taken from the customer file in A/R.

The release held order screen will show multiple orders. Therefore, there's no need to key in different order numbers to release any held orders. Each order displayed will provide the customer's account and credit information.

At the bottom of the screen, there are two options:

1. **[F3]** Information Window
2. **<Enter>** Release order

When you press the [F3] function key, the system will display another window (Figure 4I.10). This window will list all the options available for the selected held order.

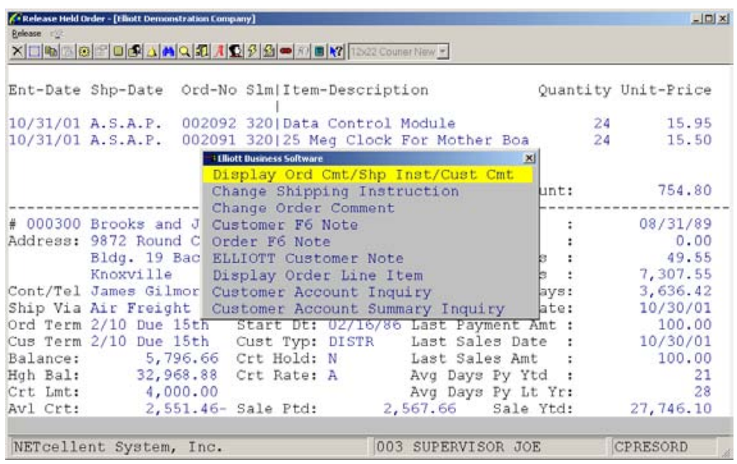


Figure 4I.10 shows the display window after pressing [F3].

<Enter> Release Order - If you press **<Enter>** in the release held order screen, the order will be released. A released order will have an **"*"** in front of it.

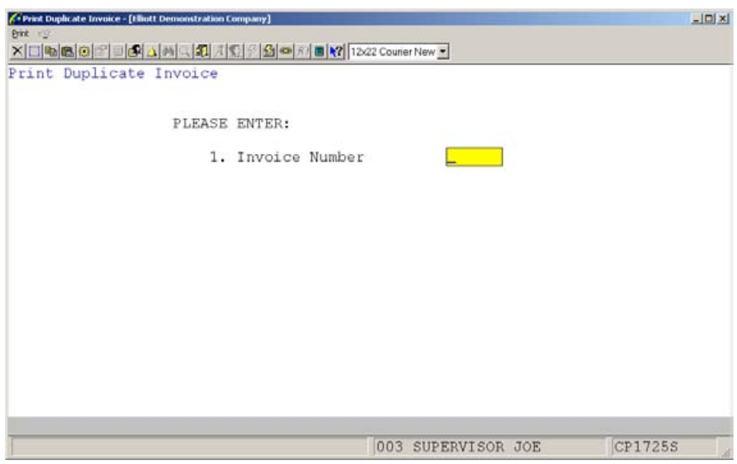
Print Duplicate Invoice

Application Overview

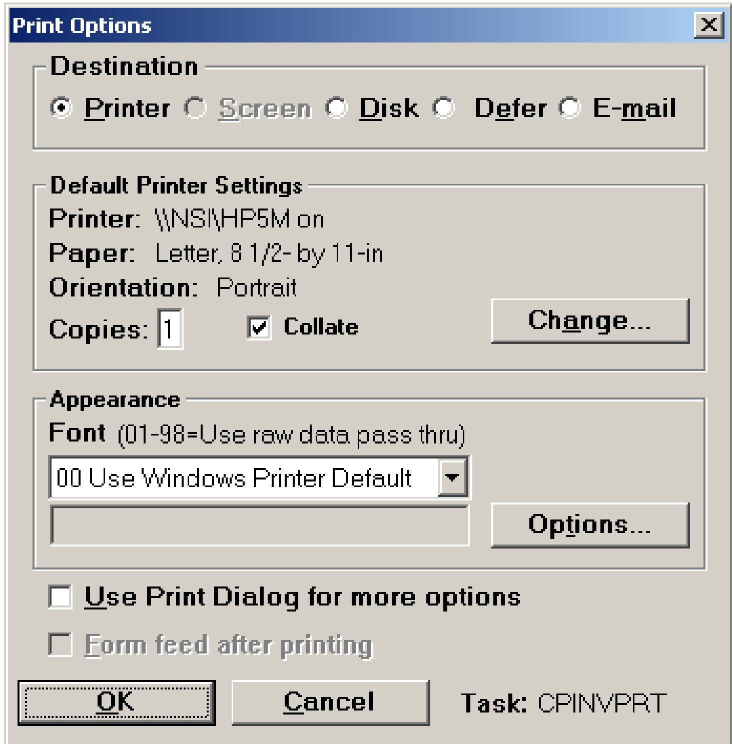
This feature allows you to reprint invoices that have not been purged from the Invoice history File, (Purge Posted Invoices). The invoice will reprint as the original invoice and without being stamped "Duplicate."

Run Instructions

COP Main Menu → Processing → Print Duplicate Invoice



After you enter the Invoice number, the print screen will appear. From the print screen you can print out the invoice or e-mail it as a text attachment to the e-mail. See next page for print options.


Print Options
Destination
Printer
Screen
Disk
Defer
E-mail
Default Printer Settings
Printer: \\NSI\HP5M on
Paper: Letter, 8 1/2- by 11-in
Orientation: Portrait
Copies: 1
Collate
Change...
Appearance
Font (01-98=Use raw data pass thru)
00 Use Windows Printer Default
Options...
Use Print Dialog for more options
Form feed after printing
OK
Cancel
Task: CPINVPRT

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Shipment Confirmation

Application Overview

Shipment Confirmation is a process you can let the warehouse use to update the ship information on an order without allowing them access to the regular billing functions.

The user should be familiar with all the **options and features** available from the **Global Setup** chapters as they can enhance order processing, billings, and meet specific data entry and procedures required.

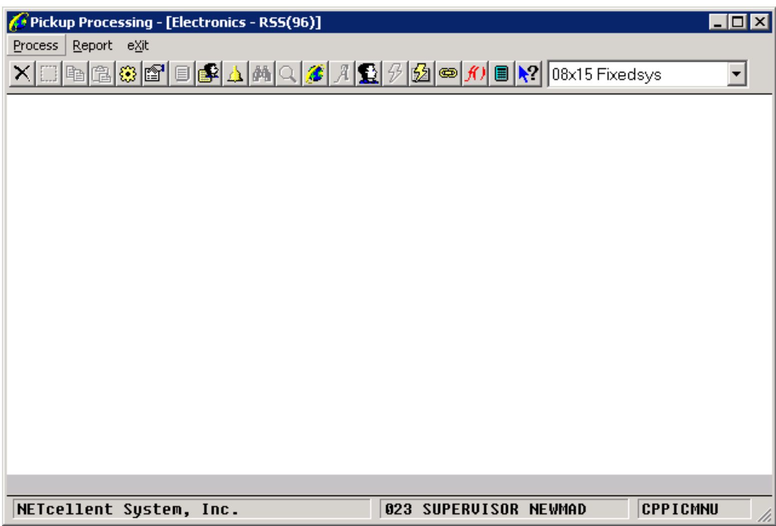
Pickup Processing

Application Overview

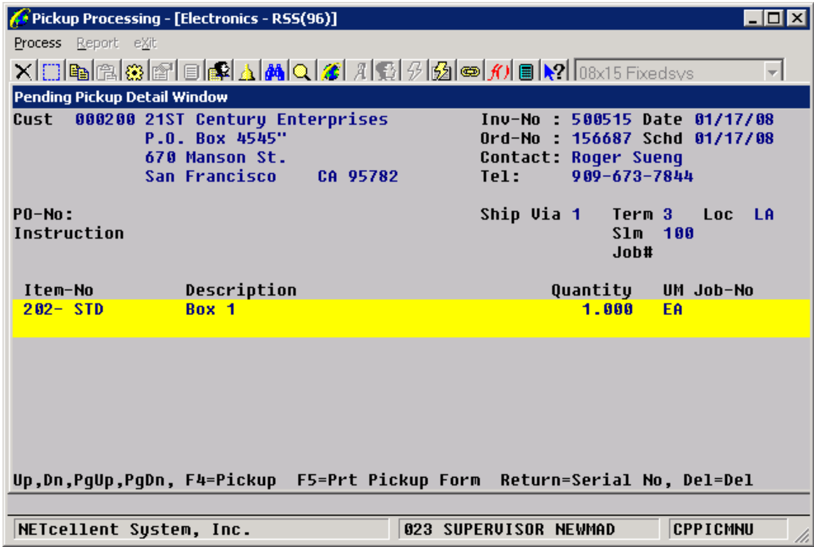
A new flag has been added to A/R Ship Via Code maintenance, Create Pickup Record. If this flag is set to "Y," separate tracking records will be created for COP invoices posted with this Ship Via Code so the customer can pick up the merchandise at a later time. A separate menu item, Pickup Process, has been added to the COP Processing menu. In the pickup process, users can print a pending report of all the items waiting to be picked up. Users can also use the pickup process user interface to print a pickup form identifying the items pending for customer pickup. Users can use the same user interface to indicate the items for the invoice have been picked up and remove the invoice from the pending list.

Run Instructions

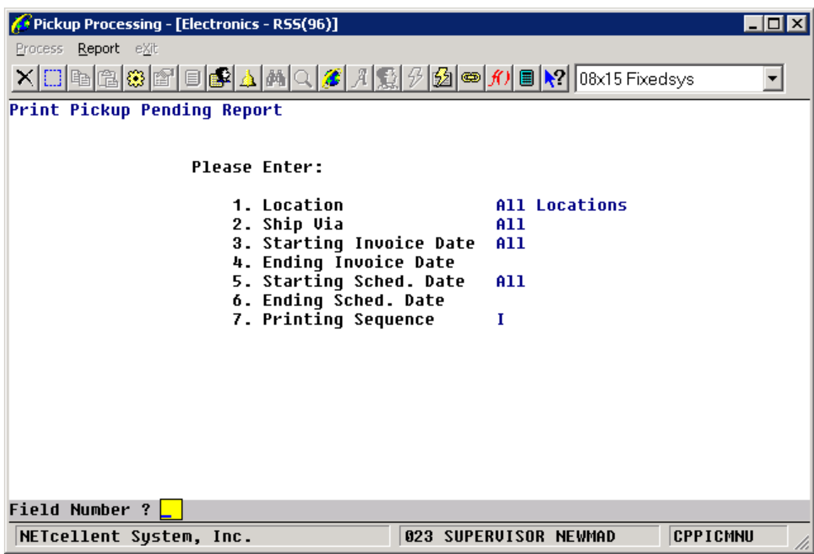
From the **COP Menu** → **Processing → Pickup Processing.**



Pickup Processing Main Menu



Pickup Processing Process Screen



Print Pickup Pending Report

Reports

Sales History Reports

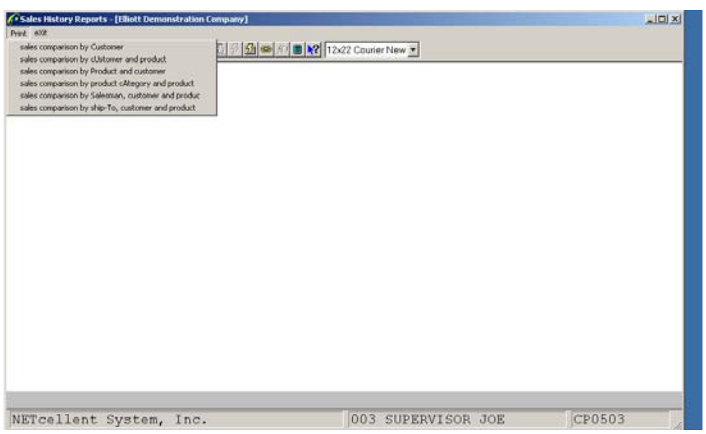
Application Overview

There are six Sales History Reports. They are the Sales Comparison by Customer; Sales Comparison by Customer and Product; Sales Comparison by Product and Customer; Sales Comparison by Product Category and Product; Sales Comparison by Salesman, Customer and Product; and Sales Comparison by Ship-To, Customer and Product.

The reports present Sales History Data from a variety of perspectives and enable you to determine the profitability of customers, items, product categories and salespeople, as well as combinations of these factors. You can determine, for instance, the customers whose sales provide you the greatest margin or the items that are most and least profitable. These reports can assist you in devising marketing strategies and in making a variety of other management decisions.

Run Instructions

COP Main Menu → Reports → Sales History



Sales History Reports Entry Screen

The following options are available:

* Select the desired mode from the Sales History Reports menu bar

* A menu will appear allowing you to select one of these options:
  - Sales Comparison by Customer
  - Sales Comparison by Customer and Product
  - Sales Comparison by Product and Customer
  - Sales Comparison by Product Category and Product
  - Sales Comparison by Salesman, Customer and Product
  - Sales Comparison by Ship-To, Customer, and Product

* Select the report that you want to print.

* A parameters entry screen will appear asking for the necessary range information for your report. An explanation of each of these range entry fields is presented below.

* After the report is printed, it will return to the parameter entry screen for the entry of another range.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Sales Comparison By Customer

Name	Type and Description
1. Starting Customer	6 alphanumeric characters. Enter the starting customer number of the range you wish to print out. Press the F7 key to search by customer number or press the F8 key to search by customer name. Defaults to All.
2. Ending Customer	6 alphanumeric characters. Enter the ending customer number of the range you wish to print out.
Ending Customer (continued)	Press the F7 key to search by customer number or press the F8 key to search by customer name. Defaults to the starting customer number entry.
3. Exclude Zero Activity ?	Y or N. Enter Y to show only active customers. Defaults to N.

Sales Comparison By Customer And Product

Name	Type and Description
1. Starting Customer	6 alphanumeric characters. Enter the starting customer number you wish to print. Press the F7 key to search by customer number or press the F8 key to search by customer name. Defaults to All.
2. Ending Customer	6 alphanumeric characters. Enter the ending customer number of the above range. Press the F7 key to search by customer number or press the F8 key to search by

Name	Type and Description
	customer name. Defaults to the starting customer number.
3. Starting Item	15 alphanumeric characters. Enter the starting item number of the range you wish to print out. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to All.
4. Ending Item	15 alphanumeric characters. Enter the ending item number of the above range. Press the F7 key to search by item number or pres the F8 key to search by item description. Defaults to the starting item number.
5. Exclude Zero Activity ?	Y or N. Enter Y to show only active transactions. Defaults to N.

Sales Comparison By Product And Customer

Name	Type and Description
1. Starting Item	15 alphanumeric characters. Enter the starting item number of the range you wish to print out. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to All.
2. Ending Item	15 alphanumeric characters. Enter the ending item number of the above range. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to the starting item number.
3. Starting Customer	6 alphanumeric characters. Enter the starting customer number you wish to print.

Starting Customer (continued)	Press the F7 key to search by customer number or press the F8 key to search by customer name. Defaults to All.
4. Ending Customer	6 alphanumeric characters. Enter the ending customer number of the above range. Press the F7 key to search by customer number or press the F8 key to search by customer name. Defaults to the starting customer number.
5. Exclude Zero Activity ?	Y or N. Enter Y to show only active transactions. Defaults to N.

Sales Comparison By Product Category And Product

Name	Type and Description
1. Starting Category	3 alphanumeric characters. Enter the starting product category of the range you wish to print out. Press the F7 key to search for product category codes. Defaults to All.
2. Ending Category	3 alphanumeric characters. Enter the ending product category. Press the F7 key to search for product category codes. Defaults to the starting product category.
3. Starting Item	15 alphanumeric characters. Enter the starting item number of the range you wish to print out.
Starting Item (continued)	Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to All.
4. Ending Item	15 alphanumeric characters. Enter the ending item number of the above range. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to the starting item number.

5. Exclude Zero Activity ?	Y or N. Enter Y to show only active transactions. Defaults to N.

Sales Comparison By Salesman, Customer And Product

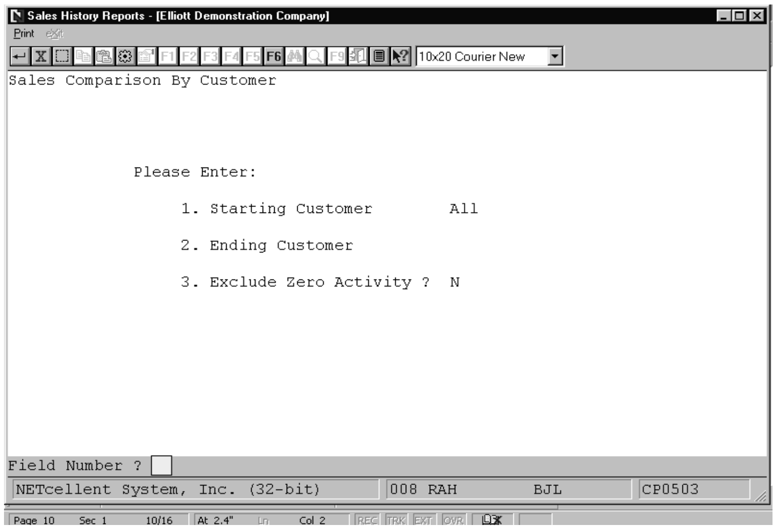
Name	Type and Description
1. Starting Salesman	3 alphanumeric characters. Enter the starting salesperson number for the range you want to print out. Press the F7 key to search by salesman number. Defaults to All.
2. Ending Salesman	3 alphanumeric characters. Enter the ending salesperson number for the above range. Press the F7 key to search by salesman number. Defaults to the starting salesperson number.
3. Starting Customer	6 alphanumeric characters.
Starting Customer (continued)	Enter the starting customer number of the range you want to print out. Press the F7 key to search by customer number or press the F8 key to search by customer name. Defaults to All.
4. Ending Customer	6 alphanumeric characters. Enter the ending customer number of the range you wish to print out. Press the F7 key to search by customer number or press the F8 key to search by customer name. Defaults to the starting customer number.
5. Starting Item	15 alphanumeric characters. Enter the starting item number of the range you wish to print out. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to All.
6. Ending Item	15 alphanumeric characters. Enter the ending item number of the above range. Press the F7 key to search by item number or press the F8 key to search by item description.

	Defaults to the starting item number.
7. Exclude Zero Activity ?	Y or N. Enter Y to show only active transactions. Defaults to N.

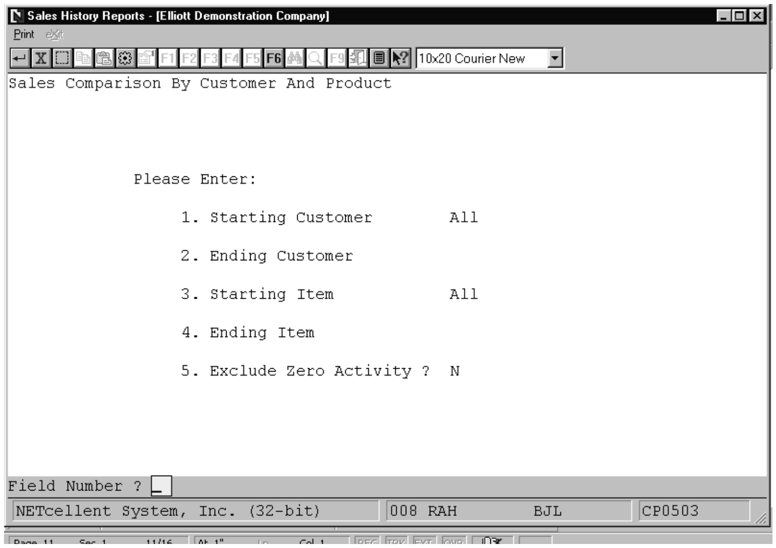
Sales Comparison By Ship-To, Customer And Product

Name	Type and Description
1. Starting Ship-To	4 alphanumeric characters. Enter the starting ship-to number for the range you want to print out. Defaults to All.
2. Ending Ship-To	4 alphanumeric characters. Enter the ending ship-to number for the above range. Defaults to the starting ship-to number.
3. Starting Customer	6 alphanumeric characters. Enter the starting number you wish to print. Press the F7 key to search by customer number or press the F8 key to search by customer name. Defaults to All.
4. Ending Customer	6 alphanumeric characters. Enter the ending customer number of the above range. Press the F7 key to search by customer number or press the F8 key to search by customer name. Defaults to the starting customer number.
5. Starting Item	15 alphanumeric characters. Enter the starting item number of the range you wish to print out. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to All.
6. Ending Item	15 alphanumeric characters. Enter the ending item number of the above range.

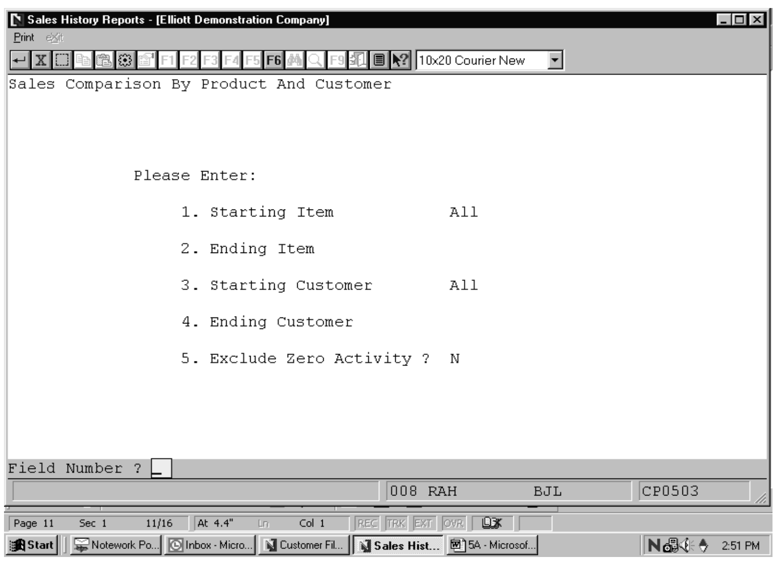
Ending Item (continued)	Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to the starting item number.
7. Exclude Zero Activity	Y or N. Enter Y to show only active transactions. Defaults to N.



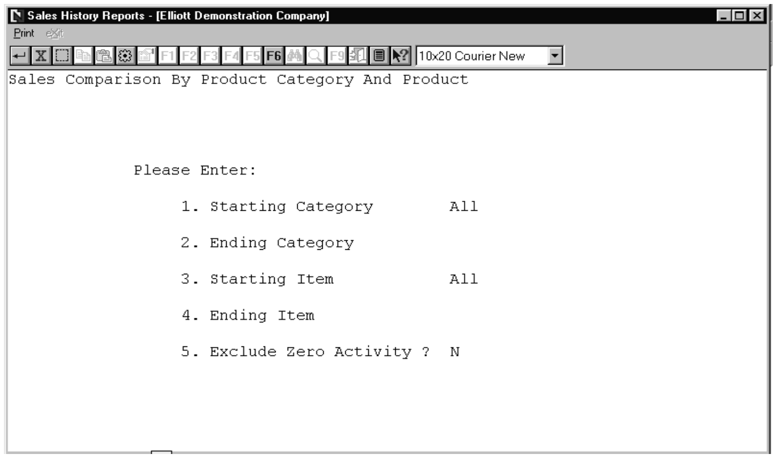
Sales History By Customer



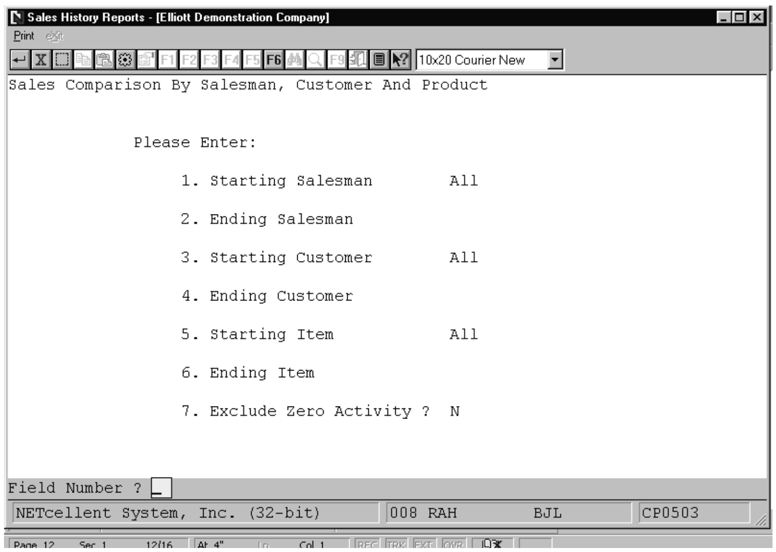
Sales Comparison By Customer and Product



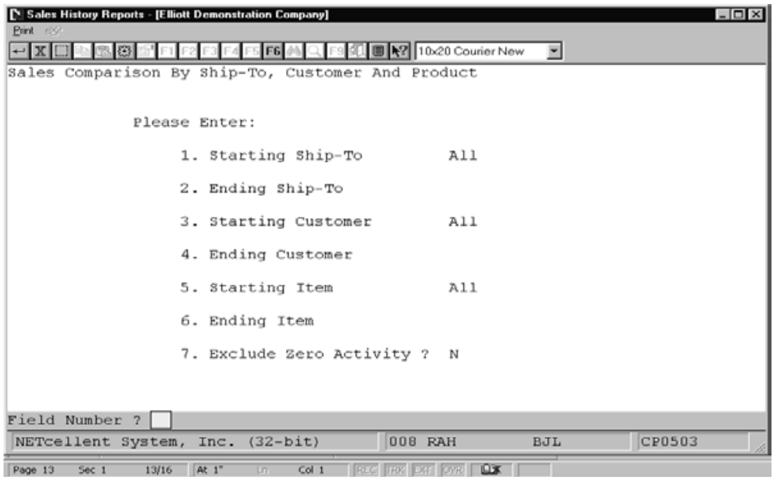
Sales Comparison By Product and Customer



Sales Comparison By Product Category and Product



Sales Comparison By Salesman, Customer And Product



Sales Comparison By Ship-To, Customer and Product

Sales Analysis Reports

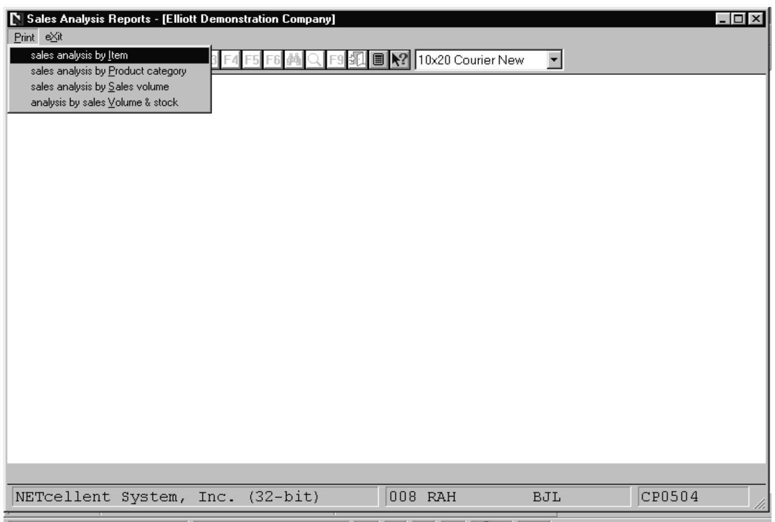
Application Overview

There are three Sales Analysis Reports available in Customer Order Processing. Each provides a different perspective on the company's sales. The three reports are Sales Analysis by Item, Sales Analysis by Product Category and Sales Analysis by Sales Volume.

These reports show sales, costs and gross margins, as well as applicable percentages. Unlike other Sales History Reports, these reports utilize data available in the Inventory Item file rather than in the Sales History file.

Run Instructions

Select Sales Analysis Reports from the pull down COP Reports window. The following screen will then be displayed:



Sales Analysis Reports Entry Screen

The following options are available:

* Select the desired mode from the Sales Analysis Reports menu bar

* A window will appear allowing you to select one of these options:
  - Sales Analysis By Item
  - Sales Analysis By Product Category
  - Sales Analysis By Sales Volume

* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Sales Analysis By Item

Name	Type and Description
1. Starting Item No	15 alphanumeric characters. Enter the starting item number of the range. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to All.
2. Ending Item No	15 alphanumeric characters. Enter the ending item number of the range. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to the starting item number.
3. Exclude Items With Zero Qty Sold Ptd/Ytd ?	Y or N. Enter Y to not include items that have not been sold. Default is N.

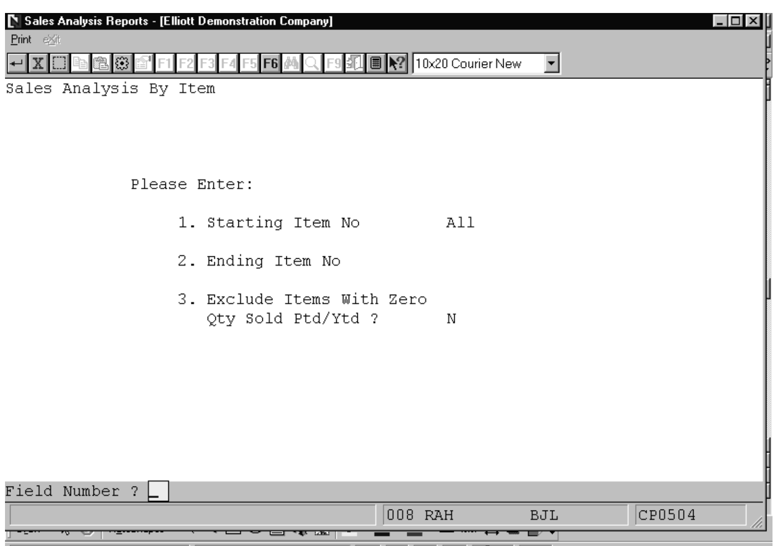
Sales Analysis By Product Category

Name	Type and Description
1. Show Product Categories On Separate Pages ?	Y or N. Enter whether you wish to print each product category on a separate page or not. Default is N.
2. Print Category Summary Only ?	Y or N. Enter whether you wish to print a product category summary only. Default is N.
3. Starting Category	3 alphanumeric characters. Enter the starting product category of the range. Press the F7 key to search for product category codes. Default is All.
4. Ending Category	3 alphanumeric characters. Enter the ending product category of the range. Press the F7 key to search for product category codes. Default is the starting product category.

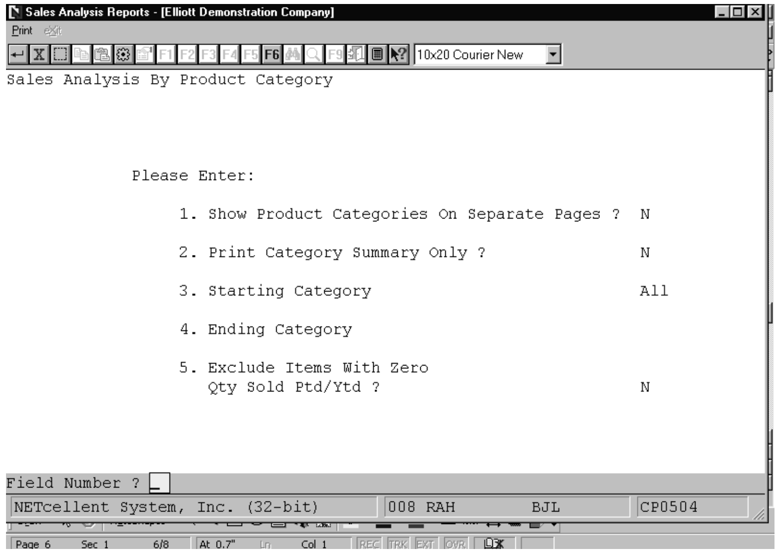
Name	Type and Description
5. Exclude Items With Zero Qty Sold Ptd/Ytd ?	Y or N. Enter Y to not include items that have not been sold. Default is N.

Sales Analysis By Sales Volume

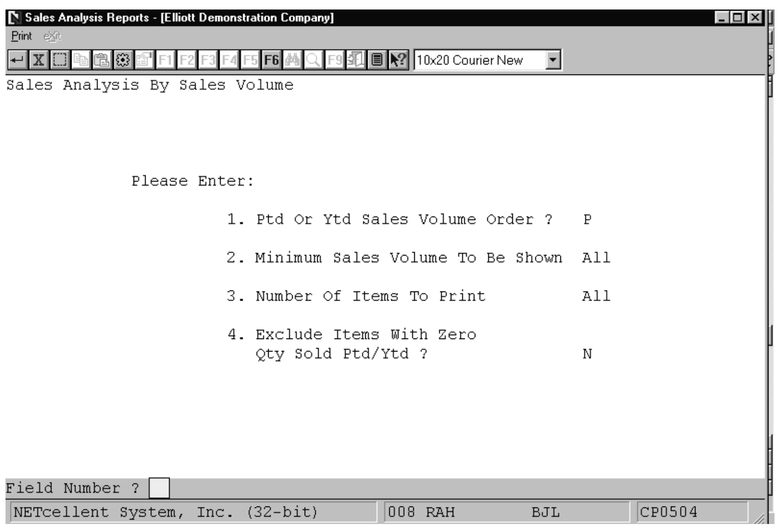
Name	Type and Description
1. Ptd or Ytd Sales Volume Order ?	1 alphanumeric character. If you want the sales volume to be listed in order by period-to-date sales amount, enter a P; if you want it in year-to-date order, enter a Y.
2. Minimum Sales Volume To Be Shown	8 numeric digits with 3 decimal places and an optional minus sign (99,999.999-). Enter the minimum sales volume to be shown on the report. Defaults to All.
3. Number Of Items To Print	6 numeric digits (999,999). Enter the number of items which you want to print. If there are 300 items on file and you specify 100 here, only the top 100 items will be printed. Defaults to All.
4. Exclude Zero Quantity?	Y or N. Enter Y to not include items that have not been sold. Default is N.



Sales Analysis By Item



Sales Analysis By Product Category



Sales Analysis By Sales Volume

Order Status Reports

Application Overview

The Order Status Reports enable you to print essential information regarding the status of open and backordered orders. For purposes of this application, an open order is defined as an O type order which has not yet been selected for billing. Reports will not print for blanket orders, invoices, credit memos, or regular orders that have been selected for billing through the Order Billing application.

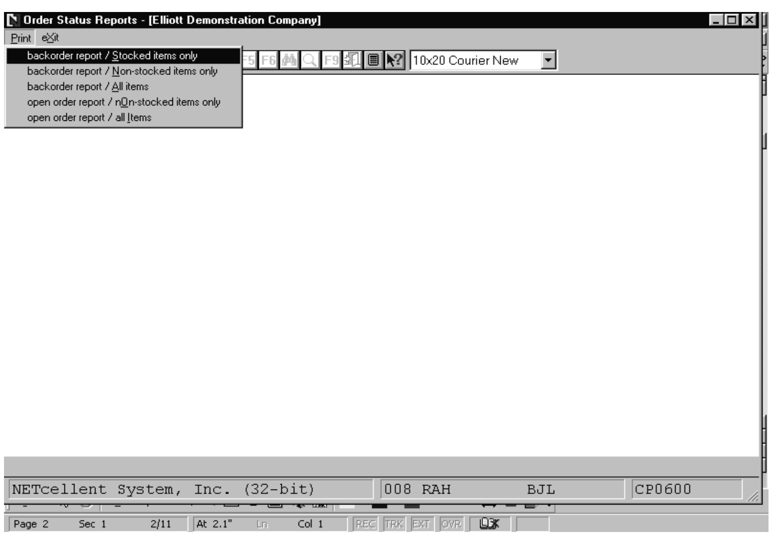
Open orders may contain items that have been back ordered. You may select to show only backordered items. These back order reports will assist you in filling back orders and keeping track of your back ordered obligations.

In addition to showing back orders exclusively or not, there are several other options available to you when printing these reports. You may select to show stocked or non-stocked items exclusively on the reports. You may select to print items in order by their item number or by the number of the customer that ordered them. You may choose which warehouse location orders are to be printed for and a range of line item request or promise dates may be entered. You may also show scheduled receipts if utilizing the Purchase Order Processing and Receiving package.

These report parameters enable you to print a variety of reports and to evaluate open orders from several different perspectives.

Run Instructions

Select Order Status Reports from the pull down COP Reports window. The following screen will then be displayed:



Order Status Reports Entry Screen

The following options are available:

* Select the desired mode from the Order Status Reports menu bar

* A menu will appear allowing you to select one of these options:
  - Backorder Report Stocked Items Only
  - Backorder Report Non-Stocked Items Only
  - Backorder Report All Items
  - Open Order Report Non-Stocked Items Only
  - Open Order Report All Items

* Select the report that you want to print.

* Enter the data requested on the screen

* A parameter entry screen will appear, requesting you to enter the information listed below. Enter this information, and the report will then print out.

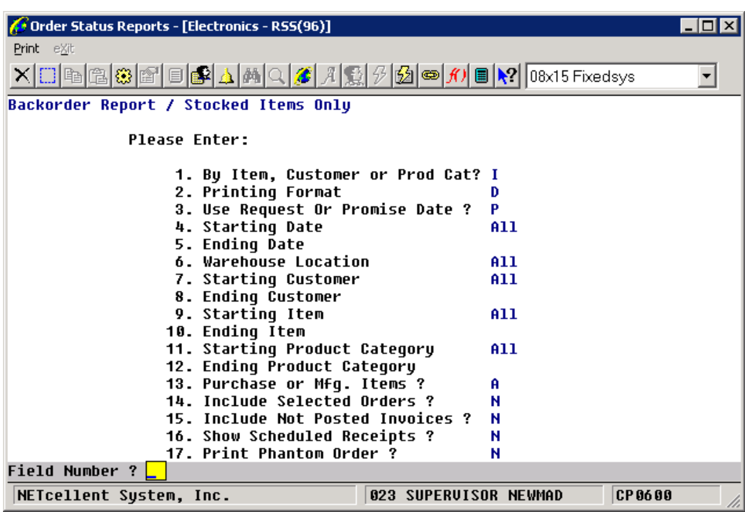
To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

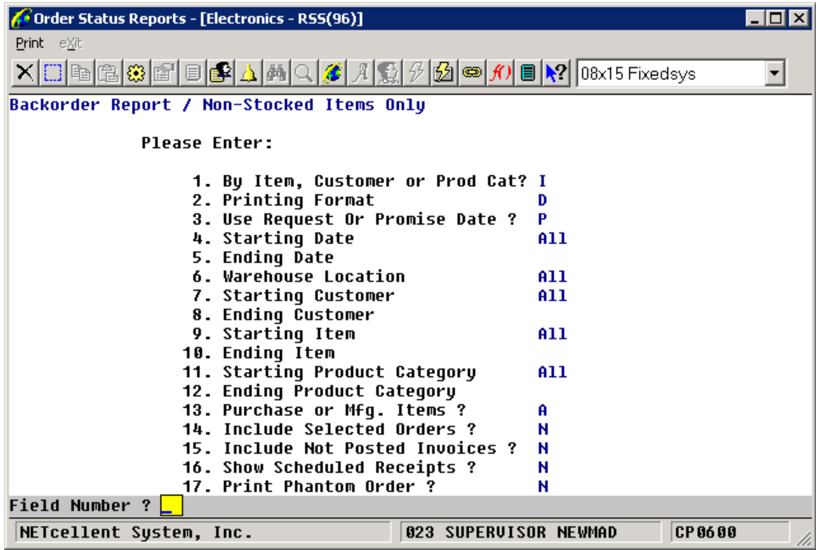
Name	Type and Description
1. Print By Item, Customer or Prod Cat ?	1 alphanumeric character. Enter a I if you wish to print the reports by item, C if you wish to print by customer or P to print by product category.
2. Printing Format	1 alphanumeric character. Enter a D if you wish to print the report in detail, B if you wish to print in brief or S to print in summary.
3. Use Request Or Promise Date ?	1 alphanumeric character. Enter an R if you want the request date of each relevant line item to show on the report, or a P if you want the promise date to be shown. NOTE: If no promise date has been entered for an item, its request date will be used.
4. Starting Date	A date in the standard date format. Enter the starting date of the range that you wish to print. Only the items with promise or request dates (according to your selection above) within this range will be printed on the report. Defaults to All.
5. Ending Date	A date in the standard date format. Enter the ending date of the range you wish to print. Defaults to the starting date's entry.

Name	Type and Description
6. Warehouse Location	2 alphanumeric characters. Enter the applicable warehouse location of the orders that you want to print. Press the F7 key to search for locations. Defaults to All.
7. Starting Customer	6 alphanumeric characters. Enter the starting customer number. Press the F7 key to search by customer number or press the F8 key to search by customer name. Defaults to All.
8. Ending Customer	6 alphanumeric characters. Enter the ending customer number. Press the F7 key to search by customer number or press the F8 key to search by customer name. Defaults to the starting customer number.
9. Starting Item	15 alphanumeric characters. Enter the starting customer number. Press the F7 key to search by item number or press the F8 key to search by item name. Defaults to All.
10. Ending Item	15 alphanumeric characters. Enter the ending customer number. Press the F7 key to search by item number or press the F8 key to search by item name.
11. Starting Product Category	3 alphanumeric characters. Enter the starting product category. Press the F7 key to search by product category code. The default is blank for All.
12. Ending Product Category	3 alphanumeric characters. Enter the ending product category. Press the F7 key to search by product category code. This field will be skipped if all product categories are selected. The default is the starting product category.
13. Purchase or Mfg. Items ?	1 alphanumeric character. Enter a P if you wish to print purchased items, M if you wish to print manufactured

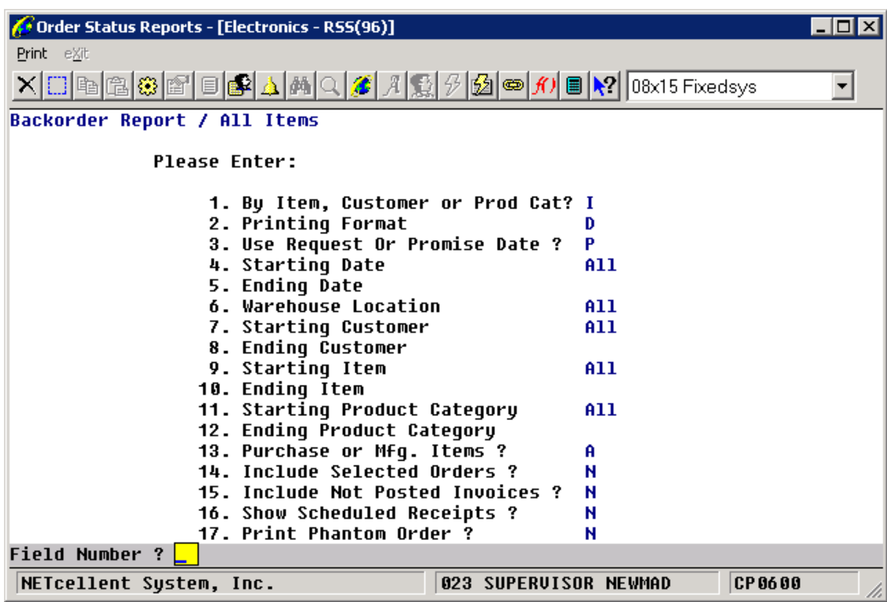
Name	Type and Description
	items or A to print all items. The default is A.
14. Include Selected Orders ?	Y or N. Select Y to include orders selected for billing and N to exclude orders selected for billing. The default is N.
15. Include Not Posted Invoices ?	Y or N. Select Y to include invoices that have not yet been posted and N to exclude invoices not posted. The default is N.
16. Show Scheduled Receipts ?	1 alphanumeric character. P - From PO B - From BOMP A - All N - Neither (default) Enter P to include scheduled receipts from Purchase Order and Receiving. Enter S to include receipts from Shop Floor Control. Enter B to include receipts from Bill of Material Processor, or N to include neither. This field will be requested if field number 1 (Print by Item or Customer) is set to Item and you are printing a backorder report.
17. Print Phantom Order ?	Y or N. Select Y to include phantom orders and N to exclude phantom orders from the report. The default is N.



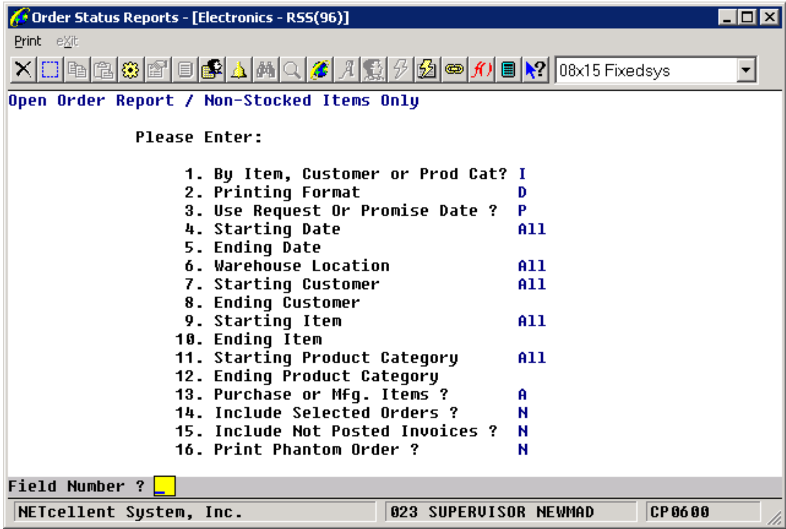
Backorder Report/Stocked Items Only



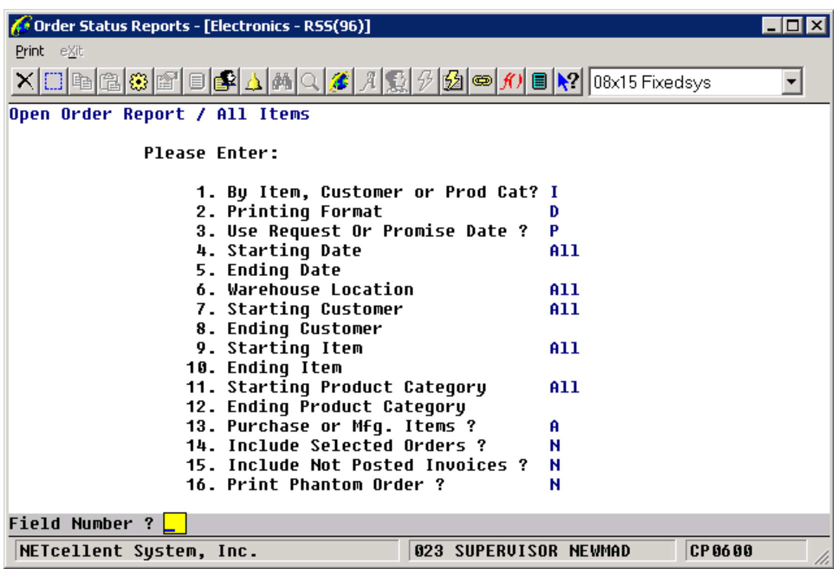
Backorder Report/Non Stocked Items Only



Backorder Report/All Items



Open Order Report/Non Stocked Items Only



Open Order Report/All Items

Backorder Audit Trail Report

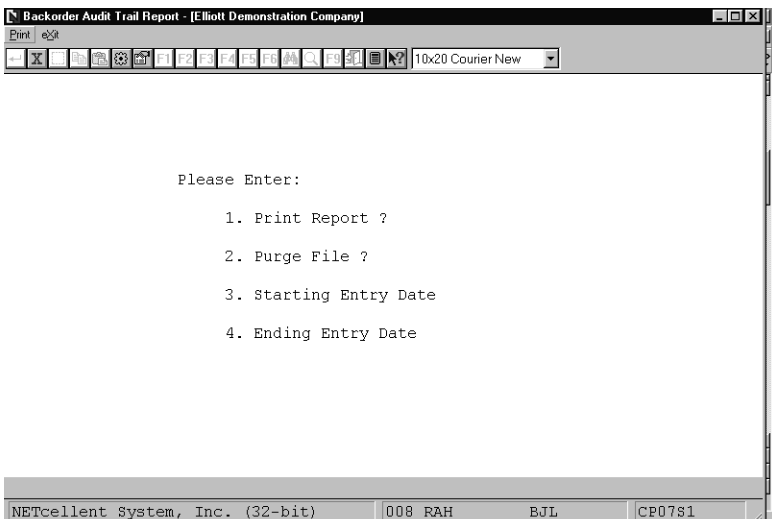
Application Overview

The Backorder Audit Trail Report displays transactions of the automatic and manual backorders that have been filled.

If you select Backorder Audit Trail Report, a screen will display upon which information pertaining to the report is requested. You have the option of printing the report while at the same time deleting the Back Order Audit Trail file records that are processed, or you may opt to leave the records on file. You may also choose to purge records in a specified range and not print any report.

Run Instructions

Select Backorder Audit Trail from the pull down COP Reports window. The following screen will then be displayed:



Backorder Audit Trail Entry Screen

The following options are available:

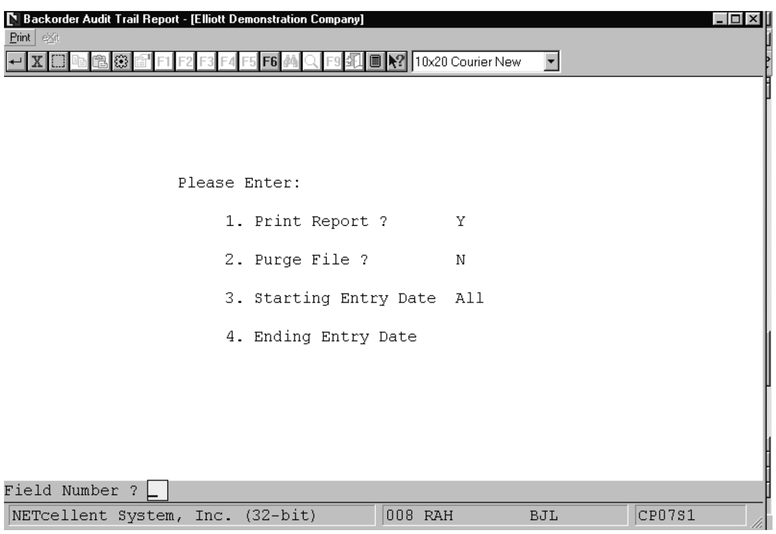
* Select the desired mode from the Backorder Audit Trail menu bar

* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Print Report ?	Y or N. If you answer N, the selected purge range of Back Order Audit Trail file records will be deleted, but no report will print. The entry defaults to Y.
2. Purge File ?	Y or N. If you answer Y, as the program processes each Backorder Audit Trail file record in the specified range it will then delete it. If you answer N, the records will remain on file after they are processed. The entry defaults to N.
3. Starting Entry Date	A date in the standard date format. Enter the earliest order entry date that is to be included in the range of Audit Trail records to be processed. The entry defaults to All.
4. Ending Entry Date	A date in the standard date format. Enter the latest order entry date that is to be included in the range of Audit Trail records to be processed. The entry defaults to the starting entry date.



Price List Report

Application Overview

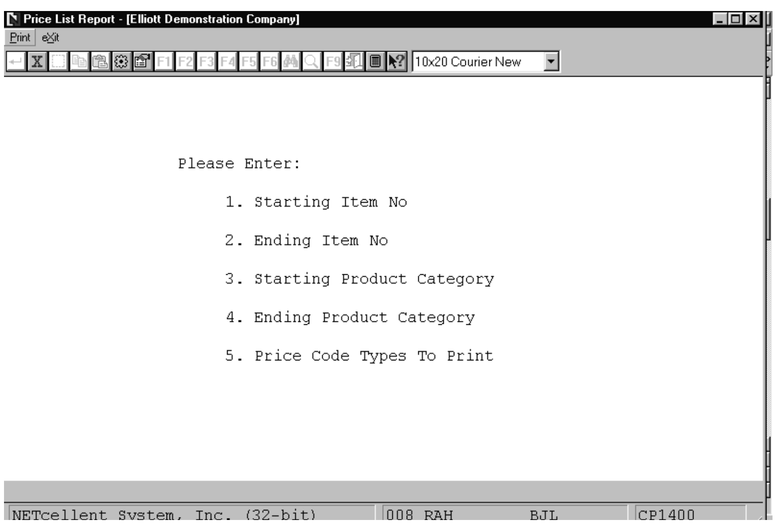
The Price List Report application enables you to print out the base price and pertinent discount price information for each item within a selected range of items, product categories, and price code types. (Refer to the Application Overview of the Pricing Code File Maintenance application for an explanation of how the pricing system works.)

For each item within range, this report will print out the item number, item description, product category, item base price and if Print Cost On Sales Reports? question is COP Setup is set to Y then the cost of each item will also print. Following this will be a list of each price code type, which applies to this item, along with the price code type's discount price data for the item. The applicable price code types and related discount price information are printed in the order in which they are specified in COP Setup.

The report is useful in viewing the various price data for specific items or a range of items, and is helpful in handling customer queries regarding available discount rates.

Run Instructions

Select Price List Report from the pull down COP Reports window. The following screen will then be displayed:



Price List Report Entry Screen

The following options are available:

* Select the desired mode from the Price List Report menu bar

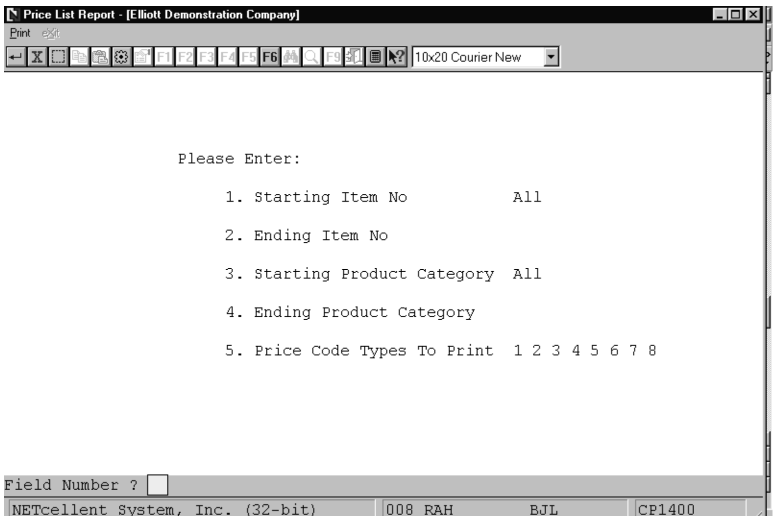
* Enter the data requested on the screen

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Item No	15 alphanumeric characters. Enter the starting item number for the range, which you wish to print out. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to All.
2. Ending Item No	15 alphanumeric characters. Enter the ending item number for the range which you wish to print out. Press the F7 key to search by item number or press the F8 key to search by item description. Defaults to the starting item number.
3. Starting Product Category	3 alphanumeric characters. Enter the starting product category for the range which you wish to print out. Press the F7 key to search for product category codes. Defaults to All.
4. Ending Product Category	3 alphanumeric characters. Enter the ending product category for the range which you want to print out. Press the F7 key to search for product category codes. Defaults to the starting product category.
5. Price Code Type To Print	1 to 8 numeric digits. Enter the string of price code types which you want to print. The ones entered here must be valid per COP Setup. The order in which the price code types are printed on

Name	Type and Description
	the report will be that specified in COP Setup. Defaults to the price code types specified in COP Setup.



Price List Report

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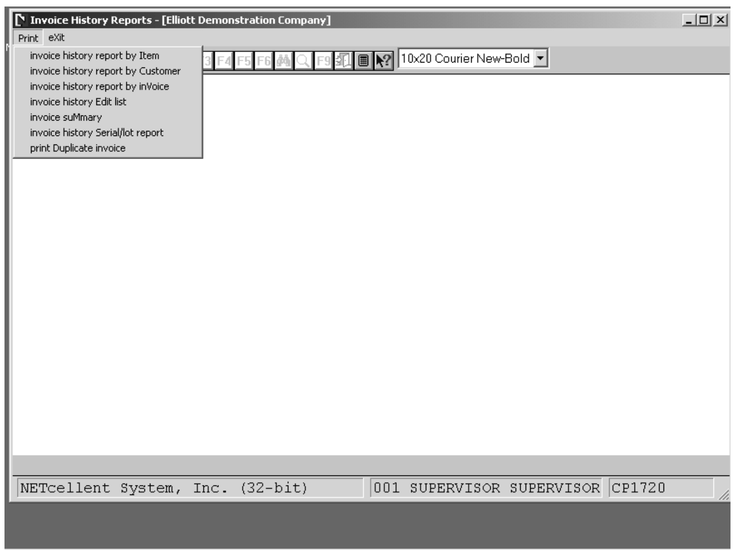
Invoice History Report

Application Overview

This function gives you access to all the necessary information to provide customer service analysis and research for posted invoices on file for customers. Additionally, you can **print Duplicate Invoices** to enhanced customer service.

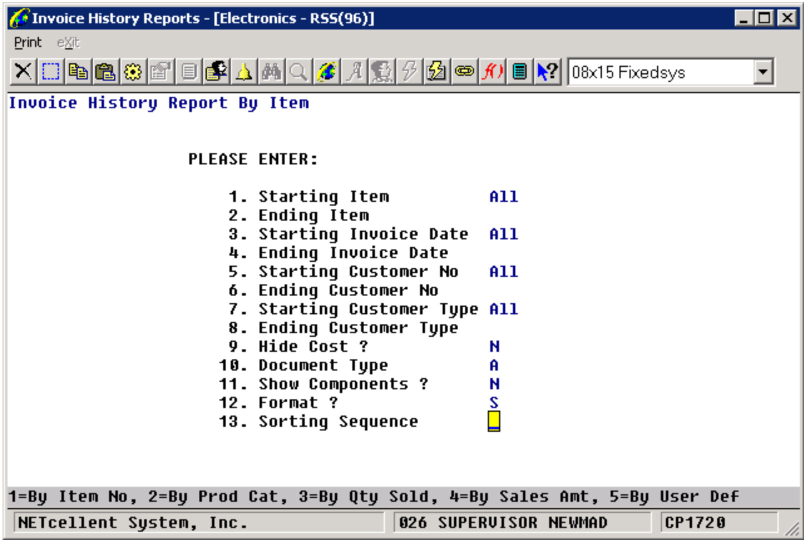
Run Instructions

From the **COP Reports** menu, select **Invoice History Report** and then Print. The following report options will be available to you.

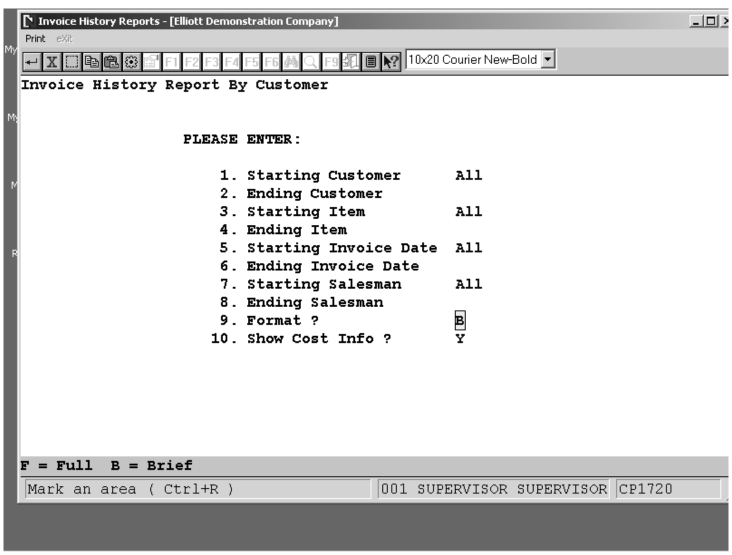


Reports Available:

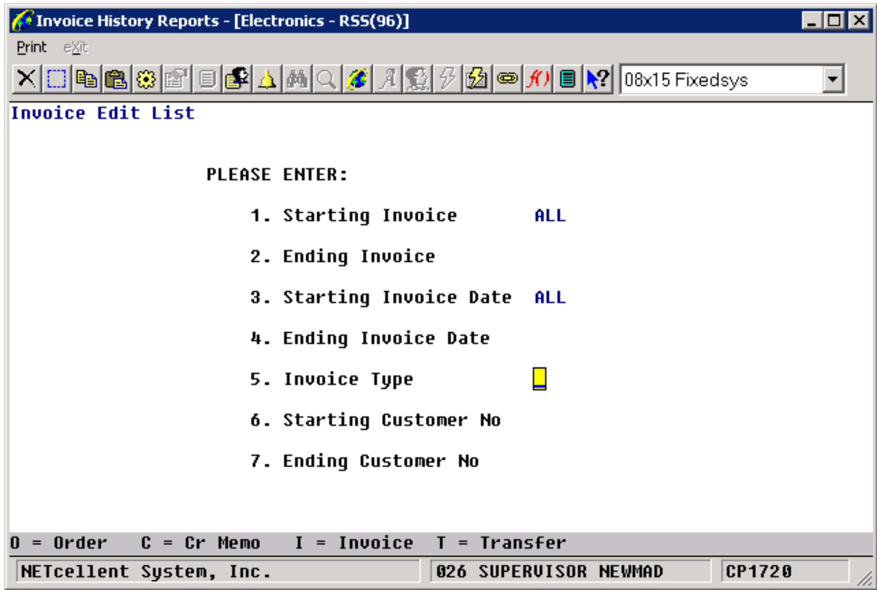
1. Invoice History By Item
2. Invoice History By Customer
3. Invoice History By Invoice
4. Invoice History Edit List
5. Invoice History Summary
6. Invoice History Serial/Lot Number
7. Print Duplicate Invoice



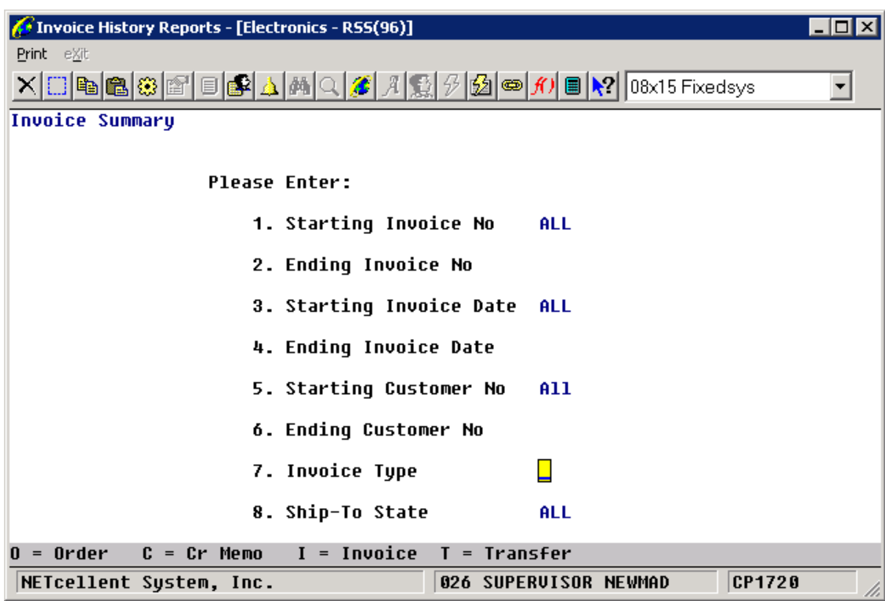
Invoice History By Item Sort Selection Options



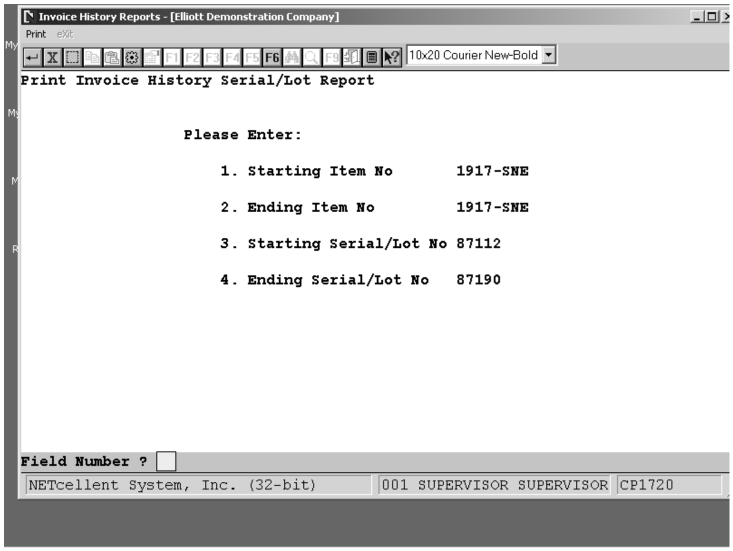
Invoice History By Customer Sort Selections



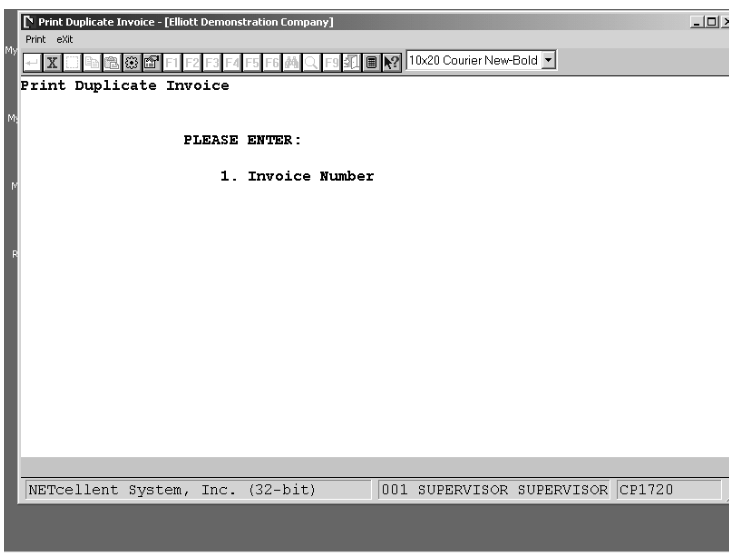
Invoice Edit List Sort Options



Invoice Summary Sort Options



Invoice Serial/Lot with Sort Options



Print duplicate Invoice

NOTE: One Duplicate Invoice printed per run. Original invoice must have already been printed and posted. Duplicate invoice will print the same as the original and without a “Duplicate Invoice” watermark.

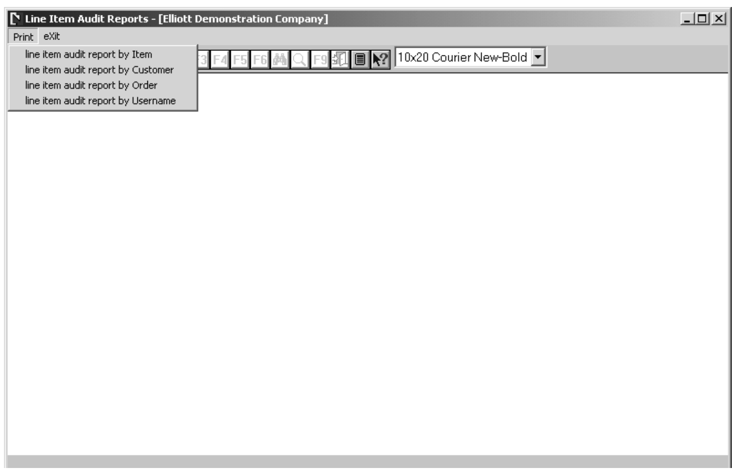
Line Item Auditing Report

Application Overview

This application allows reporting the action types of add, change, delete, and void that have occurred in the order entry sales process. Users, supervisors, and management can use this information to pinpoint unusual activity. Unusual or repetitive activity such as item price changes, line item deletions and order cancellations by customer that could be a potential problem. Additionally, you can track user productivity for bonus or incentive purposes.

Run Instructions

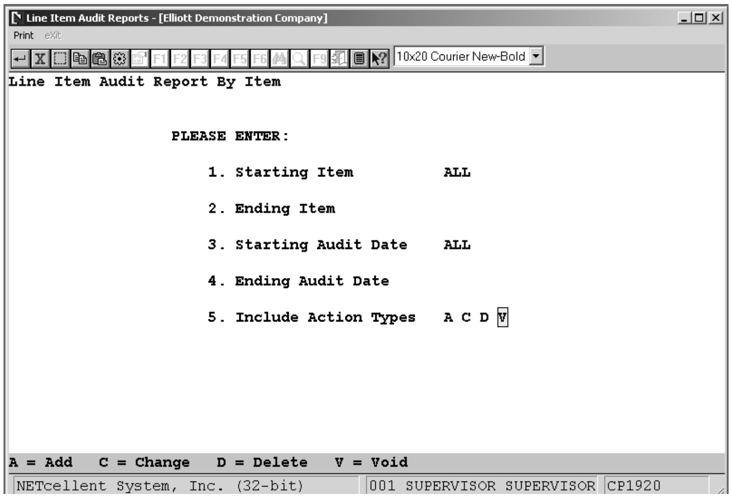
From the pull down **COP Reports** menu, select **Line Item Auditing Report** and **Print**.



Line Item Auditing Report Print Screen

Reports Available

1. Line Item Inquiry By Item
2. Line Item Inquiry By Customer
3. Line Item Inquiry By Order
4. Line Item Inquiry By User ID



Line Item Inquiry by Item

Report Selection Criteria

1. Starting and ending fields for:
    a. Item
    b. Customer
    c. Order
    d. User ID

2. Starting and Ending Audit Dates

3. Type of Action to report
    a. “A” Add
    b. “C” change
    c. “D” Delete
    d. “V” Void

    For all type of actions, enter all four codes

Print RMA Acknowledgement

Application Overview

This is a function of the RMA Tracking program that is designed to issue an RMA number for credits purpose. It's not designed to handle repair issues such as: defects statistic analysis, repair status inquiry and reporting, etc. It also does not handle RMA returns to vendors.

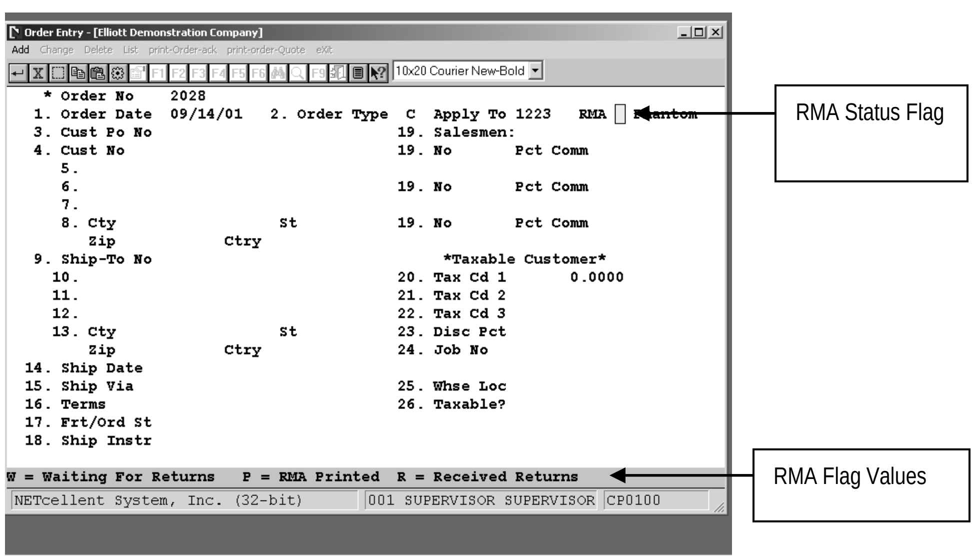
The RMA Status Flag in the COP order header screen provides for four values:

W = Waiting For Returns
P = RMA Printed
R = Received Returns
Space = Not An RMA - just a regular credit memo

This flag will only show up when the Order Type is a credit memo, “C”. In the RMA process when a customer calls in and requests to return merchandise for credit, you will use the order entry screen to enter a credit memo and set the RMA status flag as "W" which stands for waiting for returns.

Once credit memo is entered, RMA acknowledgment can be printed. RMA acknowledgment will only be printed if RMA status is "W". After it's printed, RMA status will change to "P". This prevents duplicate RMA acknowledgments from being printed. Users should give an extra copy of RMA documents to the warehouse for a scheduled receipt report and tracking purposes.

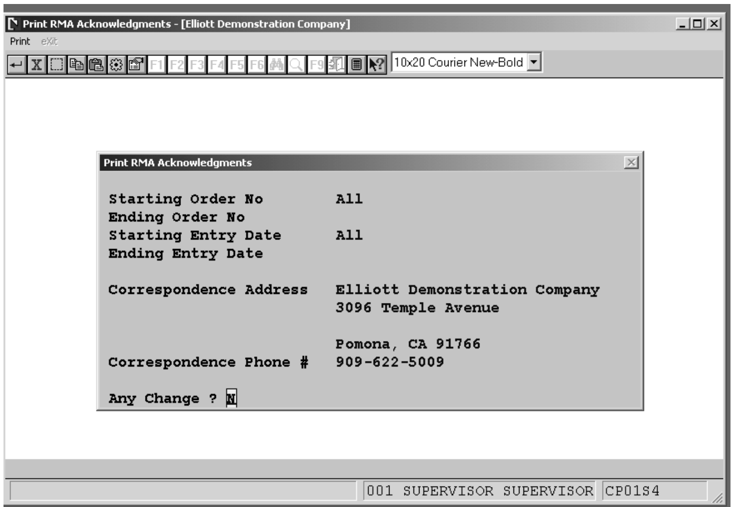
Once user receives merchandise from customer, after reviewing quantity and item, users can make the necessary adjustment to the credit memo and change the RMA status to "R". This will release the credit memo and allow it to print in the next invoice run. Credit memos will never be printed if the RMA status is equal "W" or "P". If RMA status is blank, system will treat it as a regular credit memo.



Run Instructions

From the **COP Menu** select **Reports**, **Print RMA Acknowledgement** and then **Print**

Remember, RMA Acknowledgements cannot be printed until the corresponding Credit Memo with an RMA status of "W" has been entered and completed.



Print RMA Acknowledgement screen.

After you have completed the required information in the above window, you will be prompted if you want to Print to hardcopy, print to Screen, save to Disk, Defer, or e-mail.

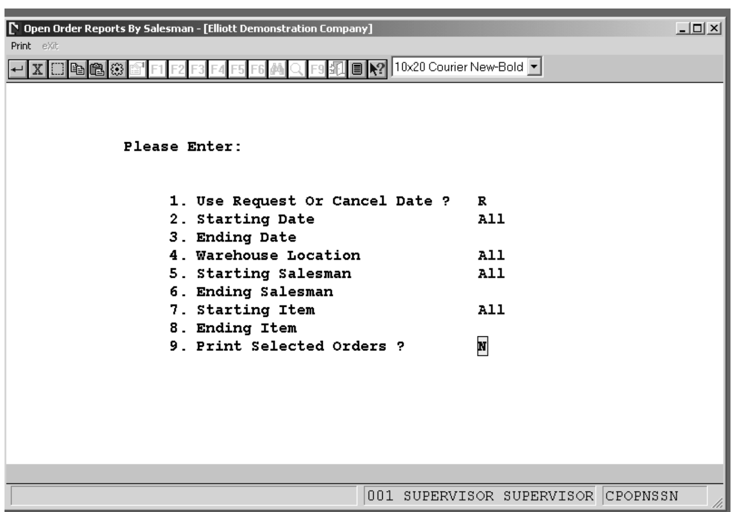
Open Orders by Salesman Report

Application Overview

This report featuring only open orders can be used as a sales analysis auditing tool, measure productivity, and as a customer service tool. You can print the report for a single salesman or a range of salesmen, and it can also print by request date or cancel date. Other sort criteria options include date range, items, and warehouse locations. The only information that will not display on the report is the Qty-OH Balance.

Run Instructions

From the **COP Menu**, select R**eports**, **Open Orders By Salesman Report** and then **Print**.



Note: If you select **"Y"** to **Field 9**, the report will include orders that have been selected for billing, (to be invoiced on next Print Invoice).

After you have completed the required information in the above window, you will be prompted if you want to Print to hardcopy, print to Screen, save to Disk, Defer, or e-mail.

Partial Report View

```
Run Date: Sep 14, 2001 -  1:50am        Elliott Demonstration Company                      Page   1

                  O P E N  O R D E R  R E P O R T  B Y  S A L E S M A N

Ranges: For All Locations
        For All Items
        For All Salesmen
        For All Dates
Stocked Codes (Stk): Y = Stocked  N = Non-Stocked
Note: "*" Beside The Customer Totals Means The Total Are Shown In Stocking Unit Of Measure

Slm/Cust-Number              Item-Number      Item Description                Order-No   Loc Um         Qty          Qty     $-On-B/O
Customer-Name                Request-Date                                   Cust-Po-No   Stk            Ord          B/O

100 000500                   16SX-1           Personal Computer 386SX             1007    LA EA        4.00          .00          .00
T-Shirts Unlimited               02/24/92       Kit No1                                    N

                             CLOCK            25 Meg Clock For Mother Board       2024    LA EA        5.00          .00          .00
                                 04/08/92       Clock - 25M                     879898     Y

                    Customer Totals:        9.00  Ordered          .00 On B/O         $6,366.43  Ordered            $.00 On B/O

    1 Customers Printed           Slsmn Totals:                                       $6,366.43  Ordered            $.00 On B/O
```

Customer Wish List Report

Application Overview

This report lists items from the customer wish list. You can print the report for a range of salesmen, a range of customers and a range of items and only show those items in stock or all items. It can be sorted by item or by customer. You can print a summary or detail report. You can choose to print the second line of the item description and have it print one or all warehouse locations.

Run Instructions

From the **COP Menu**, select **Reports**, **Customer Wish List Report** and then **Print**.

After you have completed the required information in the above window, you will be prompted if you want to Print to hardcopy, print to Screen, save to Disk, Defer, or Email.

Partial Report View

```
Run Date: Nov  7, 2005 -  9:18am         Elliott Testing - CWC                                                     Page    1
                                 C U S T O M E R   W I S H   L I S T   S U M M A R Y   R E P O R T

RANGES: All Salesmans
        All Customers
        All Items
        All Locations
        All Items
        Sort By Item No
        Summary Format

                                                                                                         Total      Times
Cat  Item-no          Item-description                Qty-On-Hand      Qty-Avail.    Qty-On-Order      Qty-req'd     Req'd

ACP  CPU-30MEG        Z80 Micro Processor 30 Meg             0.00            6.00-            0.00           2.00          2

ACP  DATA-BUS         Data Bus/Buffer 25 Meg               851.00          604.00        1,833.00           3.00          3

                      Total =                                                                                5.00          5
```

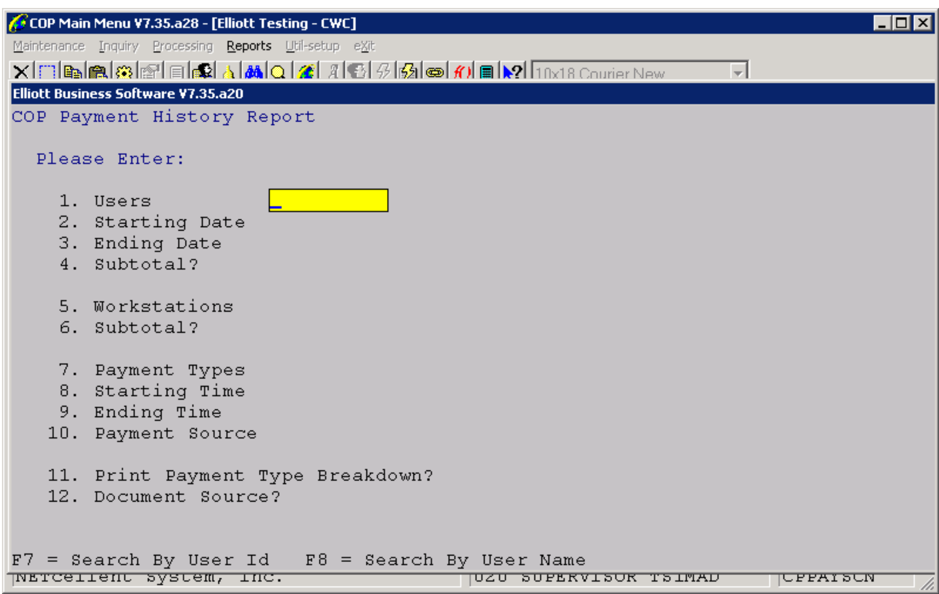
Payment History Report

Application Overview

This report presents data from the COP payment history file. You can print the report for one to five users or for all users, give starting and ending dates (the default is the system date), subtotal by date, print one to five workstations or all workstations, subtotal by workstation, select one to five payment types, give starting and ending times, select one or all payment source, print a subtotal and grand total, a grand total only or no total and you can select a document source of orders and open payments, open payments only or all payments.

Run Instructions

From the **COP Menu**, select **Reports** and **Payment History Report**.



After you have completed the required information in the above window, you will be prompted if you want to Print to hardcopy, print to Screen, save to Disk, Defer, or Email.

Partial Report View

```
Run Date: Nov  7, 2005 -  9:21am         Elliott Testing - CWC                                               Page    1
                                        C O P   P A Y M E N T   H I S T O R Y   R E P O R T

Currently printing user: CWC                                                                 Printing payments for all documents
For All Users
For Dates 01/01/01 Thru 01/01/06
For All Workstations
For Times 00:00:00 Thru 23:59:59
For All Payment Types
For All Payment Sources

Trx-Date  Workstation  Pay Type    Trx-Time  Doc No   Ref#   Apply To           Amount       Cust #  Customer Name

09/27/04  TS1CWC       Cred Card   10:12:45  000001   6252   Ord# 002505         10.00       000100  TESTING
09/27/04  TS1CWC       Cred Card   10:13:39  000002   6252   Ord# 002506         10.00       000100  TESTING

                                           Subtotal for User CWC       :         20.00
```

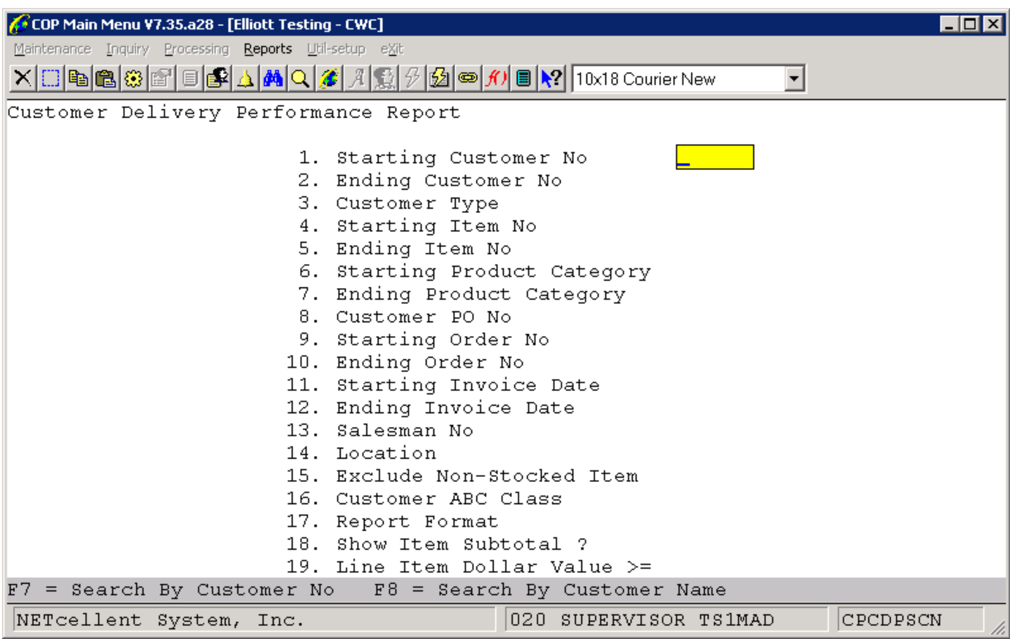
Customer Delivery Performance Report

Application Overview

This report provides data about the delivery performance to your customers. You can print the report for a range of customers, for one or all customer types, for a range of items, for a range of product categories, for one or all customer PO numbers, for a range of orders, for one or all salesmen and for one or all locations. You can provide starting and ending invoice dates, indicate to exclude non-stocked items and provide a customer ABC class. The report can be printed in summary or detail, with or without item subtotals and with a line item dollar value over a certain amount.

Run Instructions

From the **COP Menu**, select **Reports** and **Customer Delivery Performance**.



After you have completed the required information in the above window, you will be prompted if you want to Print to hardcopy, print to Screen, save to Disk, Defer, or Email.

Partial Report View

```
Run Date: Nov  7, 2005 -  9:54am         Elliott Testing - CWC                                                       Page    1
                     C U S T O M E R   D E L I V E R Y   P E R F O R M A N C E   D E T A I L   R E P O R T

Range: All Customers
       All Items
       All Product Categories
       All Customer P.O.
       Starting Inv Date 01/01/01 Thru 11/07/05
       All Orders
       Salesman# All                    Location All
       ABC Class All                    Exclude Non-Stocked Item
       Dallar Valuer >=           0.0000

CUst-# Customer-Name                   Telephone-No Delv-Lead-Time
Item            Desc                   Item-Lead-Time       Weight  UOM
   Inv#   Slsmn    Order  Request  Promise Diff   Diff    Shipping Diff    Diff       Qty  Qty Shp  Qty Shp  Qty Shp Qty Over    % Qty
          Code      Date     Date     Date Days   in %        Date Days    in %   Ordered    Early  On Time     Late or Under Ovr/Undr

000001 Aalseth Earl P
2122-0000       ELLIOTT Business Software Demo   000        5.000  EA

   003041   MGR 01/27/04 01/27/04 01/27/04    0   0.00   01/27/04    0   0.00         3                 3                  0      .00
   003042   MGR 01/27/04 01/27/04 01/27/04    0   0.00   01/27/04    0   0.00         3                 3                  0      .00
   003049   MGR 03/03/04 03/03/04 03/03/04    0   0.00   03/03/04    0   0.00        10                10                  0      .00
   003050   MGR 03/03/04 03/03/04 03/03/04    0   0.00   03/03/04    0   0.00         5                 5                  0      .00
   003051   MGR 03/03/04 03/03/04 03/03/04    0   0.00   03/03/04    0   0.00         5                 5                  0      .00
   003052   MGR 03/03/04 03/03/04 03/03/04    0   0.00   03/03/04    0   0.00         5                 5                  0      .00
   003053   MGR 03/03/04 03/03/04 03/03/04    0   0.00   03/03/04    0   0.00         5                 5                  0      .00
   003054   MGR 03/03/04 03/03/04 03/03/04    0   0.00   03/03/04    0   0.00         5                 5                  0      .00
   003055   MGR 03/03/04 03/03/04 03/03/04    0   0.00   03/03/04    0   0.00         5                 5                  0      .00
   003056   MGR 03/03/04 03/03/04 03/03/04    0   0.00   03/03/04    0   0.00         5                 5                  0      .00
   003057   MGR 03/15/04 03/15/04 03/15/04    0   0.00   03/15/04    0   0.00         1                 1                  0      .00
   003058   MGR 03/15/04 03/15/04 03/15/04    0   0.00   03/15/04    0   0.00         1                 1                  0      .00
   003068   MGR 03/12/04 00/00/00 00/00/00    0   0.00   06/21/04  999 100.00-        0                                    0      .00

           Item 2122-0000       Subtotal:     0   0.00              77 100.00-                  0       53        0
                                                                                            0.00%  100.00%    0.00%
-------------------------------------------------------------------------------------------------------------------------------------
CHAR-GEN        Character Generator At 25 Meg    000        0.000  EA
                Character - Gen - 25

   003071   MGR 06/14/04 06/14/04 06/14/04    0   0.00   06/21/04    7   0.00         2                          2         0      .00

           Item CHAR-GEN        Subtotal:     0   0.00               7   0.00                   0        0        2
                                                                                            0.00%    0.00%  100.00%
```

Utilities Setup

COP Setup

Application Overview

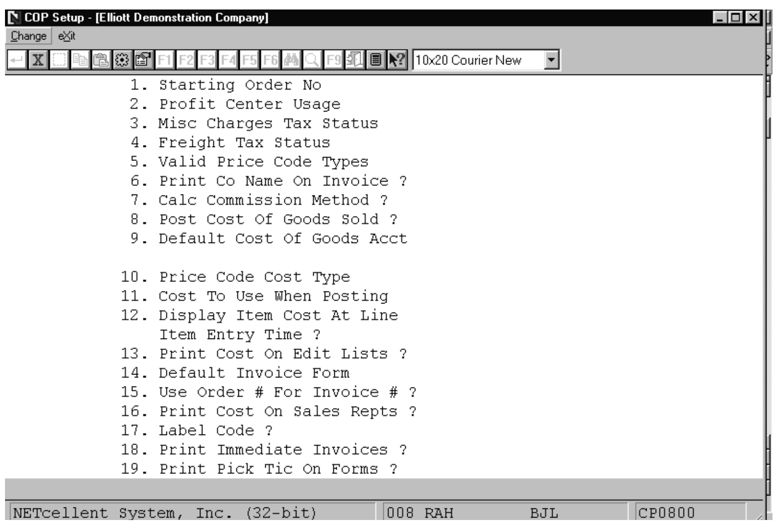
COP Setup allows you to customize the package to some degree. You will run this application once while you are converting from your former Order Processing system. You will rarely need to refer to it thereafter.

You will be allowed to specify such things as the starting order number, profit center usage, and the taxable status of freight and miscellaneous charges. You will also determine whether you wish to print your company name on invoices, and if statements and invoices will print on laser forms.

The responses you provide here will affect processing in a large number of programs, so consider them carefully. Additionally, review the **features and options** available in Global Setup.

Run Instructions

Select COP Setup from the pull down Util_setup window. The following screen will then be displayed:



COP Setup Entry Screen

The following options are available:

* Select the desired mode from the COP Setup menu bar

* Enter the data requested on the screen

* If this is the first time that you have run COP Setup, then the program will ask you to enter the data for each of the fields on the screen. If this program has been run previously, the data entered at that time will be displayed and may be changed.

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

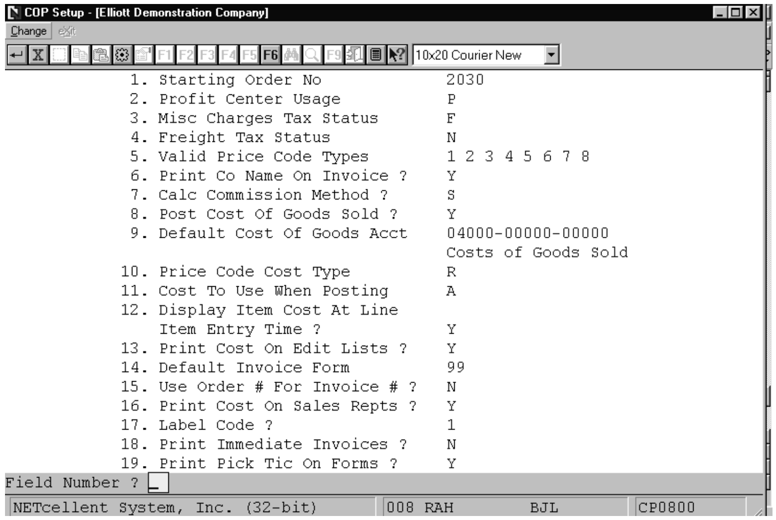
Entry Field Descriptions

Name	Type and Description
1. Starting Order No	6 numeric digits (999999). Enter the first order number which will be assigned during entry of orders. This field will be automatically incremented every time an order is entered.
2. Profit Center Usage	1 alphanumeric character O = Order Profit Centers P = Product Category Profit Centers If O is entered, the profit center, and department (if applicable), which is the second and third part of account number, will be entered for the order as a whole. This is done if you wish to track revenue by sales locations rather than by product category. If P is entered, the profit center may be different for each line item on the order as it will be associated with the product category of each item.
3. Misc Charges Tax Status	1 alphanumeric character. N = Not Taxable F = Fully Taxable P = Partially Taxable
Misc Charges Tax Status (continued)	Enter an N if miscellaneous charges are not taxable in your state. Enter an F if they are taxable. If P is entered, a portion of the miscellaneous charges will be taxed, depending on the ratio of taxable sale amount to non-taxable sale amount, e.g., if the invoice shows a sale amount of $100.00, $20.00 of which is non-taxable, then 80% of the miscellaneous charges would be taxed. Default is N.
4. Freight Tax Status	1 alphanumeric character. N = Not Taxable F = Fully Taxable P = Partially Taxable Enter an N if freight charges are not taxable in your state. Enter an F if they are taxable. If P is entered, a portion of the freight charges will be taxed, depending on the ratio of taxable sale amount to non-taxable sale amount. For example, if the invoice shows a sale amount of $100.00, $20.00 of which is non-taxable, then 80% of the freight charges would be taxed. Default is N.
5. Valid Price Code Types	8 one-digit numeric entries. 9 not allowed (9). The entries made here determine which price code types are used and the order which the package will check them when figuring an item's price. See Pricing Code File Maintenance for more data on price codes. If you are using more than one price code type, you will need to make a decision about the order in which the codes are checked when prices are being ascertained in

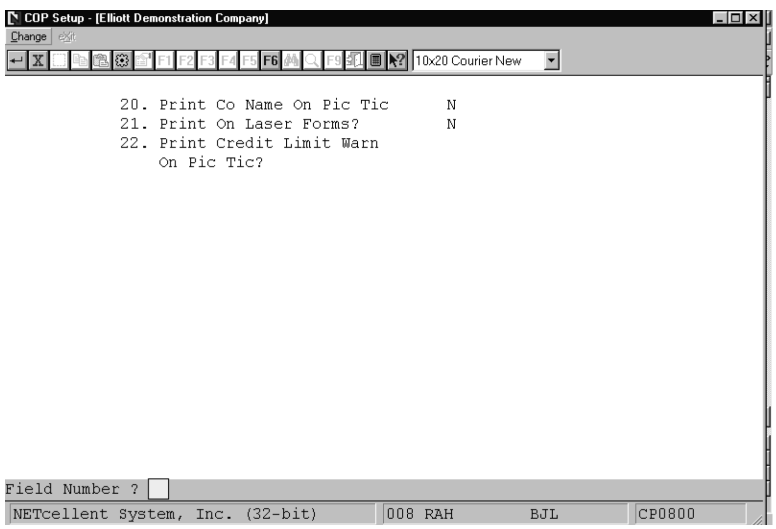
	Order Entry. If you are using negotiated prices (Type 1) you will want this to appear first to avoid the possibility of the customer being charged a different price from that which was agreed upon. Price code types not specified here will not be recognized anywhere in the package.
6. Print Co Name on Invoice ?	Y or N. This flag simply determines whether the company name is printed on the invoice by the computer. If Y is entered, the company name will be printed. You would answer N if your company name is preprinted on the invoice form. Default is Y.
7. Calc Commission Method	1 alphanumeric character. Enter the commission method that will be used when calculating commission for each order/invoice. S = Total Sale Amount M = (Total Sale Amt - Total Cost Amt) I = Item Pct/Amt If you select S, the commission amount will be calculated based upon the total sale amount for the order. If you select M, the commission amount will be calculated based upon the total gross margin (Total Sale Amount - Total Cost Amount) for the order. If you select I, the commission amount will be calculated based upon each item on the order. The commission method for each item is determined by the item commission method in Item File Maintenance. For more information on item commission method, refer to Item File Maintenance in Inventory Management. Default is S.
8. Post Cost Of Goods Sold ?	Y or N. Enter whether you wish to have an I/M distribution for Cost of Goods Sold created when posting invoices. Default is Y.
9. Default Cost of Goods Sold Acct	An account number in the standard account number format. Enter the default Cost of Goods Sold account that will be used if a valid product category/location record does not exist for the item. Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.
10. Price Code Cost Type	1 alphanumeric character. Enter the item cost to be used when using markup percent in Pricing Code File Maintenance. A = Average Cost R = Last Cost S = Standard Cost If the costing method in I/M Setup is LIFO or FIFO, the LIFO/FIFO cost will not be

	used for markup. Instead, the item cost selected here will be used.
11. Cost to Use When Posting	1 alphanumeric character. A = Actual Cost L = Line Item Cost Enter the cost you wish to use when posting invoices. If you select L, the posting program will use the cost that was entered on the line item during Order Entry. If you selection A, the posting program will use the actual cost of the item at the time of posting. The actual cost used will depend on the costing method in I/M Setup. This field will not apply when the costing method is LIFO or FIFO The item cost when using either of these methods is calculated from the layers in the LIFO/FIFO file during posting. Default is L.
12. Display Item Cost at Line Item Entry Time ?	Y or N. If you answer N, Item Cost will not be displayed on the Order Entry screen during Order Entry.
13. Print Cost on Edit Lists ?	Y or N. If you answer N, Item Cost will not be printed on the Order Edit and the Billing Edit Lists.
14. Default Invoice Form	2 numeric characters. Enter the default form number you want to use when printing invoices. Default is 1.
15. Use Order # For Invoice # ?	1 alphanumeric character. If you answered Y to this question, all orders will be posted to Accounts Receivable using order numbers. No backorders will be allowed for orders. You must select all line items and post to Accounts Receivable if the flag is set to Y. The default is N.
16. Print Cost On Sales Repts ?	1 alphanumeric character. This flag simply determines if the cost will be printed on Sales Reports. The default is N.
17. Label Code ?	1 numeric character. This simply determines what label code will be used when printing labels. The label code is defined in Label Code Setup application.
18. Print Immediate Invoices ?	Y or N. If you answer Y during Order Entry of I type, (Invoice) or C type (Credit Memo) you will be asked if you want to print invoices immediately. If N, order entry will ask for another transaction. If the answer is Y to the question, you will immediately go into invoice printing. See Print Invoices in the Processing section. Default is N.

19. Print Pic Tic On Forms ?	1 alphanumeric characters. This flag determines if the picking tickets will be printed on pre-printed forms. Default is N.
20. Print Co Name On Pic Tic	Y or N. This field is only applicable if you are printing the picking tickets on pre-printed forms. If you answer Y to the question, the company name and address from Company Setup will print in the upper left hand corner of the picking ticket. If you answer N, the company name and address will not be printed. Default is N.
21. Print On Laser Forms?	1 alphabetic character. Valid entries are: I = Invoices Only P = Picking Tickets Only B = Both Invoices and Picking Tickets N = No Laser Forms Enter I to print invoices on laser forms. Enter P to print picking tickets on laser forms.



COP Setup



COP Setup

Invoice Form Setup

Application Overview

We are constantly striving to develop flexible and compatible business applications. The **Invoice Form Setup** application and **Design Your Own Invoice** enhance this objective, by combining **Elliott's** standard Invoice form definitions with a procedure that customizes form layout. This allows invoices to be printed on any form designed by your art department or acquired through an outside vendor. This capability also permits maintenance of up to 99 definitions that serve various invoicing requirements.

To use the **Design Your Own Invoice Form** option, you need to enable it in Global Setup → System→ Design Your Own Form. The **Invoice Form Setup** application is loaded with our standard continuous and laser invoice form definitions. You may use them in conjunction with **Elliott** or as a template in designing a new definition. The continuous form No. 3S109 template is predefined as form number 01 in the form layout file. The laser form template is predefined as form number 99 in the form layout file. To use these predefined forms when printing invoices, select **Reset** from this application's menu bar and choose either **Standard** or **Laser** depending on which type of form you are printing on. After resetting the standard or laser form number to the default **Elliott** layout, make sure the same format number is entered in the **Default Invoice Form** field (#14) in the **COP Setup** application. You must also make sure that **COP Setup** field #21 (Print On Laser Forms) is set correctly. For more information on these fields, refer to the **COP Setup** section of this manual.

For more information on printing invoices, see **Print Invoices** under the **Processing** section of this manual.

If you wish to use the predefined form layouts, follow the directions above and begin printing. However, if you will be using some other preprinted form, consider the following questions **before** proceeding further.

1. Which Fields Are To Be Printed?

This refers to the **Data** or **Literal** field information printed on your invoice form.

The first type, **Data fields** are those that display resulting output information from the program. They print only the actual data that will appear in a given field. For example, if the field is named "Company Name", and the data in the field is "Jones Inc.", you are selecting to print that field information, and not the "Company Name" title.

Some additional examples include, the Invoice Number, Invoice Date, Bill To Company name, Bill to Company Address 1, Bill To Company Address 2, Bill To Company City, State, and Zip Code, Quantity Ordered, Order Date, Unit Price, Net Price, and other field variables.

In contrast, **Literal Fields** enable you to print special text messages, such as:

TO ORDER CALL 1-800-468-0834
THANK YOU FOR YOUR ORDER
MERRY CHRISTMAS & HAPPY NEW YEAR

If you plan to use **Elliott's** default form definition as a template please note that it's **Data** and **Literal** field definitions are preset to match the requirements of our form. Consequently, you will need to change these settings, and determine which fields must be printed or eliminated from your form.

2. What Is The Physical Length And Width Of Your Form?

You need to know the physical line length and column width of the invoice form. Is it 66 lines long and 80 columns wide?...or some other dimension. By using the **Print Grid** application, print a layout grid on your preprinted form. Then mark the appropriate line length and column width of each field you want to print. This may require several invoice forms until the proper dimensions are determined.

3. What is the Vertical Line And Horizontal Column Position Of Each Field To Be Printed?

This refers to the starting physical line, column, and ending column location position of each printed field. The **Print Layout Grid** function is your road map in designing a new invoice form. It labels vertical lines and horizontal columns "1234567890." As illustrated, you can coordinate a given physical location field position, by matching the numbered vertical lines with their corresponding column position. In this example the **Starting** Vertical Line, and Horizontal column location positions are equal to 3 and 3.

The **Ending** Vertical Line, and Horizontal column location positions are 3 and 9.

	1	2	3	4	5	6	7	8	9	0
1			**X**							
2			**X**							
3	**X**	**X**	**I**	**N**	**V**	**O**	**I**	**C**	**E**	
4										
5										
6										
7										
8										
9										
0										

4. What Is The Starting And Ending Location Of Line Items?

There are fourteen input screens in this program. The first requires you to designate the beginning and ending vertical line settings for line item fields.

This becomes the virtual starting point that directs your printer to a physical location where line item literal or data information is printed.

In every subsequent related Line Item input screen, you specify only the relevant Line Item position of a given entry field.

5. How Many Lines Of Information Are To Be Printed For Each Line Item?

You need to specify the amount of line item information to be printed for each transaction.

6. How Many Characters Are To Be Printed In Each Field?

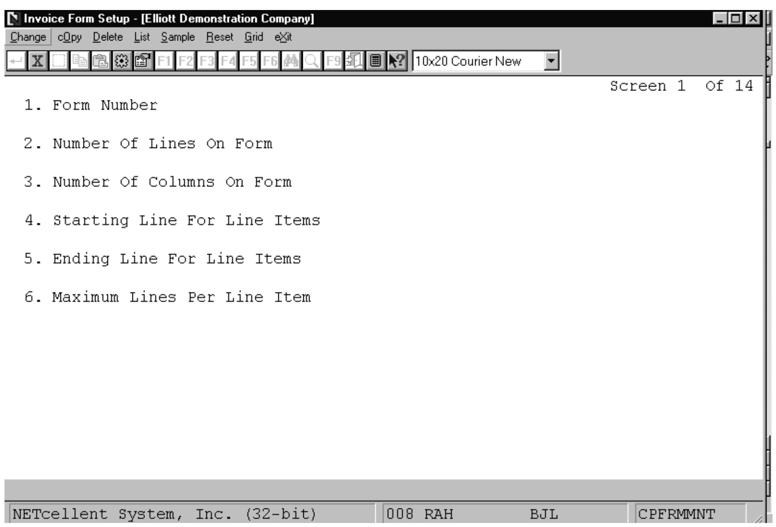
Each data field prints a predetermined number of characters. For example the **Customer Name** Data field will print 30 alphanumeric characters.

This rule has the same significance when defining a Literal Field. For example, if you want to print **MERRY CHRISTMAS & HAPPY NEW YEAR** at a given location position, the literal field must support at least 27 characters. If only 20 characters were supported, the printed message would appear as: **MERRY CHRISTMAS & HA**

Finally, the **Invoice Form Setup** program can print a detailed or summary report of all invoice forms on file.

Invoice Form Setup

Select **Invoice Form Setup** from the pull down **COP Util_setup** window. The following screen will then be displayed:



Invoice Form Setup Entry Screen

The following options are available:

*Change the form definition
*Copy the form definition
*Delete a form definition
*Print a detail or summary report listing all forms on file.
*Print a sample of the form you are defining.
*Reset the application to the default form definition for standard or laser forms.
*Print a grid

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

The following tables define the fields available for a **Elliott** standard C.P.I.F. Please refer to the screens at the end of this section for specific field size, starting and ending locations, and default settings.

Entry Field Descriptions

Screen 1

Name	Type and Description	Default Setting	New Setting
1. Form Number	2 numeric characters. Enter the form number you wish to change.		
2. Number Of Lines On Form	3 numeric characters from 1 to 999. Enter the total number of lines on the form.	66	
3. Number Of Columns On Form	3 numeric characters from 1 to 132. Enter the total number of horizontal columns on the form.	80	
4. Starting Line For Line Items	3 numeric characters that can not exceed the total number of lines on the form. Enter the location position, where you wish to start printing line items.	28	
5. Ending Line For Line Items	3 numeric characters. This entry cannot be less than the starting line entry or exceed the total number of lines on the form. Enter the location where you wish printing of line items to end.	56	
6. Maximum Lines Per Line Item	1 numeric character. Enter the number of lines that separate each line item.	4	

Screens 2-14

Name	Type and Description
7. Company Name	Literal or data entry permitted. Prints company name.
8. Company Address 1	Literal or data entry permitted. Prints the first line of company address.
9. Company Address 2	Literal or data entry permitted. Prints the second line of company address.
10. Company City, State, Zip	Literal or data entry permitted. Prints company city, state, and zip code.
11. Company Phone Number	Literal or data entry permitted. Prints company phone number.
12. Invoice Number	Literal or data entry permitted. Prints an invoice number.
13. Page Number	Literal or data entry permitted. Prints the current page number.
14. Bill To Name	Literal or data entry permitted. Prints the name of company to be billed.
15. Bill To Address 1	Literal or data entry permitted. Prints the first address line of company to be billed.
16. Bill To Address 2	Literal or data entry permitted. Prints the second address line of company to be billed.
17. Bill To City, State, Zip	Literal or data entry permitted. Prints the city, state, and zip of the company to be billed.
18. Bill To Country	Literal or data entry permitted. Prints the country of the company to be billed.
19. Ship To Name	Literal or data entry permitted. Prints the name of the company that will receive this shipment.
20. Ship To Address 1	Literal or data entry permitted. Prints the first address line of the company that will receive this shipment. This will probably reference a street address.

Name	Type and Description
21. Ship To Address 2	Literal or data entry permitted. Prints the second address line of the company that will receive this shipment. This references an additional address line such as a department name, box no, etc.
22. Ship To City, State, Zip	Literal or data entry permitted. Prints the shipment's destination city, state, and zip code.
23. Ship To Country	Literal or data entry permitted. Prints the name of the shipment's destination country.
24. Invoice Date	Literal or data entry permitted. Prints the date that this transaction was invoiced.
25. Order Number	Literal or data entry permitted. Prints the order reference number associated with this transaction.
26. Ship Date	Literal or data entry permitted. Prints the date that this order is to be shipped.
27. Order Date	Literal or data entry permitted. Prints the date that customer's order was placed.
28. Customer Number	Literal or data entry permitted. Prints the customer account number associated with this transaction.
29. Location	Literal or data entry permitted. Prints the location code associated with this transaction.
30. Salesman	Literal or data entry permitted. Prints the salesman number associated with this transaction.
31. Purchase Order Number	Literal or data entry permitted. Prints the purchase order number associated with this transaction.
32. Job Number	Literal or data entry permitted. Prints the job number associated with this transaction.
33. Ship Via	Literal or data entry permitted. Prints the ship via code associated with this transaction.
34. Collect Or Pre-Paid	Literal or data entry permitted. Prints whether this transaction is collect or pre-paid.
35. Quantity Ordered	Literal or data entry permitted. Prints the number of items ordered.

Name	Type and Description
36. Quantity Shipped	Literal or data entry permitted. Prints the number of items shipped.
37. Item Number	Literal or data entry permitted. Prints the inventory number for this item.
38. Unit Price	Literal or data entry permitted. Prints the price for one unit of this item.
39. Unit Of Measure	Literal or data entry permitted. Prints the measurement unit by which this item is sold.
40. Quantity Backordered	Literal or data entry permitted. Prints the number of units on backorder.
41. Qty Returned To Stock	Literal or data entry permitted. Prints the number of items returned to stock.
42. Discount Percent	Literal or data entry permitted. Prints the discount percentage associated with this item.
43. Net Price	Literal or data entry permitted. Prints the net price by which this item is sold.
44. Item Description Line 1	Literal or data entry permitted. Prints the first description line for this item.
45. Item Description Line 2	Literal or data entry permitted. Prints the second description line for this item.
46. Serial/Lot Literal	Literal or data entry permitted. Prints the Serial or Lot Number Literal.
47. Serial/Lot Number	Literal or data entry permitted. Prints the Serial/Lot number associated with this item.
48. Lot Expiration Literal	Literal or data entry permitted. Prints the Lot Expiration Literal associated with this item.
49. Lot Expiration Date	Literal or data entry permitted. Prints the date of expiration associated with a given lot of items.
50. Sale Amount	Literal or data entry permitted. Prints a subtotal amount that reflects the price all line items, but does not include miscellaneous charges, freight, or sales tax.

Name	Type and Description
51. Misc Charges	Literal or data entry permitted. Prints the miscellaneous charges associated with this transaction.
52. Freight	Literal or data entry permitted. Prints the freight charges due for this transaction.
53. Sales Tax	Literal or data entry permitted. Prints the Sales Tax due for this transaction.
54. Total	Literal or data entry permitted. Prints the total amount due for this transaction.
55. Amount Received	Literal or data entry permitted. Prints the amount received for from this customer.
56. Balance Due	Literal or data entry permitted. Prints the balance due for this customer.
57. Comment Line 1	Literal or data entry permitted. Prints comment line 1.
58. Comment Line 2	Literal or data entry permitted. Prints comment line 2.
59. Comment Line 3	Literal or data entry permitted. Prints comment line 3.
60. Terms	Literal or data entry permitted. Prints the terms for the customer associated with this transaction.
61. Credit Memo Apply To No	Literal or data entry permitted. Prints the credit memo apply to number associated with this transaction.
62. Tax Code 1 Description	Literal or data entry permitted. Prints the description for Tax Code 1.
63. Tax Code 1 Amount	Literal or data entry permitted. This is the amount associated with Tax Code 1.
64. Tax Code 2 Description	Literal or data entry permitted. Prints the description for Tax Code 2.
65. Tax Code 2 Amount	Literal or data entry permitted. This is the amount associated with Tax Code 2.

66. Tax Code 3 Description	Literal or data entry permitted. Prints the description for Tax Code 3.
67. Tax Code 3 Amount	Literal or data entry permitted. This is the amount associated with Tax Code 3.
68. Customer Note 1	Literal or data entry permitted. This is the note 1 field that may be defined in A/R Setup.
69. Customer Note 2	Literal or data entry permitted. This is the note 2 field that may be defined in A/R Setup.
70. Customer Note 3	Literal or data entry permitted. This is the note 3 field that may be defined in A/R Setup.
71. Customer Note 4	Literal or data entry permitted. This is the note 4 field that may be defined in A/R Setup.
72. Customer Note 5	Literal or data entry permitted. This is the note 5 field that may be defined in A/R Setup.
73. Invoice Heading	Literal or data entry permitted. Prints the invoice heading.
74. Credit Memo Heading	Literal or data entry permitted. Prints a Credit Memo Heading.
75. Duplicate Form Message	Literal or data entry permitted. Prints *Duplicate* whenever a duplicate form is encountered.
76. Request Date	Literal entry permitted. Prints the Request Date for each item.
77. Promise Date	Literal entry permitted. Prints the Promise Date for each item.
78. Customer Phone No	Literal entry permitted. Prints the phone number of the customer on the invoice.
79. Fax Number	Literal entry permitted. Prints the fax number of the customer on the invoice.
80. Email Address	Literal entry permitted. Prints the email address of the customer on the invoice.
81. Customer Item Desc 1	Literal entry permitted.

	Prints the first line of description of the customer item.
82. Customer Item Desc 2	Literal entry permitted. Prints the second line of description of the customer item.
83. Size Designator	Literal entry permitted. Prints the size designator.
84. Customer Item No	Literal entry permitted. Prints the customer item number.
85. Item Unit Price	Literal entry permitted. Prints the unit price from the Item File.
86. Net Unit Price	Literal entry permitted. Prints the order line item unit price minus the discount.
87. Total Item Unit Price	Literal entry permitted. Prints the total order sales amount based on the item master unit price.
88. Total Discount Amount	Literal entry permitted. Prints the difference between Total Item Unit Price and Order Total Sales Amount.
89. Terms Due Date	Literal entry permitted. Prints the due date of the invoice based on the invoice term and invoice date. This field is not supported on the Order Acknowledgement, Quote or RMA.
90. Terms Disc Date	Literal entry permitted. Prints the date the customer can pay up to and still receive a discount according to the terms.
91. Terms Disc Amount	Literal entry permitted. Prints the discount amount the customer can deduct if the invoice is paid before the discount date.
92. Item Note 1	Literal entry permitted. Prints the first Item Note for each item on the invoice.
93. Item Note 2	Literal entry permitted. Prints the second Item Note for each item on the invoice.
94. Item Note 3	Literal entry permitted. Prints the third Item Note for each item on the invoice.

95. Item Note 4	Literal entry permitted. Prints the fourth Item Note for each item on the invoice.
96. Item Note 5	Literal entry permitted. Prints the fifth Item Note for each item on the invoice.
97. User Defined Field	Literal entry permitted. Prints the first user defined field.
98. User Defined Field	Literal entry permitted. Prints the second user defined field.
99. User Defined Field	Literal entry permitted. Prints the third user defined field.

Copy Form

Name	Type and Description
Enter Form Number To Copy From	2 numeric digits. Enter the form number you wish to copy.
Enter Form Number To Copy To	2 numeric digits. Enter the new form number.

Form List

Name	Type and Description
Starting Form No	2 numeric digits. Enter the starting form number, or press RETURN for All.
Ending Form No	Enter the ending form number.
Print Detail/Summary	1 alphabetic character. Enter D for detail or S for summary.

Sample

This function allows you to print a sample of any of the invoice form definitions on file. This can be used to check your work when changing a form definition.

Name	Type And Description
Sample Form No	2 numeric digits. Enter the number of the invoice form definition that you wish to print. The form number may not be 00.

Reset

This function allows you to reset a form number to the default **Elliott** form definition. The following forms can be reset to their Elliott default:

Form Name	Form Number
Standard Invoice	01
Laser Invoice	99
Expanded Laser Invoice	90
Laser Order Acknowledgement	98
Laser Order Quote	97
Laser Sales Desk Quote	96
Laser RMA Acknowledgement	95
Laser Pickup Form	91

Standard

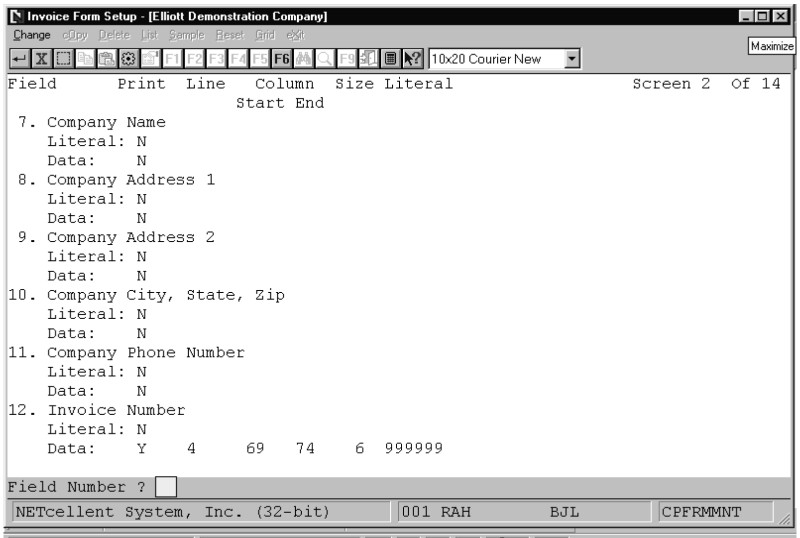
Name	Type And Description
Are You Sure?	Y or N. Enter Y to reset form number 01 to the default standard **Elliott** invoice form definition.

Laser

Name	Type And Description
Are You Sure?	Y or N. Enter Y to reset form number 99 to the default laser **Elliott** invoice form definition.

Grid

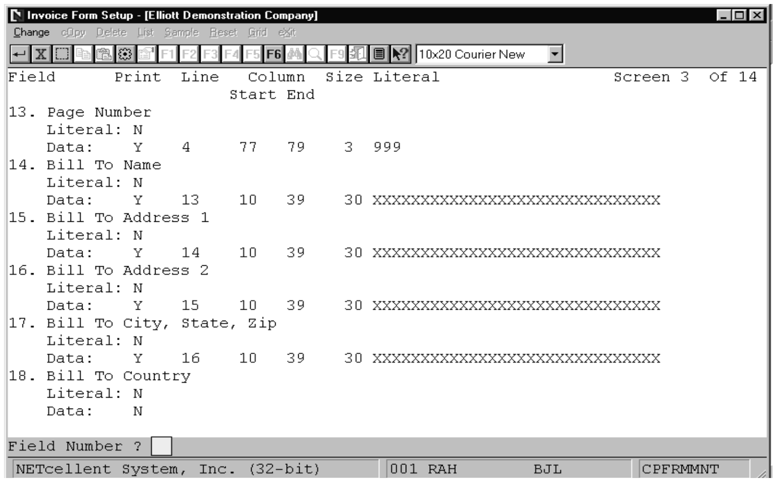
Name	Type and Description
Enter Number Of Lines On The Form	2 numeric digits. Enter the number of lines to print on the form.
Enter Number Of Columns On The Form	2 numeric digits. Enter the number of columns.
Enter Interval To Mark Lines	2 numeric digits. This will mark a horizontal line on the grid for every interval.
Enter Interval To Mark Columns	2 numeric digits. This will mark a vertical line on the grid for every interval.



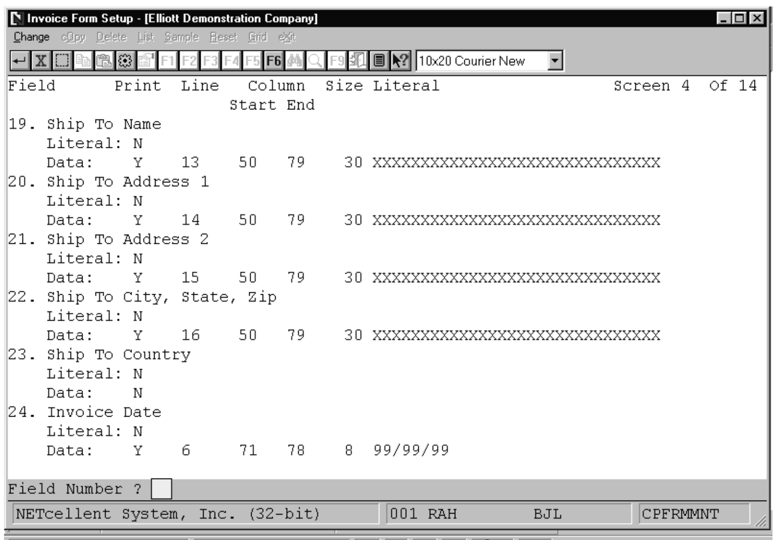
```
Invoice Form Setup - [Elliott Demonstration Company]
Change  cOpy  Delete  List  Sample  Reset  Grid  eXit
10x20 Courier New                                        Maximize
Field       Print  Line   Column  Size Literal                 Screen 2  Of 14
                          Start End
 7. Company Name
    Literal: N
    Data:    N
 8. Company Address 1
    Literal: N
    Data:    N
 9. Company Address 2
    Literal: N
    Data:    N
10. Company City, State, Zip
    Literal: N
    Data:    N
11. Company Phone Number
    Literal: N
    Data:    N
12. Invoice Number
    Literal: N
    Data:    Y    4      69   74    6  999999

Field Number ?
NETcellent System, Inc. (32-bit)     001 RAH        BJL       CPFRMMNT
```

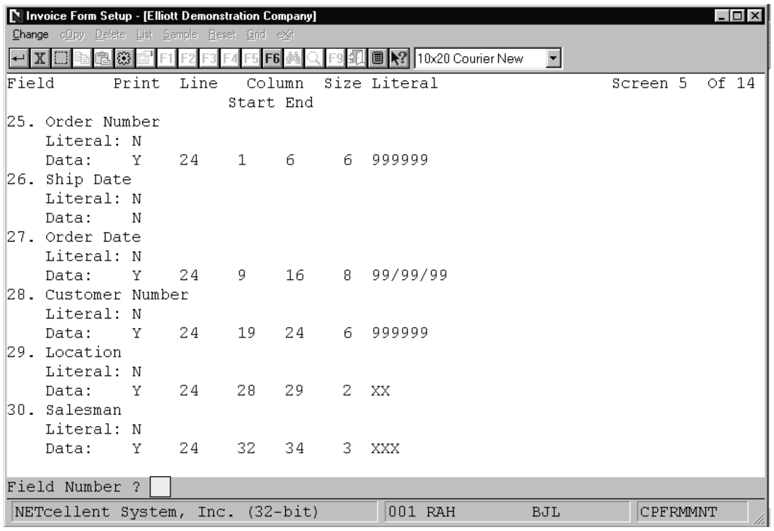
Invoice Form Setup (Screen # 2)



Invoice Form Setup (Screen #3)



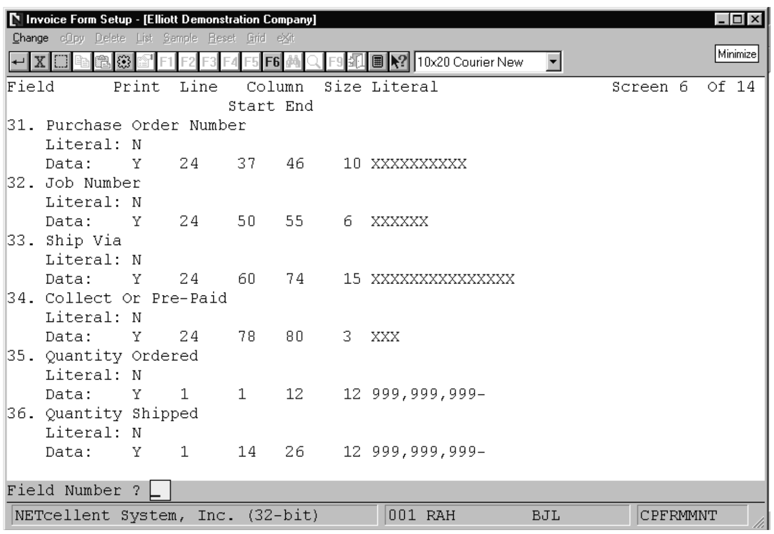
Invoice Form Setup (Screen # 4)



```
Invoice Form Setup - [Elliott Demonstration Company]
Change  cOpy  Delete  List  Sample  Reset  Grid  eXit
10x20 Courier New
Field       Print  Line   Column  Size Literal                  Screen 5  Of 14
                        Start End
25. Order Number
    Literal: N
    Data:    Y    24    1    6     6  999999
26. Ship Date
    Literal: N
    Data:    N
27. Order Date
    Literal: N
    Data:    Y    24    9    16    8  99/99/99
28. Customer Number
    Literal: N
    Data:    Y    24    19   24    6  999999
29. Location
    Literal: N
    Data:    Y    24    28   29    2  XX
30. Salesman
    Literal: N
    Data:    Y    24    32   34    3  XXX

Field Number ?
NETcellent System, Inc. (32-bit)    001 RAH       BJL       CPFRMMNT
```

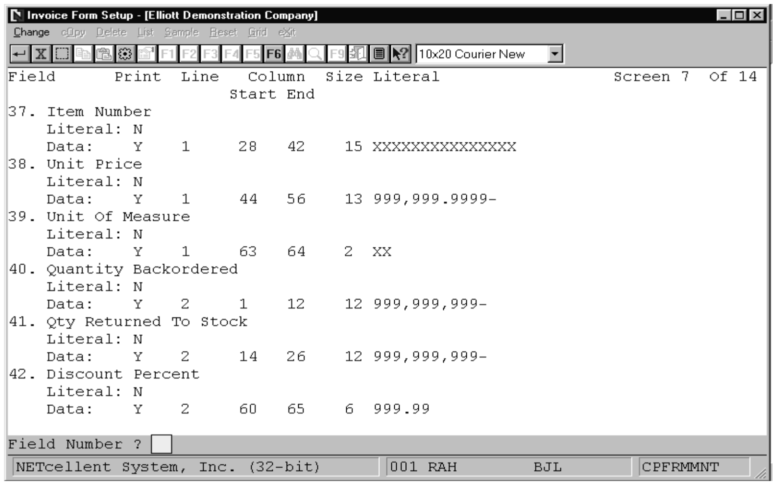
Invoice Form Setup (Screen # 5)



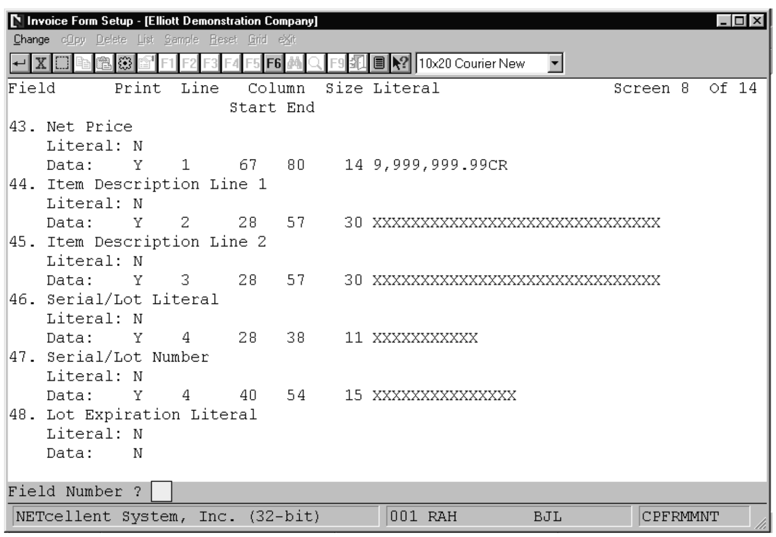
```
Invoice Form Setup - [Elliott Demonstration Company]
Change  cOpy  Delete  List  Sample  Reset  Grid  eXit                  Minimize
10x20 Courier New
Field       Print  Line   Column  Size Literal                  Screen 6  Of 14
                        Start End
31. Purchase Order Number
    Literal: N
    Data:    Y    24    37   46    10 XXXXXXXXXX
32. Job Number
    Literal: N
    Data:    Y    24    50   55    6  XXXXXX
33. Ship Via
    Literal: N
    Data:    Y    24    60   74    15 XXXXXXXXXXXXXXX
34. Collect Or Pre-Paid
    Literal: N
    Data:    Y    24    78   80    3  XXX
35. Quantity Ordered
    Literal: N
    Data:    Y    1     1    12    12 999,999,999-
36. Quantity Shipped
    Literal: N
    Data:    Y    1     14   26    12 999,999,999-

Field Number ? _
NETcellent System, Inc. (32-bit)    001 RAH       BJL       CPFRMMNT
```

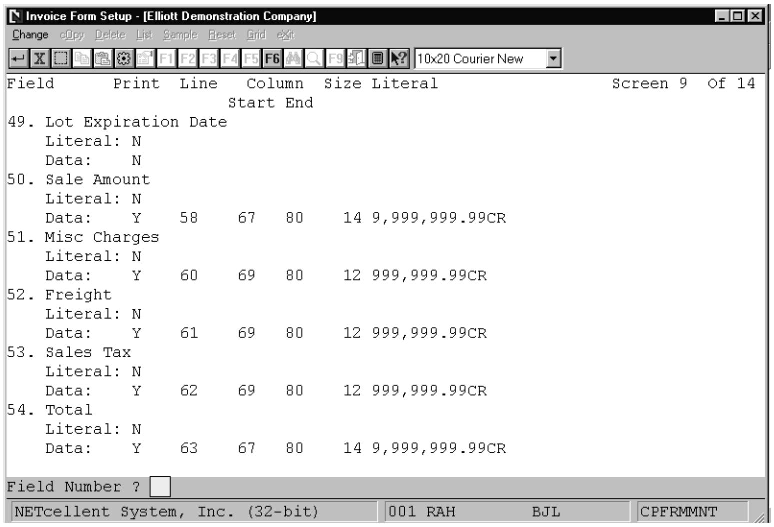
Invoice Form Setup (Screen # 6)



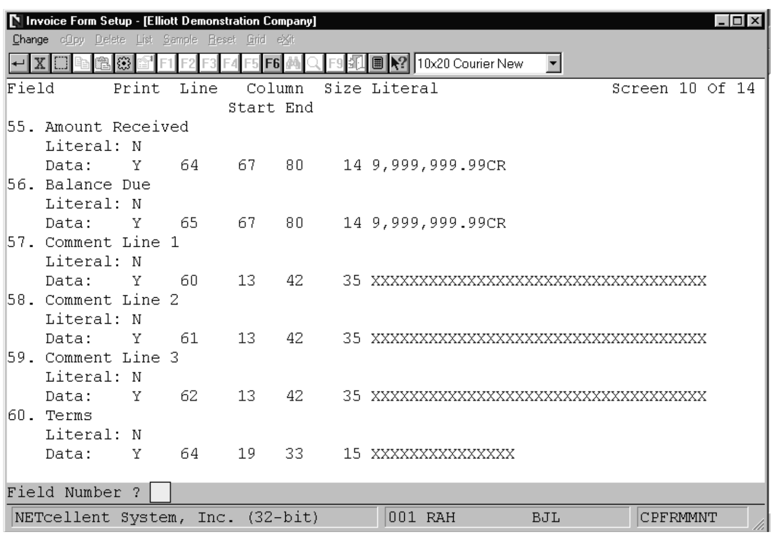
Invoice Form Setup (Screen # 7)



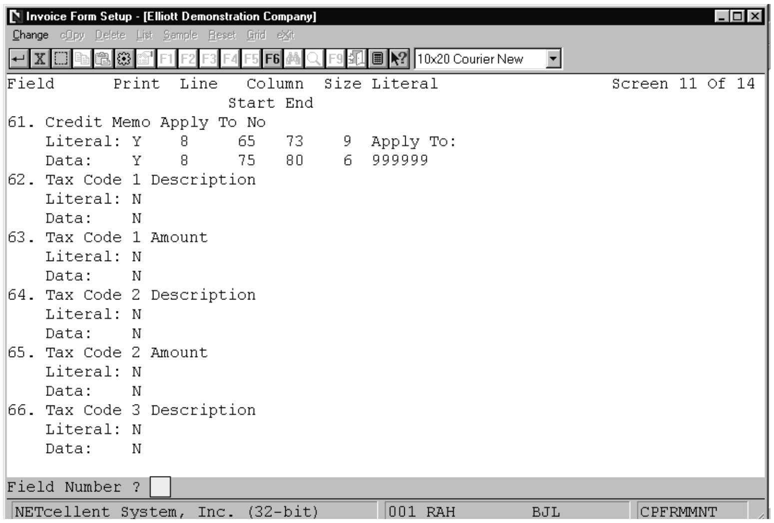
Invoice Form Setup (Screen # 8)



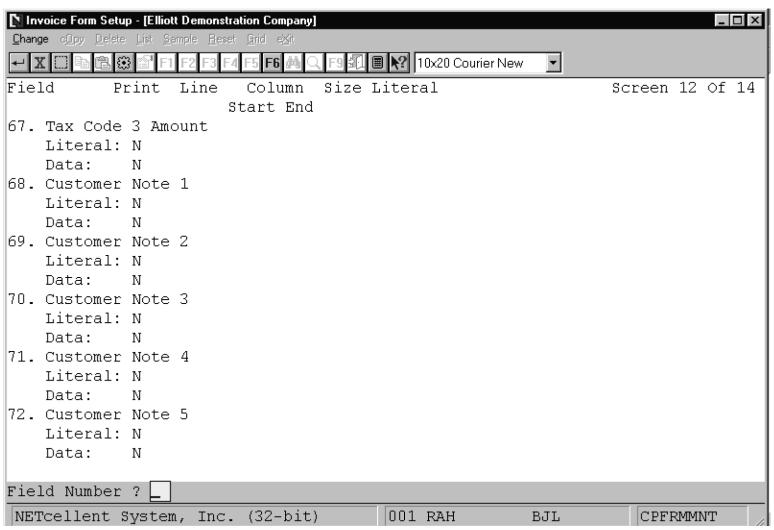
Invoice Form Setup (Screen #9)



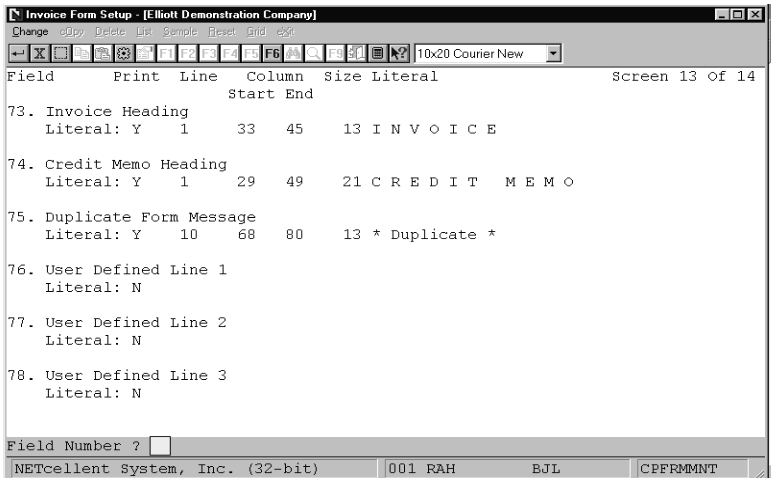
Invoice Form Setup (Screen # 10)



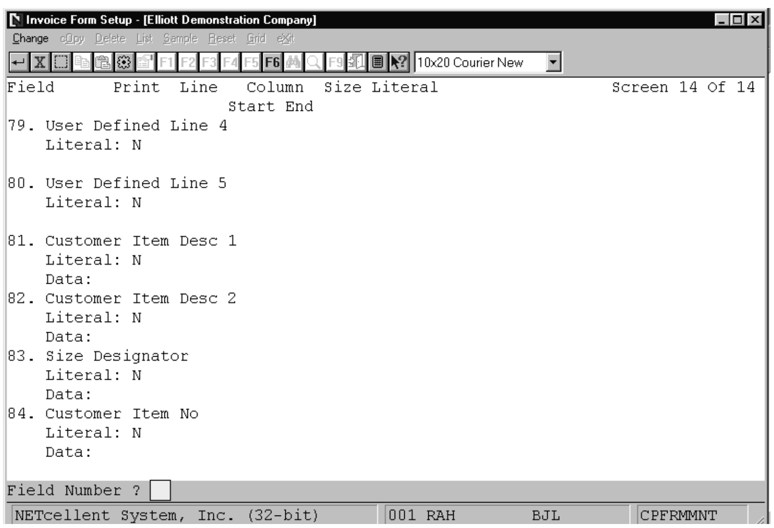
Invoice Form Setup (Screen # 11)



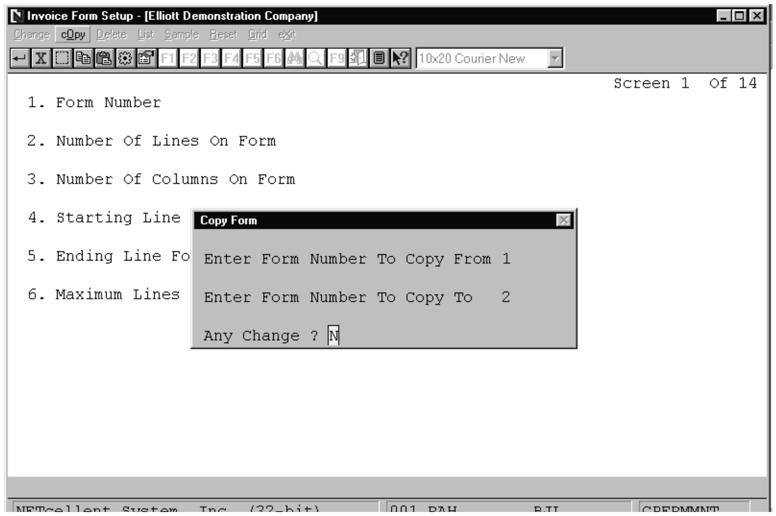
Invoice Form Setup (Screen # 12)



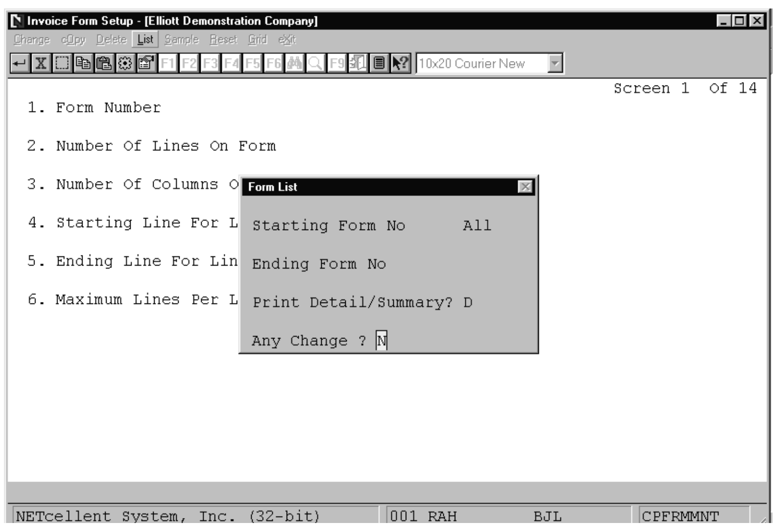
Invoice Form Setup (Screen # 13)



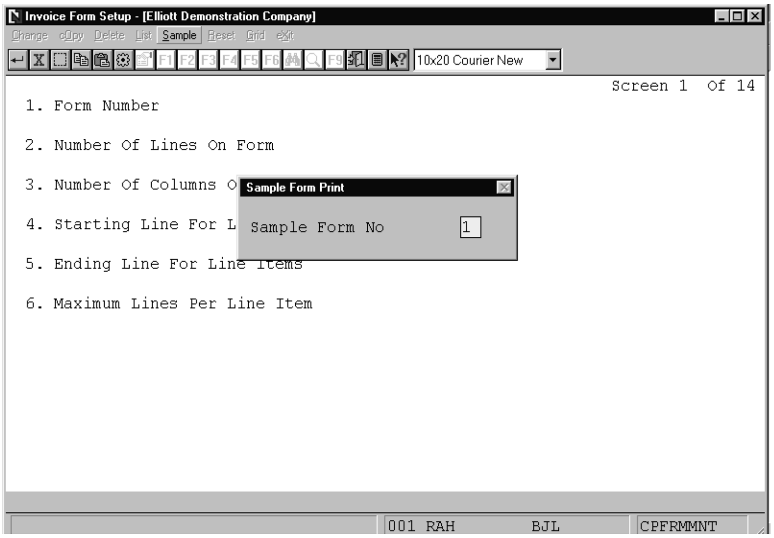
Invoice Form Setup (Screen # 14)



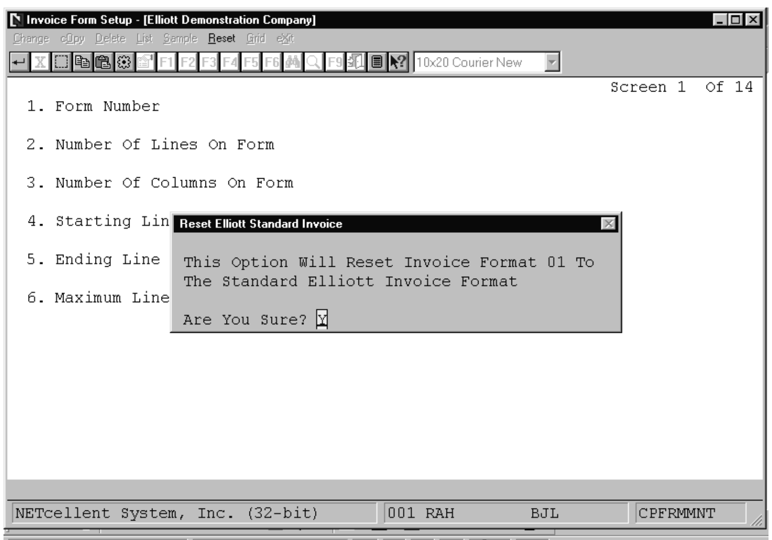
Copy Invoice Forms



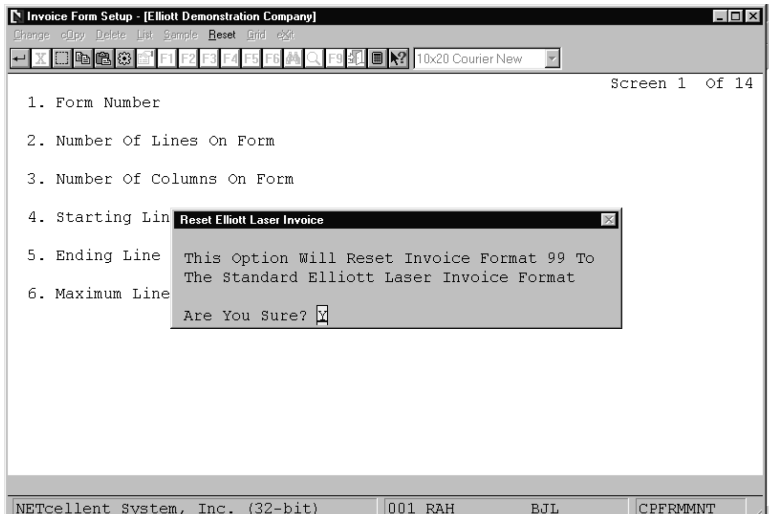
Form List



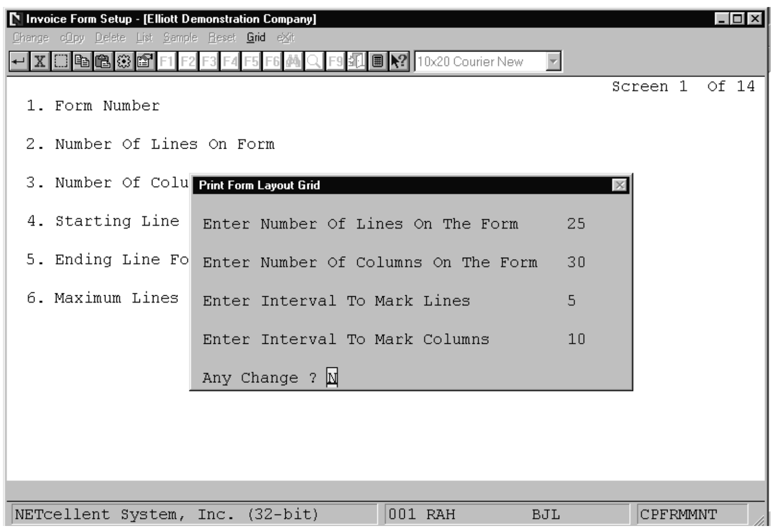
Print Sample Forms



Reset Form To Elliott Standard Form



Reset Form To Elliott Laser Form



Print Form Layout Grid

```
Run Date: Jan 12, 1993 - 10:33am        Elliott Electronics Co.                                               Page    1
                                                F O R M   L I S T
Form No: 01  Elliott Standard Invoice Format  Lines:  66  Columns:  80  Start Item Line:  28  End Item Line:  56  Lines Per Item: 4

                                      -----------------------    Literal    -----------------------          ------  Data  ------
Field No  Field Name                 Print Line Col End-Col Text                                           Print Line Col End-Col


     1   Company Name                  N                                                                     N
     2   Company Address 1             N                                                                     N
     3   Company Address 2             N                                                                     N
     4   Company City, State, Zip      N                                                                     N
     5   Company Phone Number          N                                                                     N
     6   Invoice Number                N                                                                     Y     4  69    74
     7   Page Number                   N                                                                     Y     4  77    79
     8   Bill To Name                  N                                                                     Y    13  10    39
     9   Bill To Address 1             N                                                                     Y    14  10    39
    10   Bill To Address 2             N                                                                     Y    15  10    39
    11   Bill To City, State, Zip      N                                                                     Y    16  10    39
    12   Bill To Country               N                                                                     N
    13   Ship To Name                  N                                                                     Y    13  50    79
    14   Ship To Address 1             N                                                                     Y    14  50    79
    15   Ship To Address 2             N                                                                     Y    15  50    79
    16   Ship To City, State, Zip      N                                                                     Y    16  50    79
    17   Ship To Country               N                                                                     N
    18   Invoice Date                  N                                                                     Y     6  71    78
    19   Order Number                  N                                                                     Y    24   1     6
    20   Ship Date                     N                                                                     N
    21   Order Date                    N                                                                     Y    24   9    16
    22   Customer Number               N                                                                     Y    24  19    24
    23   Location                      N                                                                     Y    24  28    29
```

```
                    I N V O I C E

                                                999999  999

                                                  99/99/99


                                               * Duplicate *


         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
         XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX




999999  99/99/99  999999   XX  XXX  XXXXXXXXXX   XXXXXX    XXXXXXXXXXXXXXX   XXX


999,999,999- 999,999,999-  XXXXXXXXXXXXXXX 999,999.9999-      XX  9,999,999.99CR
999,999,999- 999,999,999-  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  999.99
                           XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

999,999,999- 999,999,999-  XXXXXXXXXXXXXXX 999,999.9999-      XX  9,999,999.99CR
999,999,999- 999,999,999-  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  999.99
                           XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

999,999,999- 999,999,999-  XXXXXXXXXXXXXXX 999,999.9999-      XX  9,999,999.99CR
999,999,999- 999,999,999-  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  999.99
```

```
 12345678901234567890123456789012345678901234567890123456789012345678901234567890
2........|.........|.........|.........|.........|.........|.........|.........2
3........|.........|.........|.........|.........|.........|.........|.........3
4........|.........|.........|.........|.........|.........|.........|.........4
5________|_________|_________|_________|_________|_________|_________|_________5
6........|.........|.........|.........|.........|.........|.........|.........6
7........|.........|.........|.........|.........|.........|.........|.........7
8........|.........|.........|.........|.........|.........|.........|.........8
9........|.........|.........|.........|.........|.........|.........|.........9
10_______|_________|_________|_________|_________|_________|_________|________10
11.......|.........|.........|.........|.........|.........|.........|........11
12.......|.........|.........|.........|.........|.........|.........|........12
13.......|.........|.........|.........|.........|.........|.........|........13
14.......|.........|.........|.........|.........|.........|.........|........14
15_______|_________|_________|_________|_________|_________|_________|________15
16.......|.........|.........|.........|.........|.........|.........|........16
17.......|.........|.........|.........|.........|.........|.........|........17
18.......|.........|.........|.........|.........|.........|.........|........18
19.......|.........|.........|.........|.........|.........|.........|........19
20_______|_________|_________|_________|_________|_________|_________|________20
21.......|.........|.........|.........|.........|.........|.........|........21
22.......|.........|.........|.........|.........|.........|.........|........22
23.......|.........|.........|.........|.........|.........|.........|........23
24.......|.........|.........|.........|.........|.........|.........|........24
12345678901234567890123456789012345678901234567890123456789012345678901234567890
```

Design Your Own Invoice

DESIGN-YOUR-OWN-INVOICE is geared for businesses that want to tailor the invoice to their own needs. With Design-Your-Own-Invoice, you have

Control over WHAT you print:

Use a pop-up window to choose fields from the standard data files. You can print the customer phone number, item notes, the salesperson name, and other information from the customer, item, order header, line items and other files.

Put special comments or standard wording on your form anywhere you want using the Constant facility.

If you print components of kits or features, you control what data will be printed on the components. Decide if you want to skip a line between components.

Many special fields allow you to show terms discounts, due dates, extended prices without discount, amount saved, extended cost, shipping weight and much more!

Control over HOW you print:

Choose the format of numeric field with an easy pop-up window. Use blank when zero facilities, change the number of decimals, shorten numbers to fit your form.

Change the length and starting position of non-numeric fields.

Use printer escape codes for lines, shading, font sizes, bolding, italics and special effects.

Have a different format for the credit memo.

Control over WHERE you print:

Choose where you want to put any field on the invoice and credit memo forms.

Use plain paper or your company letterhead for your invoices because you can print your own headings and constants. Save paper by starting line items on a higher line on the second page.

Design as many forms as you need. Choose the form to be printed when the invoice is printed. Easily change from one form to another.

Copy Control:

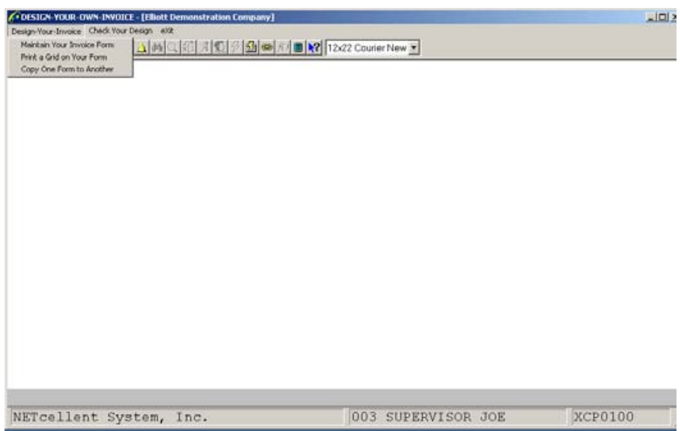
Control the number of copies printed for easy collating.

Have different wording on each copy. This is especially useful for businesses with **Laser Printers** or those who use single-copy forms. For example you can print:

"Customer Copy"   on the first copy
"Remittance Copy" on the second copy
"File Copy"   on the third copy

Run Instructions

Before you print a custom invoice, you must create an invoice form. To do that, select Design-Your-Own-Invoice from the COP Utility Set-up Window and this menu will appear:



Features: Design Your Invoice Form

The information on what your invoice form looks like is kept on a file called XCPFORM.   The first item "Maintain Your Invoice Form" allows you to add, change, and delete a form.

Print a Grid on Your Form

When you design the form, you must know the line and the column where each data item should be printed. "Print a Forms Grid" will print a page with numbers across the page to help you know what line and column to choose. You can also use this program to find the exact length and width of your form.

To print the grid, enter the form length in lines and the form width in columns. Mount the invoice forms on the printer. Make sure the forms are aligned to start at the top of the page. We recommend that you print the grid at least twice after the forms are aligned properly to insure that the second page is lined up exactly like the first page.

Copy One Form to Another

A quick way to design your invoice is to copy the format of one form to another, and then change the second to suit your needs. Sample invoice forms are supplied on the forms file. If your own invoice form is similar to one of the samples, copy one of the samples to your own form number and move fields around to suit your own needs. We recommend that you use this technique so the sample forms can be kept for reference.

When the Copy program is selected, a window will open up on the screen showing all the forms presently on the file. Select the form you want to copy. Enter the new form number. Use your new form number in the design program.

Check the Design

Print a Sample Invoice

Once your form is designed, you can print a sample on your stock. This is like the "forms alignment" you get when you are ready to print invoices. Use this function to insure that the invoices will be printed exactly as they should.

To operate, enter the form number that you want to print or use F7 to pop up the forms window. Reply Y (Yes) to the Print Sample Form? question. Press F10 or Escape to exit.

List Your Forms Records

This report gives a list of exactly what fields will be printed, the format, and the location. You may want to print a report of the standard forms supplied with this product before you begin to use the design program.

To operate, enter the starting and ending form number to be printed, or use the F7 key to scroll the list of available form numbers. Press F10 or Escape to exit.

Utilities

The import/export functions operate like the standard import/export functions for the three files supplied with Design-Your-Own-Invoice. Use the import/export in case you have a file error. The forms file (XCPFORM.DAT) contains information on your forms. The other two files (XCPDATA and XCPPAT) contain information used by the system.

Printing The Invoice

Mount Forms Message

By popular request, the Mount Forms and Mount Paper windows have been eliminated, so you do not have to type "DONE" twice when printing invoices. The Print Alignment question will pop up allowing you to print check alignment of forms. If you want to eliminate that message as well, turn on the Plain Paper indicator in the General Information screen.

Printing Duplicate Invoices

If you answer Yes to the "Print Duplicates?" question in the print window, the program will print a duplicate of unposted invoices only. You cannot print both new and duplicate invoices in the same run. Use the special field "Calcl Print Duplicates" from the special fields section of the data dictionary to print "***Duplicate Invoice***" on the form.

Unlike Elliott's standard invoice print, printing duplicate invoices does not change the original invoice number and date.

Since you can choose the invoice form at printing time, you do not have to use the original invoice form. Some users use this feature to print special commission or profitability reports.

Reversing a Printed Invoice

After duplicate printing is complete, a question is asked: "Do you want to return the order to order entered status?" If you answer yes, the order status is changed to complete. You may then change the order, reselect it and print the invoice again.

Reprinting a Posted Invoice

Design-Your-Own-Invoice will not reprint an order that has already been posted. The reason is that posting changes certain fields in the files, so it is not possible to reproduce the invoice exactly, particularly if an item has been backordered.

If you need to reprint a posted invoice, use the **Print Duplicate Invoice** in the COP Processing Menu.

Designing The Invoice

The Forms Regions

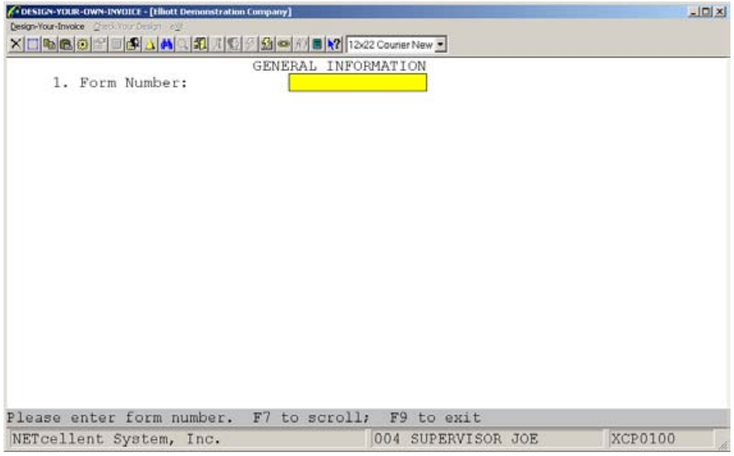
The invoice form has three regions, the Header, the Line Item and the Footer.

Header Region	The header typically has billing addresses, page invoice number, and other general information.
Line Item Region	The line item region has information about each that is billed, including the quantity ordered, shipped, item description, unit price and extended price. These items repeat for each line item record on the invoice.
Footer Region	The footer has totals, and may include comments, and other information.

If you are designing a new form from scratch, lay out the format on a piece of graph paper. If you use an existing pre-printed form, use the "Print Grid" program to print a grid pattern on your paper. The grid pattern helps identify the line numbers and the column numbers that you need in the design program.

THE GENERAL INFORMATION SCREEN

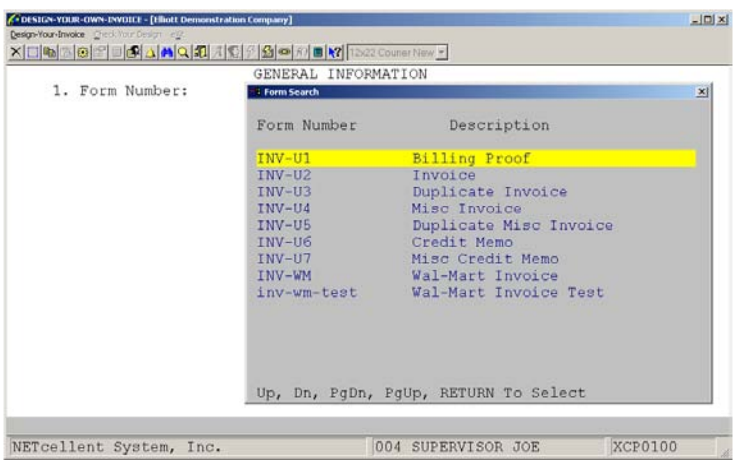
When you are adding a new invoice form, a screen will appear similar to this:



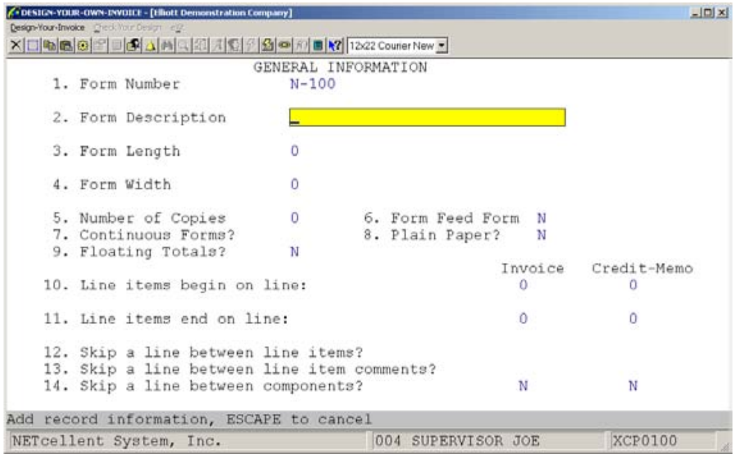
Form Number

The form number is a 15 position field that identifies the invoice form. You can use upper and lower case letters, numbers, or special characters (like an asterisk or a pound sign). The first position may not be blank, however. The number identifies the form to the system. You will need to know the form number when you print the invoices.

You can also press the F7 key to scroll through the list of existing forms, as shown in the screen.



Enter the form number. If the form record is not found, the program will assume you want to add a new form.



The General Information Screen

Form Description

Optional 30 character field. This is displayed in the forms window when you print the invoices.

Form Length

This is the length of the invoice in lines. The program needs to know this in order to skip to a new page at the proper time. A standard 11 inch form is 66 lines long. Most laser forms are 60 lines. To save memory, there is a limit of 70 lines. Please contact us if you need a form greater than 70 lines long.

Form Width

This tells how wide the form is in the number of columns. A standard form is 80 columns wide. The limit is 132 columns. The program will use this to check that you are not printing beyond the edge of the form. Note that you can print 132 columns on a standard 8 1/2 inch form if you use a compressed font.

Number of Copies

Enter the number of copies of the invoice that should be printed.

Form Feed Forms

The default of No means than the program will count lines for page breaks. Reply Y if you want a form feed character to cause the page break. You may want to use a form feed if other users are changing the line count on a network laser printer.

Continuous Forms

Reply Y (Yes) or N (No). If you answer N (No), the program will pause after each page to give you an opportunity to insert a new form.

Plain Paper

Reply yes if printing on plain paper. If you answer yes, no Forms Alignment box will appear. Please refer to the "Paper Saving" discussion in the Special Features Section.

Floating Totals

Reply yes or no. If you answer yes, the totals in the footer area print starting a line after the line items instead of on a fixed position on the bottom of the form. Please see "Print Floating Totals" in the Special Features section.

Line Items Begin on Line

Enter the line number that line items should begin for both the invoice form and the credit memo form. Line Items normally include the item number, description, quantity, amount, discount, price, line item comments, etc. You can also specify data from the inventory file.

For example, line items may begin on line 27 for invoices and on line 30 for credit memos. This is because the credit memos have extra heading lines.

Line Items End on Line

Enter the line number that line items should end for both the invoice form and the credit memo form. The print program uses this to determine where the footer area begins.

Skip A Line Between Lines Items?

Reply Y (Yes) if you want to skip a line after each line item or N (NO) if you do not want to skip a line. This is the same function that is on the Customer Order Processing Control File. DESIGN-YOUR-OWN-INVOICE will use this indicator, not the one on the COP control file.

Skip a Line Between Line Item Comments?

Reply Y (Yes) or N (No). You also have the option to skip a line between line item comments. These are the comments entered in the order entry detail screen with the F2 key. On Elliott's form, if you skip a line between line items, it also skips a line after the comments. See the discussion on "F2 Comments" for further information.

Skip a Line Between Components?

Reply Y (Yes) or N (No). If you are printing components of feature or kits, you can control whether a line should be skipped between components. See "Printing Components" in the Special Features section for further information.

Function Keys On The General Information Screen

After the information on the screen is completed, the "Field Number?" question will be displayed. When you press ENTER on this field, a message is displayed that allows use of function keys to lay out the header, the line items, or the bottom region, to view the layout on the screen, to exit, or to delete the form.

F2 Key Press the F2 key to add items in the Header area of the form.

F3 Key Press the F3 key to add items in the Line Item region of the form.

F4 Key Press the F4 key to add items to the footer region of the form.

F5 Key Press the F5 key to view the layout of the invoice and credit memo form.

F8 Key Press the F8 key to delete the form. Note you will delete **ALL** the forms records.

F10 Key Press F10 key to exit.

If you want to change existing forms records, you can press either F2, F3, or F4. This brings you to the Detail Information Screen. Then you press F2 to get a complete list of the existing forms records. When you select a record, the system knows what region (header, line items or footer) the record is in.

Validations In The General Information Screen

Error messages will appear on line 24 of the General Information Screen for the following conditions:

1. The Form Width is greater than 132 characters.
2. The ending line number is greater than the beginning line number.
3. Line items started or ended on a line greater than the form length.
4. The form length is greater than 70 lines.

If any of these conditions appear, correct the field in error.

More complicated editing may be done if the form length, width or the line numbers where the line items begin or end are changed.

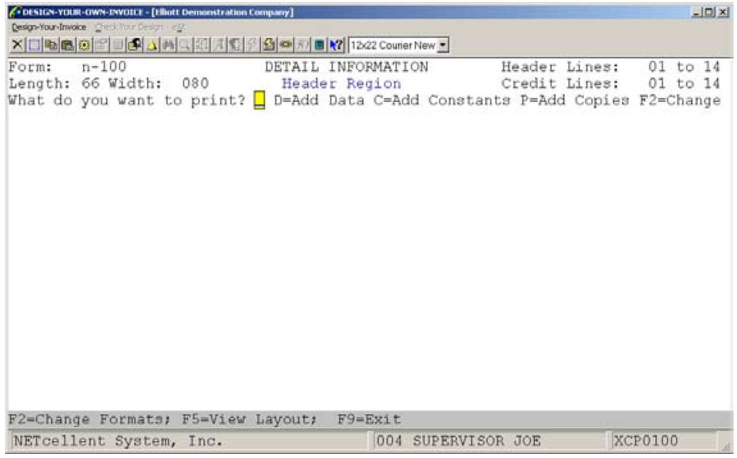
If you shorten the form length, the program checks that there are no existing form records for lines beyond the form. If this is so an error message will appear. You will not be able to shorten the form length until those records are deleted. For example, if the form length was 66 lines, and you want to change it to 55 lines, you must delete any form records from lines 56 to 66 first.

If you shorten the form width, the program checks that there are no data items that go beyond the new edge of the form. If this message appears, you must delete or move those fields first. For example, if you change the form width from 80 columns to 60 columns wide, fields that were in position 61 through 80 must be changed before you can change the form width.

If you change the line numbers that line items begin or end on, the program checks that there are no existing header or footer records that intrude on the new line number range. If present, these records must be deleted before changing the line item range. Note that you may experience a slight delay in processing if changes are made, because each form record must be examined.

Detail Information Screen

This screen is the main controller for adding or changing your forms records. Information at the top right hand corner tells you what range of line numbers can be used for this region. From this screen, you choose to add DATA, CONSTANTS, or COPY records. You can also use function keys from this screen to change existing data, view the layout, and exit.



D **DATA** is information moved directly from Elliot's data files. When you choose DATA, a window will open up that allows you to pick what field you want to print. This is how you specify what fields you need.

C **CONSTANTS** are standard wording or symbols that you want printed. If you choose this, you type in exactly what you want to print, up to a limit of 78 characters. You can use constants to print field headings, add a line of asterisks, standard comments, etc. If you print on plain paper or company letterhead, you can use the constant facility to print column headings or other descriptions.

You can also enter **printer font codes** using constants. Please see the "Special Features" section for further information.

P **COPIES** are special types of constants. They can be in the Header and Footer regions of the form, but not in the line item region. You can use the copy facility to put standard wording on each copy of your invoice.

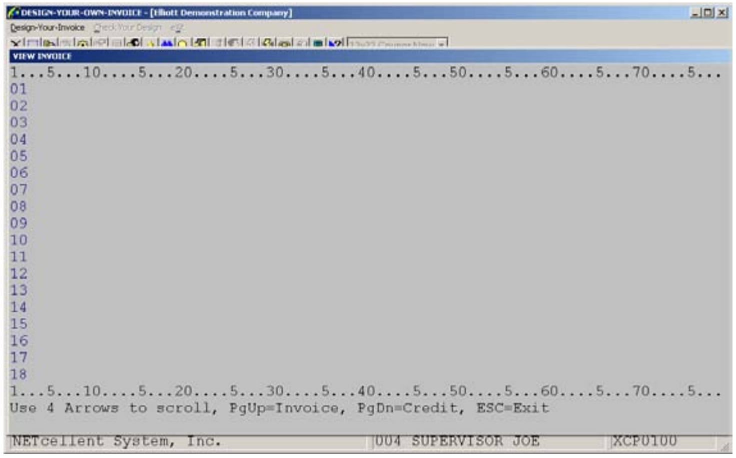
F2 Use the F2 key to change existing records. A window will open up showing all the current form records. When you select the entry, it automatically returns you to the appropriate screen where you make your changes.

F5 View the format on the screen.

F10 Exit to the General Information Screen.

VIEW THE FORM ON THE SCREEN

You can view the form on the screen from many places by pressing the F5 key. This is what a form might look like.



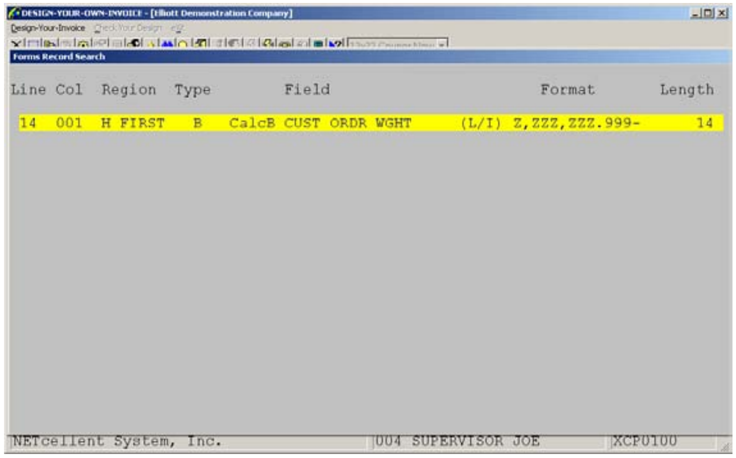
This screen shows a view of the line item area of the invoice form on the screen. The column numbers are shown at the top and bottom of the screen. The line numbers are shown on the left (as long as no data is in the way.) You can use several keys to see the rest of the form.

Up Arrow	Scroll the screen up one line.
Down Arrow	Scroll down one line.
Right Arrow	Use this to see columns 53 through 132.
Left Arrow	Use this to see columns 1 through 80.
PgUp	View the Invoice Form.
PgDn	View the Credit Memo Form.
F10/ESC	Use this to exit.

Note that printer font controls and fields designated as the second page only do not display in the forms window.

CHANGING FIELDS

When the F2 key is pressed from the Detail Information Screen, the following screen is displayed.

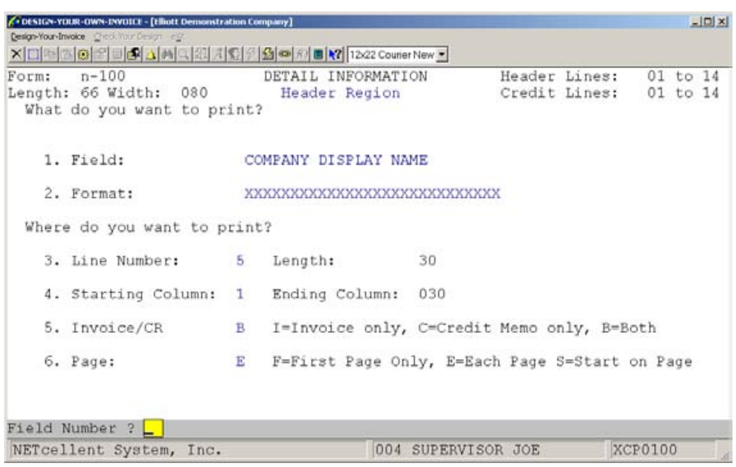


Use the arrow keys to move the highlight bar to the entry you want to select. Press the Enter key to select the record. Use the Page Up and Page Down keys to scroll the screens.

After selection, you can change or delete the record. To delete an individual forms record select field 1 at Item Number to Change. User the F8 key to delete the record.

The Data Screen

When you select the DATA to be printed, you will see a screen like this:



Basic Processing

Field
Select the DATA FIELD you want printed through a pop-up window by entering "Y" at item number 1, the Field question. You scroll this window to select the file, and then select the item to be printed. The default format of the field and its length is shown in the window. An asterisk (*) indicates that this field is used on Elliott's standard invoice form. See the feature on "Selecting a Data Field" for further details.

Format
After you select the field, the default format and length is displayed on the screen. On numeric items you may change the format of the field to be printed by answering Y to the format question, item number 2 on the screen. For non-numeric fields answering yes will bring up a window which allows you to change the starting position and length. See the next section for a complete explanation.

You can view the format by using the **F5** key. If you are changing a record, you may delete it with the **F8** key. Pressing the **F10** key or **Escape** will exit back to the detail information screen.

Line Number — Enter the line number that this should be printed on. In the **Header and Footer** regions, this is the exact line number that the item will appear on. In the **Line Item** region, this is the relative line number.

Beginning Column — Enter the beginning column number. The ending column is displayed.

Invoice/CM — Enter **I** if this item should be printed on the invoice only. Enter **C** if this should be printed on the credit memo only. Enter **B** if this should be printed on both the invoice and the credit memo.

Page — The page applies to the **Header and Footer** regions only. In the header region, enter **F** if the item should appear on the first page only. Enter **E** if the item should be printed on each page. If you are using the Paper Saver feature, enter **S** to print starting on the second page.

In the **Footer** region, you may also enter **L** to indicate that this is printed on the last page only. This facility is most commonly used to print the totals on the last page of the invoice.

Item Type — The Item Type applies to the Line Item Region only. It is used to control whether the field should appear on All Items (**A**), Main Items only (**M**) not on components, Components only (**C**), or Detail (**D**). "Detail" means the most detail level, that is, the component of a kit or feature, but not the Kit or feature itself <u>and</u> the line item for items that are not kit or features. See "Printing Components" in the Special Features section for more information.

Error Messages

The program returns error messages if the line number is outside the range of the region, if the column is beyond the form width, or if the Page or Invoice/Credit Memo indicators are wrong. If this happens, correct the field in error and re-enter.

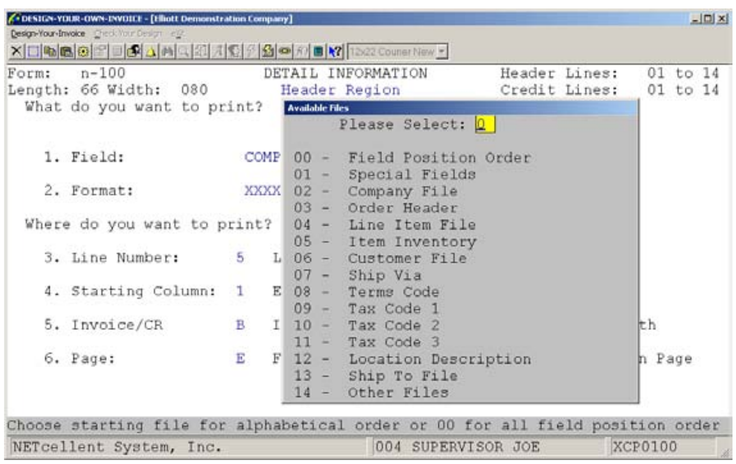
The system also checks for **overlapping fields**. If this error message appears, you can do one of two things. One way is to change the line or column until there is no overlap. The other way is to:

1. Exit out of the screen with the F10 key.
2. Press the F2 key to show the complete list of your form records.
3. Select the form record that is causing the overlap.
4. Move the field that causes the overlap to a different line or column, and return to the original screen to re-enter the new field.
5. Note that if you want to remove the field that caused the overlap completely, you do not have to delete the record, and then add another one. You can change the field name, format, line and column to the new one directly. When you change a record, the system automatically deletes the old one and adds the new one.

Selecting a Data Field

You may select almost every field from the customer file, order header file, line item line file, company file, accounts receivable codes file, ship-to address file and ship-via files to print on the invoice and credit memo forms.

When you answer "Y" to item number 1 on the data screen, this window appears:



Select a file number to begin the scrolling.

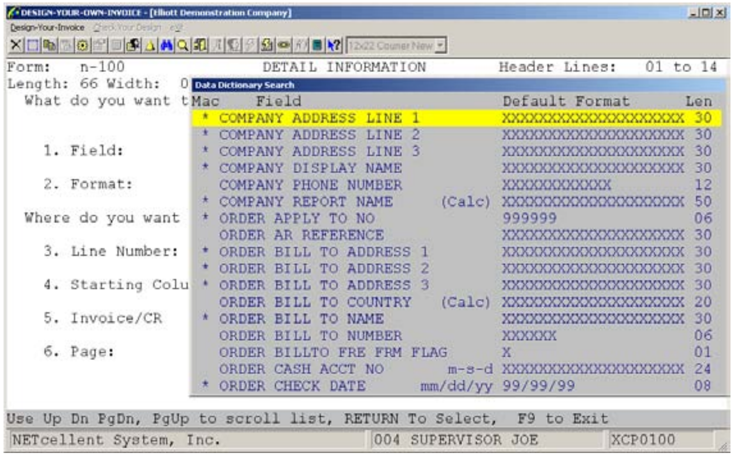
The fields within the file are shown in alphabetical order by field name.

This is recommended especially for Special Fields.

If you enter zero, the fields within the file are shown in file position order. This is roughly the same order as the data entry screens.

Regardless of which file you start with, you can view the other files with the Page Up and Page Down keys.

Use the Up Arrow, Down Arrow, PGUP and PGDN keys to move the highlight bar to the field you want selected, and press Enter. Press Escape or the F10 key to exit the window without selecting anything.



An asterisk (*) on the data window indicates that this field is used by the Elliott standard invoice form. Sometimes, the same field appears in more than one file. If you have a choice, it is recommended that you use the field used by Elliott.

Also, you should be aware that the totals held in many records like the customer and inventory files are updated at posting time. Since the invoice is printed before posting, the totals on these files will not include the current invoice or any other unposted orders.

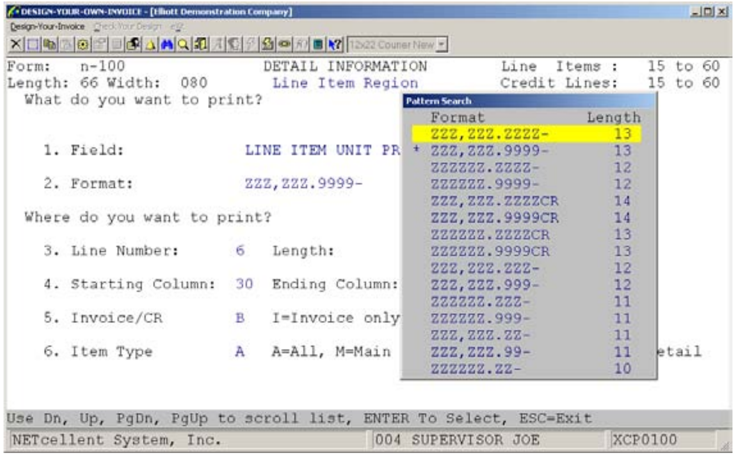
When a numeric field is selected, the default format from the data file will be selected.

Please see the appendix for more information about special processing fields.

Changing The Format Of A Numeric Data Item

You may wish to change the format of certain numeric fields from the standard format to one that looks better on your form, or one that takes up less space.

To do this, answer Y to the "Format" which is item 2 on the screen. A window pops up which will allow you to choose several other possible formats for the field you are printing. Scroll through this window to pick the format that works best for your invoice. The default format is marked by the asterisk.



In the above example, you can decide how the unit price will appear on the form. If your company uses a unit price with only 2 decimal places, you can change the unit price format to one in the window. Remember that if the new format has a different length than the old one, the beginning column should also be changed so the decimals points are aligned.

Many of the pattern windows have several screens. Use the Page Up and Page Down keys to find the pattern you want.

What the Format Codes Mean

Z	The number - and any commas or decimal points preceding it - will be suppressed if it is a leading zero. A format containing all "Z"s will not print anything if the number is zero.
9	The number will always be printed.
CR	CR (credit) will be printed if the number is negative.
-	The minus sign will print if the number is negative.
$	The dollar sign will print in the starting column number.

The table on the next page shows the effect of the several formats on numbers that are printed:

	Number	Format	Printed	Notes
1	0000000.00	Z,ZZZ,ZZZ.ZZ		Nothing prints
2	0000000.00	Z,ZZZ,ZZZ.99	.00	Prints decimals
3	1234567.89-	Z,ZZZ,ZZZ.99-	1,234,567.89-	Prints minus sign
4	0001234.56-	Z,ZZZ,ZZZ.99CR	1,234.56CR	Prints Credit
5	0001234.56	9,999,999.99-	0,001,234.56	Leading zeroes
6	0001234.56	ZZZZZZZ.99-	1234.56	Commas not printed
7	0000055.6666	Z,ZZZ,ZZZ.99-	55.66	Decimals dropped
8	1234567.89-	ZZ,ZZZ.99-	34,567.89-	Digits dropped
9	0001234.56	Z,ZZZ,ZZZ.99	$ 1,234.56	Dollar sign prints

Examples

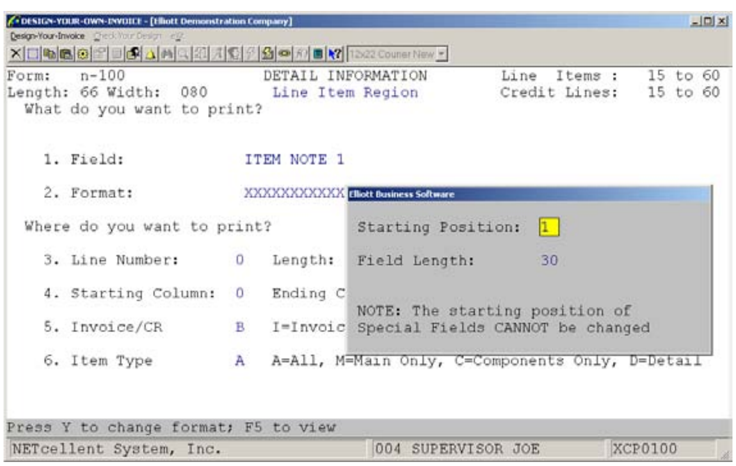
If a field is seldom used by your company, change the format from "ZZZ.99" to ZZZ.ZZ. In this way, nothing will print unless there is a number greater than zero in the field.

Use the formats to control the number of decimals that will be printed by quantity fields. Elliott uses the "Number of Decimals" field in the Company Control File. You must choose your own format.

If your form is crowded, consider changing some numbers to formats without leading commas. Also save space by changing the dollar formats from "CR" to minus signs.

CHANGE A NON-NUMERIC FIELD

You can change the length and the starting position of a non-numeric field by answering "Y" to the format question on the data screen. A window will pop up showing the field length. The message in the window will tell you how long the field may be. The length may not be changed to zero or made larger than the original field length.



You can also change the starting position of the field. It is therefore possible to display any position of a field on your form.

In the above example, the first note on the item file is selected. The length has been shortened to 10 positions. The starting position is 11.

Note that fields with special processing (labeled "Calc" in the Data Dictionary) associated with them may not be shortened.

LAYING OUT THE LINE ITEM INFORMATION

The line item information is relative to the line items themselves. For example, on Elliott's form, the item number, the first line of description, quantity ordered, quantity shipped, are all on the first line of the line items. You would specify these fields as line 1.

The second line of the item description, the discount percentage, and the price are printed on the second line of the line items. You would specify these as line 2. Up to 9 lines may be defined for each line item.

F2 Comments

"F2 Comments" are the comments entered into the Order Entry detail screen with the F2 key. When you specify a line number for these comments, they will repeat as often as necessary. On Elliott's form, F2 Comments start on the third line of the line items and repeat for as many lines as there are non-blank comments.

To duplicate the same thing, you specify F2-COMMENT-1 as line 3 and F2-COMMENT-2 as line 4. If there are two F2 comments, the invoice would look like this:

Line 1 Item-Description-1
Line 2 Item-Description-2
Line 3 F2-Comment-1
Line 4 F2-Comment-2
Line 5 F2-Comment-1
Line 6 F2-Comment-2 (If not blank)

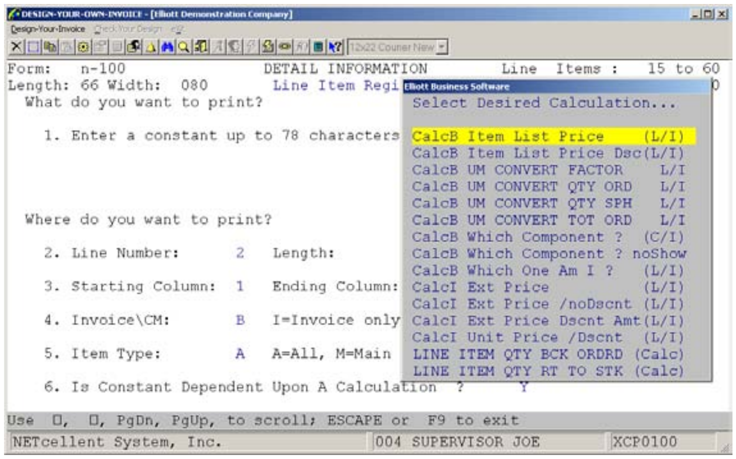
If you asked to skip a line between F2 comments on the General Information Screen, the invoice will look like this:

Line 1 Item-Description-1
Line 2 Item-Description-2
Line 3 blank
Line 4 F2-Comment-1
Line 5 F2-Comment-2
Line 6 blank
Line 7 F2-Comment-1
Line 8 F2-Comment-2

If any of the F2 Comments are blank, it would not be printed, and the subsequent lines would move up one line.

The Constant Screen

When you select CONSTANTS, you will see a screen like this:



Basic Processing

You can view the format by using the **F5** key. If you are changing a record, you may delete it with the **F8** key on field 1. The **F10** key will exit back to the detail information screen.

Constant Enter the constant exactly as it should appear on the form.

Line Number

Enter the line number that this should be printed on. In the **Header and Footer** regions, this is the exact line number that the item will appear on. In the **Line Item** region, this is the relative line number.

Starting Column

Enter the beginning column number. The ending column will be calculated.

Invoice/CM

Enter **I** if this item should be printed on the invoice only. Enter **C** if this should be printed on the credit memo only. Enter **B** if this should be printed on both the invoice and the credit memo.

Page The page applies to the **Header and Footer** regions only. In the header region, enter **F** if the item should appear on the first page only. Enter **E** if the item should be printed on each page. In the Header Region, you may also specify **S** meaning start on the second page. This is used for the

"Paper Saver" feature. Please see the Special Processing section for further information.

In the **Footer** region, you may also enter **L** to indicate that this is printed on the last page only. This facility is most commonly used to print the totals on the last page of the invoice.

Is the Constant Dependent on a Calculation?

Reply **N** if the constant should always be printed. If you answer **Y**, a window pops up so another field can be chosen. If the field chosen is blank, then the constant will also be blanked out on the form. For this to work, the constant must be immediately left of the field it is dependent on, and the edit pattern must be all "Z's".

You can use this processing for fields like the quantity backordered, lot or serial number and others. Note that the header, footer and line item regions have a different list of fields for this processing. Check the lookup windows for the applicable fields. Only certain fields have been defined for dependent constants.

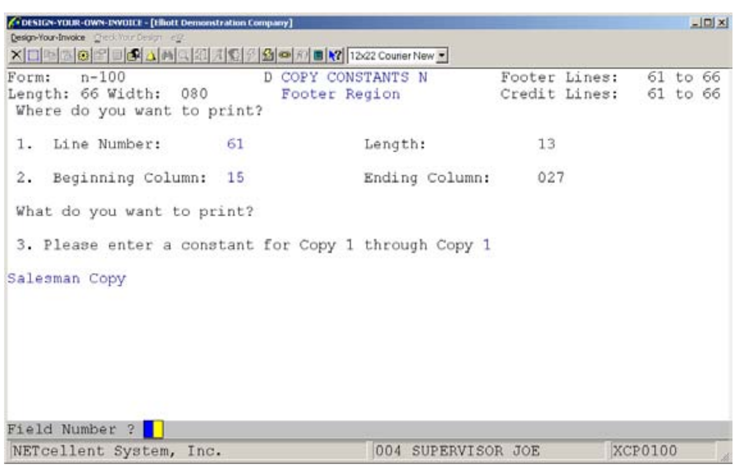
Error Messages

The system checks for **overlapping fields** except for printer escape codes and second page only constants. If this error message appears, you shorten the constant, change the line or column until there is no overlap, or:

1. Exit the screen with the F10 key.
2. Press the F2 key to show the complete list of your form records.
3. Select the form record that is causing the overlap.
4. Move the field that causes the overlap to a different line or column, and return to the original screen to re-enter the new field.
5. Note that if you want to remove the field that caused the overlap completely, you do not have to delete the record, and then add another one. You can change the field name, format, line and column to the new one directly. When you change a record, the system automatically deletes the old one and adds the new one.

The Copy Screen

When you select COPY (P), this screen is displayed:



The screen has 9 lines that you can type your copy constants on. But the number of copies that will actually print is controlled by Number of Copies field on the General Information Screen. Extra lines will be ignored by the program.

Line Number
Enter the line number you want the copy message to appear on. This must be in the Header or Footer regions, not the Line Item region.

Starting Column
Enter the starting column number.

Copy Constants
Enter the constants to use for each copy. The length used will be the length of the longest one.

F8 Key If you press F8 on field 1, all the copy constant records for this line and column will be deleted. If you want to delete an individual one, blank out the copy constant.

Special Processing

The Paper Saver Feature

If you print invoices on plain paper or letterhead, you may want to use the paper saver feature. It allows you to use more of the second page for line items, thus saving paper.

To use this feature, do the following:

1. Set the Plain Paper indicator on the General Information screen to Yes.
2. Decide which constants and data items in the Header Region should be on each page. Place these towards the top of the form. Examples of fields on each page are the page number, your company name and address, the invoice number, and the invoice date.
3. Fields and constants that should print on the first page only should follow. Make sure they are set to "first page only." Examples of fields of this type are the bill-to and ship-to addresses. This includes the line item headings.
4. Repeat the line item headings. This time, set them up for the "second page only." Place them on a line following the data set up on each page. The design program will not check for overlapping fields for data set up as second page.

When the line items print on the second page they will start on the line following the last "second page only".

Printing in Bin Sequence

To print the invoice in bin (picking sequence) sequence, all you have to do is select one field on the form. This is either "Line Item Picking Sequence (Print By)" or Line Item Pick Sequence No Show (Print By)" from the Line Item File section of the Data Dictionary.

Because of the key structure of the Line Item file, F2 Comments cannot be printed in the correct positions if using bin sequence. If you want to print in bin sequence, do not select F2 Comments on the form. The print program checks if F2 comments are to be printed, and will not print in bin sequence if found.

Printing Components of Features and Kits

In order to print the components of features and kits on the form, you must answer Yes to the question asked during order entry. You must also put one of these two Special Fields on the form:

CalcB Which Component? (C/I) - Prints the feature number
or CalcB Which Component? Noshow - Does not print the feature number.

You specify whether a line should be skipped between components on the General Information screen. If components are printed, the order of printing is:

Main Item
Components
F2 Comments attached to Main Item

You control which fields are printed for the components by using the "Item Type" in the Line Item area of the design program. The options are:

A - print for ALL items, meaning the field will print on the Main Line Item and the components. An example is Item Description.

M - print for Main items only. This field will not print for components. For example, use this if you do not want to show the quantity or extended price fields on components.

C - print for Components only. An example is feature number.

D - print for the most detail level. This item will print for components, and also for main line items without components, but not for main line items with components. An example is shipping weight.

Totals

To avoid double counting, only the main items are accumulated for most of the totals available in Design-Your-Own-Forms. For example, you can print the extended price for both components and the main item, but only the main item will be added to the total.

There are a few exceptions, though. Because features are configurable on the screen, several totals are only accumulated for components and main items that do not have components. These are the extended cost, profit margin, total order weight and total shipping weight. If you use these fields, you should also print the components or the totals may not be accurate.

Using Fonts

You can embed printer escape sequences in the form using constants. The escape codes are identified by a prefix in the format: "<xx>" where xx is the decimal representation of the printer's escape character. On the Hewlett Packard Laser Jet, this is 27. The controls following the escape code is a series of characters ended by a single upper case letter. If you use a printer with a different starting escape code, put the decimal escape code between the brackets in the constant area.

You can also use the HP Printer Command Language if your printer is set up for this. We use the PCL language to draw lines on our HP IIID printer. The PCL language is specific to the HP III printer and probably will not work on other printers. Most laser printers are compatible with the normal HP escape sequences.

With Design-Your-Own-Forms, you can embed printer commands into the form using constants. The design program will attempt to scan the constant line for escape sequences and will not display them in the F5 View Form on the Screen option. It will also not check the fonts for overlapping fields. The print program converts the decimal value within the brackets to binary and sends it and the codes following it to the printer as font controls. Remember that the escape sequence is terminated by an upper case character.

Unless you are experienced, setting up printer fonts takes a lot of time, but the results can be worth it. You can create dazzling effects using fonts. You can save paper, highlight essential fields by using bolding and larger type. You can use the second tray on a printer for extra copies. You can use an escape sequence to download a form set up by a graphics program.

While we cannot answer support questions relating to printer fonts, we do use Design-Your-Own-Forms on our printer to produce our invoice and other forms on plain paper. Some of the sample forms provided use printer escape sequences. You can print the forms list to see the printer commands.

Most printers have a facility to print the fonts and the escape sequences that the printer supports. Consult your printer manual.

Here is a short list of the escape sequences on the Saturn Systems Invoice. This is set up for an HP IIID Laser Jet printer equipped with a font cartridge with Universal scalable fonts.

This prints the company name in a black rectangle at the top of the form:

```
<27>E                Reset the printer
<27>*p400X           Move the cursor 400 dots to the right
<27>*c1600a140b0P    Specify a rectangle area 1600 dots by 140 dots and fill
                     with solid black
<27>*v0n1O           Set source transparency to transparent and pattern
                     transparency to opaque
<27>*v1T             Set the pattern type to solid white to print the company
                     name.
<27>(0U              Select the ASCII symbol set
<27>(s1p30v1s3b4101TSelect CG Times Bold Italic 40 point font
<27>*p+60y+450X      Move the cursor 60 dots down and 450 dots to the right of
                     the current cursor position (which is the upper left
                     corner of the black rectangle).
Saturn Business Systems Inc.   Write the company name.
<27>*v0T             Set the pattern type back to black
```

Company address in bold italic:

```
<27>(s1p10v1s3b4101TSet the font size with bold and italic on
207 Meadow Vista, etc        Send company address, phone and FAX
<27>(s1p12.00v0s0b4148T      Reset to Courier standard font.
```

```
Drawing lines using the HP PCL Language:
```

```
<27>%0B             Start PCL mode
IN; SP1;            Initialize HP-GL/2 mode   Select pen 1 (black)
PU0,0;              Specify absolute plotting and move to (0,0)
EA8125,8700;         Draw a rectangle with the lower left corner being the
                     current pen location (0,0) and the upper right being
                     (8125,8700) plotter units.
EA8125,8200;         Draw rectangles using other coordinates
```

EA8125,7200;

```
EA8125,6500;
EA8125,1850;
<27>%0A             End PCL mode
```

Fill rectangles with 10% gray shading:

```
<27>10G             Specify 10% gray shading
<27>*p07x440Y       Set start position for gray shading
<27>*c2390a135b2P   Gray shading 2390 wide 135 deep
<27>*p07x875Y       Set start position
<27>*2390a205b2P    Gray shading 2390 wide 205 deep
<27>*p07x2460Y      Set start for bottom box
<27>*2390a535Y      Gray shade bottom box
```

Print Spooled Reports

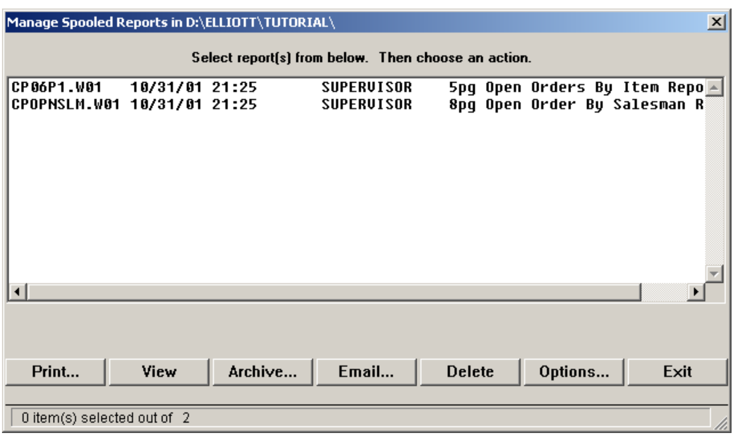
Application Overview

Spooling reports to disk has many advantages including being able to continue processing even when the printer is busy or not functioning. The Print Spooled Reports application allows you to print a spooled report as many times as needed. If the user wants to print several copies of the report, it is much faster to spool one copy of the report and print it several times. Also, when the program writes a report to the disk, it executes much faster than the time it would take for it to write the report directly to a local printer.

You should not delete a spooled report unless it has been printed correctly or if you are positive that a hard copy is not needed. If you neglect to delete spooled reports from the disk for a lengthy period of time, the disk could become very full. The maximum number of spooled reports is 400.

Run Instructions

Select Print Spooled Reports from the pull down **COP Util-Setup** menu. The following screen will display all reports you have spooled, (printed to disk).



Print Spooled Reports Print Screen

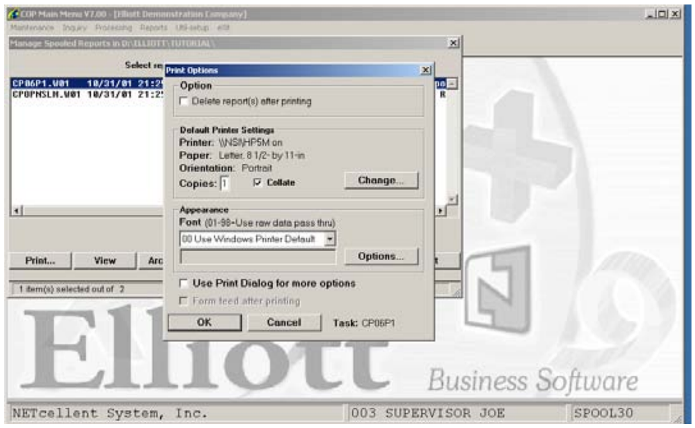
The following options are available:

- The screen displays the reports, which have been spooled and are available for printing. The program will allow you to specify which reports you want to print, (highlight report and hit Ctrl Enter). Along with the names of the reports, the program will display the date and time the report was started, and the station number from which the report was printed. If this selection is run from the COP menu then only reports spooled to disk from COP will be displayed.

- Select the desired mode from the lower **Print Spooled Reports** menu bar

Note: You can only select one report for viewing from this window
E-mail will take you to your default e-mail program

- **Select Print takes you to the window shown below:**



Option: Delete Reports after printing

Change: Change default printer
Specify number of copies and Collate

Options: Use Window Printer Default fonts or change to predefined font styles

Generate P/O Reference

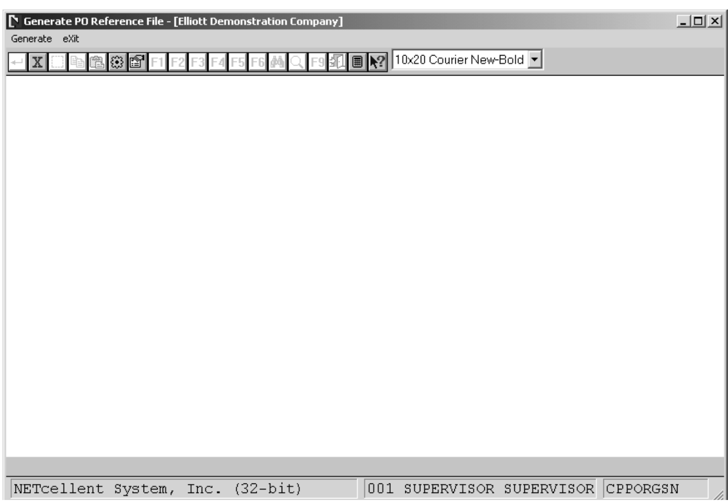
Application Overview

This feature allows you to search for an order or invoice by Purchase Order Number when doing inquires by Customer or Invoice numbers in Order Inquiry and Invoice Inquiry. This is extremely useful, especially since the customer seldom knows his Order or Customer Number, but always know his P.O. Number.

This is a **required maintenance process** the first time you use the system because it generates a file to hold the P.O. information. Additionally, it can be used as a utility tool to rebuild the file should you feel your data is incorrect or corrupted.

Run Instructions

From **COP Menu**, select **Util-setup**, **Generate po reference**, and then **Generate**



After you select Generate from the menu, the system will process internally and then prompt if if you want to print a P.O. Generate Summary Report to hardcopy, screen, disk, defer, or e-mail. The Summary Report is a one-line recap of how many P.O. references were generated.

Reset Customer Sales/Cost

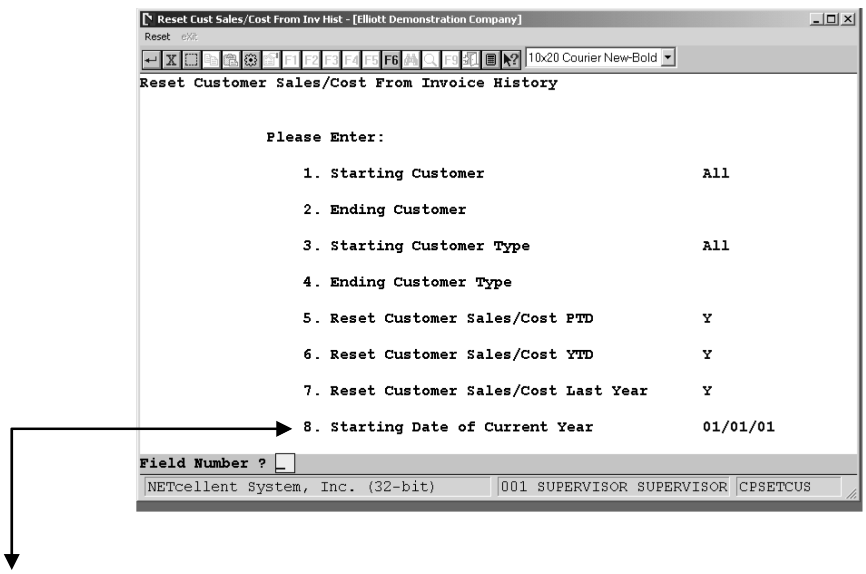
Application Overview

This feature is a safety feature if you forget to clear your A/R accumulators at month or year-end. Running it updates the Customers Period To date and Month To Date based on information stored in the Invoice History File.

Note: The Invoice History file stores sales and cost information posted in COP and does not reflect postings in the A/R package for sales, credit memos, or service invoices.

Run Instructions

From **COP Menu**, select **Util-setup**, **Reset cust sales/cost**, and then **Reset**



Note: Field 8 is also the same for Starting Date of Current Fiscal Year

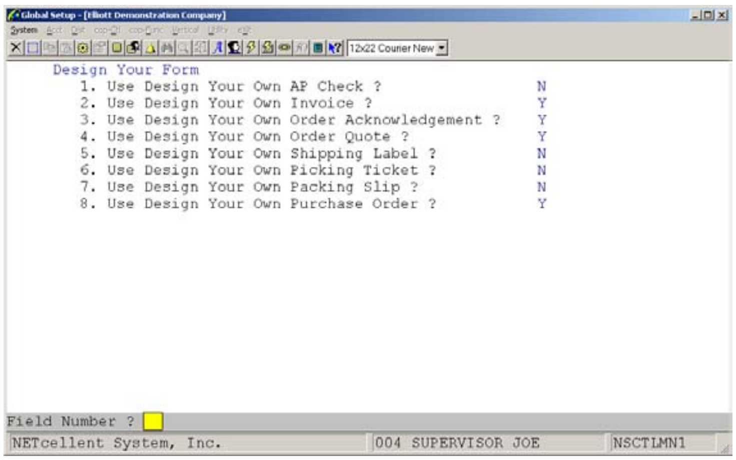
Design Your Own Order

Application Overview

This feature has the same flexibility and functionality as Design Your Own Invoice discussed earlier in Invoice Form Set Up.

Run Instructions

To run this program you need to enable it in Global Setup → System → Design Your Own Form



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Purge Invoice History

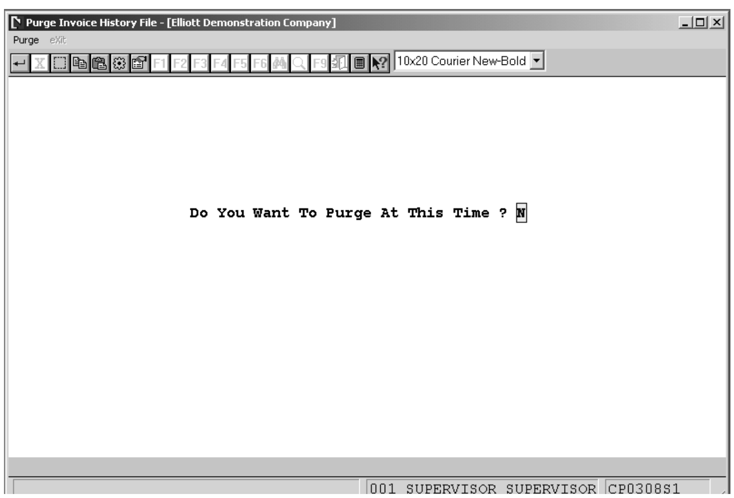
Application Overview

This enhancement purges the invoice history file. The user can enter the invoice cutoff date for the purge to end. All invoice headers and invoice line items will be deleted. This will help make invoice inquiry much faster. The user can purge invoice history any time that is needed.

The enhancement will print a report of all the invoices that have been purged. On the report, the order number, invoice number, type of invoice, invoice date, customer number and name, total sales amount, miscellaneous charge, sales tax, freight amount, and the total amount are shown. The report is concluded with a count of all invoices printed and grand totals for sales amount, miscellaneous charge, sales tax, freight amount, and total amount.

Run Instructions

From the **COP Menu** select **Util-Setup**, **Purge Invoice History**, and the **Purge**



1. If you select **"Y"** a second screen will appear asking you for a cut-off date.

2. After you enter the cut-off date and "N" to any changes, a second window will appear prompting you if you want to Print to hardcopy, Disk, Defer, or e-mail.

3. The Cancel Button in the second is your last chance to cancel the purge process as **all invoices before the cut-off date will be deleted**.

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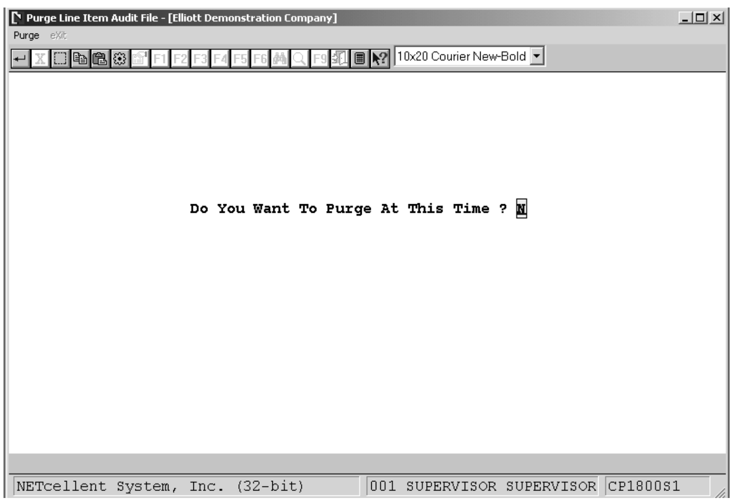
Purge Line Item Audit

Application Overview

This function will purge all history from the Line Item Audit Trail file. As with any purge process, you should ensure that you have any necessary reports for historical and record keeping purposes.

Run Instructions

From the **COP Menu** select **Util-Setup**, **Purge Line Item Audit,** and then **Purge**



1. If you select **"Y"** a second screen will appear asking you for a cut-off date.

2. After you enter the cut-off date and "N" to any changes, a second window will appear prompting you if you want to Print to hardcopy, Disk, Defer, or e-mail.

3. The Cancel Button in the second is your last chance to cancel the purge process as **all Line Item Trail data before the cut-off date will be deleted**.

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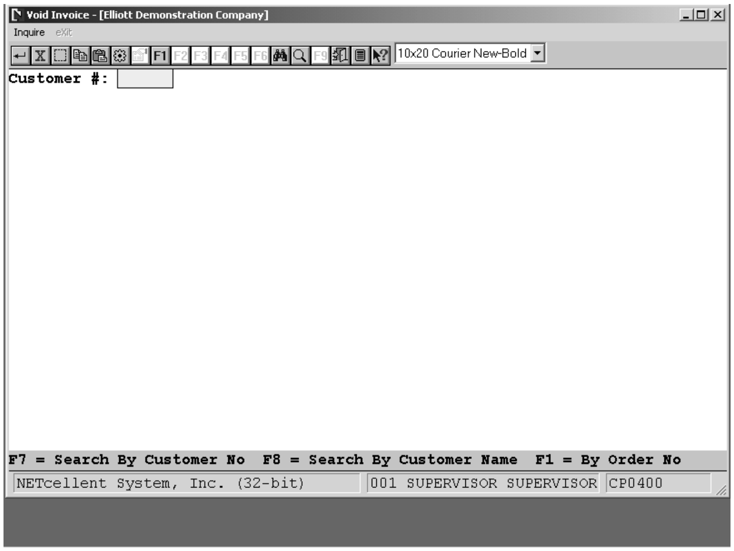
Void Invoice

Application Overview

This enhancement allows users to void a printed invoice **before** it is posted to Accounts Receivable. If already posted to Accounts Receivable, you must back it out (void) with a Credit memo.

Run Instructions

From **COP Menu** select **Util-Setup**, **Void Invoice**, and then **Inquire**.



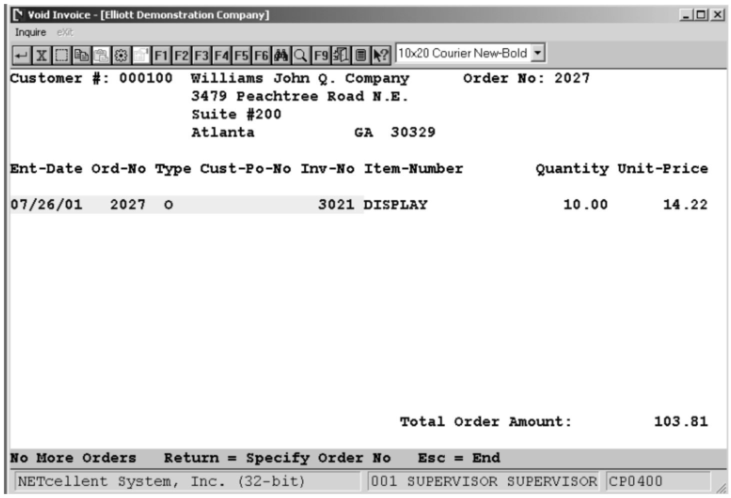
Void Invoice – Inquire Screen

1. Enter Customer Number
    a. F7 Key to search for by Customer Number
    b. F8 Key to search for by Customer Name
    c. F1 Key to search for by Order No.

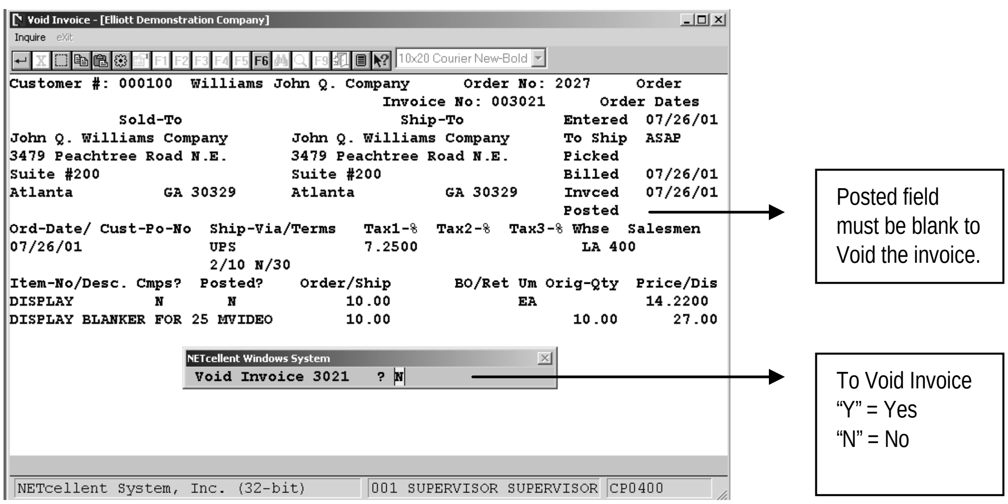
If you select to search by Customer Number or Name, a popup window gives you additional search fields for Telephone number, Contact, City, ZIP code, or Customer Type.

If you elect to search by Order Number:
F1 = List open orders
F2 = List all orders
F7 = Search by P.O. number
F8 = Search by Ship-To

After you have the Customer screen with open orders, see figure below, highlight he order number for the Invoice you wish to Void and press return.



Press return brings up a like window as shown below.



After you select “Y” or “N” you will be returned to the previous screen as displayed in figure at top of this page.

Cancel Order

Application Overview

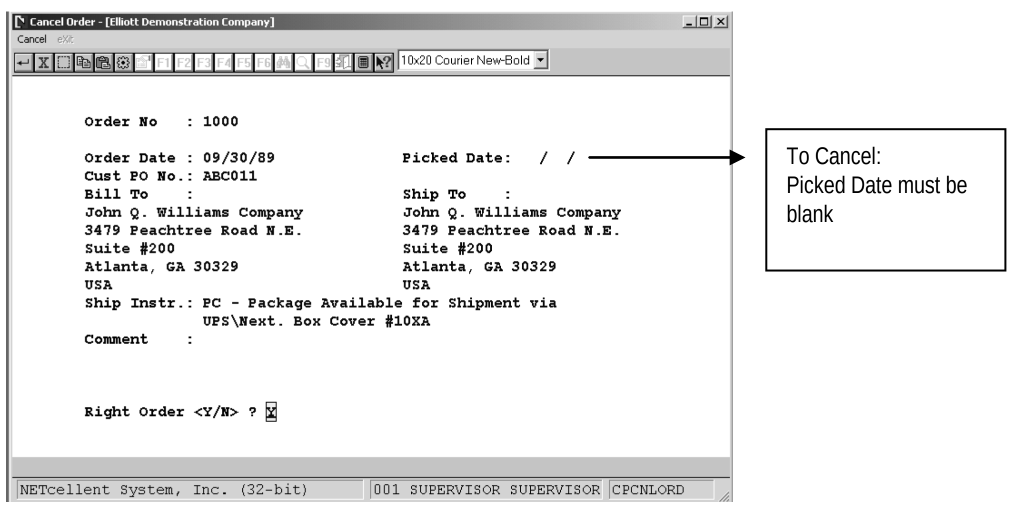
The program allows you to cancel open orders that have not been picked. If you need to cancel an order that has been picked, you must cancel the Pick ticket first.

In addition, this program allows you to:

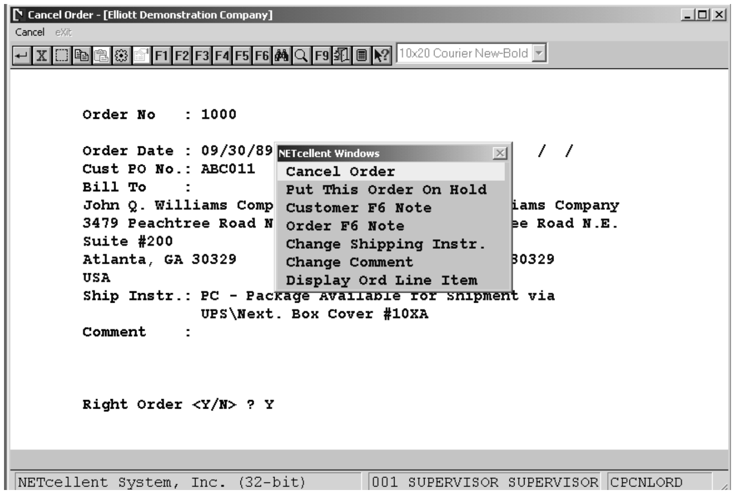
1. Put Order on hold
2. Add Customer F6 Note
3. Add Order F6 Note
4. Change Shipping Instructions
5. Change Order Comment
6. Display Order Line Items

Run Instructions

From **COP Menu** select **Util-Setup**, **Cancel Order**, and then **Cancel**.



If this is right order, select "Y" and Cancel window with additional options pops up. See figure next page.



If you elect to Cancel order and press <enter>, a confirmation message of order cancellation pops up.

Cancel Picking Ticket

Application Overview

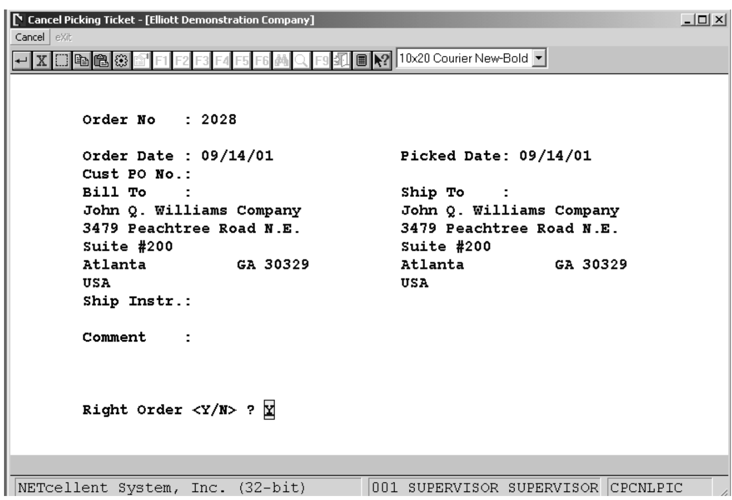
This function allows you to cancel Picking Tickets for picked orders that may need to be changed, were cancelled by the customer and already picked, or for many other reasons.

In addition, this program allows you to:

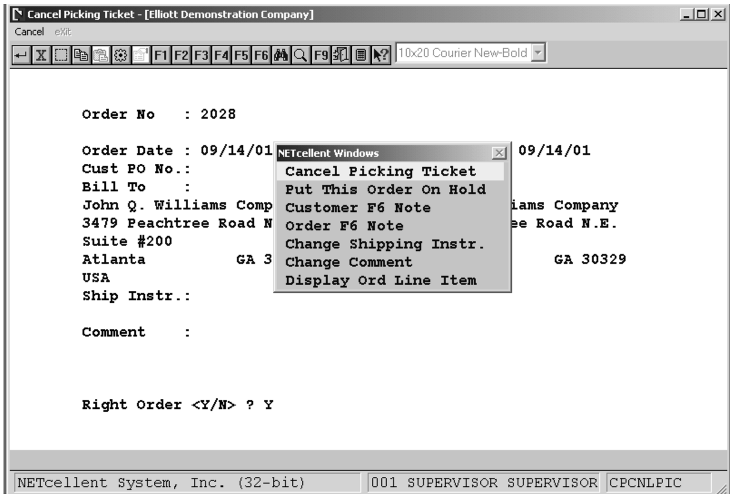
1. Put Order on hold
2. Add Customer F6 Note
3. Add Order F6 Note
4. Change Shipping Instructions
5. Change Order Comment
6. Display Order Line Items
7. Backorder the items on the Picking Ticket

Run Instructions

From **COP Menu** select **Util-Setup**, **Cancel Picking Ticket**, and then **Cancel**.



If this is right order, select "Y" and Cancel window with additional options pops up. See figure next page.



If you elect to cancel the Picking Ticket and press <Enter>, a confirmation message of Picking Ticket cancellation pops up.

Mass Price Change

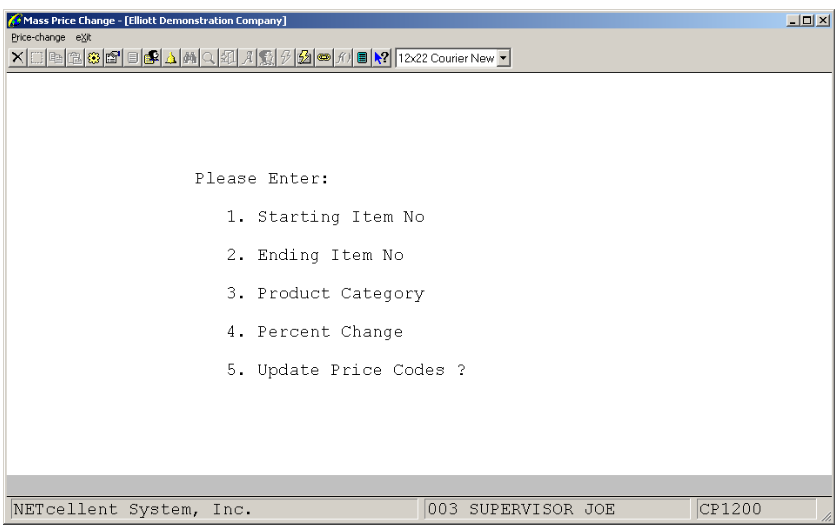
Application Overview

The Mass Price Change application allows you to modify the prices for a range of items. The program will request a range of item numbers, a specific product category, the percentage of increase or decrease and whether you wish to update price codes in the Price Code file. The program will then update the prices for all items in the Inventory Item File within the item range that also belong to the entered product category.

This enables you to easily adjust groups of prices so that you can respond quickly to price changes that affect product categories.

Run Instructions

Select Mass Price Change from the pull down COP Util-Setup window. The following screen will then be displayed:



The following options are available:

* Select the desired mode from the Mass Price Change menu bar

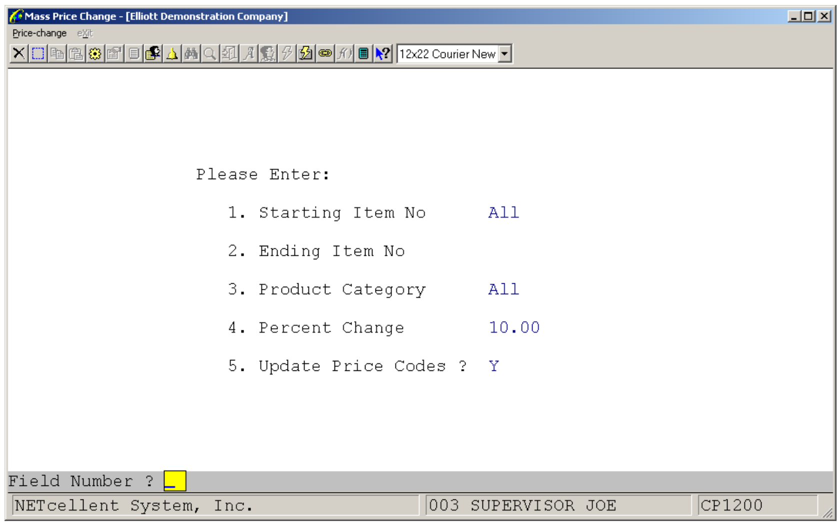
* Enter the parameters that are requested for the range of items that will have their prices affected.

* A confirmation screen will then appear. This screen will display your parameter selection and ask if you are sure you wish to go ahead with the processing. If you answer Y, processing will commence and the program will return for entry of new parameters once processing is complete. If you answer N, the program will return to the parameter entry screen without processing any item.

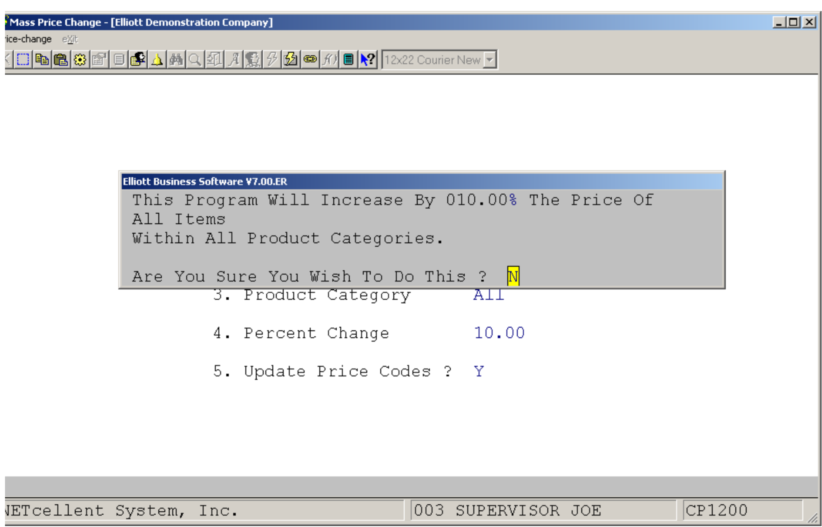
To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Item No	15 alphanumeric characters. Enter the item number for the beginning of the item range which you want to change. This item number does not have to be on file. Defaults to All.
2. Ending Item No	15 alphanumeric characters. Enter the number for the end of the item range. Defaults to the starting item number.
3. Product Category	3 alphanumeric characters. Enter the product category for the items which you want to change. Defaults to All.
4. Percent Change	5 numeric digits with 2 decimal positions and an option minus sign (999.99-). Enter a positive or negative percent. Entering a positive number will increase the item price(s), whereas a negative one will cause a decrease by the above percent.
5. Update Price Codes ?	Y or N. Enter whether you want to update item prices in the Price Code file with this change or not. Default is N.



Mass Price Change



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Sales Order Export

Application Overview

The export module is designed to export COP Sales Orders, Invoices and Invoice history data to a user defined formatted ASCII file. The application can be used for EDI or any other applications that you may think of.

Run Instructions

This is an Elliott Vertical Module requiring a separate user license. Please contact our Sales Department for additional information.

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Sales Order Import

Application Overview

The **Sales Order Import** module is designed to import a pre-defined ASCII file to create COP sales orders. It is intended to provide an easy way for developers to create add-on solutions for creating sales orders. This includes, but is not limited to, EDI (Electronic Data Interchange), e-Commerce and using a notebook computer or portable device to capture off-line sales orders. Since a third party developer does not need to know how to allocate inventory, determine pricing, commission, sales tax and update various different files that are required to create a sales orders in Elliott, the task is easy to accomplish.

Not only does this relieve the developers' burden to interface with Elliott's Btrieve® or Micro Focus® ISAM files, it also simplifies the task to create a sales order import ASCII file by providing a minimum number of fields. The only required fields are the customer number and item number in the ASCII file. For other fields, the system will honor the information in the ASCII file if they are present or if a field is left blank a default value is assigned. Therefore, a developer only needs to populate a few important fields that are relevant to its application without needing to know the meaning of every field.

Run Instructions

This is an Elliott Vertical Module requiring a separate user license. Please contact our Sales Department for additional information.

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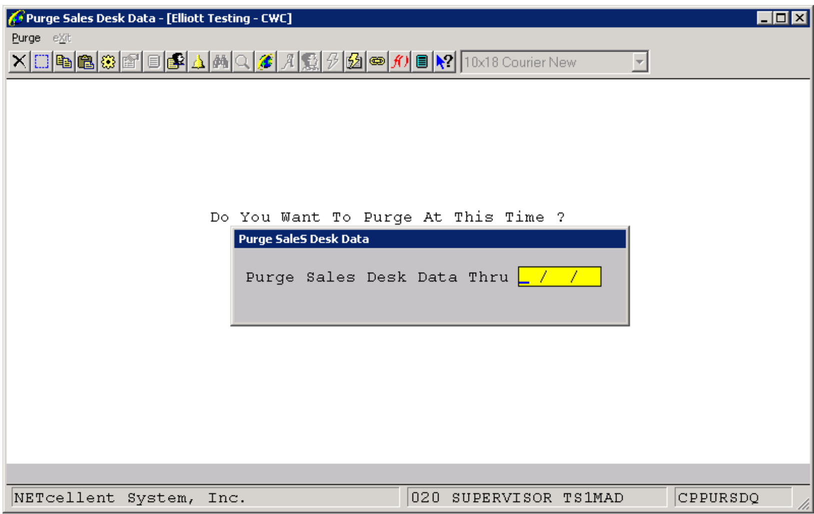
Purge Sales Desk Quote

Application Overview

Quotes entered in Sales Desk can be purged quickly and easily. You are asked if you wish to purge and then prompted for a cut-off date.

Run Instructions

COP Main Menu → Util-Setup → Purge Sales Desk Quote → Purge



A report listing all of the quotes that were purged can be printed to the printer, to disk, deferred or emailed.

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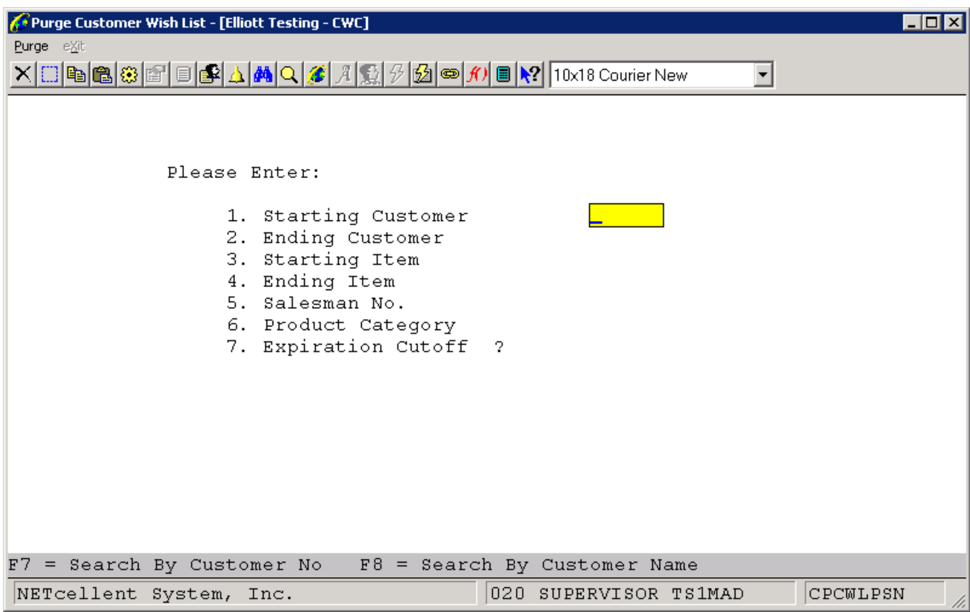
Purge Customer Wish List

Application Overview

Maintenance functions do not exist for the Customer Wish List file. Entries can be added constantly to this file, so a purge function is needed to keep it from growing too large. A range of customers, a range of items, one or all salesmen, one or all product categories and a cut-off date can be specified.

Run Instructions

COP Main Menu → Util-Setup → Purge Cust Wish List → Purge



A report listing all of the entries that were purged can be printed to the printer, to disk, deferred or emailed.

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Global Setup

Bill of Lading

Application Overview

This feature is designed to print a Bill of Lading form used by trucking companies for shipping. Our primary goal is to save time by filling out the Bill Of Lading forms for the shipping department staff. In order to use this feature, users are required to have one of the following forms: 1) A short form which is seven inches long, RapidForm form number 25654, or 2) A long form which is 11 inches in length, form number 22824[§]. **For the best result, the long form is recommended**. A sample of each form follows the last page of this enhancement.

Run Instructions

Before utilizing the function of printing a bill of lading, you need to set up Bill of Lading through the setup process. You can choose to either accept the default settings or customize the printing.

Elliott main menu → Util setup → Global setup → cop-ctl → Bill of lading

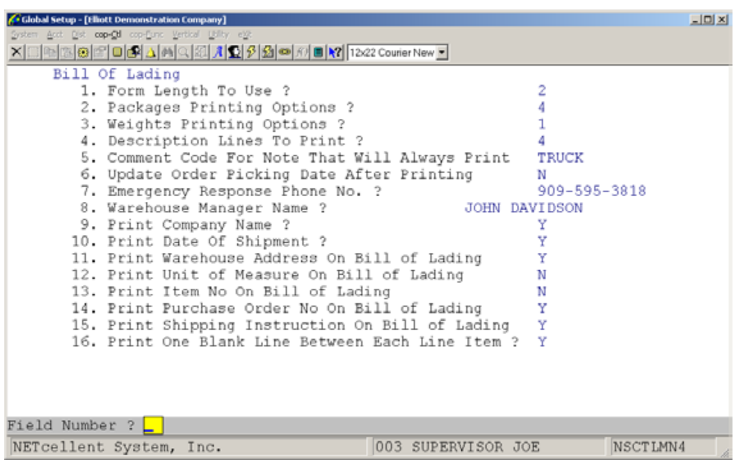

Figure 4A.1 shows the setup screen for Bill of Lading.

[§] Both forms are in four-part, and are available through RapidForms by phoning 800-257-8354.

1. Form Length To Use?

This flag controls the type of Bill of Lading form to use (4A.2). Enter “1” if you wish to use the RapidForms Short Form #2565, or “2” for the long form #2282. For the best result, the long form is recommended.

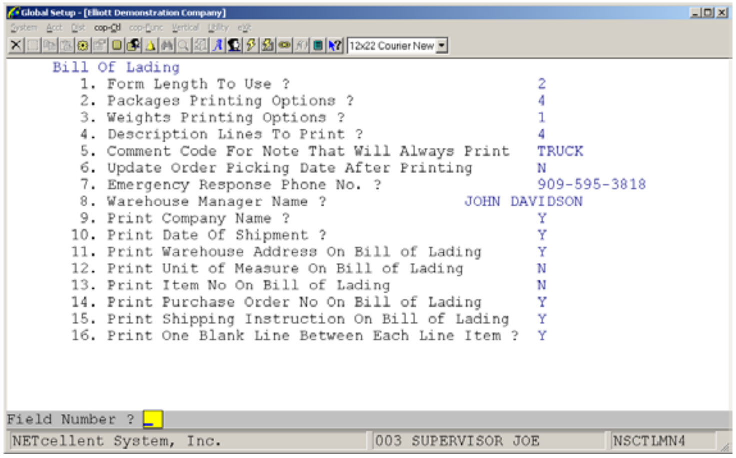

Figure 4A.2

2. Packages Printing Options?

On the Bill Of Lading form, the user has to specify the number of packages. This question gives the user three options:

1) Always Use Qty To Ship,
2) Select During Order Entry, and
3) Leave Blank.
4) Qty-Ship/Item User Amount

If the user enters 1, the system will grab the Qty Shipped information from the Order Line Item file to put it on the form. If you enter 2, system will require the user to specify the number of packages in the Order Line Item screen manually as is shown in Figure 4A.3. Choosing option 3 will leave the No. Packages column blank and the warehouse staff will fill it out manually. Choose option 4 = Equal Qty-Ship/Item User Amount. Item User Amount is a convention in Elliott to stand for Qty per Box for each item. If you do specify this information, then system can automatically determine number of box for each line item when printing Bill of Lading.

3. Weight Printing Options?

This flag controls the weight printing on the Bill of Lading form. You have three options:

1) Item Weight,
2) Leave Blank, and
3) Manual Entry.

Option 1 basically will retrieve the Item Weight from the Item File. Option 2 requires the warehouse staff to fill in the weight manually. Option 3 will prompt you to enter the total weight for each line item during order entry.

4. Description Lines To Print?

This flag gives you four options to control how the package description should be printed on the Bill Of Lading form. They are:

1) Line Item Desc 1 + Usr Def Code Desc,

2) Line Item Desc 2 + Usr Def Code Desc,
3) Both Line Item Desc + Usr Def Code Desc, and
4) User Def Code Desc Only.

User defined code stands for the category of the item. For example, if you are a monitor manufacturer, you probably will not put your item description of “Model 7682 1024x768 15” Flat” on the bill of lading since the trucker wouldn’t understand what it means. Chances are, you will put something like ‘15” VGA Monitor’ on the bill of lading. The trucker should be able to understand this and it conforms to the Department of Transportation’s regulation. You will need to set up a user defined code of ‘15” VGA Monitor’ and indicate the item’s user defined code in item file maintenance.

If you enter “1,”, the first line of the Line Item Description and the User Defined description will be printed on the form, wereas option “2” will make the system print the second line of the Line Item Description in the Order Line Item file plus the description in the User Defined File, or “3” for all the Line Item Description 1, 2 and the User Defined File description; option “4” will have only the User Defined Description printed in the Package Description column of the form. **When you specify “4,” the system can also consolidate bill of lading line items for line items on the order with identical user defined codes.**

5. Comment Code for Note That Will Always Print
If this is your first time using this enhancement, we suggest you leave this field blank and get familiar with our Note Function Enhancement first. The code specified here refers to the notes associating with this code in the Note Windows. This flag allows you to select a predefined note that will always print on the Bill of Lading. This is a global setting. Once set, all bills of lading will be printed with this note. If you do not have such a global note to always print on the bill of lading, you should leave this field blank. More specific notes like order, customer, item or line item notes can also be printed on the Bill of Lading (refer to the Note Function Enhancement).

6. Update Order Picking Date After Printing?
If you are using Bill of Lading as your picking ticket, answer “Y” to this question. If you print a picking ticket separately from the Bill of Lading, you should answer “N.”

7. Emergency Response Phone No.?
The Department of Transportation requires you to provide an Emergency Response Phone Number in case of a disaster, like a truck spill on the highway.

8. Warehouse Manager Name?
You can enter name of the person in charge of the organization’s shipments. The name entered here will be designated as a contact person in the company for emergency dealings.

9. Print Company Name?
Depending on whether you have a generic form or a pre-printed form with your company’s name and logo, you will answer “Y” or “N” accordingly.

10. Print Date of Shipment?
This is a Yes/No flag triggering the printing of the shipment date on the top of the BOL. The date will be entered during the printing routine.

11. Print Warehouse Address On Bill of Lading?
Answer “Y” if you wish to print the warehouse address on the Bill of Lading.

12. Print Unit of Measure on Bill of Lading?
Answer “Y” to use this function.

13. Print Item No. On Bill of Lading?

Answer "Y" to use this function.

14. Print Purchase Order No. On Bill of Lading?
If you are using the Bill of Lading as a picking ticket, chances are you want to answer "Y" to print the customer purchase order on the Bill of Lading.

15. Print Shipping Instructions On Bill of Lading?
Answer "Y' to use this function.

16. Print One Blank Line Between Each Line Item?
Answer "Y" to use this function.

USING BILL OF LADING

Information On Bill Of Lading

There are two files that the user has to maintain to ensure the correct information will be printed on the bill of lading forms. The first file is the User Defined File, and the second is the Item File.

A. User Defined File-

The User Defined File controls the information printed on the bill of lading forms. The records created in this file will be used in the Item File so that each individual item has clear information for the bill of lading.

As its name suggests, the User Defined File can be named by the user. Usually the more descriptive the literal, the better it is for the user. The literal defining of this file is done in Inventory Maintenance (please refer to that manual). The user may either choose the default value or enter any custom literal. In our example, we use the default code, User Defined Code, as the literal in the User Defined File. The User Defined Code will later be used in the Item File for an item so that the corresponding User Defined Code Desc, User Defined Code Class, Hazardous Material, Item Category, and the ERG# information can be printed on the bill of lading forms. Figure 30.1 illustrates what we have created for this file.

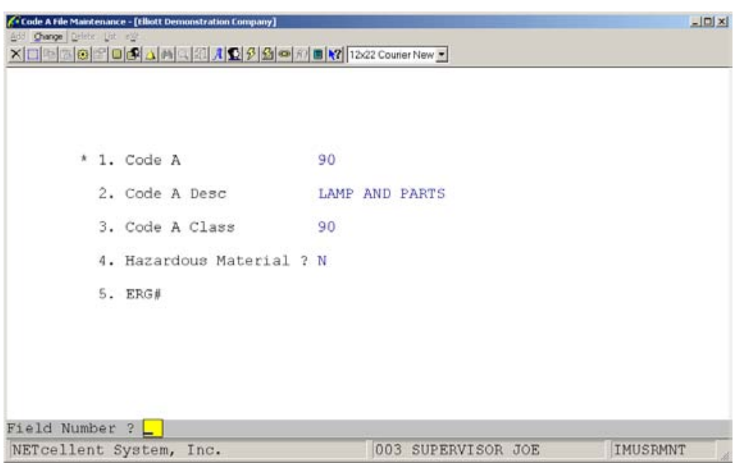

Figure 4A.5. A User Defined record has been built for the Item File to print the information entered here on the bill of lading forms.

1) User Def Code-- A code uniquely identifying each User Defined record. It will be used in the Item File identifying which shipping category of the trucking company that a particular item belongs to.
2) User Def Code Desc-- A detailed description of a shipping category of the trucking company. This piece of information will be printed in the column "KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS" on the form.
3) User Def Code Class-- This field specifies which class of rate that the trucking company charges for the item's corresponding shipping category code (equivalent to User Def Code in our example). It will be printed in the column of "CLASS OR RATE" on the form.
4) Hazardous Material-- This field will be printed in the column of "HM," which indicates whether the item's corresponding shipping category code contains hazardous material or not. The user answers either "Y" or "N" to this question. **If the shipment contains hazardous materials, the long form must be used.**
5) ERG#-- This field has been regulated recently by the government. It requires the user to enter a two-digit Emergency Response Group Code for emergency response personnel to provide proper services when there is a hazardous material spill.

B. Item File-

Once the user sets up the User Defined File, the records can be used to print useful information on the bill of lading. Figure 4A.6 shows that Field 4 contains the code description that we have seen in Figure 4A.5. "90" is used for the Item No Clock.

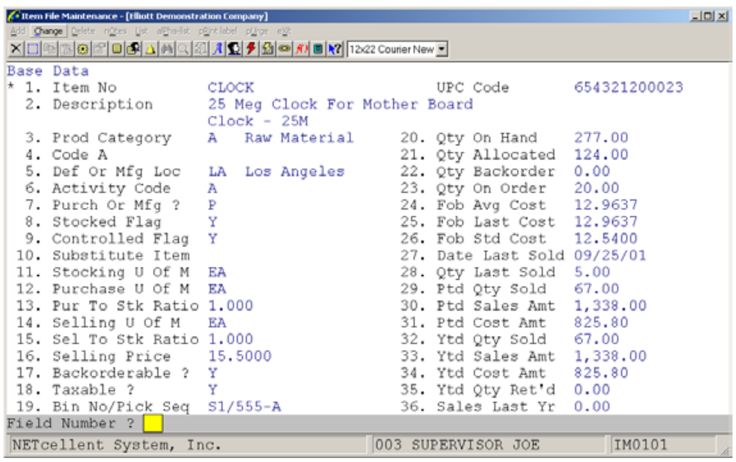

Figure 4A.6 In the Item File, the user has to enter the code that he/she established in the User Defined File to print the information on the bill of lading.

HOW TO PRINT THE BILL OF LADING

There are three files involved in the Bill Of Lading printing. They are the Ship Via File, the Customer File and the Order Header File. Each one of these have a chain reaction effect on the other. The user has to make sure that these files are set up accurately to print out the bill of lading. Therefore, we will discuss these four files as well as the bill of lading printing. **Remember, it is a pre-requisite to establish a correct relationship among these related files.**

A. The Chain Reaction Effect

This effect derives from the fact that the bill of lading printing is controlled by a flag set up in the Ship Via File. In other words, when the user enters the customer information in the Order Header, he/she has to be certain that this particular customer has a Ship Via code that contains a printing control flag. Figure 4A.7 depicts this so-called chain reaction effect. The detailed linking relationship will be stated in paragraph B, C, D and E in this section.

B. Ship Via File

The Ship Via Code File Maintenance contains the flag that controls printing of the Bill of Lading (Figure 4A.7).

C. Customer File

As paragraph A and B state, the Ship Via has to be specified in the Customer File. Therefore, the Ship Via code AB that is set up with a legitimate Carrier Code can be applied to the customer record. The Ship Via field for B&J Enterprises (Figure 4A.7b) is AB. The user will notice later that when we use this particular customer during the Order Entry session, the corresponding bill of lading information can be printed.

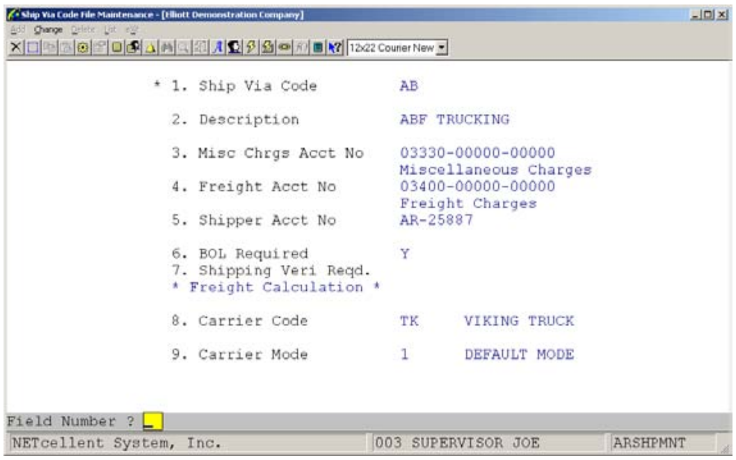

Figure 4A.7 Field 6 prompts “BOL Required”, answer “Y” to print BOL.

D. Order Header File

This is the last setup step for the user to go through to print out the bill of lading information. In the previous paragraph, we have established the correct Ship Via code for Flaum Consultants, Inc., so we will continue using this example to proceed with the order entry. Figure 4A.8 shows a customer set up to use BOL.

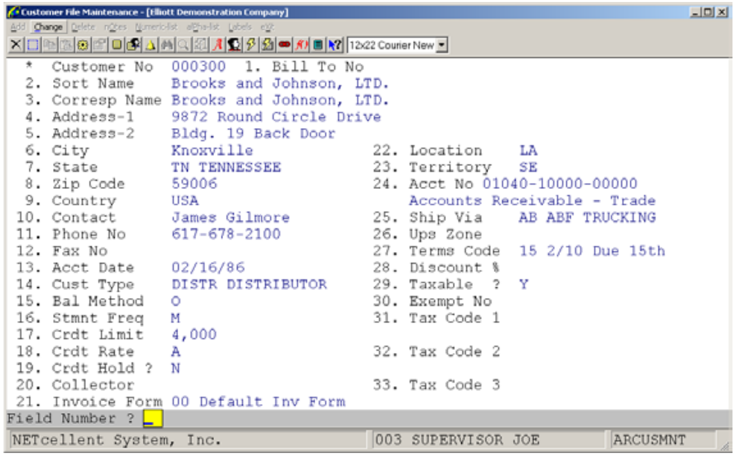

Figure 4A.7b Field 25 of this customer record indicates that TC is being used for the future bill of lading printing.

E. Bill Of Lading Printing

After setting up this enhancement, you can now begin to print Bills of Lading. Select COP → Processing → Print Pick/Pack Tickets & Ship Labels → Print → Bill Of Lading, and then fill in the Bill Of Lading Processing screen as in Figure 4A.9. For the Order Types To Print field, the user has three options: 1) printing “O”, Type O orders, 2) “I”, Type I orders, and 3) “B”, both types of orders. Since the user is assumed to understand different types of orders in COP, the meanings of these three types will not be discussed in this documentation.

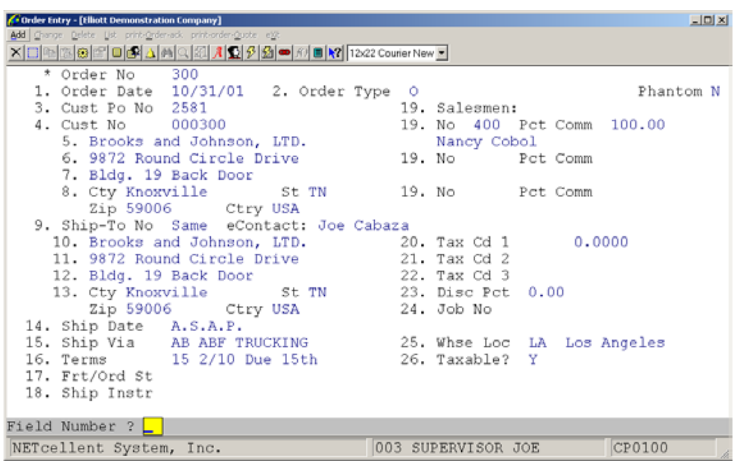

Figure 4A.8 B&J Enterprises is a “bill-of-lading legitimate” customer in our example and is used for Order Entry.

After the user specifies the order type(s), the system will prompt the user to specify the Billing Types To Print. He/she can then choose "B"illed types only, "U"nbilled types only, or "A", both.

Field 5 in this printing screen is the Blank Line Between 2 Items. The user may answer "Y" to leave a blank line between 2 items or "N" to have no blank lines.

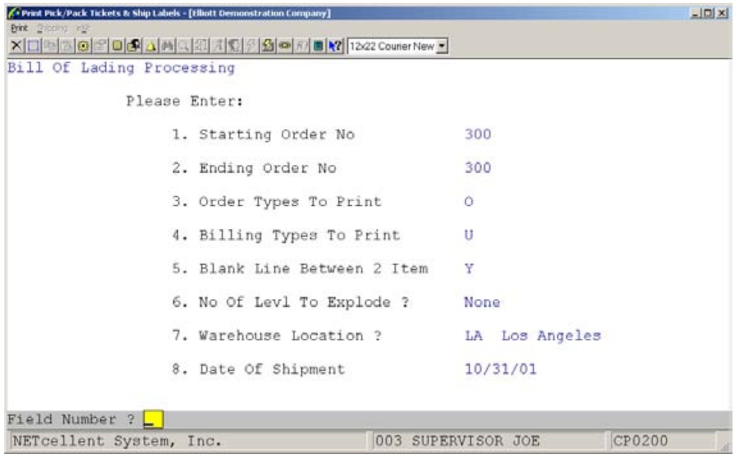

Figure 4A.9 Bill Of Lading printing header screen. It allows the user to print either "O" type of orders, "I" type of orders or both.

Checking Criteria For The Bill Of Lading

If the Bill of Lading is not printing, please check the following:

1. Order Header File:

   The order number must be between the starting order and ending order (Screen Criteria 1 & 2).

   This order cannot be posted.

   The order type cannot be a Credit Memo ("C").

   The order type to print is "O" (Screen Criteria 3), and the order type is "O".

   The order type to print is "I" (Screen Criteria 4), and the order type is "I".

   The billing type to print is "B" (Screen Criteria 4). The order is selected or invoiced.

   The billing type to print is "U" (Screen Criteria 4), and the order is complete.

   The order Ship Via Code must exist (Order Header Screen Field 15).

   Use the Freight Calculation enhancement (license and control).

The carrier code in the Ship Via Code exists (Ship Via Code Maintenance Screen Field 5).

2. Order Line Item File

No Comment Item.

The line item cannot be posted.

The line item qty. to ship is not <= 0.

The billing type to print is “B” (Screen Criteria 4), and the line item is selected.

This is a sample of a short form, number 25654

This is a sample of a long form, number 22824

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Copy Order

Application Overview

This enhancement was designed for three purposes: (1) it gives you the ability to replicate an order from any type of order, (2) it allows a blanket order to be copied for release, (3) it lets you copy a live order from a previously released order, (4) it lets you copy an order to a quote and delete the original order, and (5) It gives you the option of selecting the method of assigning the request and promise date when copying an order.

Run Instructions

Elliot Main Menu → Util setup → Global setup → cop-ctl → Copy order

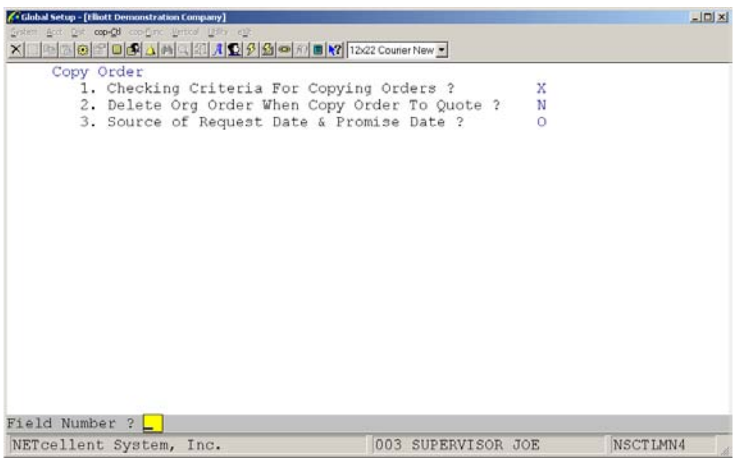


Figure 4B.1 shows the setup screen for Copy Order.

Field Entry Descriptions

1. Checking Criteria For Copying Orders?
   Copy Order has three safeguards that you can choose to ensure the right billing and shipping addresses. They are (1) No checking - “X”, (2) Check for Bill-To - “B”, and (3) Check for Ship-To only - “S”.

A. No Checking -- X
This means that no checking will be made between the customer's Bill-To, and Ship-To addresses when you enter the Order Entry Header.

B. Checking For Bill-To -- B
There are two other parameters that the user can set up-- "B", check for bill-to address, and "S", check for to ship-to address. Whether "B" or "S" is used depends on how the user sets up customers that have multiple locations. For example, Kimoto USA Inc. has locations in California, Georgia, Illinois, and New Jersey. If Kimoto USA, Georgia is set up as a headquarters as well as an individual customer in the system along with three other customers by different locations, "B" will be an appropriate parameter. Since the headquarters is where the invoices go, the bill-to address should be verified when processing the order entry. Therefore, "B" should be used in this case. This example will be presented in the section **Copying Quote Types of orders.**

C. Checking For Ship-To -- S
Continuing Kimoto USA's example described above, if Kimoto USA, Georgia is established as one customer with four locations as ship-to addresses, this would call for a check for the ship-to, "S". Therefore, "S" would be appropriate in this situation. This example will be presented in the section **Copying Quote Types of orders.**

2. Delete Org Order When Copy Order to Quote?
If you wish to delete the original order after copying it to a quote, then answer "Y" to this question.

3. **Source of Request Date & Promise Date?**
There are four options for this flag: "D" = Always System Date, "S" = Always Shipping Date, "O" Always Original Request & Promise Date, & "P" = Prompt. The purpose of this flag is to assign the date to the copied order.

Customer Item Reference Setup

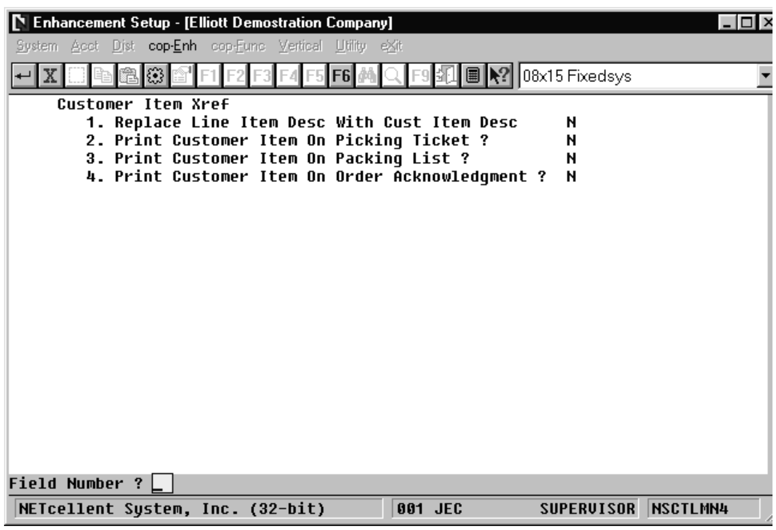
Application Overview

Some customers place orders using their item numbers rather than yours. Without a proper cross-referencing system, it may not be easy to understand which item the customer is referring to and could lead to situations such as shipping the wrong item, consuming time to verify the correct item ordered, or even possibly, losing the sale. This application allows defining a cross-reference system.

Run Instructions

Before setting up customer cross-reference item numbers, you must define where and how you want to use them. To do this, go to:

Main Menu → Util-setup → Global setup → cop-Ctl → customer Item x-ref. The following screen will then be displayed:



Customer Item Xref Setup Screen

Entry Field Descriptions

NAME	Type and Description
1. Replace Line Item Desc With Cust Item Desc	Replacing item description applies to Pick Tickets and Invoice Printing. Select "Y" = Replace when not blank. Blank item descriptions are usually reserved for specific purposes. Select "N" = Do Not Replace Select "M" = Merge on Printing

2. Print Customer Item On Picking Ticket	Select "N" = Do Not Print Select "Y" = Print On Picking Ticket
3. Print Customer Item On Packing List	Select "N" = Do Not Print Select "Y" = Print On Packing List
4. Print Customer Item On Order Acknowledgment	Select "N" = Do Not Print Select "Y" = Print On Packing List

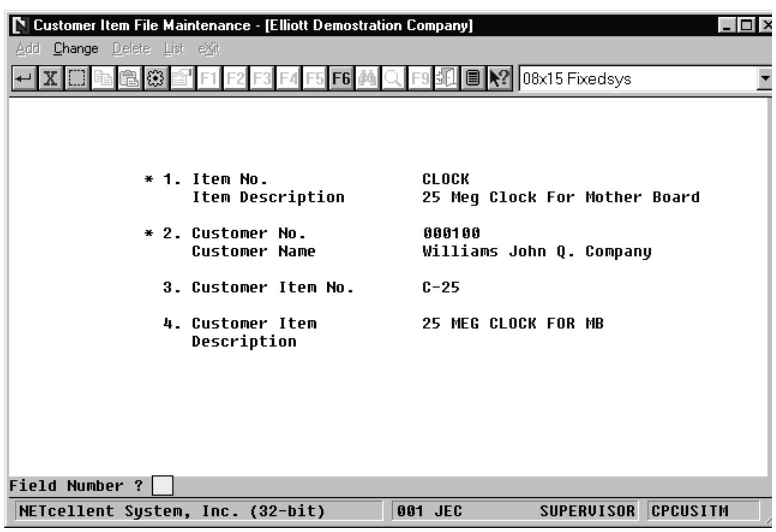
* Complete the setup screen to your specifications.

Using Customer Item Cross Reference

Maintaining Customer Item File

Before understanding which items your customers are referring to by using their item numbers, you need to build a cross reference table to match customers item numbers to your item numbers. To do this, select COP → Maintenance → Customer Item File.

The maintenance screen appears. This screen consists of three major fields to build a cross-reference record for a customer's specific item. Once the records are created, the user can use the search function key at COP line entry to find the customers item number to fill in the Item No. field.



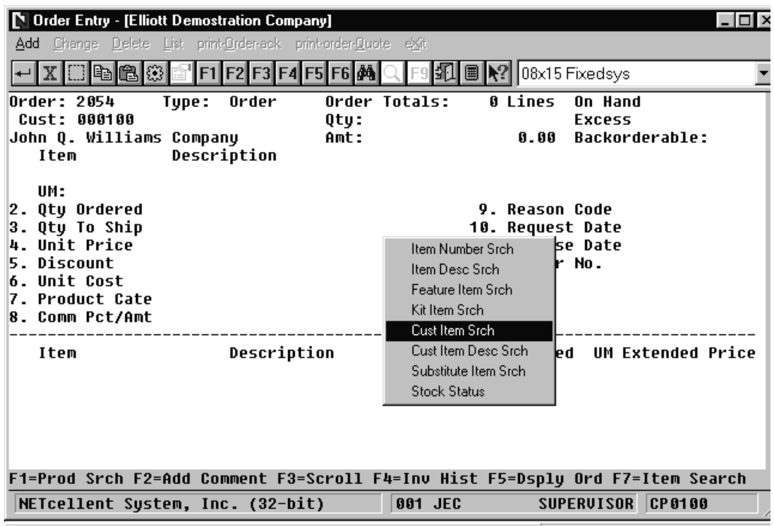
Customer Item File Maintenance Screen – Change Mode

Like other Elliott maintenance program windows, the user can also perform Change, Delete, and List for Customer Item records.

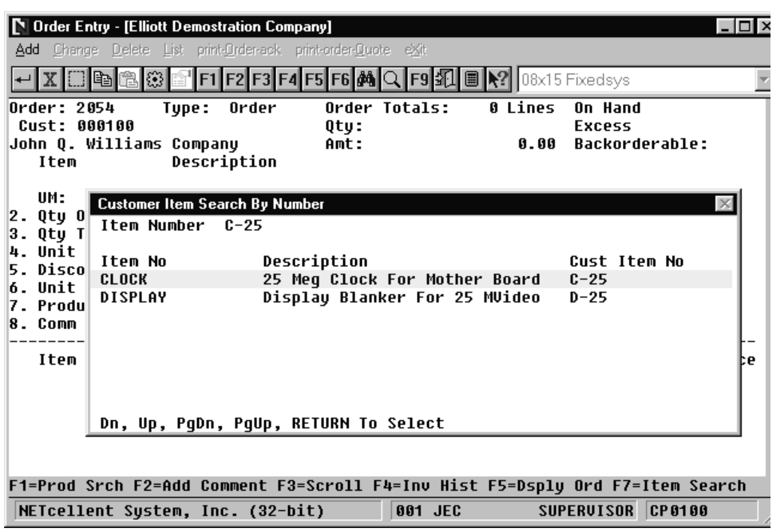
Utilizing Customer Item Cross Reference in COP Line Item entry

a. Customer Item Search

At the Item No. field, press the F7 key to select Cust Item Search. Choose to search by Item Number or Customer Item Description. In the search screen, type in the Item No. or Customer Description as described by the customer. The search by Customer Item will display your Item Number, Description, and Customer Item Number. The search by Customer Description will display your Item Number, Customer Description, and Customer Item number.



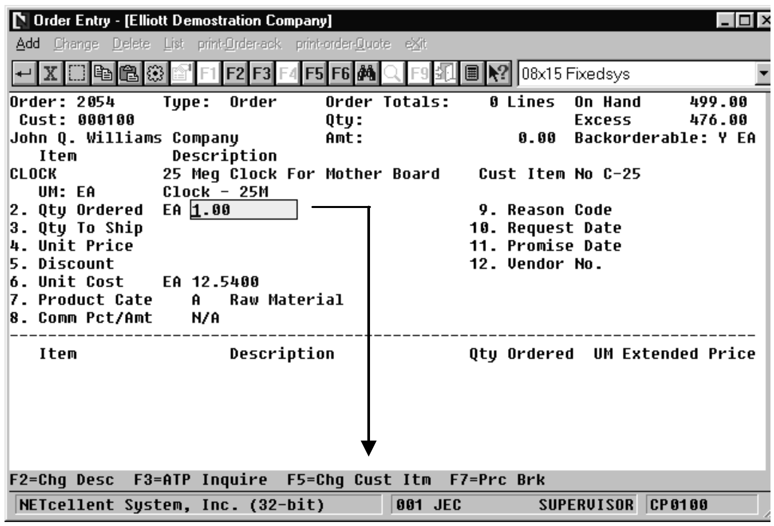
F7 Key – Customer Item Search



Customer Item Search by Customer Item Number

Changing A Customer Item Record On-the-fly

Upon the selection of the item being ordered, the screen will display the Customer Item No. to the right of your Item No. and move the cursor to the field 2, (Qty Ordered). At this point, the user can change the Customer Item No. if the customer requests changing it or the description. Press **F5, (bottom menu bar options),** and the system will move the cursor back to the Customer Item No. field for changes to Item Number, Description 1, and Description 2.

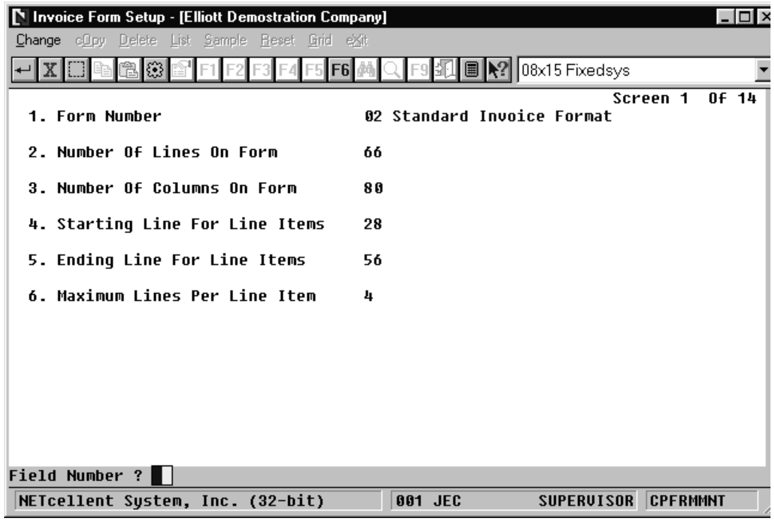


Changing A Customer Item Record On-the-fly

Printing Customer Item No. On Invoices and Picking Tickets

If you have turned on the control flag to print customer item number on the picking tickets in the Enhancements Setup, the Customer Item No. will be printed on the invoices as well as the picking tickets if there are any. To print the Customer Item No. on the invoice, you must set up an extra printing field for the invoice form that is used for billing. There is no setup required for picking tickets.

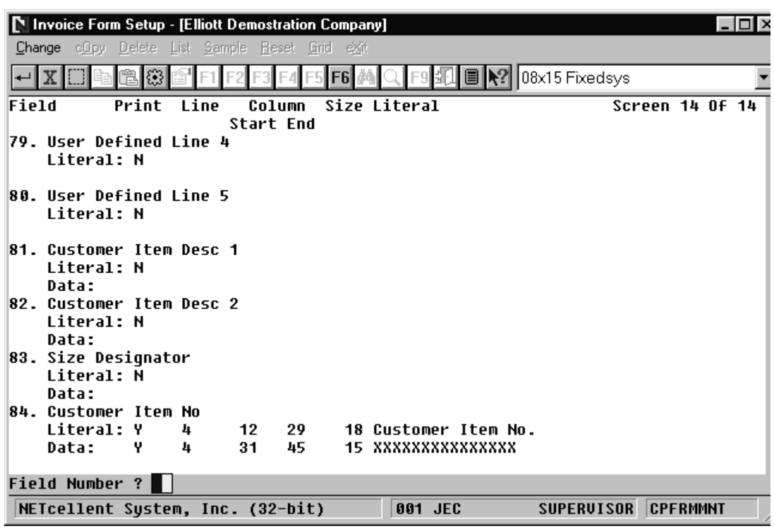
Invoice Printing With Customer Item No. Setup
Go to COP → Util_Setup → Invoice Form Setup, and then select Change to bring up the desired form to which you would like to add the extra field.



Invoice Setup Screen

Field No. 6: Make sure to consider the extra line you will put in for printing the Customer Item No.

Proceed to the last screen of this Invoice form format to enter the printing specification for the Customer Item No. and/or Customer Item Description.



Invoice Setup Screen

Field 84 shows the printing specification for the Customer Item No. The specifications for this field are user-defined to allow you specific invoice forms for specific customers.

```
10.00 04/04/00 CLOCK                        A-5555-A EA    10.00 ..........
                   25 Meg Clock For Mother Board
                   Clock - 25M
                   Customer Item No :C-25
```

Picking ticket – Line Item Example

(When setup flag = “Y” to print Customer Item Number on Picking ticket)

```
0.00        10.00   CLOCK                15.5000       EA        113.15
                    25 MEG CLOCK FOR MB             27.00
C-25
```

Invoice – Line Item Example

(When setup field 1, Replace Line Item Description with Customer Description, flag = “Y”

Freight Calculation

Application Overview

The Freight Calculation function provides you with a convenient and flexible method of calculating freight charges. Perhaps, in the past, you have had to look up the carrier freight charge and the carrier freight zone to figure out what amount to bill, and then look up other charges such as AOD charge, COD charge, hazardous material charge, etc. With the **Freight Calculation** feature, the system will handle all the freight calculations for you in just a few seconds. It not only saves you time, but is also very simple and easy to use.

Freight Calculations Summary

Freight calculations are done in the billing screen of COP Order Processing. If would like access to the billing screen for “O” type and “Q” type orders, you can enable feature in Order Billing Screen setup.

You can also perform freight calculations for an order from the COP Inquiry Menu. This is especially useful when you need to discuss shipping charges with your customer.

All the information required for freight calculations is predefined in four files for the following carriers:

1. UPS
2. Fed Ex
3. RPS
4. U.S. Postal Service

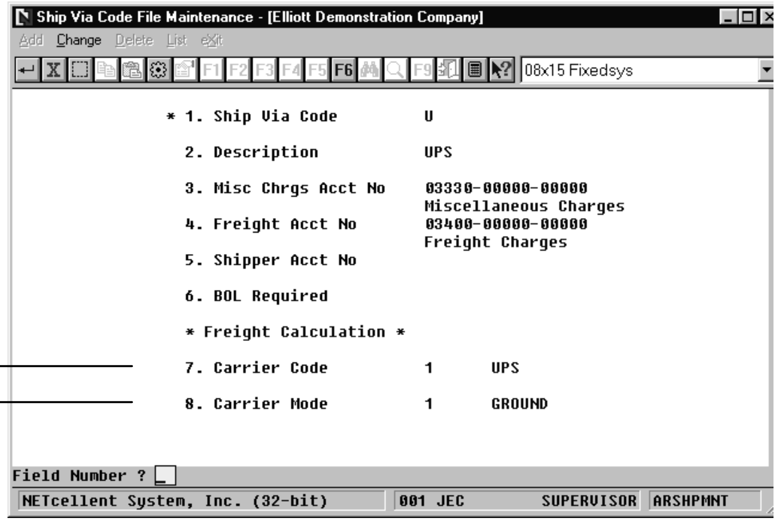
NOTE: You have the ability to add additional carriers.

The four predefined **A/R files** containing all carrier information are:

1. Carrier File
2. Carrier Mode File
3. Freight Rate File
4. Freight Zone File

Note: The Freight Zone File is location dependent. Setting up an additional location for your geographical area will be discussed later in detail.

Once you have properly setup the above four files in **Accounts Receivable Maintenance**, you must update the two new fields added to the A/R Ship Via Code file. This file tells the system what information to use for freight calculations.



Updated A/R Ship Via Code File

New fields added to Ship Via Code File

Auto Freight Calculation Process:

1. System reads the order Ship Via Code in the Order Header
2. Systems reads the carrier code and mode from the Ship Via Code
3. Systems reads the Rate Table for UPS Ground
4. Systems reads the Freight Zone file

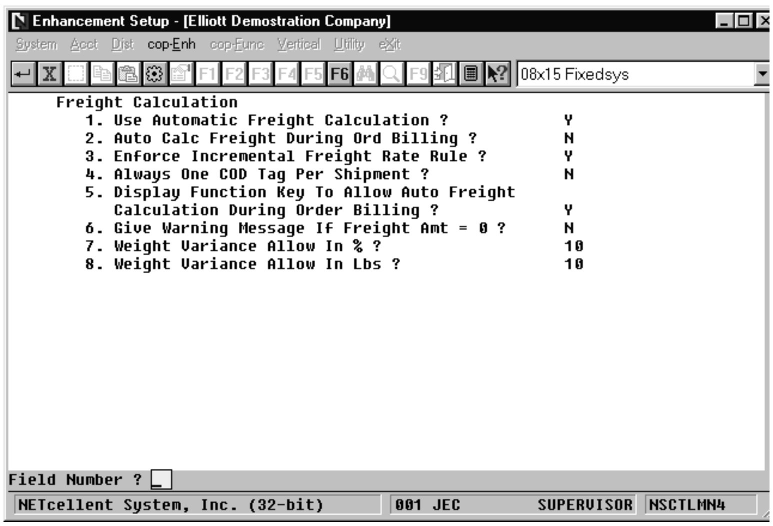
Based on the above four steps, the system calculates the freight and updates the Freight Amount in the Order Billing screen.

Run Instructions

Setting Up Freight Calculation

To enable and set up this feature go to:

Elliot Menu → Util-setup → Global setup → cop-Ctl → Freight Calculation



Freight Calculation Setup Screen

Entry Field Descriptions

NAME	TYPE AND DESCRIPTION
1. Use Automatic Freight Calculation	This flag must be set to “Y” to turn on the Automatic Freight Calculation. “Y” adds two new fields to the A/R Ship Via Code file.
2. Auto Calc During Freight During Order Billing?	Answer “Y” if you want to calculate freight automatically during order billing. For an accurate freight amount, the items ordered must have a weight amount set up in the Inventory Item File. Select “N” if you want to manually enter the weight, value, number of boxes shipped, and adjust any additional or associated charges such as COD, AOD, Call tags, Hazardous and Oversized packages.
3. Enforce Incremental Freight rule Table?	This flag is an editing tool when entering freight rates. It will force you to increase the rates when the weight is increased.
4. Always One COD Tag Per Shipment?	This flag provides users with flexibility when using the Automatic Freight Calculation enhancement. If this flag is set to "Y", the freight calculation only counts one COD tag charge for the entire shipment. If set to "N", Automatic Freight Calculation will charge one COD tag for each box if COD service is used. By applying one COD tag per shipment, the high cost of COD service charges can be avoided. For example, assume that you want to ship ten boxes to a customer while the value of each box is low. If we implement one COD tag for each box, the service might be too costly for the customer to accept. Therefore, one COD tag per shipment is more appropriate and reasonable in this case.
5. Display Function Key To Allow Auto Freight Calculation During Order Billing?	If you answer “Y” to this question, the system will display a function key in the order-billing screen that allows automatic freight calculation or manual freight entry.
6. Give Warning Message If Freight Amount = $0.00	Answer “Y” to enable this function.
7. Weight Variance Allow In %?	You can enter a number to represent the discrepancy percentage, which is calculated as Remaining Weight/System Calculated Weight. If the discrepancy percentage is greater than the percentage amount entered, a warning will be issued to the user. For example, if the user entered 5 (actually means 5%) as a Weight Variance, the permissible range for the discrepancy percentage must fall in the range between 0 and 0.05.
8. Weight Variance Allow In Lbs.?	This flag works in the same manner as Weight Variance Allow in %. The number entered here represents an absolute amount of weight that the discrepancy allows. For example, if the user entered Weight Variance = 5, it means the permissible range for the remaining weight must fall in the range between 0 and 5 pounds.

Freight Calculation Predefined A/R Files

A/R FILES	LOCATION AND FILE DESCRIPTION
1. Carrier File (Codes)	A/R Maintenance: Contains all the carriers and features provided by each carrier. You should review this file to see if any changes need to be made to suit your specifications, as well as, adding an additional carrier of your choice.
2. Carrier Mode File	A/R Maintenance: Contains all the different methods of shipment available for a specific carrier
3. Freight Rate File	A/R Maintenance: Contains freight rates for all carriers. Rate tables for UPS, RPS, Fed Ex, and U.S. Postal Service are provided.
4. Freight Zone File	A/R Maintenance: Cross-links locations to zone numbers for all the carrier modes. Freight Zone File is location dependent, and since we set it up based on our location, it only works for areas with zip codes ranging from 91001 to 91899. If you are located in this area, you do not need to change anything. If you are not in this area, you can either create your own Freight Zone File or change the mismatched portion of our file in Freight Zone File Maintenance. If you need to make a change in our Freight Zone File, you do not need to change the zone setup for Federal Express, UPS Blue, or UPS Red because they apply to everyone, regardless of area.
INSTALL NOTE:	These four files must be initialized for a new company setup and then imported from the Elliott root directory. Once this has been completed, they must be setup in the exact number sequence. After they have been setup, the A/R Ship Via codes must be updated with the Carrier Codes and Carrier Modes. These four files and the updated Ship Via codes must be set up in order to correctly use freight calculations

REMINDER: After you have added and reviewed the four predefined files, you must update the A/R Ship Via Codes for the Carrier Code and Carrier Mode before you begin using the Freight Calculation feature in COP Order Entry or COP Inquiry.

Using Freight Calculation

Detailed step-by-step instructions on how to calculate freight from the COP billing screen are in the Global Setup chapter titled Order Billing Screen.

Detailed step-by-step inquiry instructions are in the Inquiry section titled Freight Calculation Inquiry.

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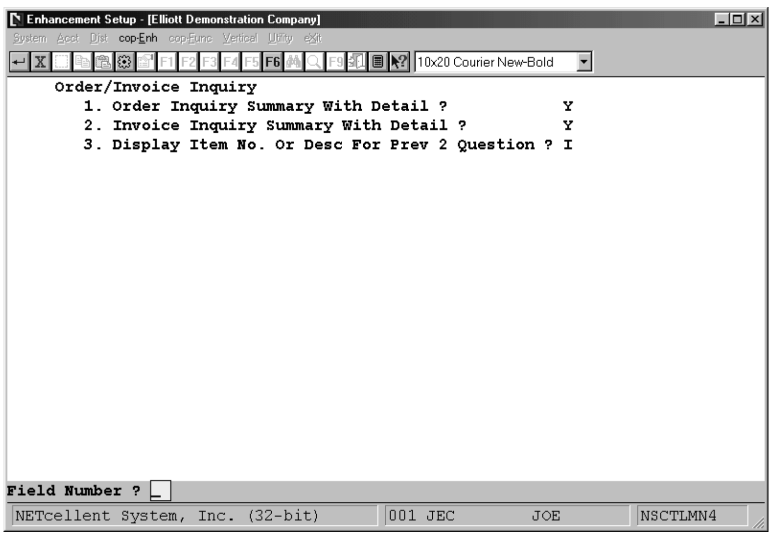
Order Inquiry Setup

Application Overview

This function gives you fast and easy access to all the necessary information to provide customer service for open or posted orders on file for a customer. It allows you to quickly access and display a customer order using many different lookup options such as Customer P/O number and Ship-To number. You can also view outstanding items ordered by a specific customer, as well as, customers that have ordered a particular item.

Setup Instructions

Select: Main Menu → Util-setup → Global setup → cop-Ctl → Order/invoice inquiry. The following screen will appear:

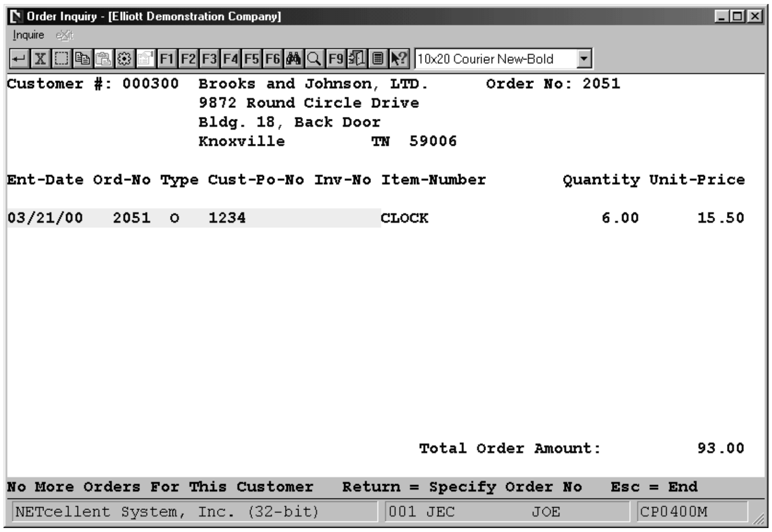


Order Inquiry Setup Screen

Entry Field Descriptions

Name	Description
Order Inquiry Summary With Detail?	Answer "Y" if you want to view the line item detail associated with the listed orders.
Invoice Inquiry Summary With Detail?	Answer "Y" if you want to view the line item detail associated with the listed invoices.
Display Item No. or Desc In Detail Section?	Select "I" or Item Number or "D" for Item Description.

NOTE: This setup also controls the display information for the Invoice History Inquiry function.



Order Inquiry Window w/Detail

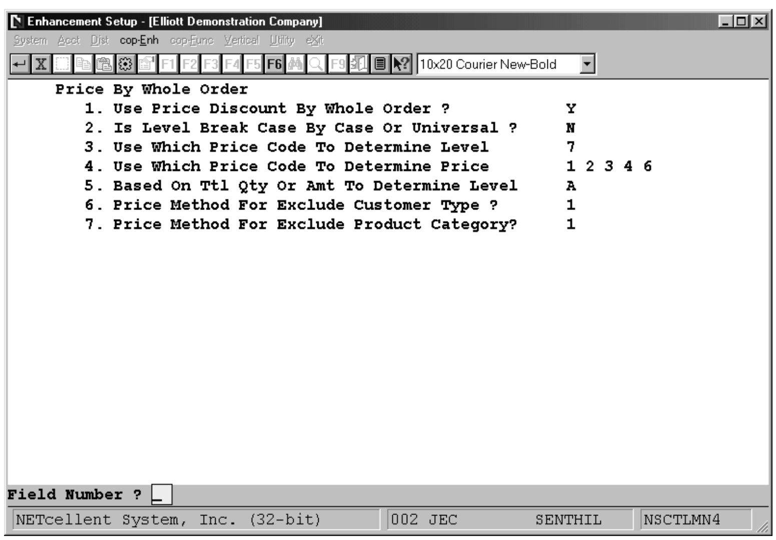
Price By Whole Order

Application Overview

The standard pricing code method does not provide pricing based on the total sales order quantity amount or dollar value of the order and the net effective price of an item is usually determined by the line item quantity. The Price By Whole Order function is designed for companies who want to price each item based on the total order quantity, or dollar value. This type of pricing method is used to encourage customers to buy more when placing an order. The more the customer buys, the better the discount they will receive. This function also handles pricing based on total quantity or dollar value of each product category on an order.

Setup Instructions

Go to Elliott Main Menu Util-setup → Global setup → cop-Ctl → price by Whole order. The following screen will appear:



Entry Field Descriptions

NAME	DESCRIPTION
1. Use Price Discount By Whole Order	Select "Y" to enable this function. Select "N" to disable this function. Note: If you enable this function, the valid price codes defined in the COP setup are superceded by the price codes defined in this function.
2. Is Level Break Case By Case Or Universal Level breaks are defined as the dollar or quantity amounts for an order used as a fixed reference point. For example: 00-99 = Level Break 1 99-199 = Level Break 2 200-299 = Level Break 3 300+ = Level Break 4	Y = Level Break is Case by Case Select "Y" if you need different level breaks for customers or customer types. N = Universal Select "N" if all customers or customer types have the same level breaks.
3. Total By: 3. Use Which Price Code To Determine Level	If you answered *"Y" for Case by Case Pricing* to question 2, there are two options: 5 = Total by Whole order - This option will enable you to use the whole order quantity or amount as the break point to determine the price level. After you enter "5", a popup window will let you define up to 5 Product Categories that you can exclude from Whole Order Pricing. For Product Categories that you exclude, you can still define alternate pricing in field 8 of this setup procedure. 8 = Total by Product Category - This option will enable you to use the total quantity or amount for the line item of the same product category in an order. If you answered *"N" for Universal Pricing* to question 2, there are five options: 2 = Customer Number/Product Category 4 = Customer Type/Product Category 5 = Customer Number 7 = Customer Type 8 = Product Category Note: Price codes Customer Number/Item Number (1) and Item Number (6) are not available since it is not practical to determine an order total level by a single item. If you need these codes and are using the Universal Pricing Method, disable this function and use the standard pricing code method. You can define up to three price codes for this option. If you choose price code 2, 4, and/or 8, it means that you wish to set the price discount by product category. If you choose price code 5 or 7, it means that you wish to set the price discount by whole order.

NAME	DESCRIPTION
	You cannot use by whole order and product category together. For example, if you choose price code 2, the only other two valid price codes you can choose are 4 and 8. The system will not allow you to choose 2 and 5 together.
4. Price Code To Use 4. Use Which Price Code To Determine Price	Literal displayed when "*Y" for Case By Case* in question 2. Literal displayed when '*N" for Universal* in question 2. In this field, you can use all the standard pricing codes: 1 = Customer Number/Item Number 2 = Customer Number/Product Category 3 = Price Code by Customer Type/Item Number 4 = Customer Type/Product Category 5 = Customer Number 6 = Item Number 7 = Customer Type 8 = Product Category Note: In the pricing hierarchy, the first price code you enter takes precedence over the latter.
5. Based On Ttl Qty Or Amt To Determine Level	A = Base on Total Amount Q = Base on Total Quantity Your answer here determines how the level breaks are structured. If the products have similar prices and the customer only orders 1 each of an item, and you want to encourage this customer to buy more, you should consider using "Q", Base on Total Quantity. If the product's pricing varies greatly, the typical order has multiple line items, and each line item's quantity is normally greater than one, it would be practical to choose "A", Base on Total Amount.
6. Price Method For Excluded Customer Type	In A/R Maintenance of the Customer Type file you can exclude customer types from Price By Whole Order. For excluded customer Types, you will have the following pricing options: 1 = Price Codes This allows excluded customers to use the valid price codes defined in COP Setup. 2 = Item Price
7. Price Method For Excluded Product Category	If you excluded product categories in Question 3, Total By Whole Order, you will have the following pricing options: 1 = Price Codes 2 = Item Price
NOTE: This applies fields 6 & 7 only.	The "N" Universal method is by far the easiest and fastest method to setup and maintain because it applies to all customers and customer types. For this reason it does not handle pricing code options well for excluded customer types or product categories. When the Universal method is selected in this setup, it is recommended that you only use the Item Price option for excluded

NAME	DESCRIPTION
	customer types and excluded product categories.

The Price By Whole Order function is very powerful and sophisticated function. The most critical element of this function is the setup. To help you better understand how this function works, we have setup the following three scenarios with Price By Whole Order Setup examples:

1. Case By Case Scenario
2. Universal Scenario
3. Excluded Customer Type and Product Category Scenario
   (This is followed with a How-To process the order example)

Example I - Case by Case Method

Company ABC sells four different items: A100, A200, A300, and B200. They determine the price breaks for each item based on the total order value. They also maintain different pricing for two Customer Types, RETL (retailers) and DLR (dealers). The pricing tables defined below reflect the pricing structure for each customer type.

Customer type **RETL**

Item\Value of order	Base Price	< $500	$500 - $1,000	>= $1,000
A100	100	100	90	80
A200	150	150	135	125
A300	55	55	50	45
B100	75	75	68	60

Customer type **DLR**

Item\Value of order	Base Price	< $500	$500 - $1,000	>= $1,000
A100	100	90	81	72
A200	150	135	121	112
A300	55	49	45	40
B100	75	67	61	54

The “Base Price” (Selling Price in the Inventory Item Master File) is used to calculate the total order value and the total order value determines the price breaks. For example, assume that a customer (RETL) placed an order for 4 A100s and 2 A300s. Based on the “Base Price” column, the total order value for this order is calculated as follows:

Standard Order Processing

4 A100, at $100/EA = $400

2 A300, at $55/EA = $110

Total $510 (before Price By Whole Order is calculated)

Customer total order price break is $500-$1,000

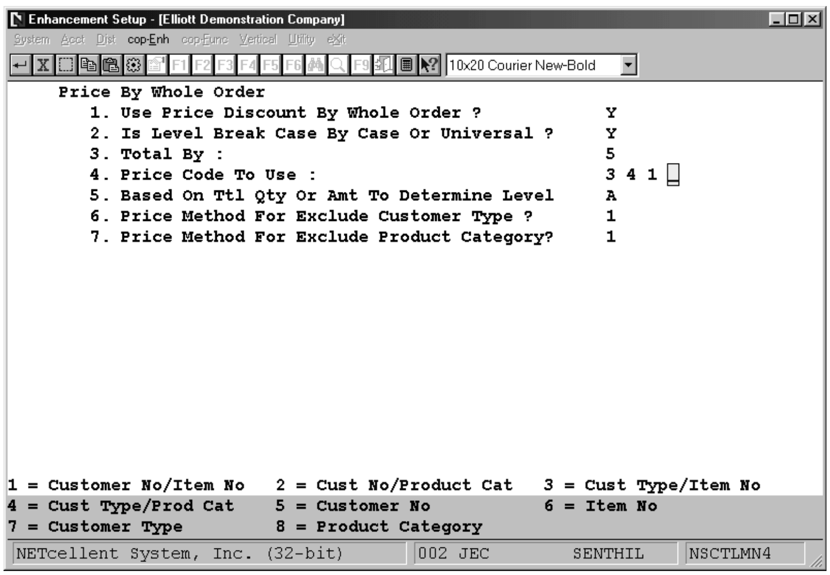
4 A100, at $90/EA = $360 (recalculated value to be billed)

2 A300, at $50/EA = $100 (recalculated value to be billed)

Total $460 (recalculated value to be billed)

This Case By Case scenario would be set up as follows:

1. Price By Whole Order Setup

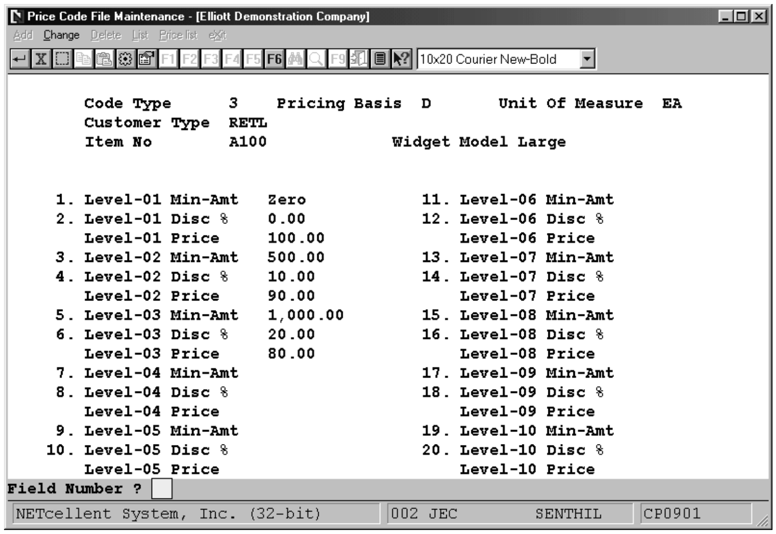


NOTE: You may define all 8 Price Codes in field #3. The system will use price codes in the sequence that they were entered.

2. Verify Customer Types are defined in A/R Maintenance Customer Type File.

3. Verify Inventory Items have a Selling Price Amount defined. This is done in Inventory Maintenance - Item File

4. Price Code File Maintenance

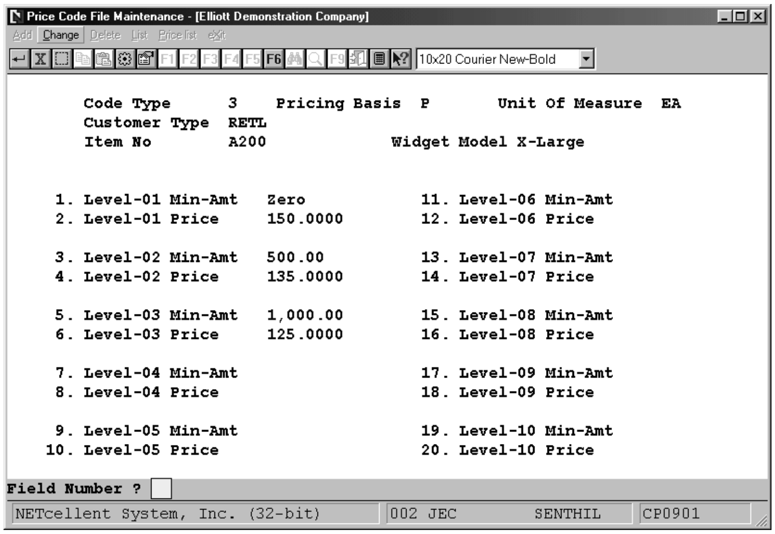


Pricing basis for this Price Code is Discount from Base (Selling) Price, “D”. Other Pricing basis available are: M=Markup Percent, P=Price, A=Discount Amount, and U=Markup amount. Markup from Price or Cost is defined in the Order Entry Line Item Screen setup.

Price Code Net Effect: Item A100 for Customer Type RETL

Total Order Amounts: $0.00 to $499.99 Discount is 0% Sell Price = $100.00
$500.00 to $999.99 Discount is 10% Net Sell Price = $ 90.00
$1,000 + Discount is 20%Net Sell Price = $ 80.00

Pricing Basis based on P = Price



Price Code Net Effect: Item A200 for Customer Type RETL

Total Order Amounts: $0.00 to $499.99 Sell Price = $150.00
$500.00 to $999.99 Net Sell Price = $135.00
$1,000 + Net Sell Price = $125.00

NOTE: Each pricing code is unique and you cannot have Pricing Basis variations for that same price code. For example:

Price Code	Unique	Not Allowed	Unique - Allowed	Unique - Allowed
Type	3	3	3	3
Pricing Basis	Discount	*Price*	Discount	Discount
Customer Type	RETL	RETL	*DISTR*	RETL
Item Number	A100	A100	A100	*A200*

Example II – Universal Method

This method has separate levels for the items and customer types.

Table 1: Pricing levels for Customer Types

Type\Level	Price Level 1	Price Level 2	Price Level 3
DLR	<$250	$250-$500	>=$500
RETL	<$500	$500-$1,000	>=$1,000

Table 2: Item Pricing Levels

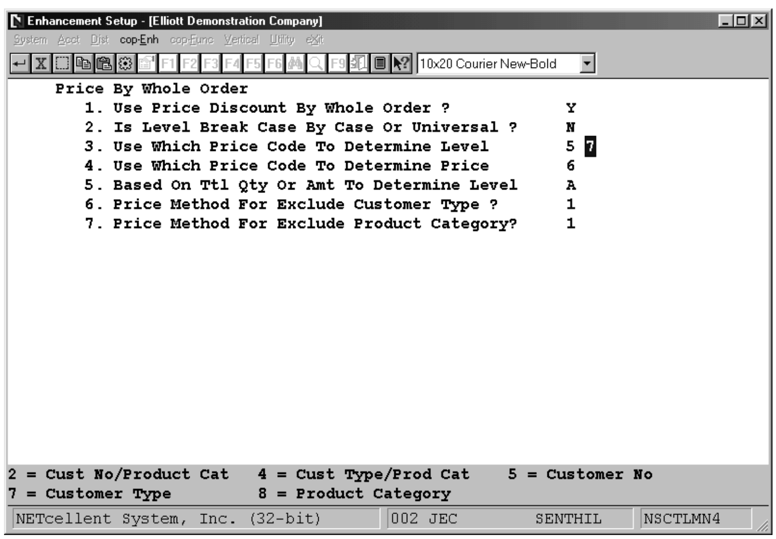
Item\Level	Base Price	Level 1	Level 2	Level 3
A100	100	100	90	80
A200	150	150	135	125
A300	55	55	50	45
B100	75	75	68	60

The advantage of this method over the Case By Case method is the ease of setup, maintenance and updating pricing changes. For example:

If we needed to add a new Customer Type pricing level or revise an existing pricing level, we would not need to add or revise each item break point as in the Case By Case Method because all item pricing break points are identical for all customer types. In essence, we also have different pricing for customer types by how we define the Customer Type Price Levels.

This Universal Method scenario would be set up as follows:

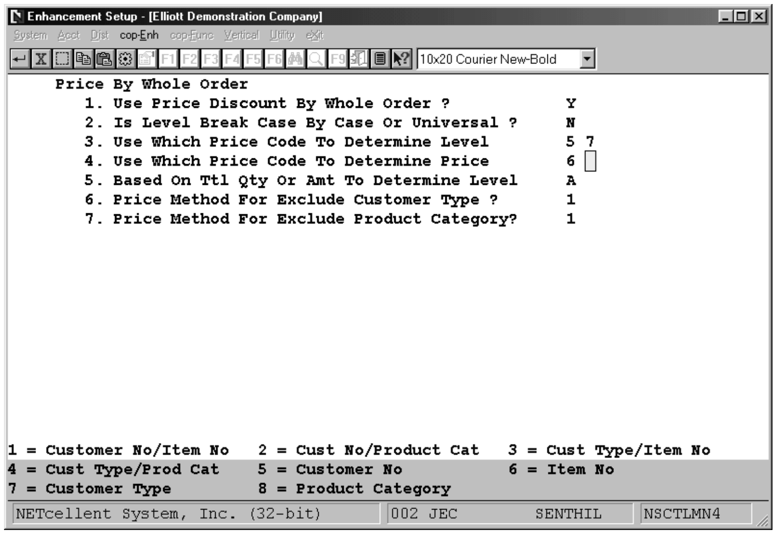
1. Price by Whole Order Setup



Note: Price Codes 5 & 7 sets the price discount levels by whole order.
Price Codes 2, 4, and 8 sets the price discount levels by product category.

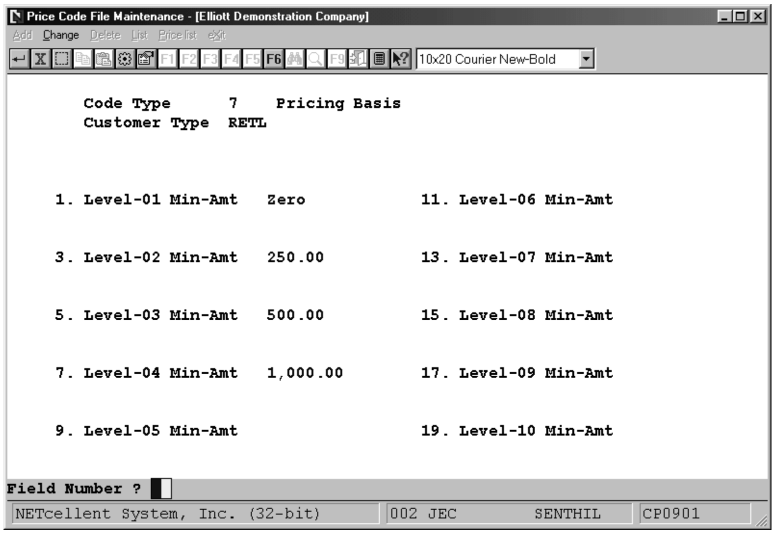
In the pricing hierarchy, the system uses Price Codes in the sequence entered. In our above setup example, Price Code 5 (Customer Number) would be used first. Price Code 7 (Customer Type) would be used when there is not a Customer Number Price Code defined for the order customer.

Prices codes may be categorized as specific and general, and the specific should take precedence over the general in the sequence entry. Had we entered the sequence as 7 and 5, then Customer Type (general) price codes would have priority and for all practical purposes nullify Customer Number (specific) price codes.



Note: You can use all the eight pricing codes here. Price Code 6, Item Number, was selected as the price code to determine the net effective price for the pricing levels defined in field 3. Although the system will use the first price code entered, as per the pricing hierarchy, it did not make sense to add additional price codes in this field since every item sold has an Item Number.

2. Define Price Code for Customer Type RETL



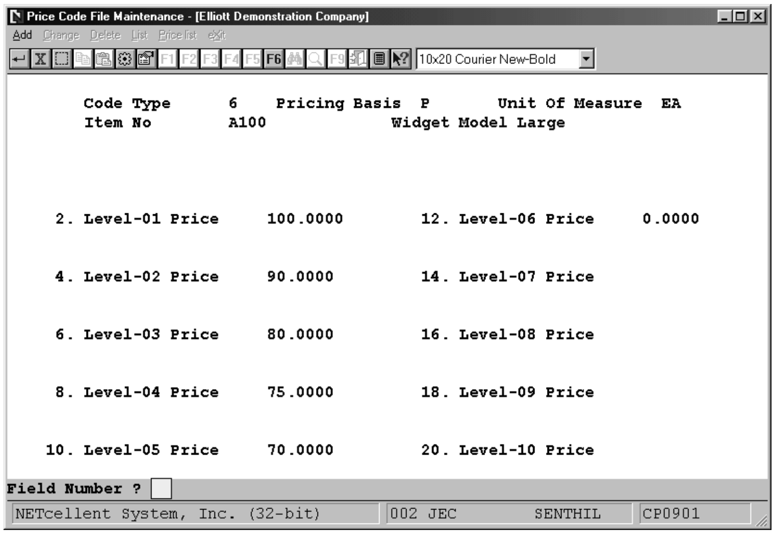
Price Code Net Effect: Customer Type RETL

Price Level 1 = Total Order $0.00 to $499.99
Price Level II = Total Order $500.00 to $999.99
Price Level III = Total Order $1,000.00 +

3. Define Price Code for Customer Type RETL

Price Level 1 = Total Order $0.00 to $249.99
Price Level II = Total Order $250.00 to $499.99
Price Level III = Total Order $500.00 +

4. Setup Item Price Codes



Note: Item A100 has 5 levels that determine the price. This is to accommodate another customer type that has 5 price levels for total order amount. This is the ease and speed of setting up price codes using the Universal Method; the same price for all customers, but what determines the net effective price to use is the total order level setup in the Customer Type Price Levels.

Example III -Case By Case Method with Excluded Customer Type and Excluded Product Category

American Window Films, Inc. (AWFI) sells window tinting film to their dealer channels (mostly jobbers). AWFI has a competitor who sells to the same dealer channels. AWFI's dealers normally order one roll of film whenever they have an installation to do. AWFI would like to encourage the dealers to order more by offering quantity discounts based on the order quantity total. This will help AWFI compete against other competitors. The following pricing tables were defined by AWFI:

Price Table for Customer Type **JOB1, JOB2, JOB3, JOB4** and **JOB5**

Item\Level Brk	Base	Qty = 1	Qty = 2 to 4	Qty >= 5
A100	100	100	90	80
A200	150	150	135	125
A300	55	55	50	45
B200	2	2	2	2

Item B200 is an accessory with a small unit price and a large quantity. They do not wish to give discounts to item B200. Furthermore, they do not wish to include item B200 quantities for calculating the order's discount. The product category for Item B200 is ACR.

AWFI also offers price discounts for their key dealers. The following pricing table was defined for their dealers (Customer type KEY):

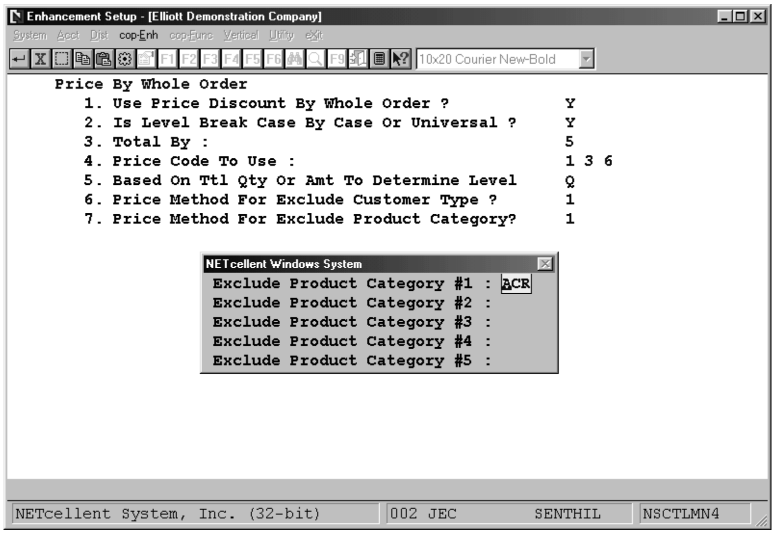
Price Table for Customer Type **KEY**

Item\Level Brk	Base	Qty = 1	Qty >2
A100	100	90	80
A200	150	135	125
A300	55	50	45
B200	2	1.5	1.5

AWFI also exports their films to foreign countries. When they export, they do not wish to use price discount by whole order. Each export customer has a special negotiated price for each individual item. For export customers, the customer type is EXP.

This Case-By-Case scenario with excluded Customer Types and Product Categories would be setup as follows:

1. Price by Whole Order Setup



Note: Field 3

If option 5 (Total By Whole Order) is selected, you can define up to five product categories to exclude from Price By Whole Order.

Field 4

Price Codes selected:

1 = Customer Number/Item Number

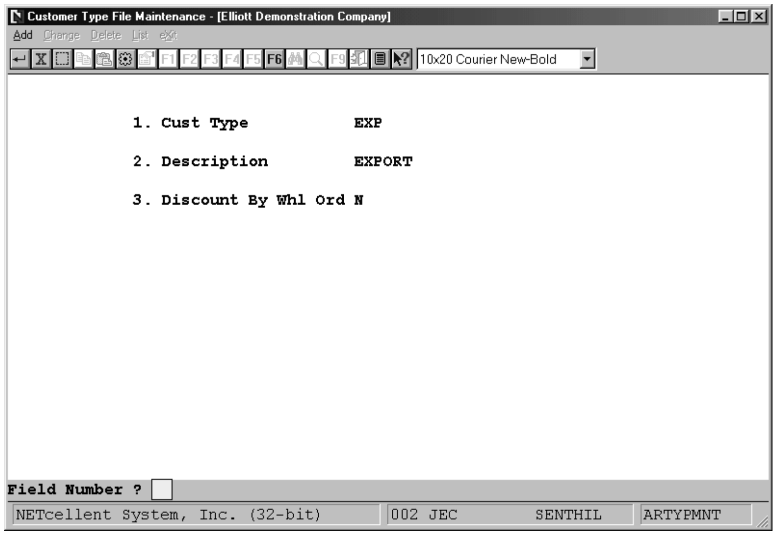
3 = Customer Type/Item Number

6 = Item Number

Field 5

Q = Base On total Quantity selected as basis to determine Levels

2. Verify in A/R Maintenance Customer Type File that Customer Type EXP does not use Price By Whole Order



Note: Field 3
The choices here are “Y” = Yes and “N” = No. The default value is “Y” and if this field is left blank, it accepts “Y” as the default. For this reason, if you want to exclude a customer from Price By Whole Order you must enter “N” in this field.

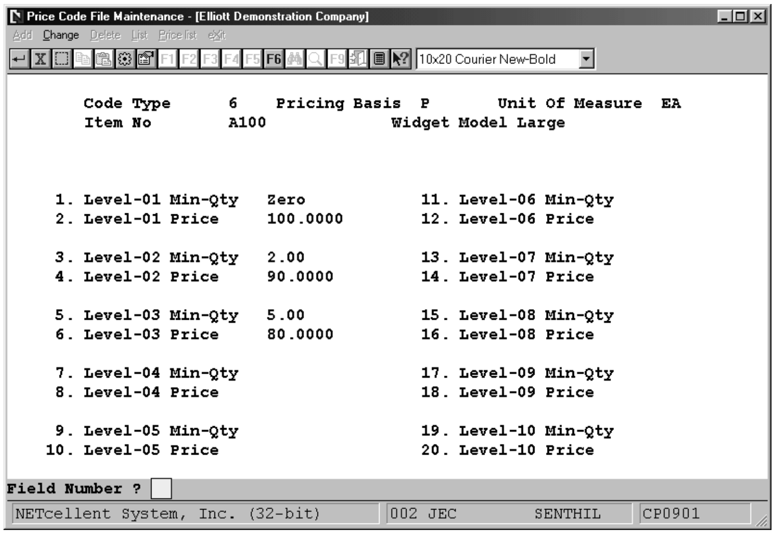
3. Set Up Price Codes 1, 3, and 6.

Code 1: Customer No./Item No. for Export Customers
Each export customer has a special negotiated price for each item and do not use Price By Whole Order pricing.

Code 3: Customer Type/Item No. for Customer Type Key

Code 6: Item No. for All Other Customers, (JOB1 – JOB5)
In the pricing hierarchy, customers who are not excluded, (Type EXP), and who are not Key type customers will receive this pricing based on total order quantity. This code then fits customers who we want to encourage to buy more by offering quantity discounts based on the total order quantity.

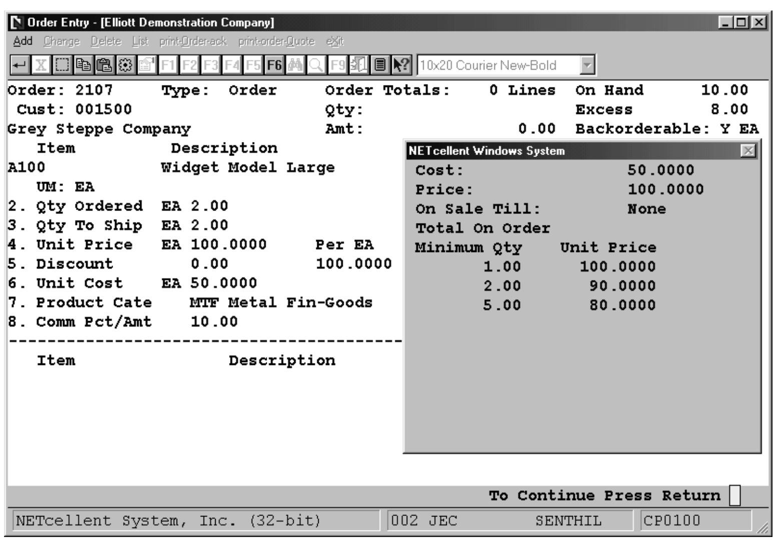
Price Code 6 Setup for Item A100



NOTE: The “Min-Qty” applies to the whole order quantity. In this particular scenario, the whole order quantity includes items A100, A200, and A300. If order has 2 ea. A100, 2 ea. A200, and 1 ea. A300, the total order quantity would be 5; the customer would pay $90.00 for Item A100, and the respective Level 03 Prices for Item A200 and A300.

Using Price By Order

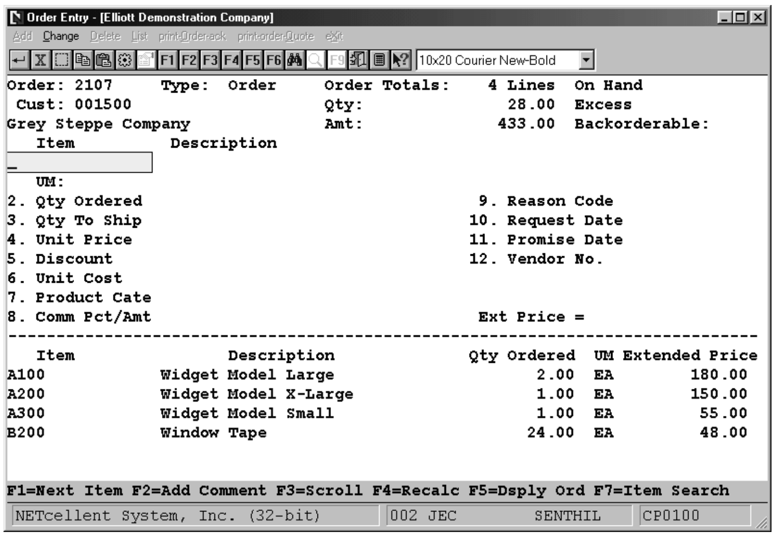
In this order entry example, we will be using the Case By Case method, pricing by whole order, and the break levels are based on quantity. These are the same defaults defined for Example III, American Window Films, Inc.



The above figure shows that we have entered 2 ea. A100, the Unit Price is $100.00, but the Price Break

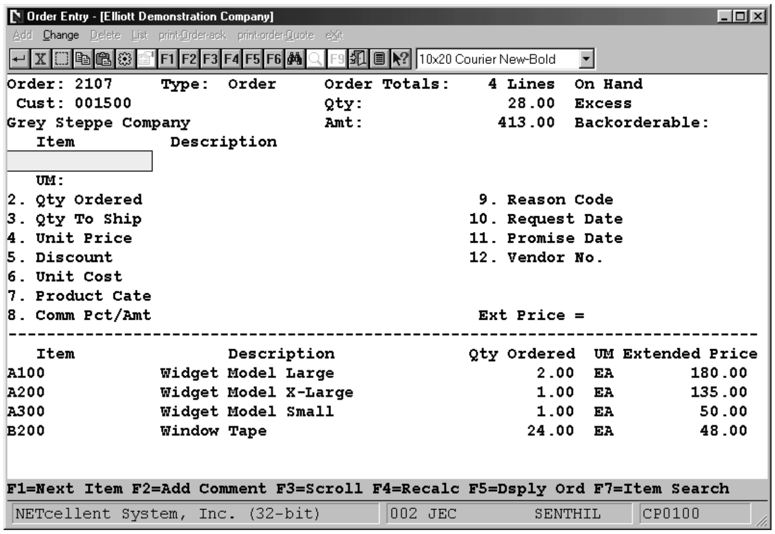
Popup window (F7 Key) shows that if our total order quantity is 2, the price should be $90.00. This is because we must recalculate the order using the F4 Key to reflect the discount pricing. This is done after you have completed the line item entry. If you have not recalculated your order after you complete all line entry items, the system will do it automatically when you exit the line item screen and go to the billing screen.

We will recalculate this line item, enter a few more items, and then show you an example of how to recalculate an order.



The order now has 4 line items and a total quantity of 28 ea. This information is displayed in the upper right portion of the line item entry screen. In the lower section of the screen, we see that Item A200 does not reflect total order quantity pricing, nor does Item A300. Since we have not recalculated after completing the line item entry for Item A100, we cannot be sure if this is the right price or not. It is important, especially if you are on the telephone with your customer, that you recalculate after each line item entry to know the correct selling price. It is equally important that you use the F7 Key to be aware of the break levels so that you recommend to your customers that they bump their order to get a better price.

Recalculation is simple, easy, and very straightforward. All it requires is pressing the F4 Key after completing a line item entry. For this example, we will recalculated and show you the net effect on the next page.



Order recalculated and Items A200 and A300 now reflect the 2 to 4 quantity discount pricing. The system did not use the quantity for B200 in the recalculation because B200 is product category ACR which we excluded from Price By Order.

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Price List by Customer

Application Overview

This enhancement is an improved price list from Elliott's original design. It provides an easier way to read a customer(s) price list. You can locate an item price for a customer more quickly, and this list can be sent to a customer(s) with more concise information. This enhanced list can be sorted by Item Number, Product Category, User Defined Code, and Warehouse Location, etc.

Run Instructions

Elliott Main Menu → Util setup → Global setup → cop-ctl → Price list by customer

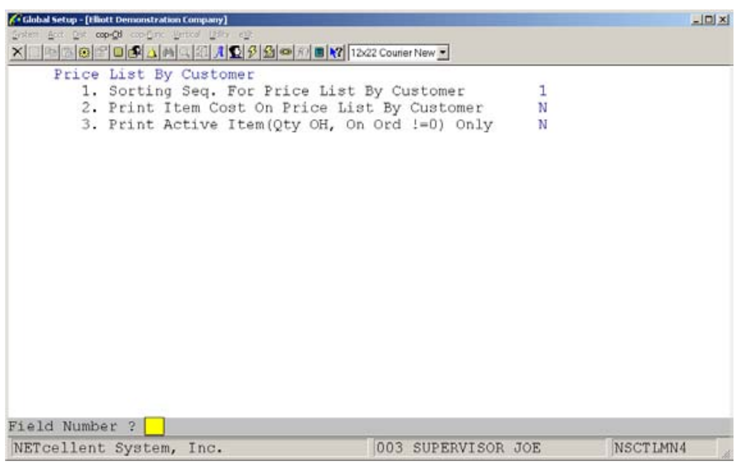
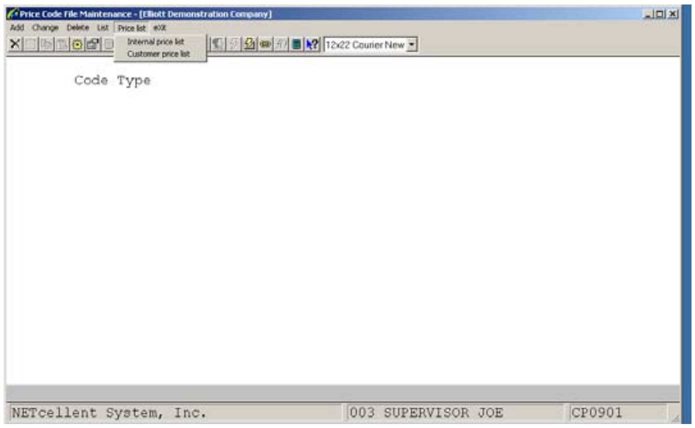


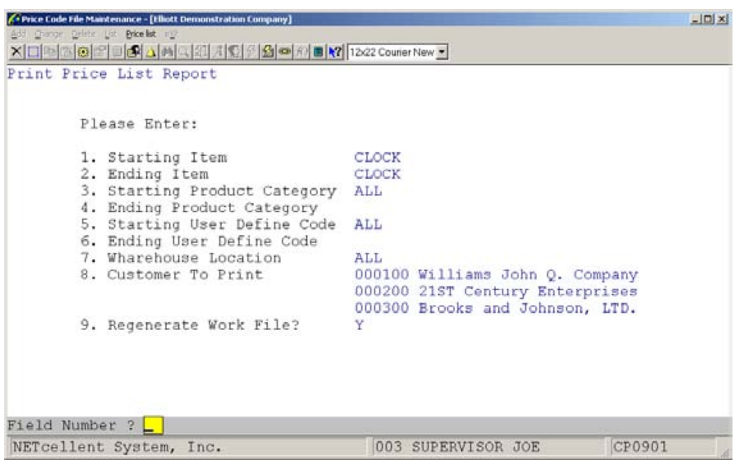
Figure 4G.1 shows the setup screen for Price List by Customer.

Using Price List by Customer

1. Select Distribution form the Elliott Main Menu.
2. Select Customer order processing.
3. Select Maintenance.
4. Select Price code file.
5. Select Price list.



Options to Generate Internal (House Use) or Customer



Example of how to generate the Price List by Customer.

```
Run Date: Oct 31, 2001 - 10:33pm         Elliott Demonstration Company                                                        Page    1
                                            P R I C E    L I S T   B Y   C U S T O M E R
Ranges: Item CLOCK           Thru CLOCK
        All Product Categories
        All Locations
        Customer 000100 Williams John Q. Company       000200 21ST Century Enterprises       000300 Brooks and Johnson, LTD.
        Product Category A   Raw Material

Us Item-Number     Item-Desc                      Um    Price          Price          Price
Cd                                                      Cust 000100    Cust 000200    Cust 000300
                                                        Type DISTR     Type RETL      Type DISTR

        Product Category A   Raw Material

   CLOCK           25 Meg Clock For Mother Board  EA    15.50          15.50          15.50
```

Internal price list showing the pricing information on a specific item for three different customers.

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Print COD Tag

Application Overview

This enhancement gives users the ability to print one or multiple COD tags for an order number. Note: This enhancement only prints a COD tag for order type "O" or "I". The enhancement has the capability of printing either the customer number, plus the order number plus the box number as the alternate control number, or the customer number plus the invoice number plus the box number as the alternate control number.

This enhancement allows users to print COD tags under two environments. One environment is the one-step COD tag. This is the case where the order is taken, a picking ticket is printed, all items are picked and ready to be shipped, and finally COD tags are selected to be printed for warehouse. The disadvantage of this environment is that the total amount is not saved, freight amount has not been determined, and the invoice number is not available. Under this environment, the user cannot use the invoice number as part of the alternate control number since no invoice number exists.

The enhancement has the capability of printing the UPS shipper number. In order for this to be done, the user must set the UPS shipper number in **the Global Setup**.

If the order is not selected for billing, this enhancement will calculate the total sales amount and sales tax amount. The user can override these amounts. If the order is selected for billing or the order invoice is printed, then total sales, freight, miscellaneous, and sales tax amounts are available. The enhancement will display these amounts, but the user cannot override them.

The enhancement will calculate the total COD amount after all amounts are calculated. The user can enter how many tags are to be printed. Next, the user enters if the payment should be cash only or not. Finally, the user must decide whether the total COD amount is to be distributed or not distributed among the COD tags.

This enhancement provides protection for orders that are not COD's. If the terms code description is not "COD" or "C.O.D.", then a warning message will appear asking if the user wants to continue. If the answer is "yes", the user can then enter the rest of the information. If the answer is "no", then the user can select another order number.

For cash-only orders, the enhancement will mark the cash-only box on the COD ticket. This box will be marked when the user answers "yes" for the question "Cash Only" or when the terms code description includes the word "CASH" or "Cash". If the box is not marked, the instruction will be "Company Check OK".

Run Instructions

Elliott Main Menu → Util setup → Global setup → cop-Ctl → print cod Tag

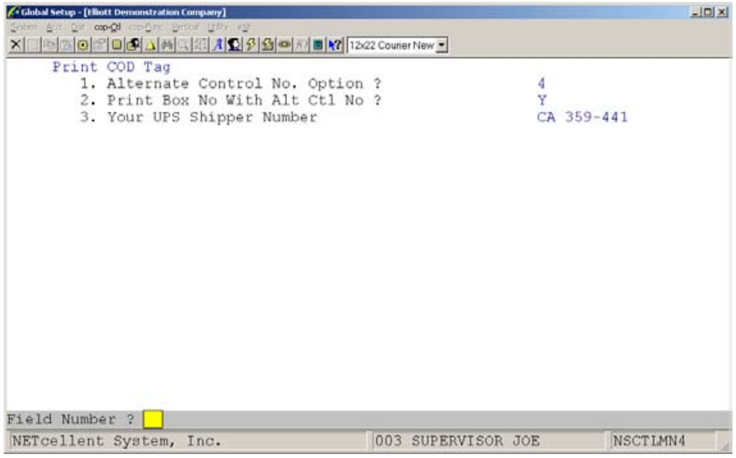


Figure 4H.1 shows the setup screen for Printing COD Tags.

Field Entry Descriptions

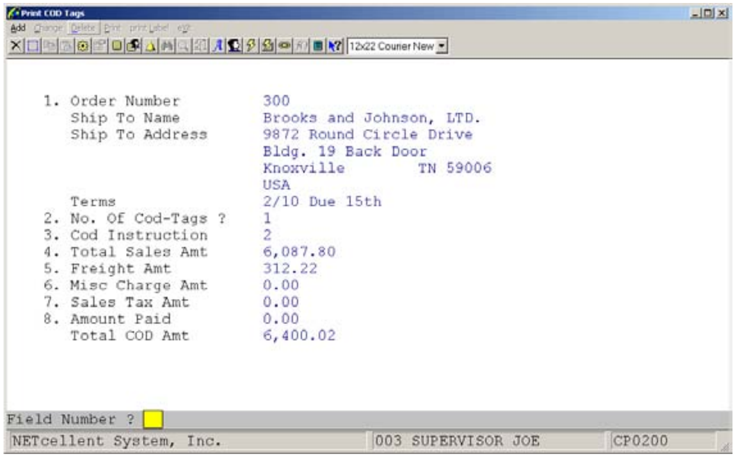
1. **Alternate Control No. Option?**
   This flag is very important. This information will be used internally to reference back to the order. When you receive the check from UPS, it will have this alternate control Number which can be used to determine what order it was for. There are 5 options: 1 = Cust No, 2 = Order Number, 3 = Invoice Number, 4 = Cust Number + Order Number, & 5 = Customer Number + Invoice Number.

2. **Print Box No. With Alternate Control Number?**
   If you answer "Y" to this question, the system will print box numbers with the alternate control number.

3. **Your UPS Shipper Number**
   Enter your UPS shipper number. This information will print on the COD tag.

Using Printing COD Enhancement

The user has two options of applying the total COD amount. The first option is to print only 1 tag, Field 2. This will print the total COD amount on one COD tag and as a result, 1 COD tag per order.



Generate COD Tags

Key Field Entry Description

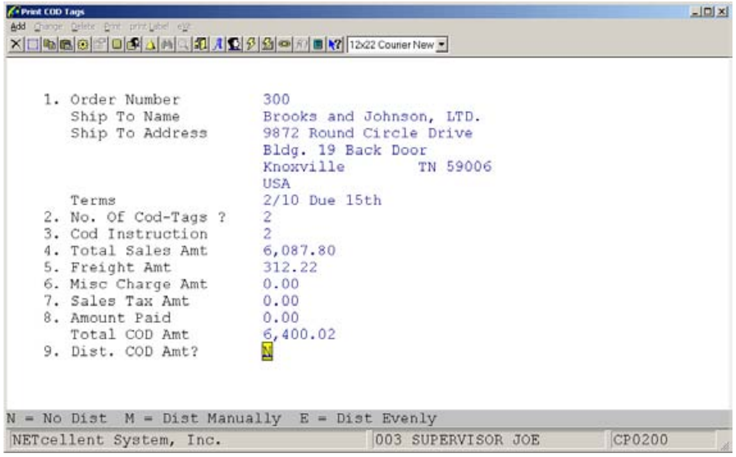
Field 3: Determines how COD is to be paid.

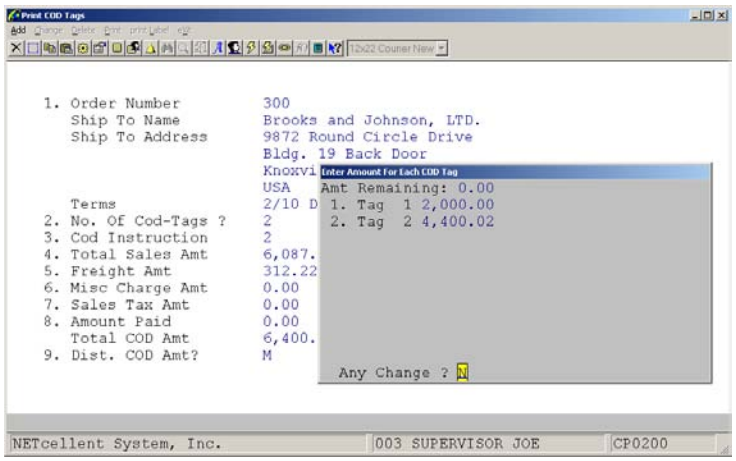
0 = No instructions
1 = Certified Check/Money Order
2 = Company Check

The second option is to print more that one COD tag per order. If the user selects this option, then the system adds Field 9 to the screen. This field prompts the user on how they want to distribute the COD amount. The choices are:

4.	N = No Distribution.	Total amount goes to 1 tag.
5.	M = Manually	Manually distribute the COD amt. to the number of tags printed.
6.	E = Dist. Evenly	System will distribute COD amt. evenly to the number of tags.

If M=Manually is selected, a window will pop up and the user can enter an amount for each COD tag. After an amount is entered, the projected total COD amount remaining will be displayed. See figure next page.


Print COD Tags
1. Order Number 300
Ship To Name Brooks and Johnson, LTD.
Ship To Address 9872 Round Circle Drive
Bldg. 19 Back Door
Knoxville TN 59006
USA
Terms 2/10 Due 15th
2. No. Of Cod-Tags ? 2
3. Cod Instruction 2
4. Total Sales Amt 6,087.80
5. Freight Amt 312.22
6. Misc Charge Amt 0.00
7. Sales Tax Amt 0.00
8. Amount Paid 0.00
Total COD Amt 6,400.02
9. Dist. COD Amt? N
N = No Dist M = Dist Manually E = Dist Evenly
NETcellent System, Inc.
003 SUPERVISOR JOE
CP0200


Print COD Tags
1. Order Number 300
Ship To Name Brooks and Johnson, LTD.
Ship To Address 9872 Round Circle Drive
Bldg. 19 Back Door
Terms
2. No. Of Cod-Tags ? 2
3. Cod Instruction 2
4. Total Sales Amt
5. Freight Amt
6. Misc Charge Amt 0.00
7. Sales Tax Amt 0.00
8. Amount Paid 0.00
Total COD Amt
9. Dist. COD Amt? M
Enter Amount For Each COD Tag
Amt Remaining: 0.00
1. Tag 1 2,000.00
2. Tag 2 4,400.02
Any Change ? N
NETcellent System, Inc.
003 SUPERVISOR JOE
CP0200

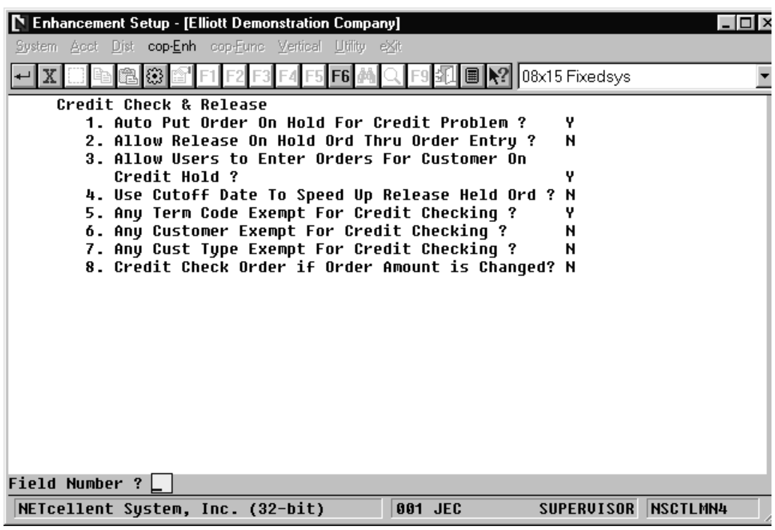
Credit Check & Release

Application Overview

This function allows you to put an order on hold and release a held order based on two criteria: 1) Customers exceed the credit limit, or 2) Customers have a past due amount. It also allows selected A/R term codes, customers, and customer types to be exempt from this automatic credit checking procedure. If a customer's account meets one of these two hold criteria, the order will be put on hold automatically. If needed, only authorized persons such as credit managers or supervisors can be allowed to release an On-Hold order. This release can be done through COP Order Entry or a special separate Release function, which provides additional credit information for the credit manager or supervisor to review before releasing an order.

Run Instructions

Go to Elliott Main menu: Util-setup → Global setup → cop-Ctl → credit check & Release. The following screen will appear:



Entry Field Descriptions

NAME	TYPE AND DESCRIPTION
1. Auto Put Order On hold for Credit Problem	Select "Y" to enable this function. If enabled, a popup window appears and this is where you define the following credit checking criteria: 1. Customer has exceeded his credit limit? Select "Y" Or "N" 2. Customers actual aged account balance for Period 1 is greater than xxx, xxx.xx (user specified amount). 3. Customers acutal aged account balance for Period 2 is greater than xxx, xxx.xx (user specified amount). 4. Customers acutal aged account balance for Period 3 is greater than xxx, xxx.xx (user specified amount). 5. Customers acutal aged account balance for Period 4 is greater than xxx, xxx.xx (user specified amount). If field 1 is "Y", then any orders matching these criteria will be put on-hold. If an order exceeds any of the user-specified amounts in fields 2 – 5, that order will be put on-hold.
2. Allow Release On Hold Ord Thru Order Entry	Select "Y" to allow the user to release this order during order entry. If "N" is selected, then orders can only be released using the Release Held Order menu function. This menu function can be password protected for a supervisor or Credit manager.
3. Allow Users To Enter Orders for Customer On Credit Hold	"Y" or "N" is dependent on your credit hold policy.
4. Use Cutoff Date To Speed Up Release Ord	This question applies to the Release Held Order menu function. When you release held orders, the system will read the entire order header file and display all held orders. If you do not wish to display all, select "Y" to specify a cutoff date option. The cutoff date options to select from are "S" = System Date or "E" = Earliest Date "
5. Any Term Code Exempt For Credit Checking	Select "Y" to define up to 5 Terms Codes, (popup window), that will exempt from Credit Checking. Select "N" for no exceptions.
6. Any Customer Exempt For Credit Checking	Select "Y" to define up to 5 Customers, (popup window), that will exempt from Credit Checking. Select "N" for no exceptions.
7. Any Cust Type Exempt For Credit Checking	Select "Y" to define up to 5 Customer types, (popup window), that will exempt from Credit Checking. Select "N" for no exceptions.
8. Credit Check Order If Order Amount Changed	After an On-Hold order has been approved and released, the system does not perform additional credit checks when the order is changed. This is a convenience factor to reflect changes in terms, shipping instructions, salesmen, etc. However, this presents a potential loophole where the customer or salesman can substantially increase an approved credit-risk order and escape a second credit check. Select "Y" to close this loophole by having the system do credit checking anytime the order dollar amount has been changed.

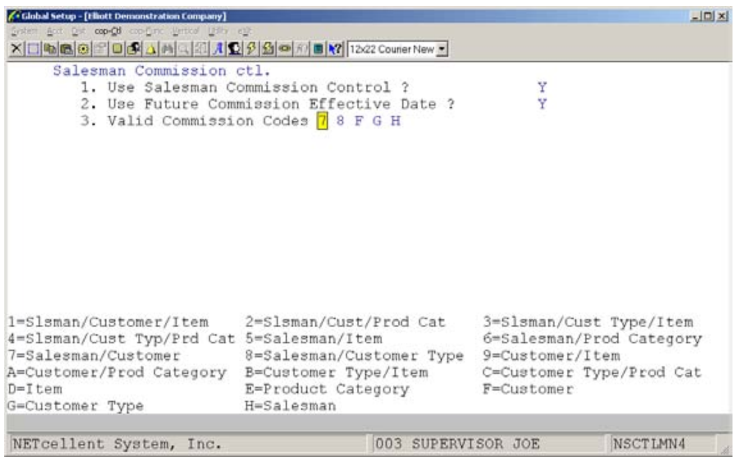
Sales Commission Control

Application Overview

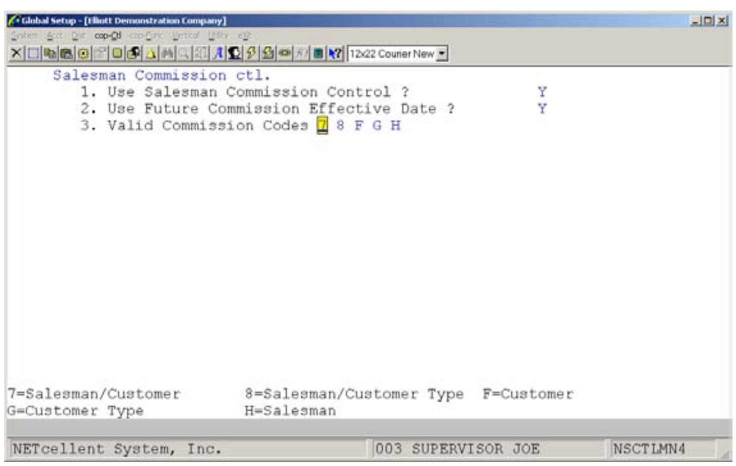
This function will provide you with a very flexible method of defining sales commissions. It is similar to the Elliott Pricing Structure. You can predefine as many commission codes as you need and specify an effective date for the sales commission. With 17 different commission codes to choose from and 10 levels for break points, this function will allow you to define almost any kind of commission.

Run Instructions

Elliott Main Menu → Util-Setup → Global Setup – cop-Ctl → Sales commission Ctrl



Commission Codes Available when COP Setup Calc Commissions = I (Item)



Commission Codes Available when COP Setup Calc Commissions = S (Sales)
Commission Codes Available when COP Setup Calc Commissions = M (Margin)

Field Entry Descriptions

1. Use Salesman Commission Control?

   Select “Y” to enable. If not enabled, “N”, the system will base commissions on the default value in COP Setup.

2. Use Future Commission Effective Date”?

   If “Y”, allows you to specify a Starting and Ending date, (if applicable), for a commission code.

3. Valid Commission Codes

   Determines which codes will be available in COP Commission Structure File.

User Defined Code Setup

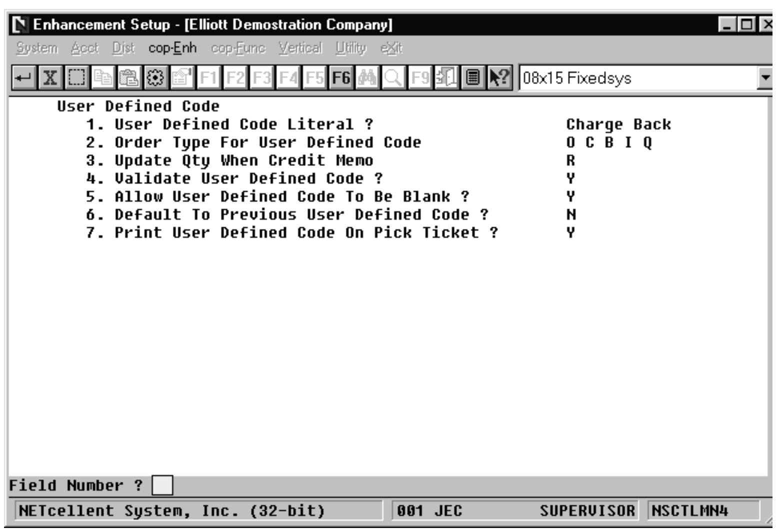
Application Overview

This feature gives you the ability to assign a "User-Defined Code" in the COP line item screen for special tracking purposes. In the Order Line Item Entry Screen, the system will prompt you to enter a User-Defined Code. You can either press enter to skip this field or enter a valid code (F7 search key is provided). When posting invoices to A/R, the system will update COP Invoice History, User Defined Code/Year, and Customer User Defined Code/Year Files. This information can be used later for reporting and analysis purposes. We have also provided an initialize, export, import, and rebuild function for these three files.

Run Instructions

Before setting up User Defined Codes. You must define what, where, and how you want to use them. To do this, go to:

Main Menu → Util-setup → Global setup → cop-Ctl → User defined code. The following setup screen will then be displayed:



User Defined Code Setup Screen

Entry Field Descriptions

NAME	TYPE AND DESCRIPTION
1. User Defined Code Literal	This question prompts you for the field literal that will display in the COP line item screen. For example purposes, the literal “CHARGE BACK” is used
2. Order Type For User Defined Code.	You can select the type of orders that will display the line item user defined code, “CHARGE BACK”. There are five options displayed at the bottom of the screen. You can press <Enter> to select ALL.
3. Update Quantity When Credit Memo	If you want to return item qty. back to inventory, enter “R”. If you want to give the customer a qty. credit, enter “C”. This option only applies to credit memos.
4. Validate User Defined Code	Answer “Y” to validate the User Defined code when entered in COP Line Item screen.
5. Allow User Defined Code To Be blank	Answer “Y” to allow users to enter a blank value.
6. Default To Previous User Defined Code	If you answer “Y” to this question, the system will use the code entered in the last order.
7. Print User Defined Code On Picking Ticket	Answer “Y” to enable this function.

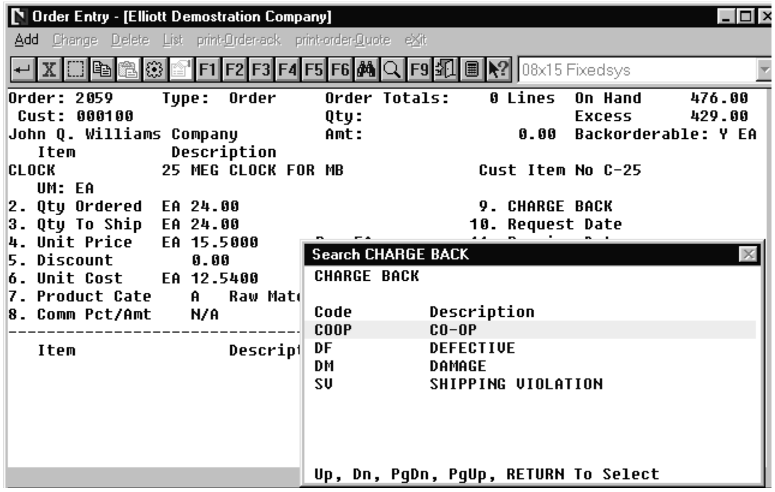
Using User Defined Code

After enabling this function, you will need to define the “Charge Back” codes using the User-Defined Code file maintenance. To do this, go to:

Customer Order Processing → **M**aintenance → **U**ser defined code file

The screen that appears is where you define your codes, as well as the change, delete, and list functions. Some examples of user defined codes are COOP Advertising, Damaged Goods, Defective Merchandise, Direct Mail Sales, Telemarketing Sales, etc. With careful planning and forethought to user defined codes, these codes can be powerful reporting and analytical tools.

After defining your “Charge Back User Defined Codes” (Charge Back is just a literal expression) and you enter an order type as defined in the setup, the line item screen will display a “CHARGE BACK” for your input. At this field, we have provided an F7 key function to search for your codes. After posting invoices to A/R, the system will update the User-Defined Code/Year file and the Customer User Defined Code/Year file. These are the two files used for reporting and analysis.



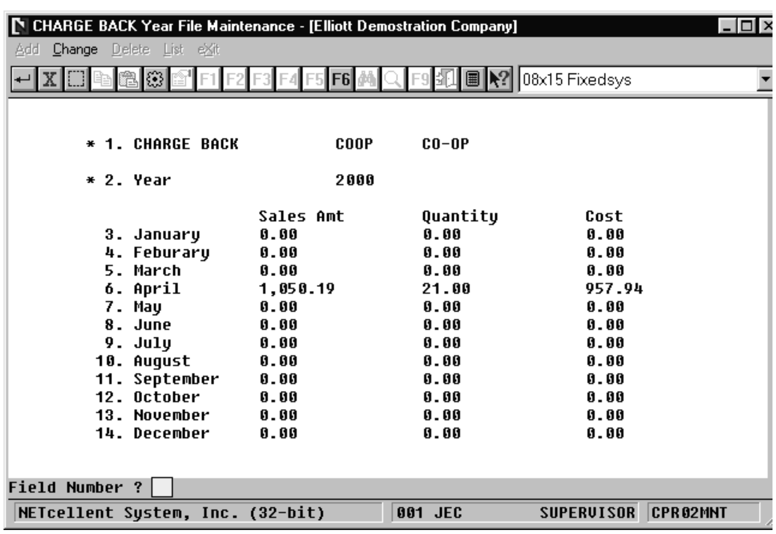
Charge Back field 9 and F7 popup Search window display.

The **User-Defined Code/Year file** is divided into 12-month buckets. It displays the Sales Amount, Quantity, and Cost. You can print a listing based on a “CHARGE BACK” (user-defined) range and year range. This information can be used as an analysis tool.

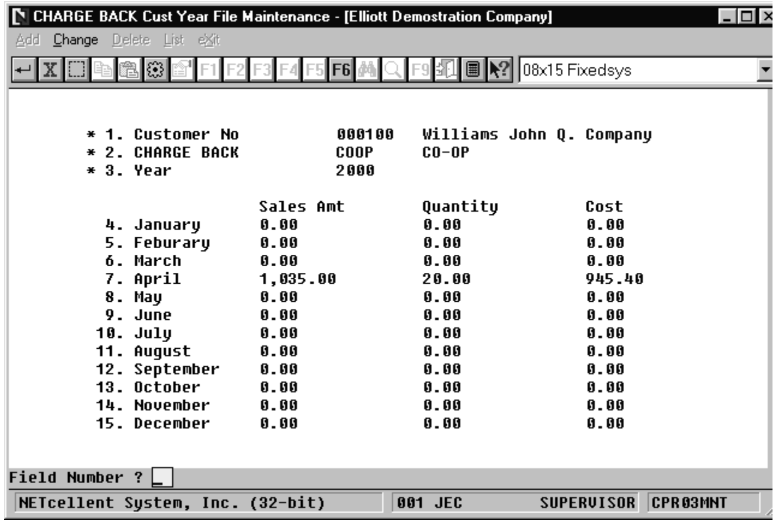
To access this file: <u>C</u>ustomer Order Processing → <u>Y</u>early user defined file.

The **Customer User-Defined Code/Year file** is divided into 12- month buckets. This file is similar to the User-Defined Code/Year file. The only difference is that you can display information for a specific customer. It displays the Sales Amount, Quantity, and Cost. You can print a listing based on a customer range, “CHARGE BACK” (user-defined) range and year range. This information can be used as an analysis tool.

To access this file: <u>C</u>ustomer Order Processing → yearly cust user <u>D</u>ef code.



User-Defined Code Year/File Maintenance Screen



Customer User-Defined Code/Year File Maintenance Screen

Stock Status Inquiry Setup

Application Overview

This function provides you with a wealth of customer service information available by using Function Keys. For maximum benefit, the users should thoroughly familiarize themselves with the many item inquiry options. These features are also available in our Sales Desk program.

The COP Stock Status Inquiry provides for a Customer Number so that when you do an item inquiry for that customer, you have access to pertinent A/R, I/M, and COP data. Some key features found in this program are:

1. Item inquiries listing one or all locations where an item is stocked. Also included in the item inquiry are stocking totals and Bin numbers. Being able to view stock status by all locations is extremely useful when you ship from different locations or have the need to transfer from one location to another. It is also helpful when you have multi locations within your warehouse, (refurbished items, returned goods for resale, factory seconds, inspection, quarantine, etc.), to view stock status totals for that item.

2. Ability to use wildcards to specify the locations you wish to see stock statuses for.

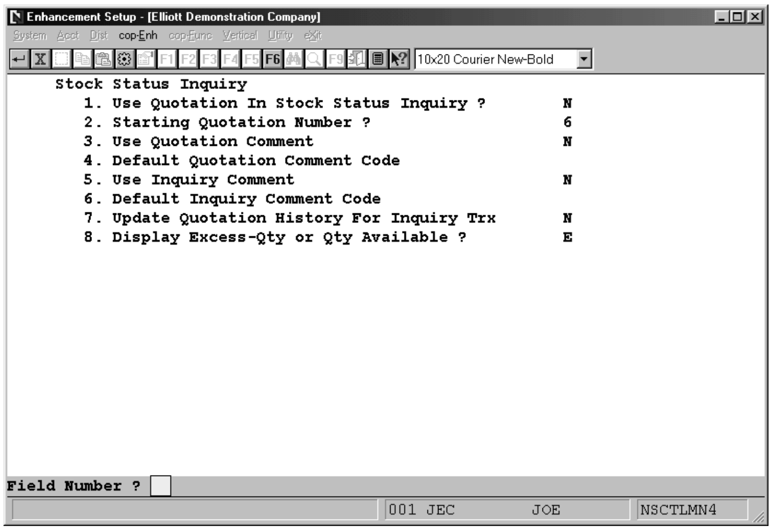
3. The option to enter a caller's name. This helps the user in remembering who they are talking to, as well as, logging the persons name for future reference.

4. After you have entered the customer's number for an inquiry, and if no caller name was entered, then the caller name will be automatically filled with this customer's contact name.

5. While you are viewing an item's stock status, you have the following added functions:
   d. View customer price breaks for this customer and item.
   e. Create a quote from the customer's inquiry.
   f. Create a sales order from the quote.
   b. View general customer information for the customer.
   c. View credit & YTD information for the customer.
   f. Perform a Substitute Item Search by location
   g. Perform a Component Available Inquiry to show the stock statuses of all components for a parent item to determine the quantity of the parent that can be built.
   f. Perform an Available To Promise Inquiry to display a listing of future quantity available, (by date), for the inventory item being viewed.

Run Instructions

SELECT: Main Menu → Util-setup → Global setup → cop-Ctl → Order/invoice inquiry. The following screen will appear:



Stock Status Setup Screen

Note: The setup default values affect both COP and I/M

Entry Field Descriptions

NAME	DESCRIPTION
Use Quotation In Stock Status Inquiry	Select "Y" to create a Quote from an inquiry. When you create the quote, you have the option to confirm it. If confirmed, the system will allow you to enter a COP sales order for this quote during stock status inquiry. If not confirmed, these quotes are kept in the Quotation History file and can be called up for review, and/or converted to an "O" or "I" type order. Select "N" if you do not want users creating sales orders from this inquiry mode. Note: If you find yourself becoming a power user of quotes using the Stock Status Inquiry screen; we recommend you use our Sales Desk program for tighter quote management and more flexible features.
Starting Quotation Number	Enter Starting Quote Number, this is an internal number used in Stock Status Inquiry and not related to COP Quote numbers

Use Quotation Comment	Select "Y" if you want to add comments to your quotes. Comment codes are maintained in COP maintenance. Quotation comments are mainly for used historical sales analysis purposes to track the reasons why you don't get a sale from a quote.
Default Quotation Comment Code	If you the enable the previous field, then you may specify the default comment code here. Comment codes are maintained in COP maintenance.
Use Inquiry Comment	Select "Y" if you want to add comments to your inquiry
Default Inquiry Comment Code	If you enabled the previous field, then you can specify the default comment code here.
Update Quotation History For Inquiry Trx	Select "Y" to keep a history of caller inquires in the Quotation History file. The Inquiry Trx's will then show up when doing a quote inquiry.

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Sales Desk

Application Overview

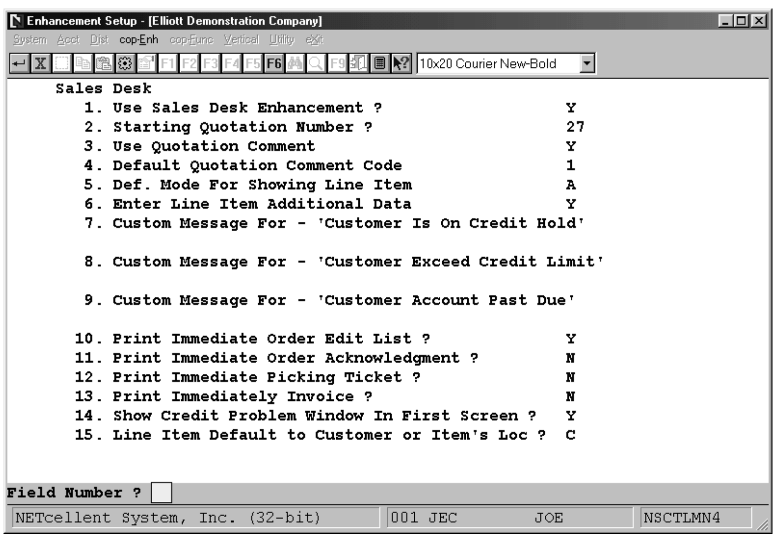
Sales Desk is a powerful program that can greatly improve the speed and efficiency of processing orders, quotes, capturing new business, and building customer relationships. After setting up Sales Desk, you should set up a Procedures and Policy guideline for COP sales entry personnel and Sales Desk users. Many of these procedures and policies can be defined in Sales Desk setup.

Sales Desk does not currently support the following:

4. Vertex Sales Tax Interface
5. "I" and "C" type of Orders for Serial/Lot and Multi-Bins
6. Feature/Option & Kit items.

Run Instructions

Goto: Elliott Main Menu → Util Setup → Global setup → cop-ctl → sales Desk



Sales Desk Setup Screen

1. Use Sales Desk Enhancement?

   Select "Y" to enable this feature.

2. Starting Quotation Number?

   Enter starting quote number. This number is used only in Sales Desk and does not affect COP orders. The default value is "1".

3. Use Quotation Comment?

Default value is “N”. Select “Y” if you want to add comments to your quotes. Comment codes are maintained in COP maintenance. Quotation comments are mostly used for historical and sales analysis purposes to track reasons why you did not get a sale for the quote.

4. Default Quotation Comment Code

The default value is blank. If you enabled the previous field, then you can specify the default comment code here. Comment codes are maintained in COP maintenance.

5. Def. Mode For Showing Line Item

When entering line items in Sales Desk, you have the choice of confirming the line tem or leaving it open as a quote. This flag lets you choose if you want to view all the line items as you are entering the order, or only the confirmed items. Confirmed items are those that get generated onto the sales order. This is a default mode only and the system allows changing from mode to mode during data entry.

Select “A” for Show All, or “C” for Show confirmed items only.

6. Enter Line Item Additional Data

Additional Data Window contains line item discount percent, unit cost, vendor number, product category, user defined code, and request and promise dates. These are fields from Elliott order entry line item screens. Most of the time, you simply accept the default values for these fields in the order line item screen. If this is the case, you should answer “N” and this will speed up your process in Sales Desk. If you need to enter data in any one of those fields, answer “Y” and during entering of line item in Sales Desk, the additional data window will popup and prompt for the information.

7. Custom Message For - 'Customer Is On Credit Hold'

By default “Customer Is On Credit Hold” will be displayed if Sales Desk detects such a condition. Even though a customer may be put on credit hold, you may not want the customer to know they are on credit hold. To prevent your staffs from telling customers that they are on “Credit Hold”, you can put a custom message here. If you leave this field blank, the system will use the default message.

8. Custom Message For - 'Customer Exceed Credit Limit'

Similar to previous field, to prevent your staff from telling customers they “exceed credit limit”, you can put a custom message here.

9. Custom Message For - 'Customer Account Past Due'

Similar to previous field, to prevent your staff from telling customers that their “account is past due”, you can put a custom message here.

10. Print Immediate Order Edit List?

Select “Y” if you want to print an immediate order edit list when an order is entered through Sales Desk. Select “N” to disable this feature in Sales Desk if you wish to manually print order edit list in Order Entry.

11. Print Immediate Order Acknowledgment?

Select “Y” to immediately print an Order Acknowledgement when an order is entered through Sales Desk. Select “N” to disable this feature in Sales Desk if you wish to manually print Order Acknowledgement in Order Entry.

12. Print Immediate Picking Ticket?

Select “Y” to immediately print a Picking Ticket when an order is entered through Sales Desk. This is helpful if the order needs to be picked right away and pick tickets are printed on an individual basis. Select “N” to disable this feature in Sales Desk if pick ticket is printed on the batch basis.

13. Print Immediately Invoice?

Select “Y” to immediately print an Invoice for an “I” type of order entered through Sales Desk. This may be helpful for over the counter sales, or if you use the invoice as a pick ticket. Select “N” to disable this feature if invoices are printed on a batch basis.

14. Show Credit Problem Window In First Screen?

Select “Y” if you want Sales Desk people to be made aware of the customer credit status before entering an order. If you select “N”, a credit problem window will still come up when you confirm the order. If you want to get order first and worry about the credit problem later, you should answer “N”. Otherwise, answer “Y”.

15. Line Item Default to Customer or Item's Loc ?

This flag is only relevant if you use the multiple locations feature in Elliott. By default, system default s a line item’s location to customer’s default location.

If you are a distributor who stocks inventory at all warehouse, then this is the right choice for you.

If you are a manufacturer producing produce and stocking items at different locations, then you should default line item’s location by item’s default location (as setup in the item master record).

Select “C” for customer default location or **“I” for item default location**. This is a default value and the actual line item location can be changed at line entry time.

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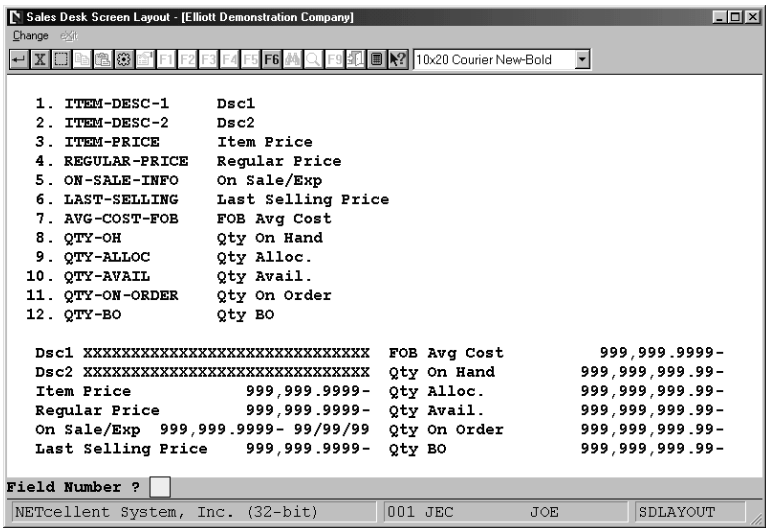
Sales Desk Screen Layout

Many companies have some special information needed for their order taking process. Sales Desk allows you to customize the screen center portion for customized item or customer information. The default 12 fields are displayed in the Figure below. You can pick and choose from most of the fields of item or customer file to customize the center portion of your Sales Desk screen.



Run Instructions

To Change Item Information Window:

Main Menu → Util-setup → Global setup → cop-cTl → sales desk screen layout

In the change mode, select field you want to change. When cursor is in that field, the F7 Key will search for the screen layout names.

Available fields to use in Screen Layout Names:

AVG-COST-FOB	Average FOB Cost
AVG-COST-LANDED	Average Landed Cost
CUST-ADDRESS-1	Customer Street 1
CUST-ADDRESS-2	Customer Street 2
CUST-BALANCE	Customer Balance
CUST-COMMENT-1	Customer Comment 1
CUST-COMMENT-2	Customer Comment 2
CUST-FAX	Customer Fax Number
CUST-HIGH-BAL	Customer Highest Balance
CUST-ITEM-DESC1	Customer Item Desc 1
CUST-ITEM-DESC2	Customer Item Desc 2
CUST-ITEM-NO	Customer Item Number
CUST-NOTE-1	Customer Note 1

CUST-NOTE-2	Customer Note 2
CUST-NOTE-3	Customer Note 3
CUST-NOTE-4	Customer Note 4
CUST-NOTE-5	Customer Note 5
CUST-PHONE	Customer Phone Number
CUST-REM-CREDIT	Customer Remaining Credit = Credit-Limit - Balance
CUST-SALES-LYR	Customer Sales Last Year
CUST-SALES-YTD	Customer Sales YTD
CUST-SHIP-VIA	Customer Ship Via
CUST-USER-AMT	Customer User Amount
CUST-USER-DATE	Customer User Date
DESC-1	Line Item Description 1
DESC-2	Line Item Description 2
DISC-PCT	Line Item Discount Pct
ITEM-DESC-1	Item Description 1
ITEM-DESC-2	Item Description 2
ITEM-NOTE-1	Item Note 1
ITEM-NOTE-2	Item Note 2
ITEM-NOTE-3	Item Note 3
ITEM-NOTE-4	Item Note 4
ITEM-NOTE-5	Item Note 5
ITEM-PRICE	Item Price
ITEM-USER-AMT	Item User Amount
ITEM-USER-DATE	Item User Date
LAST-SELLING	Last selling price of this item to this customer.
LITERAL	Free Literal that you can define any way you like
LST-COST-FOB	Last FOB Cost
LST-COST-LANDED	Last Landed Cost
ON-SALE-INFO	On Sale Information – including on sale price and expiration date.
PCT-OFF-PRICE	Discount % off Item Price
PROD-CATE	Line Item Product Category
QTY-ALLOC	Qty Allocation
QTY-AVAIL	Qty Availability = Qty-OH – Qty-Allocation
QTY-BO	Qty Backorder
QTY-EXCESS	Excess Qty = Qty-OH – Qty-Allocation + Qty-BO
QTY-OH	Qty On Hand
QTY-ON-ORDER	Qty On Order
REASON-CODE	Line Item Reason Code
REGULAR-PRICE	Regular Price = Customer's price after applying price codes before on sales price.
REQ-PRM-DATE	Request & Promise Date
STD-COST-FOB	Standard FOB Cost
STD-COST-LANDED	Standard Landed Cost
VENDOR-NO	Primary Vendor Number

Change Customer Data Window:

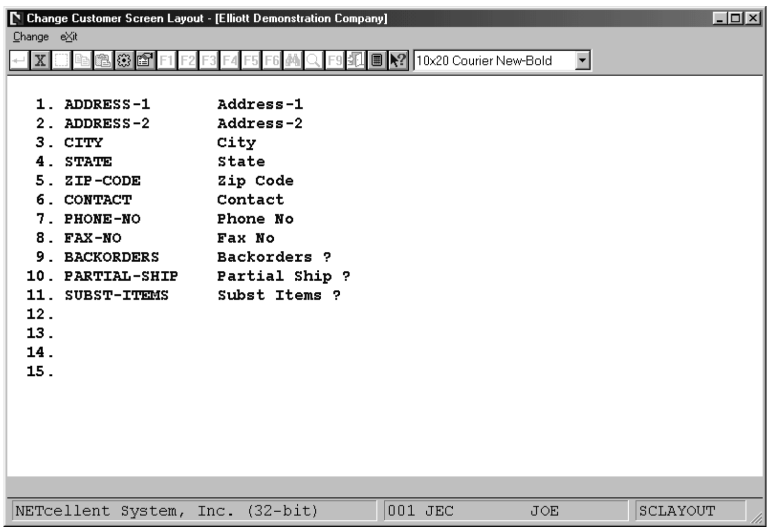
Run Instructions

If you wish to let your salespeople change certain fields of the customer file, you have to define which fields they can change in the Sales Desk. Typically, you will let salesperson change phone, address and contact information.

Main Menu → Util-setup → global setup → cop-cTl → cHg cust screen layout

This is a user definable window with 15 fields. This window is called up from with the F5 Options function key in Sales Desk

In the change mode, select field you want to change. When cursor is in that field, the F7 Key will search for the screen layout names.



Available fields to use in Screen Layout Names:

ACCT-DATE	Account Date
ACCT-NO	Account No.
ADDRESS-1	Address 1
ADDRESS-2	Address 2
BACKORDERS	Backorders Flag
BAL-METHOD	Balance Method
CITY	City
COLLECTOR	Collector
COMMENT-1	Comment 1
COMMENT-2	Comment 2
CONTACT	Contact
CORR-NAME	Correspond Name
COUNTRY	Country
CRDT-HOLD	Credit Hold Flag
CRDT-LIMIT	Credit Limit
CRDT-RATE	Credit Rate
CUST-TYPE	Customer Type
DISC-PCT	Discount Percent
DUNNING-LTR	Dunning Letters Flag
EXEMPT-NO	Tax Exempt Number
FAX-NO	Fax Number
FIN-CHG	Finance Charge Flag
INV-FORM	Invoice Form Number
LOCATION	Primary Location for customer
NOTE-1	Note 1
NOTE-2	Note 2
NOTE-3	Note 3
NOTE-4	Note 4
NOTE-5	Note 5
PARTIAL-SHIP	Partial Ship Flag
PHONE-NO	Phone No.
SALESMAN-NO	Salesman No.
SHIP-VIA	Ship Via
SORT-NAME	Sort Name
STATE	State
STMNT-FREQ	Statement Frequency
SUBST-ITEMS	Substitute Items Flag
TAX-CODE-1	Tax Code 1
TAX-CODE-2	Tax Code 2
TAX-CODE-3	Tax Code 3
TAXABLE	Taxable?
TERMS-CODE	Terms Code
TERRITORY	Territory
UPS-ZONE	UPS Zone
USER-AMOUNT	User Amount
USER-DATE	User Date
ZIP-CODE	Zip Code

Change Quote to Order

Application Overview

This function will allow you to change a quote to an order. It will also let you set the Request/Promise Date to equal the Order Shipping Date? You can only change a quote to a "O" type order.

Note: If you have an old order that you wish to copy to a quote, you can use the copy order function under COP Processing.

Run Instructions

Elliott Main Menu → Util setup → Global setup → cop Func → Change quote to order

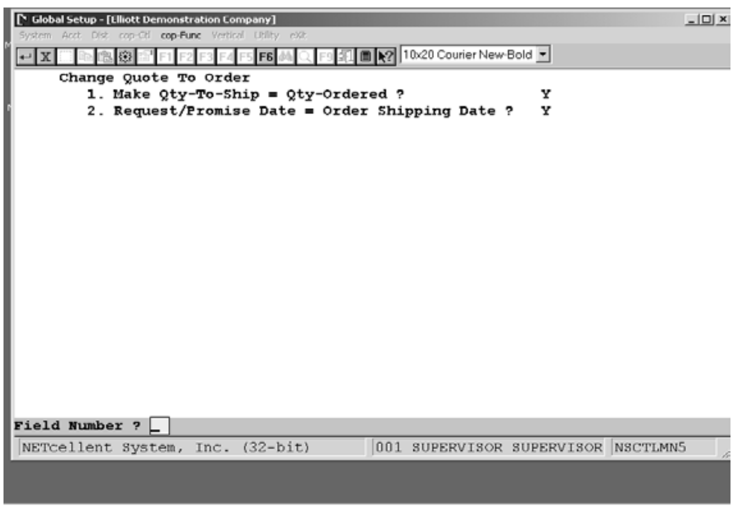


Figure 5A.1 shows the setup screen for Change Quote To Order.

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Invoice Printing

Application Overview

The purpose of this function is to provide additional invoice printing features.

1. It allows you set up a default invoice form for a specific customer in the customer file. When you print invoice(s) for this specific customer, the system will use the invoice form defined in the customer file and not COP setup.
2. It will allow you to print an invoice immediately after billing an order.
3. It will allow you to print invoice(s) to disk.
4. It will eliminate the print alignment message before invoice printing.
5. It will eliminate the mount form message before invoice printing.

Run Instructions

Elliot Main Menu → Util setup → Global control → cop-Func → Invoice printing

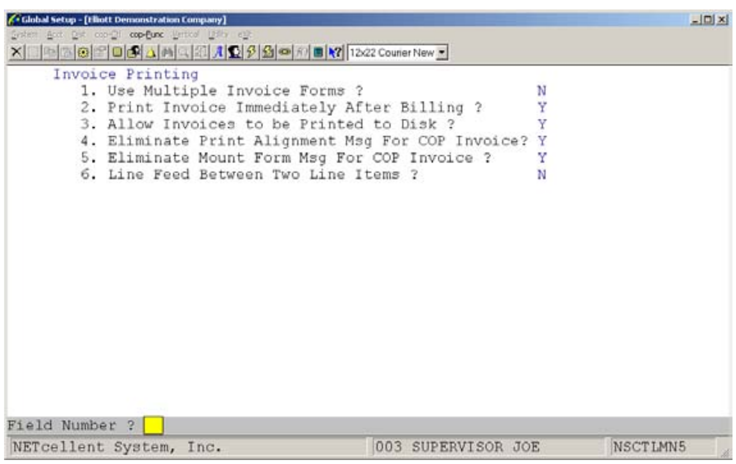

Figure 5B.1 shows the setup screen for Invoice Printing.

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Order Acknowledgement

Application Overview

With this function, you will be able to print customer telephone number, fax number, and contact name on an order acknowledgement. We have included a fax number field in the customer file (field 12).

Run Instructions

Elliot Main Menu → Util setup → Global control → cop-Func → order Acknowledgement

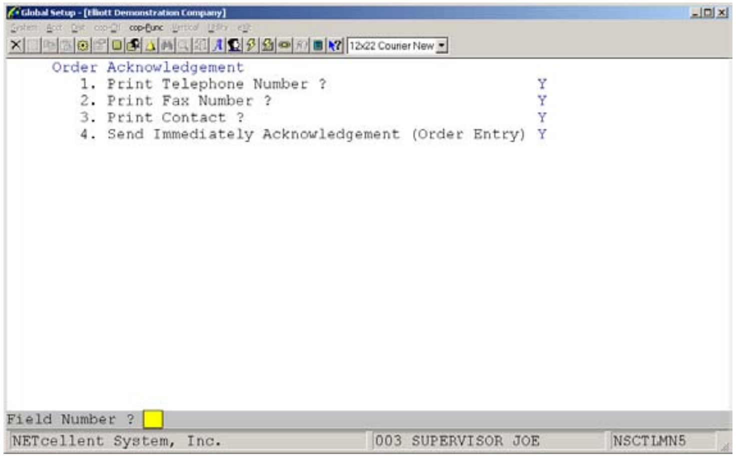

Figure 5C.1 shows the setup screen for Order Acknowledgement.

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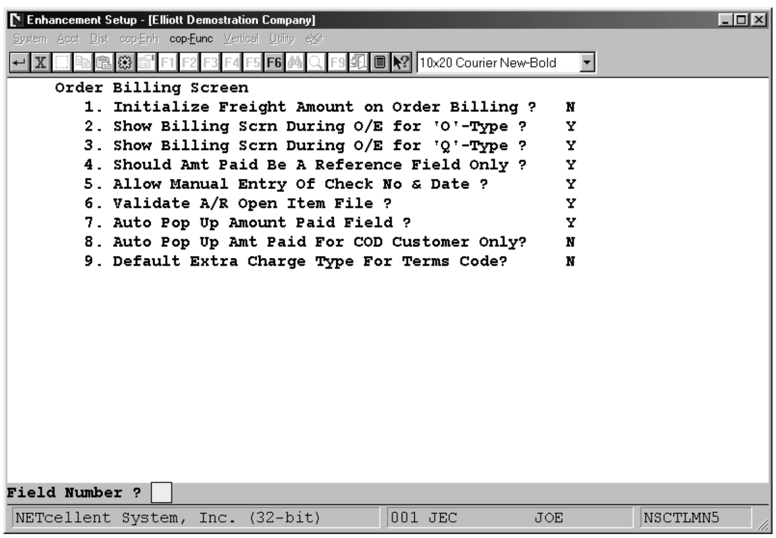
Order Entry Billing Screen

Application Overview

Elliott COP is a feature rich module with many features and functions that are controlled in the Order Header, Order Line Item, and Order Billing Screens. Rather than enabling these features and functions that may not apply to all users, we give the user the option to select only those that apply to them or that they can use to better meet their needs and functionality. The COP managers or owners should review the options available with management and COP users, and then incorporate the options selected into their Procedures and Policies Manual.

Run Instructions

Go to Elliott Main Menu: **U**til-setup → Global Setup → cop-**F**unc → order **B**illing screen. The following setup screen will appear:



Order Billing Screen Setup

Entry Field Descriptions

NAME	DESCRIPTION
1. Initialize Freight Amount on Order Billing?	The purpose of this function is to pull-in the freight amount from a Manifest System (Starship).
2. 3. 4. 5. 6. 7. 8.	Flags 2, 2-8 are related to the Deposit Handling Enhancement. Flag these functions as “Y” and do their set up using the Deposit Handling documentation that follows.
9. Default Extra Charges For Terms Code?	This is only a default field. The Terms Code function allows you to add an extra charge to an order by a set dollar amount or percent. Select “A” for dollar amount, “P” for Percent, or “N for none.

Deposit Handling

Application Overview

Standard Processing Method

The standard method of order entry is designed to enter, process, ship and invoice orders. It is not designed to apply deposits, pre-payments, or credit memos to all type of orders in COP. To enter a deposit or pre-payment, the user usually receives posts the deposit in A/R Cash Receipts and applies it as an Open Credit to the customer. The Standard Processing Method does provide the function to apply an "Amount Paid" to COP type "I" orders. This works reasonably well if the invoice is immediate or an over the counter sale.

When a Standard Method COP type "O" order is selected to bill and the invoice printed, the printed invoice will show the entire invoice amount as the Balance Due even though the customer has a deposit, pre-payment, or credit memo against this invoice. To lessen any misunderstandings with the customer and his invoice, the deposit could be referenced in the Invoice comments.

After the invoice has been posted, the COP user must go to A/R and Reapply the open credit to the invoice. If they are not authorized for this A/R process, they must notify the A/R user and explain the situation. Until the Open credit has been reapplied to the invoice, the invoice remains open and is reflected as such in the customer credit history and financial status.

From a centralized cash receipts process and cash management standpoint, the following are areas of concern with the Standard Processing Method:

1. Cash receipts and A/R are not updated until the invoice is posted.
2. If invoice originated as an order, do you withhold processing any "Amount Paid" until the order is filled, shipped, and ready to invoice? Or, do you post payment as an open credit and reapply after the order has been invoiced and posted?
3. Who handles cash, the A/R Department or Sales Processing Department?

NOTE: *For terminology purposes, Deposit is synonymous with cash received, cash applied, partial payment, and pre-payment.*

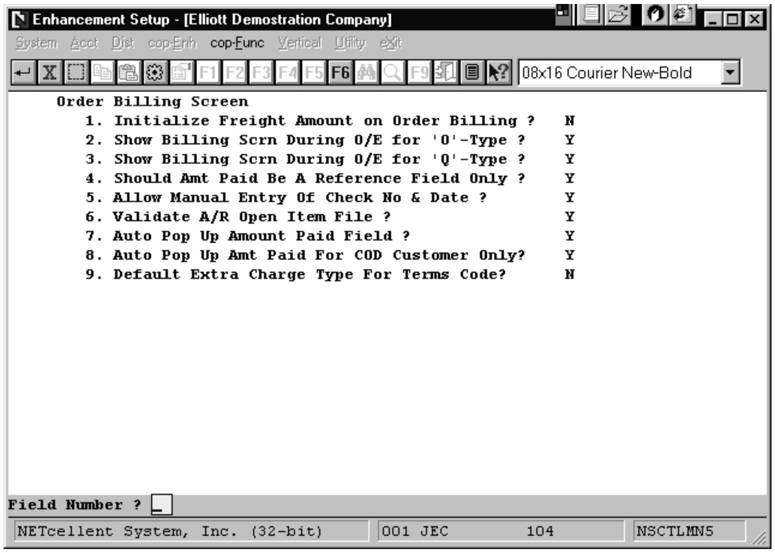
Deposit Handling Method

The Deposit Handling Method resolves all the Standard Method Process issues by posting deposits as an open credit in A/R and linking them, automatically or via a popup window, to the COP Amount Paid field. Additionally, it gives you the controls to establish a centralized cash receipts process.

This function works with "O" and "I" type orders by allowing users access to the billing screen during regular order entry processing. This function will also let you apply open credit memos in the Amount Paid field of the billing screen. This is especially important for COD Customers when the COD amount due must reflect a deposit or an open credit memo. If the COD amount is not correct, customers may refuse shipment or become upset if their deposit or open credit memo is not applied.

Run Instructions

Go to Elliott Main Menu: Util-setup → Global setup → cop-Func → order Billing screen. The following setup screen will appear:



Entry Field Descriptions

NAME	DESCRIPTION
1. Initialize Freight Amount On Order Billing?	Does not apply to deposit handling.
2. Show Billing Scrn During COP For "O" Type Orders?	Answer "Y" if you want Sales Order Entry people to access billing screen to enter payments, freight, miscellaneous charges or comments at order entry time for "O" type orders. Answer "N" to use the Standard Processing Method.
3. Show Billing Scrn During O/E For "Q" Type Orders?	Answer "Y" if you want Sales Order Entry people to access billing screen to enter payments, freight, miscellaneous charges or comments at order entry time for "Q" type orders. Answer "N" if you do not need these features for "Q" type orders.
4. Should Amt Paid Be a Reference Field Only?	If you answer "N", Deposit Handling will be disabled and the cash receipts processing will use The Standard Processing Method. Answer "Y" to enable Deposit Handling. If flagged "Y", the Amount Paid on the Billing Screen for "O" and "I" type orders will not post as a cash receipt. However, and since the system is using payments/open credits from A/R to populate this field, the printed invoice will reflect the correct Balance Due amount. Upon posting the invoice, the system

	will Re-Apply the payment/open credit to the posted invoice.
5. Allow Manual Entry of Check No. and Date?	If answered "N", a window will popup allowing you to define up to 5 Supervisors (users) who can manually enter a Check No. and Date. This is a security feature to ensure data accuracy and only let the designated supervisors make adjustments when a situation exists outside normal operating procedures. However, non-supervisor users can still use the F3 Key to select the Open Payment amount and automatically populate the Check No. and Date fields with the values of the Payment/Credit. Answers "Y" to let all users manually enter Check No. and Date.
6. Validate A/R Open Item File?	This flag defaults to "Y" and cannot be changed if you said "N" to allow Manual Entry of Check No. and Date, (Field 5, above). If "Y" to allow Manual entry of Check No. and Date, the Deposit Handling s function gives you three options: 1. Y=Yes 2. W=Warning 3. N=No. If "Y", the system will validate the check number and date in the A/R Open Item file. If it cannot validate the Check No. and Date, it will not accept the information entered and will prompt you for a valid Check No. and Date. If "W", the system will issue a Warning Message, but let you proceed with the Check No. and Date as entered. If "N", the system will not validate and accept the Check No. and Date as entered. Note:These same options and rules apply if you are processing an open credit memo against an order.
7. Auto Pop Up Amt Paid Field?	This function will automatically populate the Amount Paid, Check No., and Date fields for a Credit Balance Customer with their open payment or credit memo. Answer "Y" to enable this function. Auto Pop Up will only work for Credit Balance Customers. The system only allows one open payment/credit to apply per invoice and if the customer has more than 1 Open Payment/Credit the system will display a message saying "Multiple Unapplied A/R Open Item Records Exist." However, you can still apply multiple credits per invoice using the procedures detailed in the Processing Order Entry section of this manual.

8. Auto Pop Up Amt Paid For COD Customer?	This is the same function as flag #7, but for COD Customer only. If you select "Y" for this function, it overrides and disables flag #7 if it was answered "Y." This enhancement only works for customers with COD Terms and credit balances.
9. Default Extra Charge For Terms Code?	Does not apply to deposit handling

Set-Up Rules To Remember:

A. When Reference Field Flag = N.

1. System follows the Standard Processing Method.
2. Data entered in the COP Billing Screen will not update A/R until the invoice is posted.
3. Fields 5 through 8 will be disabled.
4. Fields 2 and 3 will be functional if flagged Y. Any information entered into the Billing Screen will carry over to the invoice when the order is selected for billing.
5. Unless you want to hold checks until invoicing occurs, you must create open item cash receipts in A/R and then reapply once the invoices are posted.

B. When Reference Field Flag = Y

1. The system will not post or create any transactions for the amount entered in the Amount Paid field.
2. When the invoice is posted, the system will automatically perform a Re-Apply for the open Payment/Open Credit referenced in the billing screen and match it to the invoice.

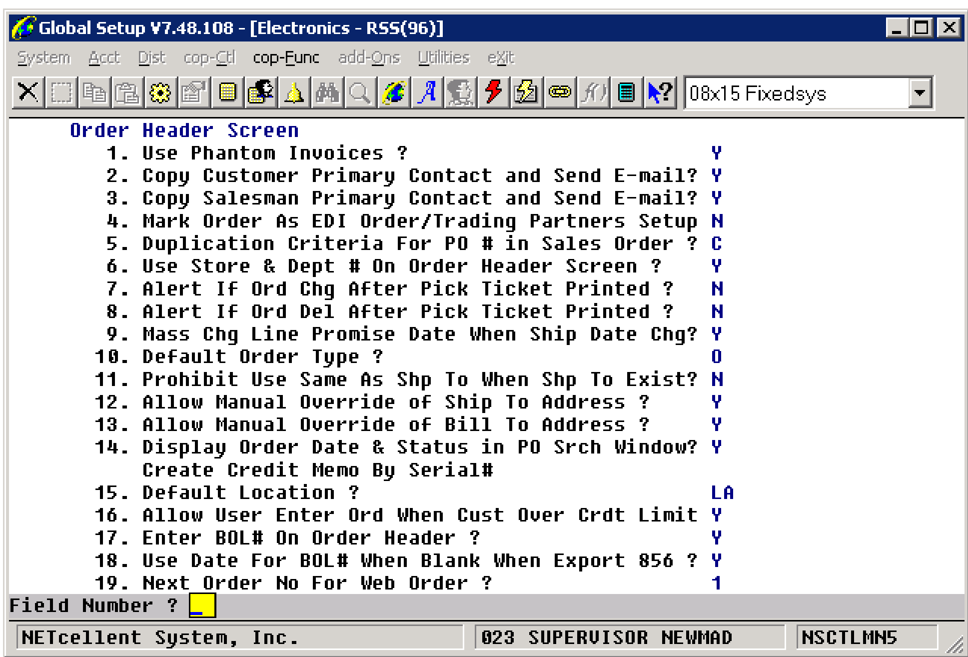
Order Entry Header Screen

Application Overview

Elliott COP is a feature rich module with many features and functions that are controlled in the Order Header, Order Line Item, and Order Billing Screens. Rather than enabling these features and functions that may not apply to all users, we give the user the option to select only those that apply to them or that they can use to better meet their needs and functionality. The COP managers or owners should review the options available with management and COP users, and then incorporate the options selected into their Procedures and Policies Manual.

Setup Instructions

Go to Elliott main Menu: Util-setup → Global setup → cop-Function → order Header screen. The following setup screen will appear:



Entry Field Descriptions

NAME	DESCRIPTION
1. Use Phantom Invoices	Answer "Y" to enter a Phantom Order and print a Phantom Invoice(s). The purpose for Phantom Orders is for Proforma or consignment purposes. You can control the files that will update after posting. In most cases, when posting Phantom Invoices, you should not update any existing Elliott data files.
2. Allow Users To delete COP Order	Select from the following options: "L" = List of Users to Allow. Allows you to define 5 supervisors (users) authorized to delete COP orders. "Y" = Allows users to delete orders. "N" = System will not allow deletion of orders.
3. Allow Users To enter Ord When Cust Over Crdt Limit	Select "Y" to allow user to enter an order when customer is over their credit limit. Select "N" to prevent processing orders when a customer is over their credit limit. Note: If there is a credit problem, the Credit Check and Release feature can automatically put an order on hold after the order has been entered.
4. Mark Order As EDI Order/Trading Partners Setup	See explanation at the end of Entry Field Descriptions.
5. Duplication Criteria For PO# in Sales Order	feature checks for duplicate purchase orders and gives you the following duplication checking criteria: 1. N=None 2. 2. P=P.O.# Only 3. C=Customer 4. S= Per Ship To. hecks for the P.O. # only, "C" checks if the P.O. # has already been entered for that customer, and "S" checks against the P.O.#, Cust#, and Ship-To#. u do want to check for duplication PO Number in COP set this flag to "N". When you enable the checking of duplicate PO#, you also enable the feature of searching by PO# and Ship-To# in COP Order Inquiry and Order Entry Change Mode. If "N" is selected, it will disable both features.
6. Use Store & Dept# In Order Header Screen	If you need to identify a Store or Department Number on your order and print this information on the invoice, set this flag to "Y".
7. Alert If Ord Chg After Pick ticket Printed	If "Y": When you go to change an order after the picking ticket has been printed, the system will prompt you with a message that the order has been picked. If this occurs, the Shipping Department should be made aware of the

	changes and that a new Picking Ticket is to be printed. In most situations when you go change an order, you should be alerted if the order has been picked. Therefore, we suggest you to enable this feature.
8. Alert If Ord Del After Pick Ticket Printed	Select "Y" to have the system notify you that you are deleting an order for which a Picking Ticket has been printed. If this occurs, you should verify with the Shipping Department if the order has been picked and/or shipped. We suggest that you turn on this feature.
9. Mass Chg Line Promise Date When Ship Date Chg	t controls the ship date at the order line item level by using the "Promise Date". This feature allows a mass change of the line items Promise Date to match a new Ship Date. u select "Y", then during order header change of the ship date field, a window will popup and ask if you want to do a mass change to the line items. You should enable this feature if most of your orders ship date is identical for all line items on that order. Do not enable this feature if you need to process line items with an individual "Promise Date".
10. Default Order Type	The Elliott default Order type is "O". However, there are many companies who process mostly "I" type orders for immediate invoicing or over the counter sales, and the default of "O" causes an inconvenience. This feature gives you the option to set a default for "O" = Order, "I" = Invoice, "Q "= Quote, or "C"= Credit Memo.
11. Prohibit Use Same As Ship To When Ship To Exist	This is a security feature to prevent shipping an order to an address other than the address setup for the Ship To Number. Select "N" to disable manual override, or "Y" to allow manual override. If a company is concerned that an order may ship to a non-valid Ship to Address, they should set this flag as "N".
12. Allow Manual Override of Ship To Address	e are many companies who want orders shipped only to their stores or branches, but never to their headquarters. This function will prevent shipping to the Customer headquarters if a Ship To Number has been setup. Select "Y" to enable this function. If the customer needs an occasional order shipped to their main location, they must setup a Ship To Number for their main location.
13. Allow Manual Override of Bill To Address	This is a security feature to prevent billing an order to an address other than the default Bill To Address. Select "N" to disable manual override, or "Y" to allow manual override.

4. Mark an order as an EDI order/Trading Partners Setup.

This field involves two settings:

1. Mark an order as an EDI Order: Value defined in this field
2. Trading Partner Setup: Defined in a popup window

All orders that come into Elliott through EDI will be marked as an EDI orders automatically, (a hidden flag in order header). All orders marked as EDI can be invoiced to trading partner as an EDI invoice as well. However, if you need to manually enter orders for your EDI trading partners, the question for you is whether you need to invoice your EDI trading partners through EDI as well? If your answer is "Y", then by default the order you manually enter for your trading partner will not be marked as EDI. As a result, that order will not be invoiced to your EDI trading partner.

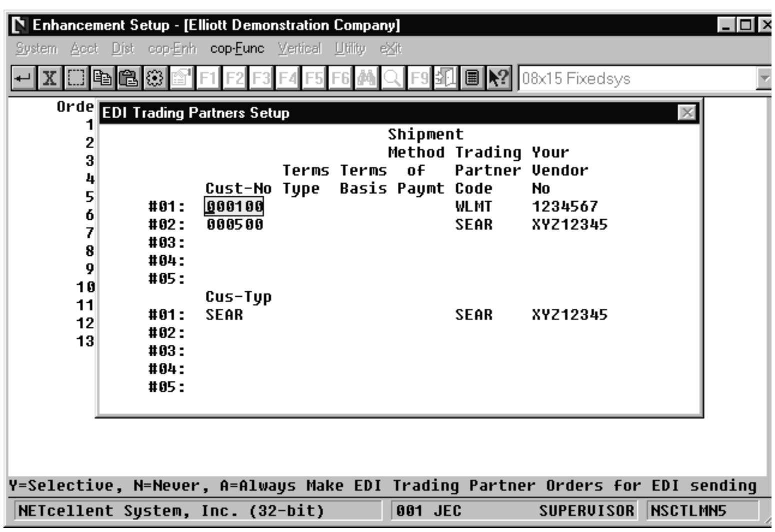
To solve this problem, our order entry system needs to know who is your EDI trading partner. These trading partners can be setup in "Trading Partner Setup Window" which will popup after you press enter on the "Mark an Order" field.

If you do not use EDI, or if you do not need to invoice your trading partners through EDI, answer "N" to this field.

If you are using EDI, and need to invoice your trading partners through EDI for manually entered orders, answer "A" (Always) to this field. All orders you manually entered for your EDI trading partners will be marked as EDI orders automatically.

If you are using EDI, and have multiple EDI trading partners where some require you to invoice them through EDI, and some don't, you might consider using "Y" (Selective) in this field. Selective allows the system to prompt you during order entry to determine "If you wish to make this order EDI?"

Once you enter a value into this field. The Trading Partner Setup Windows will popup.



Cust-No. = This is your Partners Customer number as defined in A/R.

Terms Type = Leave Blank

Terms Basis = Leave Blank

Payment = Leave Blank

Partner Code = This is your Trading Partners EDI Customer # as defined by your EDI translator software.

Vendor No. = This is your Vendor number for your trading partner.

Under most situations, you can leave the Terms Type, Terms Basis and Shipment Method of Payment fields blank. If your EDI translator software has properly defined the map for your trading partner, this information can be picked up from your EDI translator software side.

Partner code is defined by your EDI translator software. Under most situations, your EDI translator software does not know the internal customer number you are using for your trading partner. They may use their Internal code like "WLMT" to stand for Wal-Mart. Therefore, we need a cross referencing capability between Elliott's internal customer number and EDI translator software's customer number. You need to verify with your EDI software provider for their internal customer number for your trading partner.

You can define up to 5 customer numbers as your trading partners. In some situations, you may have multiple customer accounts corresponding to the same trading partner. You may use a unique customer type to represent this trading partner and make sure each customer account for this trading partner is setup correctly with this customer type. This will work for EDI, if you only need to invoice EDI and do not need to import EDI orders.

Cust-Type = This is a unique customer type defined in A/R for those Trading Partners who ship to multiple branches or other locations.

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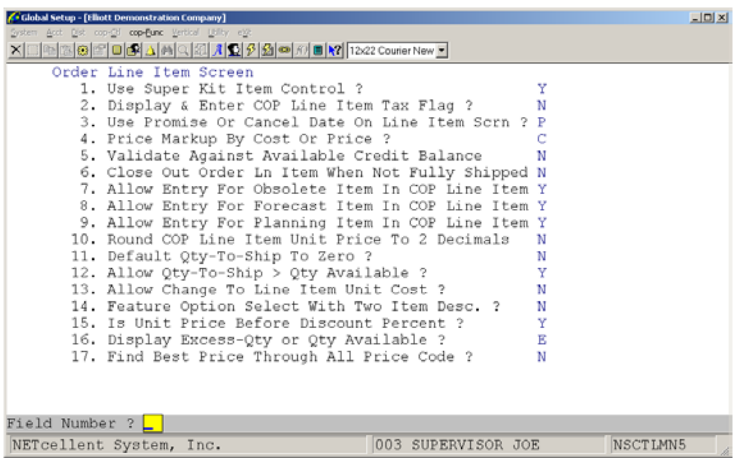
Order Entry Line Item Screen

Application Overview

Elliott COP is a feature rich module with many features and functions that are controlled in the Order Header, Order Line Item, and Order Billing Screens. Rather than enabling these features and functions that may not apply to all users, we give the user the option to select only those that apply to them or that they can use to better meet their needs and functionality. The COP managers or owners should review the options available with management and COP users, and then incorporate the options selected into their Procedures and Policies Manual.

Set Up Instructions

Go to Elliott Main Menu: **U**til-setup → Global Setup→ cop-**F**unc → order **L**ine item screen. The following setup screen will appear:



Entry Field Descriptions

NAME	DESCRIPTION
1. Use Super Kits Function	Answer "Y" to enable this function. This function will allow you to select the components of a KIT item during order entry. If you have already defined a KIT file, the system will copy over this structure with the predefined components, but you have the option to change, delete, or add component items. If you have defined a KIT parent item in the item master file, but have not defined a KIT file, the system will allow you to search that KIT item using the [F7] key. The system will then display an empty KIT window giving you the option to enter any components for this KIT item. The Super KIT Item function is a powerful tool for light assembly/manufacturing companies who often have the need to change Bill of Material configurations.
2. Display & Enter COP Line Item Tax Flag	If you would like to be able to see the line item tax flag and access the field during order line entry, answer "Y" to this question.
3. Use Promise Or Cancel Date On Line Item Screen	There are two date fields in the order line item file: "Request Date" and "Promise Date". Request date is the date that customer requests you to ship the goods. By default, promise date will be equal to request date unless you change it. You will normally change the promise date when you can't ship goods to your customers by their request date. With your customer's permission, you change the promise date to a later date when you will be able to ship. Picking Ticket printing is based on "Promise Date" for selecting line items to print. Some businesses, especially large chain stores, may give you a request date for shipment and a cancellation date to cancel the order if you do not ship by that date. If you set this flag to "C", then system will use "Promise Date" field as Cancel Date with a literal change to "Cancel Date". If so, the picking ticket printing is based on "Request Date" for selecting, not "Cancel Date". The default value for this field is "P" for "Promise Date".
4. Price Markup by Cost Or Price (Pricing Codes)	C = Cost: Price Code markup based on a cost markup. P = Price: Price Code markup based on a base line item price in the Inventory Item file. Default value is "C" for cost.

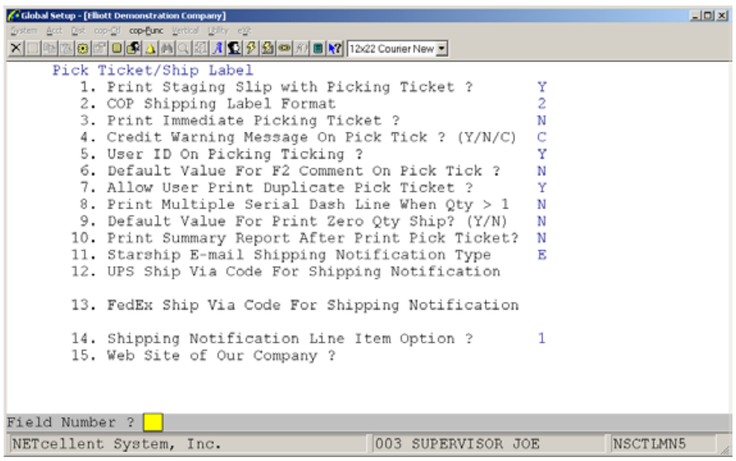
5. Validation Against Available Credit Balance	If you maintain tight controls on customers credit limit, you should turn on this feature and let the system check the credit balance on a line item by line item basis. As each line item is entered, the system checks if the credit limit is exceeded with this line. When the credit limit is exceeded with this line item, the system gives you a warning message, but does not stop you from additional line item entry. It is helpful for the order entry person to know that customer's credit limit has just been exceeded and no more line items should be placed on this order.
6. Close Out Order Line Item When Not Fully Shipped	Even though the customer may allow you to back order, he may request that you to close out a line item that has been back ordered. By enabling this flag, the system will give you option to do so in the change mode of order entry processing.
7. Allow entry for Obsolete Item In COP Line Item	If you enter an item that is obsolete the system will give you a warning message, but let you proceed. By answering "N" to this field, the system will not allow entry of obsolete items. Note: Items are marked Obsolete in the Inventory item master file.
8. Allow Entry For Forecast Item In COP Line Item	Similar to previous question. Answer "N" to this field to prevent order entry for forecast items.
9. Allow entry For Planning Item In COP Line Item	Similar to previous question. Answer "N" to this field to prevent order entry for planning items.
10. Round COP Line Item Unit Price to 2 Decimals	The Elliott unit price allows up to 4 decimal points. When the discount or markup setup in price codes are by a percentage, the unit price calculated may carry over to three or four decimal points. If you require or prefer rounding the unit price to two decimal points, answer "Y" to this question. Default value is "N".
11. Default Qty-To-Ship To Zero	Certain business always back order items when an order is first entered. Make-to-order businesses, or manufacturers, who start to produce items as they receive the order, usually do this. Answer "Y" to make quantity to ship as zero and back order the line item by default.
12. Allow Qty-To-Ship > Qty Available	ct "Y" to enable this feature. This feature addresses the situations when you want to bill an order regardless if you have the Quantity available, or when you physically have the quantity available on hand. Qty To Ship > Qty Available occurs from inaccurate inventories or when quantity has already been allocated, (Qty Available = Qty On Hand – Qty Allocated). Select "N" if you wish to have a tighter control with inventory and force the inventory to be accurate before

	shipment can happen. The default is "Y".
13. Enter Line Item Unit Cost Unconditional	When processing a line item, the system by default skips over the Unit Cost field. However, you can go back after you have completed the screen and change the unit cost. If you always need to change this field as you are entering line item data, select "Y" to enable this feature.
14. Feature Option Select With Two Line Item Description	When selecting Feature Options, the system by default will only display the first line of the item description. If you need to display both lines of description, select "Y" to enable this feature, otherwise select "N".
15. Is Unit Price Before Discount Percent	Select "Y" to use the standard discount logic. When an order is discounted at Order Entry time, the Unit Price field in the line entry screen will not reflect the discounted price, instead the line item discount percent will default to the discount in the Order Header, To know what you are selling the item for, you must divide the extended price by the quantity ordered. If you select "N", then the Unit Price in the line entry screen will reflect the discounted price based on order header discount percent and the lien item discount percent will default to 0. This is a more convenient way of seeing what you are billing the item for rather than having to figure out the net unit price that you are billing for. It is also easier to communicate with customer either verbally or through invoicing for the net unit price that we are charging the customer.

Pick Ticket/Ship Labels

Run Instructions

Elliot Main Menu → Util setup → Global setup → cop-Func → Pick Ticket/ship label



Entry Field Descriptions

Name	Description
1. Print Staging Slip with Picking Ticket?	This feature is used to print a consolidated pick ticket (staging slip) for multiple orders. If you have a large warehouse and the number of orders is huge, the traditional method of using picking ticket to pick order one at a time is not efficient. A better method is to pick all orders in a batch in one run and place the goods in a staging area. From staging area, you can pick your individual order much quicker than go through the entire warehouse. Thus, we call this feature Staging Slip. Some people may refer this as "Wave Pick". This feature is very useful for distributors with large-sized warehouses. There are two different modes for printing a staging slip: a. Automatic mode: the staging slip will be automatically printed right after the picking ticket is printed. b. Manual mode: orders can be manually entered one by one, and then the staging slip is printed. Note: If picking sequence is not used, then line items will be sorted by item number on staging slip.

	1. Automatic Mode Automatic mode occurs in the **Print Picking Tickets**. In order to use **Print Staging Slip** in this mode, this feature must be enabled. After the picking ticket is printed, if you hit the **ESCAPE** key or **F10**, it will automatically ask you if you wish to print the staging slip. 2. Manual Mode This mode allows you to manually enter one order after another for printing staging slips.
2. COP Shipping Label Format	Allows up to four label sizes
3. Print Immediate Picking Ticket?	Some companies may require the shipment take place right after the order is entered. Answer **"Y"** to enable printing of picking ticket immediately where system will ask you "Do you wish to print pick ticket immediately?" after an order is entered.
4. Credit warning message on Picking ticket?	**"Y'** = **"N"** = **"C"** =
5. User ID on Picking ticket?	Select **"Y"** to print the user who entered the order. Select **"N"** to disable/
6. Default value for F2 comment on Picking ticket	Default is **"N"**. To print F2 comment, enter **"Y"**.
7. Allow User to print duplicate Pick ticket?	Default is **"N"**. Select **"Y"** to allow printing a duplicate ticket. **Caution:** Duplicate tickets could result in double shipments to customers.
8 Print Multiple Serial Dash Line When Qty. > 1	The default Picking ticket logic only gives you one dash line, (15 characters), even if you quantity to ship is greater than one. This setup flag prints a serial number dash line for the total Quantity to ship, i.e., if item has qty-to-ship of 24, then it will print 24 dash lines to enter all serial numbers. Additionally, you can print the serial number dash lines in two columns format to reduce the spacing requirement. Select **"Y"** to print one dash line per serial number, Select **"T"** to print the serial number dash lines in two columns format, or select **"N"** if you only need one dash line regardless of qty-to-ship.
9. Default Value for Print Zero Qty. Shipped Y or N	
10. Print Summary Report after Print Pick Ticket?	
11. Starship E-Mail Shipping Notification Type	E = Manifest Event (User defined e-mail) H = Hard coded (Predefined by Elliott w/links to shipper)
12. UPS Ship Via code For Shipping Notification	Enter UPS shipping codes for which you want to send e-mail shipping notification
13. Fed Ex Ship Via Code For Shipping Notification	Enter Fed EX shipping codes for which you want to send e-mail shipping notification
14. Shipping Notification Line Item Option	Determines what orders/items will qualify for shipping notification. 1 = Selected or Invoice Items

	2 = From Shipping Verification program 3 = From Picking ticket 4 = All N0n-Backordable Items 5 = Do Not Print
15. Web Site Of Our Company	

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Post Invoice to A/R

Run Instructions

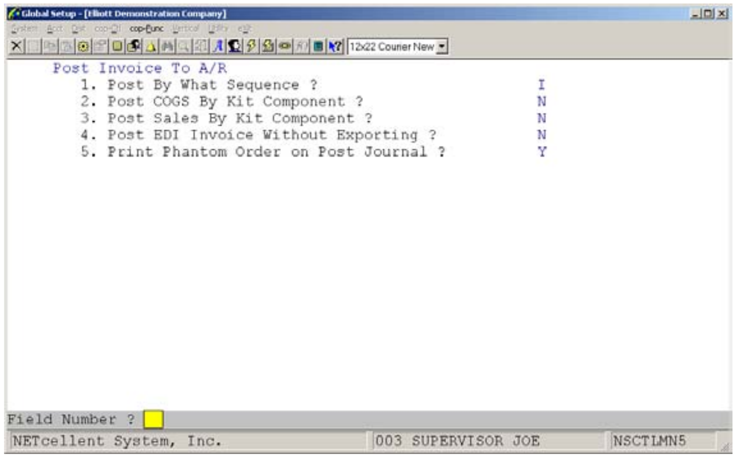


Figure 5H.1

Entry Field Descriptions

1. Post invoices by invoiced sequence, or order sequence.
   By default, COP Post Invoice to A/R will be posted by order number sequence. If you would rather post it by invoice number sequence, you can set this flag to "I".

2. Post COGS by Kit Component.
   By default, COP posting will roll up the component cost for a kit item and post to the inventory and cost of good sold accounts based on the kit item's material cost type and product category. If you would rather post inventory and COGS by kit components, answer "Y" to this question. The system will distribute to G/L based on the KIT component's cost of goods sold accounts defined in the product category.

3. Post Sales by Kit Component.
   By default, COP posting will post the sales distribution by kit item's product category. If you like to analysis your sales by kit components, you can set this flag to "Y", then not only the sales distribution will be posted by kit components, it will also post the components to the Sales History Trx File, and update the Items' Accumulator (ytd, ptd sales cost), except in the Invoice History file.

4. Post EDI Invoice Without Exporting?
   For an imported EDI order you have the option to export it to an EDI 810 Invoice. However, once an invoice has been posted you will not be able to export to an EDI 810 through the regular process. Therefore, by setting this flag to "N" will prevent potential error where the posting is taking place before the exporting of EDI 810 Invoice. When an EDI order is exported, the order will be marked (a hidden flag), then the invoice can be posted. However, in some situation you can't set this flag to "Y"

for it will bring more problems than it try to solve. In those situations, you have to use procedure control: meaning you have to ensure that the EDI 810 Export is done before the posting through your internal procedure. The following table will give you a good guideline for setting this flag:

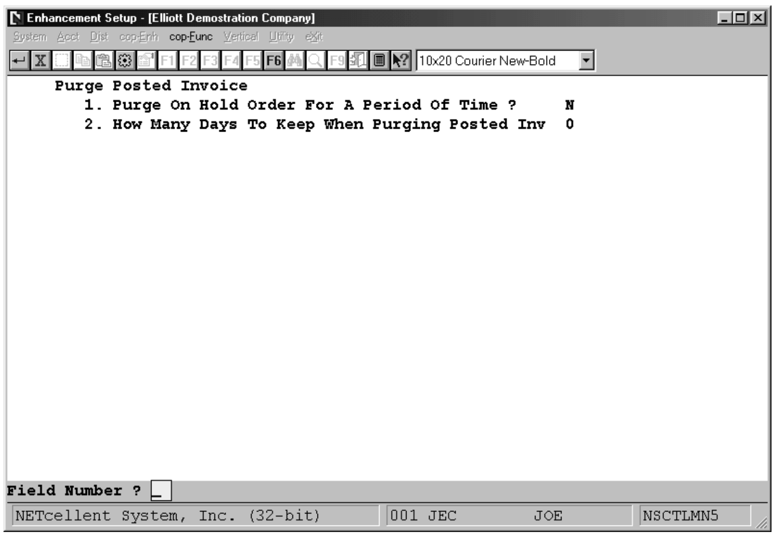
Scenario	Procedure Control	Flag Control
You You are not using EDI	Set this flag to "Y"	Set this flag to "Y"
You have one or more EDI trading partners, hey all require 810 Invoice.	Set this flag to either "Y" or "N". Preferable to set this flag to "N" to prevent error.	Set this flag to "N".
You have multiple EDI trading partners. Some of them require 810, some of them don't.	Set this flag to "Y". You must use Procedure control in this case.	Set this flag to "Y". You can't rely on flag control to prevent error and must use internal procedure control.

Purge Posted Invoice

Application Overview

The purpose of this feature is to automate the purge process via Deferred Processing without losing the time window of history that you wish to keep. To make this possible, we allow you to define a time window for history to keep.

Run Instructions



Purge Posted Invoices Setup Screen

Field Entry Descriptions

1. Reserved for future use.

2. How Many Days To Keep When Purging Posted Invoices?

With the purpose of this feature being to automate the purge process via Deferred Processing without losing the time window of history that you wish to keep, we make it possible by allowing you to define a time window for history to keep. For Example:

a. Define the numbers of days to keep history when you purge, (90 Days).
b. Purge Process, (recurring daily, weekly, monthly, or quarterly) is set up for Deferred Processing with a purge cut-off date well set into the future, 12/31/30.
c. The process would normally purge all posted invoices through 12/31/30 but since we made the 90 “Days To Keep” a condition, it will keep all history for 90 days prior to the system date and purge everything else.

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Future Price Screen

Application Overview

Future Price function is used to update the price, standard cost and user-amount fields in the item master file. By using this function, the user can enter a date when the item price, cost, and user-amount will become effective without immediately impacting the item file. On the effective date, the user can post the future price transactions and make them effective.

The future price function allows the user to enter future price transactions well in advance of the effective date. You can make the posting of future price a Deferred Processing procedure, recurring on a daily basis, to further automate this process. This way you do not have to manually post Future Price transactions on, (or if you forget), after the effective date.

The Future Price function does not update price codes. If you are using the price code function with discount and markup methods, the future price function will be a useful tool to you. However, if you use price codes with a set price then the Future Price function may not be as valuable to you.

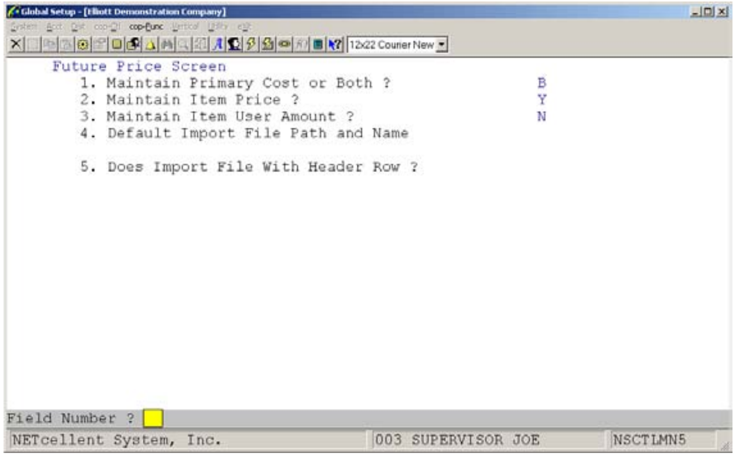
Future price is a very helpful function if the user has thousands of items to update in a short period of time. For example; if new pricing will be effective for 5,000 items at the beginning of a new year, there is simply not enough time to make all the changes in just a few days with the traditional method. You cannot make changes to the item file well in advance because any changes immediately update the item price and cost. This is why user may need to use this Future Price function.

If you can use the “Mass Price Change” function to update your price by a fixed percentage, then you do not need to use the Future Price function. If you only have less than a few hundred items’ price to update, you may not need to use the future price function since you can probably take care of the changes in a day, or maybe even a few hours.

Run Instructions

Setup of Future Price

Before using this function, you must define and enable your default parameters in the setup process. To do this, go to: Main Menu -> Util Setup -> Global setup → Cop-Func -> Future Price. The following screen will appear:



Future Price Screen Setup

Entry Field Description

NAME	DESCRIPTION
1. Maintain Primary Cost of Both?	Elliott maintains both FOB and Landed Cost, and these are your Primary and Secondary Costs. Whichever is the Primary or Secondary cost is dependent upon how you have setup the Landed Cost function. For these costs you have an Average Cost, Last Cost, and Standard Cost. This enhancement will only update the Standard cost. Select "P" for Primary, Select "B" for Both, or "N" for None if you do not need to maintain future standard costs.
2. Maintain Item Price?	t "Y" to maintain the future price. On the specified date, the new price becomes effective after posting.
3. Maintain Item User Amount?	The Item User Amount is a user definable field. If you need to update this field on a future date, select "Y" to include this field for maintenance in the future price function. Refer to the System Manager Manual on how to use Item User Amount.
4. Default Import File Path/Name	
5. Does Import file With Header row	

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Starship Manifest Report

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