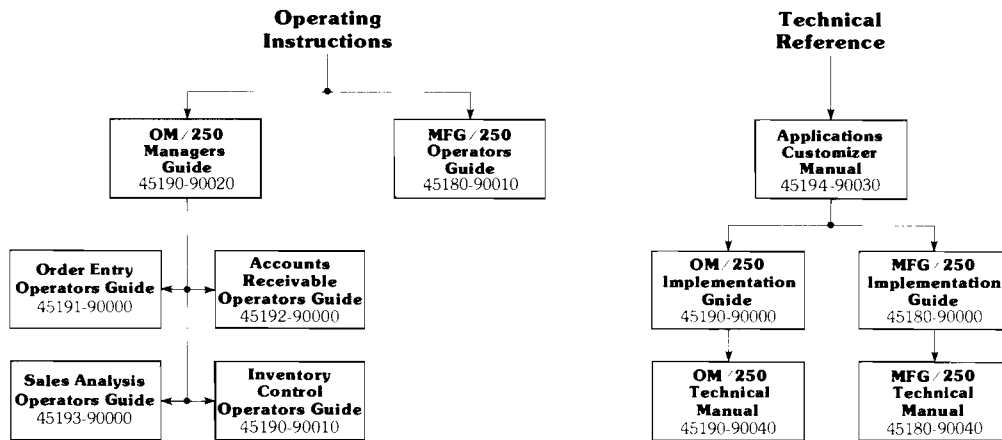


**OM/250
Order Entry
Operators Guide**

HP 250



HP 250 Applications Software Documentation

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OM/250
ORDER ENTRY OPERATORS GUIDE

Manual Part No. 45191-90000



HP250 Business System

Hewlett-Packard
General Systems Division
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PREFACE

This software module provides an easy and sensible approach to Order Entry. It assumes that the operator is knowledgeable of general business practices, but has no expertise in computers or programmable calculators. Before discussing this software package, let's first answer the following questions:

- * What is Order Entry?
- * What can Order Entry do for you?
- * What's in this manual?

What Is Order Entry?

On-line fully integrated order processing is provided by Order Entry. This module relies on information relayed from Accounts Receivable and Inventory Control. Order Entry is divided into seven distinct areas:

1. Enter Orders
2. Modify Orders
3. Release Orders
4. Pre-Printed Forms
5. Order Reports
6. Backorder Reports
7. Utility Functions

What Can Order Entry Do For You?

Features of this software module include the ability to:

- * Enter and modify orders.
- * Release orders to Accounts Receivable for invoicing with exception posting.
- * Print orders and acknowledgment letters.
- * Print picking lists.
- * Print shipping labels.
- * Print order reports according to user-defined criteria.
- * Print selected orders aged backward or forward by Order Date, Ship Date or Request Date.
- * Print a daily order recap.
- * Print a backorder report for a variety of user defined criteria.
- * Print selected backorders aged by Order Date, Ship Date or Request Date.
- * Automatically fill back orders
- * Review orders by status (active, held, etc.).
- * Remove cancelled orders from the system.
- * Enter, modify, delete and list standing split sales.
- * Correct transactions which cannot be processed by Inventory Control.

What's in this manual?

This manual steps you through the daily procedures needed to operate your OM/250 Order Entry software. It is recommended that you read the System Operators Guide before using Order Entry.

- CHAPTER 1: ENTER ORDERS
Describes entering new orders and line items.
- CHAPTER 2: MODIFY ORDERS
Describes modifying existing orders and line items.
- CHAPTER 3: RELEASE ORDERS
Describes creating new invoices from shipped orders.
- CHAPTER 4: PRE-PRINTED FORMS
Describes printing orders, acknowledgment letters, picking lists and shipping labels on blank paper or pre-printed forms.
- CHAPTER 5: ORDER REPORTS
Describes three open-order reports: Order Report, Aged Order Report and Order Recap.
- CHAPTER 6: BACK ORDER REPORTS
Describes three back-order reports: Back Order Report, Aged Back Order Report and Back Order Fill Report.
- CHAPTER 7: UTILITY FUNCTIONS
Describes examining and modifying order status, deleting cancelled orders, maintaining split sales and correcting IC transactions.
- CHAPTER 8: GLOSSARY
Defines all fields in Order Entry.
- APPENDIX A: OE INTEGRATION
Explains transactions with other OM/250 modules.
- APPENDIX B: PRICING SCHEME
Defines the order entry pricing scheme.
- APPENDIX C: LINE ITEM QUANTITIES
Shows the flow of line item quantities within Order Entry.
- APPENDIX D: ORDER ENTRY STATUS
Covers various Order Entry status conditions.

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GETTING STARTED

This chapter is the first step in using your OM/250 Order Entry module. From this chapter, you can logically proceed to modify orders, release orders, print forms, orders, back orders, and use the utility functions provided. To enter the Order Entry module:

1. Place the disc labeled HP250 in one of your disc drives and close drive door.
2. Type RUN "HP250" and press .
3. Accept system date or enter new date through ENTER NEW DATE softkey.
4. If the following message appears, press the CONTINUE softkey.


"WARNING: POSSIBLE DATA BASE INTEGRITY PROBLEM."

This leads you through a disc entry cycle of AR/OE, IC, SA, AR1, AR2, IC1 and SA1 checking data integrity of each disc. If the check fails---return to your back-up discs.

5. Enter your password.
6. Press the Order Entry softkey as seen below:

Please select a function.


ACCTS-RECEIVABL	ORDER ENTRY	INVENTORY CONTROL	SALES ANALYSIS			BACK UP	EXIT
<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>



To enter an order, press the ENTER ORDERS softkey:

Please select a function.

ENTER ORDERS	MODIFY ORDERS	RELEASE ORDERS	PRINTED FORMS	ORDER REPORTS	BACKORDER REPORTS	UTILITY FUNCTIONS	EXIT OE
<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>



An order is entered with the aid of four CRT forms: Header, Line Items, Summary and Action Status/Order Status. Once an order is entered (and/or Pick Listed), it can be released to Accounts Receivable (AR) as a New Invoice. Let's look at each of the CRT forms.


HEADER FORM

The following form is the first step in entering an order:

ORDER ENTRY ENTER ORDERS		Page: 1 Date: 06/22/79
Order No <u>1293</u>	Customer No _____	Customer P/O No XXXXXXXXXX
Name <input type="text"/>	SHIP TO <input type="text"/>	
Street <input type="text"/>	Name <input type="text"/>	
City <input type="text"/>	Street <input type="text"/>	
	City <input type="text"/>	
Ship Instr XXXXXXXXXX		
Customer Class <input type="checkbox"/>	Req Deliv Date XXXXXXXXXX	Credit Terms XXXXXXXXXX
Partial Shipment <input type="checkbox"/>	Backorder <input type="checkbox"/>	Expect Ship Date XXXXXXXXXX Salesperson XXXXXXXXXX
Please enter Customer Number.		
Space remains for 986 new orders and 3477 new line items.		
SHOW CUSTOMERS	CHANGE ORDER NO.	EXIT
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

As you see, the Order Number is already completed by the auto-numbering scheme. Auto-numbering (as defined in the OE control file) chooses the next free number in the system, wrapping around when reaching 999999. By pressing the CHANGE ORDER NO. softkey, any valid order number may be entered that does not already exist in the system.

Customer Number - This is a Customer Number as entered in Accounts Receivable (AR). The SHOW CUSTOMERS softkey displays, one at a time, all active customers or customers specified by first characters of Customer Name and/or Customer Zipcode. The next customer may be shown or the displayed customer can be accepted. The appropriate customer information (name, address, remaining credit balance, etc.) is displayed after number entry.

Ship To Code - Enter the Ship To Code (as in Accounts Receivable). A blank or 0 entry assumes the same address as the Bill To fields. The SHOW NEXT SHIP TO softkey displays the next active Ship To for this customer. The next Ship To may be shown or the displayed Ship To can be accepted by pressing . The appropriate Ship To address is displayed after code entry. IF the wrong Ship To Code is entered, exit the form and press the ENTER ORDERS softkey to enter a new Ship To Code. After the Ship To Code is entered, default values appear for Customer Class, (from AR), Requested Delivery Date and Credit Terms (from AR).

Customer P/O Number - Enter the Customer Purchase Order number (alphanumeric). This field is for your information and may be left blank.

Shipping Instructions - Enter any Shipping Instructions (such as Fragile, Handle With Care, Keep Refrigerated, etc.). This field may be left blank.

Customer Class - Enter the appropriate Customer Class for for this customer (as recorded in AR) or accept the default value displayed. These are classes D1 thru D5, 0, or M1 thru M5, denoting mark-ups or discounts. (See appendix).

Requested Delivery Date - Enter the date of delivery requested by the customer or enter the default value of today's date. Any date entered must be today's date or later. This field is for your information and is used to calculate the default Expect Ship Date. You are warned if the date entered is not a working day.

Credit Terms - Enter any credit terms code (as defined in AR, 1 thru 15, 0, NONE or NO) or enter the default value displayed. The appropriate credit terms description is displayed after field entry.

Once the Credit Terms field has been entered, default values for the last four fields are displayed from AR.

Partial Shipment - Enter either Y or N indicating whether Partial Shipment will be accepted on this order. Once this is entered it cannot be changed. If N is entered, the Action Status may be set to HP (Hold for Partial Shipment) when the quantity ordered is greater than the quantity allocated on any line item.

Backorder - Enter either Y or N indicating whether a Backorder will be acceptable for this order. Enter Y when a Backorder will be accepted, i.e., if the entire quantity ordered is not available. If N is entered and the quantity ordered is greater than the quantity allocated on any line item, quantity backordered = 0 and the difference is counted as a lost sale.

Expect Ship Date - Enter the Expected Ship Date or enter the default value as displayed. The default value is calculated by counting backward from the Requested Delivery Date the number of working days in the Expected Ship Date Lead Time (as entered in the OE control file). This count stops if today's date is reached. You are warned if the date you enter is not a working day. This date is used in printing automatic Picking Lists (see Chapter 5).

Salesperson - Enter the Salesperson Number to receive credit for the sale or the default value displayed. Split Sales numbers (S1 thru S75) may also be entered (see Chapter 8).

Once the last field is entered, the Line Items form appears.

LINE ITEMS

The Order Number, Customer Number, Customer Class, Partial Shipment, and Back Order are complete when the next form is displayed.

ORDER ENTRY ENTER ORDERS				Page: 2
Order No 1293	Customer No 124	Customer Class 02	Part Ship Y	Date: 06/22/79
				B/O :
* []	Description	[]	[]	[]
Ship Type []	Tax Cat []	Brkncse + []	= Surchrg	Ctr Chg [] Excise []
1 []	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]

Please fill out line item 1 (blank Item Number if no more items).

			CLEAR LINE ITEM		PROCESS LINE ITEM	ALL LINES ARE DONE	EXIT

This form allows "line item" entry with a maximum of 20 lines per order. Once a line is entered, the actual quantity shippable is allocated in inventory. Three line items are displayed per form with the following softkeys:

CLEAR LINE ITEM - Clears all data entered on line and redisplay default values.

PROCESS LINE ITEM - Processes this line and moves the cursor to the next line or updates the form to allow entering three new line items while updating the page number. Once a line is processed, it can only be modified through the Modify Orders softkey.

ALL LINES ARE DONE - Attempts to process the current line if Item Number is not blank, then goes to the Summary Form.

EXIT - Terminates the order and returns to main menu.

Each of these lines refers to a single Item Number, Unit

of Measure, Warehouse number, Bin Number, and Quantity Ordered for that item. In addition, each line has associated with it a Unit Price, Shipment Type, Tax Category, Broken Case Charge, Additional Charge, Surcharge, Container Charge and Excise Tax. The order also includes a Freight Charge, Service Charge, two User Defined Special Charges (from the OE Control File) and an Estimated Order Amount. All of these values may be modified anytime before release to AR through the MODIFY ORDERS softkey.

Complete these fields to enter a line item:

Item Number - Enter the Item Number (this may or may not be in the IC data base). If the item is in inventory, the description will later be displayed. The system ignores a blank entry.

Quantity - Enter the quantity to be ordered. This can be any positive number from 1 thru 999999. Fractional numbers are not allowed.

Unit of Measure - Enter the unit of measure that will be used for this order (EA, DZ, etc.). The unit of measure issue or unit of measure receipt (with conversion factor applied from inventory) may be entered.

Unit Price and Extended Price - Enter the Unit Price or Extended Price for this item.

The Unit Price must be a positive number with a maximum of six digits with three decimals. The Extended Price must be a positive number and a maximum of six digits with two decimals. Prices may be entered subject to the following conditions.

Item In Inventory

If the item is Shipment Type N (normal), the Unit Price and the Extended Price may be left blank with the price information maintained in inventory used for auto-pricing (see appendix).

If the customer has a mark-up or discount class and the appropriate mark-up or discount code cannot be found, the cost or list price is used. A Customer Class of 00 uses the list price as stored in inventory.

Either the Unit Price or the Extended Price may be entered. Both cannot be entered. These prices override the prices maintained by inventory. If the Unit Price is blank with the Extended Price completed, the Unit Price is calculated:

$$\text{Unit Price} = \frac{\text{Extended Price}}{\text{Qty Allocated} + \text{Qty back ordered}}$$

Once the Unit Price is calculated, the Extended Price is re-displayed. Example:

Extended Price = 10.00
 Quantity Ordered = 3
 Unit Price = 3.333
 Extended Price re-displayed = 9.999

This Unit Price is rounded three places to the right of the decimal point.

If the Extended Price is blank with the Unit Price completed, the Extended Price is calculated:

$$\text{Extended Price} = \text{Unit Price} * \text{Quantity Ordered}$$

A percentage may also be entered in the Unit Price field as an addition (+%) to unit cost or a deduction (-%) from list price. The Extended Price must be left blank. A + or - must precede the percentage entry. For example, a -40 in the Unit Price field indicates using a 40% discount from list price as the Unit Price. These percentages may be chained as seen in this example:

Unit Price = -40/10
 List Price (from inventory) = \$1.50
 Calculation = $1 - .40 = .60$
 $\$1.50 \times .60 = \$.90$
 $1 - .10 = .90$
 $\$.90 \times .90 = .81$
 \$.81 is the calculated Unit Price

The length of the chain is only limited by field length.

Item Not In Inventory

Either the Unit Price or the Extended Price must be entered or a contract price must be available. Both Unit Price and Extended Price cannot be completed.

Entering either the Unit Price or Extended Price calculates the other price as in "item in inventory".

Contract Price*

A contract price may be used to calculate the Unit Price and Extended Price for any item (whether or not in inventory).

1. The Unit Price and Extended Price Fields are left blank.
2. A contract is currently active for this customer and item.
3. Inventory has some quantity available (must be greater than 0).
4. The contract has remaining quantity greater than 0 and contract has not expired.
5. The unit of measure issue in inventory matches the contract unit of measure.
6. You must accept a contract price when offered by system.
7. If either the inventory or contract quantity is not as large as quantity ordered, only those available will be allocated.

* Not acceptable on a two-flex-disc system.


Other Values

Shipment Type - Enter the Shipment Type of D for Drop Shipment or N for Normal Shipment or use the default Shipment Type as entered in the OE control file. A shipment cannot be a drop shipment if the item is in inventory.

Tax Category - Enter the Tax Category where 0 is taxable and 1 thru 4 are non-taxable (as used in AR) or use the default Tax Category as entered in the OE control file.

Additional - If any additional amount is assessed on this item, it may be entered here. If this field is used, it can have six digits with two decimal places. A % character (less than 100%) may be entered indicating a percentage of the extended price is to be added to the line item (such as 25%). The % sign must be followed by blanks.

NOTE: The Broken Case Charge plus Additional Charge equals Surcharge.

Upon entering the Additional Charge or pressing  this line item is processed. Processing can be looked at in two ways: item in inventory or item not in inventory.

Processing Item In Inventory

During processing, the Item Description, Broken Case Charge, Surcharge, Container Charge, and Excise Tax are displayed as maintained in inventory. The Unit Price and Extended Price are displayed as derived.

The Unit of Measure entered must correspond to inventory's unit of measure issue or unit of measure receipt. The conversion factor between unit of measure issue and unit of measure receipt (such as, 6 each per carton) along with the Broken Case Charge is determined from inventory. If the Unit of Measure entered equals the unit of measure issue in inventory, the conversion factor equals 1 and a Broken Case Charge is applied if the item Broken Case Code refers to an entry in the inventory Broken Case File. If the Unit of Measure entered equals the unit of measure receipt, then the conversion factor is used in calculating quantity and prices; the Broken Case Charge equals 0.

If both the Unit Price and Extended Price were left blank, the prices are completed through auto-pricing (See Pricing Scheme in Appendix).

If the quantity available is not sufficient, the remaining quantity will be Back Ordered (if item, customer and/or contract allow a Back Order) or the quantity allocated will only reflect the quantity available and a message will indicate a quantity difference between requested and allocated. This quantity difference will be counted as

a lost sale unless the quantity ordered is modified to reflect the quantity allocated.

Order entry calculates the quantity available for a given location (Warehouse/Bin), in U/M Issue, by this equation:

$$\begin{aligned} \text{Qty Available} &= (\text{IC Qty On Hand}) - (\text{IC Qty Allocated}) \\ &- (\text{Flag 1}) * (\text{Flag 2}) * (\text{Flag 3}) * (\text{IC Qty Back Ordered}) \\ &+ (\text{Flag 1}) * (\text{Flag 4}) * (\text{IC Qty On Order}) \end{aligned}$$

where:

Flag 1 is only true if the location in question is the primary location for the item;
Flag 2 is true except in the Back Order Fill Report;
Flags 3 and 4 are set by the user in the OE Control File.

Note that fractional quantities are not allowed - hence,

$$(\text{Qty Available in current [user] U/M}) = (\text{Qty Available in U/M Issue}) \text{ DIV } (\text{Item Conversion Factor})$$

Processing Item Not In Inventory

NOTE: Item Description will be "(ITEM NOT IN INVENTORY)". It is assumed that the quantity available equals the quantity ordered since an inventory check is not possible.

1. The shipment type may be either Normal (N) or Drop (D).
2. Any Quantity (1-999999) and Unit of Measure may be entered. (Unit of Measure cannot be blank.)
3. Unit Price or Extended Price must be entered (no auto-pricing available). A chain discount, however, may be entered.
4. Any Additional Charge may be entered.
5. A Broken Case Charge, Container Charge and Excise Tax are requested.
6. If Sales Analysis is integrated, a Product Code must be entered.
7. If the Shipment Type is N (normal), the warehouse number and bin number may be entered. A blank is allowed or any entry up to four characters. (This could be used for a picking list of items physically in stock but not recorded on the book inventory).

Once the line has been verified or the Process Line Item softkey pressed, you cannot modify this line except by the MODIFY ORDER softkey. Following verification, the cursor moves to the next line item (20 line items maximum) for completion or the ALL LINES DONE softkey may be pressed, moving to the Summary Form.

SUMMARY FORM

ORDER ENTRY
ENTER ORDERS

Page: 3
Date: 06/22/79

Order No 1293 Customer No 124 Customer Class 02 Part Ship Y B/O :

Extd Prc	+ Surchrg	= Bill Amt	+ Ctr Chg	+ Taxes	+ Excise	= Subtotal
<u>966.00</u>	<u>0.00</u>	<u>966.00</u>	<u>9.00</u>	<u>0.00</u>	<u>0.00</u>	<u>975.00</u>
Freight Charge	Service Charge	USER DEFINED#1	USER DEFINED#2	Est. Trd Discnt	Total Chrg/Disc	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>0.00</u>	<input type="text"/>	

Estimated Order Amount \$

Credit Card Code Amount Prepaid \$

Initials: Credit Entry Estimated Amount Due \$

Please complete this form.

			CLEAR FORM			PROCESS DATA	EXIT

The first line is completed with totals of the Extended Price, Surcharge, Container Charge, Estimated Taxes, Excise Tax and Subtotal (Bill Amount = Extended Price + Surcharge). These are the totals from the previous pages with the taxes computed (estimated) internally for this specific customer "ship to" address. The taxes are applied to the Bill Amount and, optionally, Excise Tax, according to OE Control file. If these fields overflow (number too large), the appropriate field(s) are completed with dollar signs.

The Freight Charge, Service Charge and two User Defined Charges are shown as blank unless a Small Order Charge is used.

The Freight, Service, and Special Charges may be as large as six digits with two decimals or may be completed with a percentage (less than 100%). The percentage entered is calculated as a percentage of the Bill Amount. The %

character must appear.

The Trade Discount estimate is also displayed as calculated from the AR Customer Trade Discount Code. It will be subtracted when the line is summed to produce Total Charge/Discount.

The Credit Card Code (for OE and AR information only) may be entered or left blank.

Once the Amount Prepaid, Credit Initials and Entry Initials are entered, the form is processed and the Total Charge/Discount, Estimated Order Amount and Estimated Amount Due are displayed.

If the Amount Due sends a customer over his remaining credit, then Credit Initials must be entered or the order will be Held for Credit Approval (HC status). To activate this order (AO status), the status must be changed by the Order Inquiry softkey (Utility Functions) or the MODIFY ORDERS softkey with the entering of Credit Initials. Once the Summary is verified, the order is considered permanent and no EXIT is allowed. (To modify, see Order Inquiry or Modify Orders).

NOTE: The credit check applies to the latest AR credit balance; pending orders and new invoices are not included.

ACTION STATUS/ORDER STATUS

ORDER ENTRY ENTER ORDERS				Date: 06/22/79			
NEW ORDER NO. 1293 IS NOW PERMANENT							
Total Lines: 1							
Est. Order Amount: \$				975.00			
ACTION STATUS is AO: active order.							
ORDER STATUS is N: neither order nor ackmnt. letter printed yet.							
Please make desired status changes, and press ENTER when ready to continue.							
Change Action Status?				Change Order Status?			
ACTIVE ORDER	HOLD: NOT SPECIFIED	PRINT ACK AND ORDER	PRINT ORDER	PRINT ACKMT.	PRINT NEITHER		

Action Status

The Action Status classifies an order as:

Active (AO) - The order processing may continue with picking lists and release orders.

Held for Credit Approval (HC) - The order is held until credit initials are entered in Modify Orders or Order Inquiry.

Held for Partial Shipment (HP) - The order is held for partial shipment approval until status changed to AO. This is available only if the order is a partial shipment (quantity allocated less than ordered on one or more lines) and the customer will not accept partial shipment for this order.

Held for Unspecified Reasons (HU) - The order is held for unspecified reasons (an unusual request, uncertainty concerning vendor delivery, etc.).

Action Status modifications unless HC status is already implied.

Order Status

The order status is a code (N, A, O, or B) set by these softkeys:

N = Neither the order nor acknowledgment letter has been printed yet.

A = Acknowledgment letter has been/need not be printed.

B = Both order and acknowledgment have been/need not be printed.

A default of N or A may be set in the OE control file. After a status is set or the default accepted, the order is saved, transactions are sent to integrated Inventory contract quantities are updated (if applicable).

The next chapter discusses order modification.

MODIFY ORDERS

To modify an order, press the MODIFY ORDERS softkey.

Please select a function.

ENTER ORDERS	MODIFY ORDERS	RELEASE ORDERS	PRINTED FORMS	ORDER REPORTS	BACKORDER REPORTS	UTILITY FUNCTIONS	EXIT OE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Once an active order number belonging to the current entity has been entered, the Modify Header form is displayed.

MODIFY HEADER

Any of the fields on the following form may be modified with the same restrictions applied in the Enter Orders function. The SHOW SHIP TO softkey is available for Ship To modification.

ORDER ENTRY
MODIFY ORDERS Date: 06/22/79

Order No 1293 Date 06/22/79 Cust No 124 Cust P/O No XXXXXXXXXX

<p>BILL TO</p> <p>Name <u>ACME HARDWARE</u> <u>1625 S. WAYNE</u></p> <p>Street <u>DALLAS, TX 75223</u></p> <p>City <u>DALLAS, TX 75223</u></p>	<p>SHIP TO</p> <p>Name <u>ACME HARDWARE</u> <u>1625 S. WAYNE</u></p> <p>Street <u>DALLAS, TX 75223</u></p> <p>City <u>DALLAS, TX 75223</u></p>
---	---

Ship Instr XXXXXXXXXX

Customer Class Req Deliv Date XXXXXXXXXX Credit Terms XXXXXXXXXX

Partial Shipment Backorder Expect Ship Date XXXXXXXXXX Salesperson XXXXXXXXXX

Please modify Ship To code if desired (blank or 0 if same as Bill To).
0
 Order has 1 line item.

SHOW SHIP TO'S	SHOW OLD VALUE		CANCEL ORDER	DIRECT TO LINES	DIRECT TO SUMMARY	DIRECT TO STATUS	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- SHOW OLD VALUE - Shows the original value as entered during Enter Orders.
- DIRECT TO LINES - Skips Header Modifications and goes directly to Modify Line Items.
- DIRECT TO SUMMARY - Skips Header and Line Item Modification and goes directly to Modify Summary.
- DIRECT TO STATUS - Skips Header, Line Item and Summary Modification and goes directly to Modify Status.
- CANCEL ORDER - Immediately purges line items, de-allocates quantities and sets order in Cancelled by Modify (CM) status.

ADD LINE ITEM

Once the Header has been processed or skipped, either enter the line number to modify or press the ADD NEW LINE ITEM softkey. This softkey allows a line item to be added (20 lines per order maximum) as in Enter Orders.

When adding a line, the line number assigned is the next available line number on the existing order. When line number 20 exists, the first free line number (cancelled by modification or previously released by Release Orders) is used. Any of the following input fields may be modified with the same restrictions as in the Enter Orders function.

ORDER ENTRY
MODIFY ORDERS

Date: 06/22/79

Order No 1233 Customer No 124 Customer Class R2 Part Ship Y B/O :

+	Description	-	+	-	+	-
	Ship Type	Tax Cat	Brkncse	+	Surchrge	Ctr Chg
2				+		

Please enter new data for line item 2.

			CLEAR FORM			PROCESS DATA	EXIT

MODIFY LINE ITEM

When modifying a line, enter the number of an active line item.

All Enter Orders pricing information (as seen below), is applicable except the use of customer class and/or chain discount in the Unit Price.

ORDER ENTRY
MODIFY ORDERS Date: 06/22/79

Order No 1293 Customer No 124 Customer Class D2 Part Ship Y B/O :

Item Number	Description	Qty	LM	Unit Prc	Extd Prc
1 0001SP100	PIPE CUTTER	10			

Contract No. (NONE)	Qty Ordered	Alloc	Picked	B/O	Ship'd
		+ []	+ []	+ []	+ []

Ship Type	Tax Cat	Unit Cost	Surchrge	Ctr Chg	Whse	Bin
N						

Please modify old data for line item 1.

		CANCEL LINE ITEM	RESET FORM			PROCESS DATA	EXIT

The Quantity Ordered must be greater than or equal to the sum of the allocated, picked, back ordered, and shipped. The sum of the allocated and picked quantities must be available in inventory at the location shown. Backordered quantities must be 0 unless the customer, item and contract allow a backorder and the item is in inventory. The Unit Cost must be entered as the current Unit Cost in inventory. The Surcharge is the sum of the Broken Case Charge and Additional Charge from Enter Orders. The container charge may be re-computed from IC by leaving the field blank. The Warehouse and Bin fields must both be completed or both left blank. If left blank, Order Entry searches for a location with sufficient quantity or maximum quantity available. It should be noted that Modify Orders can transfer allocation from one location to another.

These softkeys speed data modification:

- CANCEL LINE ITEM - Purges the line item immediately and de-allocates quantities in IC.
- PROCESS DATA - Processes this form without operator before any modifications.
- PROCESS DATA - Processes this form without operator verification.

If the item modified is not in IC at this time, enter the Product Code for use by SA (if integrated). Once all line items have been modified or if Modify Line Items is skipped, the Modify Summary form appears.

MODIFY SUMMARY

The following form is complete with the values entered during Enter Orders. The same restrictions apply as in Enter Orders. All input fields may be modified with the change in Charge/Discount field showing the dollar effect of your changes on the New Estimated Order Amount. Order Entry tracks Estimated Order Amount and makes the appropriate modifications as line items or summary are modified.

ORDER ENTRY						Date: 06/22/79
MODIFY ORDERS						
Order No	1293	Customer No	124	Customer Class	02	Part Ship Y N/O :
NEW TOTALS:		Extd Prc	Surcharge	Bill Amt	Ctr Chg	No. Lines
		1966.00	+ 0.00	- 1966.00	9.00	2
Freight Charge	Service Charge	USER DEFINED01	USER DEFINED02	Total Chrg/Disc	Change in Chrg/Disc	
				- 0.00		
New Estimated Order Amount						\$ 1975.01
Credit Card Code				Amount Prepaid		\$
Initials: Credit		Entry		New Estimated Amount Due		\$ 1975.01
Please modify data as desired.						
NOTE: Estimated Order Amount shown includes all modifications made.						
			RESET FORM		PROCESS DATA	EXIT

The optional Small Order Charge and Estimated Trade Discount are not recalculated by the system. Any changes must be manually entered using the Freight Charge, Service Charge or two Special Charge fields.

MODIFY STATUS

Once Modify Summary has been processed or skipped, enter these items:

Invoice Cycle - The number of invoices released to AR as New Invoices from this order. Any number from 0 thru 999 allowed.

Pick List Count - The number of outstanding picking lists for this order. During an automatic release, the count is set back to 0 (0 thru 9 allowed).

For both values, a SHOW OLD VALUE softkey displays the prior value for the field.

The last step in order modification involves Action Status/Order Status modification. The same criteria apply as during Enter Orders except that an order which has no lines remaining must be Cancelled by Modification (CM) and a previously-cancelled order with lines added can become Active (AO) or be altered to another status.

RELEASE ORDERS

When Order Entry releases an order it generates a new invoice in AR, sends transactions to IC to decrement quantity on-hand and quantity allocated, sets all order level charges to 0, increments the invoice cycle by 1 and sets the pick list count to 0. Up to 100 orders (or the capacity of your New Invoice data set) may be released to AR. An order must be active (AO status) to be released. All charges accompany (freight, container, etc.) the first release of an order.

To release an order:

1. Press the RELEASE ORDERS softkey:

Please select a function.

ENTER ORDERS	MODIFY ORDERS	RELEASE ORDERS	PRINTED FORMS	ORDER REPORTS	BACKORDER REPORTS	UTILITY FUNCTIONS	EXIT OE

2. Enter a list of Order Numbers (including ranges of numbers separated by dashes) to be released.
3. Enter the Order Numbers for the orders to Exception Post (must be included in the list). Exception posting should be done first for an order:
 - * Whenever the quantity to be released does not match the picking list (must be less than the picking list).
 - * Whenever a Drop Shipment line item is to be released.
 - * Whenever any line(s) which would normally be automatically released should not be released.
 - * Whenever a charge is to be changed (Freight Charge, Service Charge, etc.).
 - * Whenever the number of the Shipping Labels to be printed varies from the print label default set in the OE control file.
 - * Whenever the Pick List Count (number of current picking lists on an order) is not to be set to 0 (all picking lists currently active are not used up).


The SHOW LIST softkey shows the list of orders you originally entered.

The START OVER softkey allows you to re-enter a list of orders to release.

4. Enter whether only the quantity picked should be released or whether the quantity picked plus quantity allocated should be released. If this quantity is 0, then the line is not releasable. If the quantity picked plus allocated is to be released, then picking lists may be skipped, as the purpose of picking lists is to transfer all quantity allocated to quantity picked.

At this time, also choose whether or not to print an audit trail as orders are released.

NOTE: Answering yes may release quantities that have not been pick-listed. Note that once a quantity has been released, it cannot be pick-listed.

5. At this point, all orders are internally scanned one at a time. Any of the following may occur:
 - a) If an order has no releasable lines, press  to proceed. If the order only has Drop Shipment lines, however, press the EXCEPTION POST softkey (see below).
 - b) If an order is not to be exception posted and at least one line item with Normal Shipment Type has a releasable quantity, the total quantity on all such lines will be released and a new invoice generated.

- c) If any line item with a Normal Shipment Type is not in inventory, the following form must be completed to continue release:

ORDER ENTRY RELEASE ORDERS				Date: 06/22/79			
<p>On Order Number <u>1233</u> (for which Exception Posting was requested) Line <u>2</u>, Item Number <u>001212</u> with Releasable Qty <u>100 EA</u> and Unit Price \$ <u>10.000</u> (total Releasable Value \$ <u>1000.00</u>), some information is needed which can't be read from Inventory because Item Number is not there. Shipment Type for this line is D.</p>							
Item Description	██						
Product Code	██						
Sales Account Number	██████						
Excise Tax Per EA	██████						
Please complete this form.							
			CLEAR FORM	DON'T RLS THIS LINE	DON'T RLS THIS ORDER	PROCESS DATA	EXIT

- d) If an order is to be exception posted, you are prompted to enter a line number for modification. The line number must be active and have a releasable quantity to continue exception posting. If the line item is not in inventory, then complete the data as in (c). The quantity releasable on the specified line may now be altered (only downward). If the quantity allocated, picked, and back ordered are 0. After release of the order (i.e., the line is completely shipped) the line is purged. If all lines on an order are purged, the order becomes CR (cancelled by release) status.

Drop Ship line items must be selected for exception posting to be released.

If the entire releasable quantity on any line item is not to be released, the remaining amount becomes quantity allocated and a new picking list can be generated for this amount. Quantity picked becomes 0 for any line released totally or partially.

These softkeys provide additional flexibility:

CLEAR FORM - Clears the display of any data entered.

DON'T RELEASE THIS LINE - Marks line as not to be released and allows additional lines to be released.

DON'T RELEASE THIS ORDER - Skips release of this order and allows additional orders to be released.

PROCESS DATA - Processes the form without user verification.

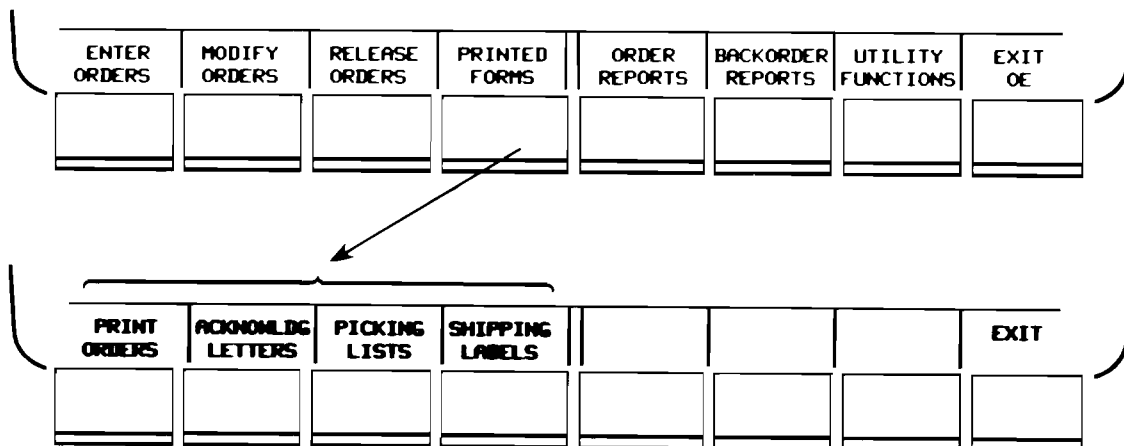
Line items marked non-releasable may be recovered by exception posting them again.

Once the ALL LINES DONE softkey has been pressed, the Freight Charge, Service Charge, two Special Charges, number of Shipping Labels and the number of Picking Lists to use may be modified for the order.

When all orders have been processed, Shipping Labels may be printed for the orders released (see Shipping Labels).

PRE-PRINTED FORMS

Orders, Acknowledgment Letters, Picking Lists and Shipping Labels may be printed by pressing the PRINTED FORMS softkey:



PRINT ORDERS

Prints permanent copies of active orders belonging to the current entity with an Order Status of N or A (except manual mode allows any status). As each order is printed, the Order Status is updated (not applicable if order displayed on CRT or if manually selected).

```

                                ORDER
FORT COLLINS DIVISION                                DATE      PAGE
                                                    -----
                                                    06/22/79      1

  -- BILL TO --                                -- SHIP TO --
ACME HARDWARE                                ACME HARDWARE
1625 S. WAYNE                                1625 S. WAYNE
DALLAS, TX 75223                            DALLAS, TX 75223

SHIPPING INSTRUCTIONS:
ORDER  CUSTNO  CUSTOMER P/O NO  ORD DATE  SHIPDATE  REQ DATE  SALESPSN  CC
=====  =====  =====
1266    124    91470              01/16/79  01/16/79  01/16/79          1

LIN  ITEM NUMBER  WHSE BIN  QTY  QTY TO  QTY  ORDERD  PICK  SHIPD  UM * C  DESCRIPTION
-----
3  0004TRG      1  142  1000  1000  ( ) EA  N  TRIPLE RIB GASKET
    
```

ACKNOWLEDGMENT LETTERS

This function prints Acknowledgment Letters for active orders belonging to the current entity with an order status of N or O (except manual mode allows any status). As each acknowledgment letter is printed, the Order Status is updated (not applicable if order is displayed on CRT or if manually selected).

ACKNOWLEDGEMENT

	DATE	PAGE
FORT COLLINS DIVISION	06/22/79	1

-- BILL TO --

ACME HARDWARE
1625 S. WAYNE

DALLAS,

TX

75223

-- SHIP TO --

ACME HARDWARE
1625 S. WAYNE

DALLAS,

TX

75223

SHIPPING INSTRUCTIONS:

ORDER	CUSTNO	CUSTOMER P/O NO	ORD DATE	SALESPSN	REQ DATE
1266	124	91470	01/16/79	1	01/16/79

LINE	ITEM NUMBER	DESCRIPTION	CTRACT	QTY ORDERD	UM	*	WHSE	BIN
3	0004TRG	TRIPLE RIB GASKET	(NONE)	1000	EA	N	1	142

PICKING LISTS

This function prints Picking Lists for active orders belonging to the current entity with at least one Normal Shipment Type line item having quantity allocated. Drop shipment lines cannot be pick listed.

Regardless of the mode in which a user prints picking lists -

Automatic Mode,
Automatic by Date or
Manual Mode

and regardless of the kind of Picking List produced -

Sort by Order or
Sort by Warehouse

and regardless of the output media -

Blank Paper or
Pre-printed Forms

Data base updates are not done until after all printing is complete, and only if the operator requests REAL Picking Lists. Otherwise, requesting SIMULATED Picking Lists (after all printout is done) will cause an immediate EXIT with no alterations to the Order Entry data base.

This gives the operator a chance to examine the output (if desired) before deciding whether to make it REAL or SIMULATED. It also obviates the need for a RESTART capability.

Should the operator choose REAL Picking Lists, the following is done:

- * total qty allocated is transferred to qty picked on all line items just printed. Note that inventory qty allocated includes both OE qty allocated and OE qty picked, without distinction.
- * Pick List Count is incremented by one on all orders included in the printout, except that no Pick List Count is greater than 9.

PICKING LIST BY ORDER

FORT COLLINS DIVISION

WHSE	DATE	PAGE
1	06/22/79	1

-- BILL TO --

-- SHIP TO --

ACME HARDWARE
1625 S. WAYNE

ACME HARDWARE
1625 S. WAYNE

DALLAS, TX 75223

DALLAS, TX 75223

SHIPPING INSTRUCTIONS:

ORDER	CYC	PLC	CUSTNO	CUSTOMER P/O NO	ORD DATE	SHIPDATE	REQ DATE
1266	1	1	124	91470	01/16/79	01/16/79	01/16/79

LINE	ITEM NUMBER	BIN	QTY TO PICK	QTY PICKED	UM	DESCRIPTION
3	0004TRG	142	1000	()	EA	TRIPLE RIB GASKET

SHIPPING LABELS

This function prints Shipping Labels for existing orders belonging to the current entity. The address is the Customer Ship To Address used on the order. If not called directly from Release Orders, a list of up to 100 orders may be entered. Once the list has been entered, the default number of labels may be printed or the number of labels modified.

Labels are 3-1/2" long by 1-7/16" wide and are sequenced by number for unique identification. For example:

Order No. 1284	--- SHIP TO --- ACE HARDWARE 4089 S. VERNON AMARILLO, TX 79102
Salespsn No. 1	
Cust P/O No. 02987	
DELIVER TO BACK DOOR	1/1

Any of the following softkeys may be used during processing of all the previous forms.

SELECT PRINTER - If the system has more than one printer, the printer can be selected here. Print Orders and Acknowledgment Letters may be displayed on the CRT.

CONTINUE - Goes to the next step in producing the form.

AUTOMATIC MODE* - Prints forms for all AO status orders meeting criteria for printing. For Picking Lists, the Expected Ship Date must be less than the Picking List Lead Time (in working days) ahead of today's date. The lead time is set in the OE control file.

AUTOMATIC BY DATE* - Prints forms for all AO status orders belonging to the current entity for a specified date. All orders meeting the previous criteria and having a date equal to the date entered (Order Date for Print Orders and Acknowledgment Letters; Expect Ship Date for Picking Lists)

are printed.

MANUAL MODE* - Prints forms for a specific list of orders. The orders must be AO status and belong to the current entity. For a picking list, the order must have a pickable quantity on one or more line items. Orders not having an AO status may be printed or at least acknowledged, but a warning is displayed.

BLANK PAPER* - Prints forms on blank paper.

PRINTED FORMS* - Prints data (no headers) on the appropriate preprinted forms.

SORT BY ORDER NO. - Generates one picking list per order with one page per warehouse. Only applicable for Picking Lists.

SORT BY WAREHOUSE/BIN - Generates one picking list per order and warehouse with line items sorted by Bin Number, Item Number, Order Number, and Line Number. Only applicable for Picking Lists.

TEST ALIGNMENT - Prints a test form to check paper alignment.

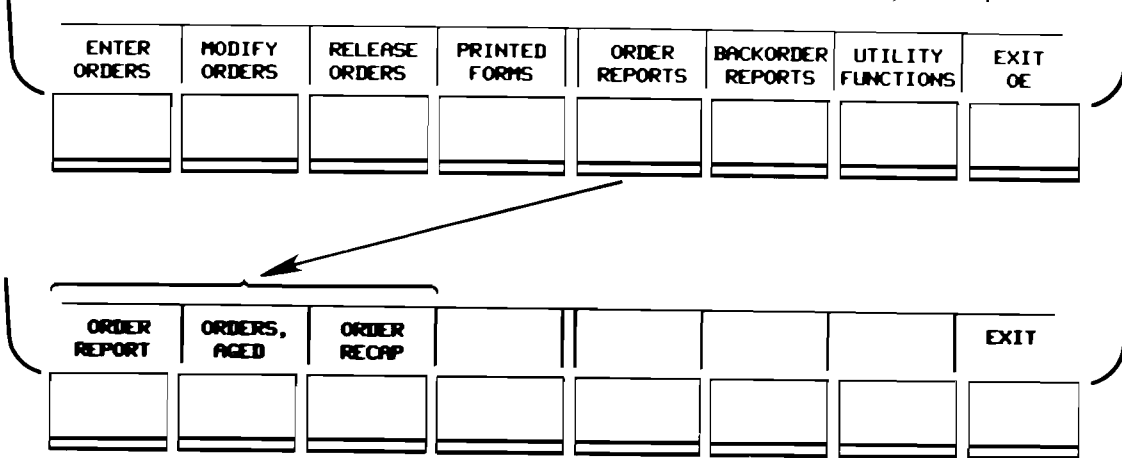
RESET OPTIONS* - Returns to the MODE selection menu.

BEGIN FORMS - Begins printing of forms.

* Does not apply to Shipping Labels.

ORDER REPORTS

An Order Report, Aged Order Report and an Order Recap may be printed once the ORDER REPORTS softkey is pressed:



ORDER REPORT

This report provides detailed information on selected orders, with or without line items.

FORT COLLINS DIVISION
ORDER REPORT

Report: OE 007
Date: 06/22/79

ALL ORDERS ENTERED TODAY, SORTED BY ORDER NUMBER

ORDER	ACT/ORD STATUS	CUSTOMER	P/O NO.	CUST NO.	CUSTOMER NAME	CUST CLASS	SHIP CODE	ORDER DATE	SHIP DATE	REQUEST DATE	PS	BO	SALESP
1292	AD/N0	AB111		124	ACHE HARDWARE	D1	1	06/22/79	06/22/79	06/22/79	Y	Y	S1
LINE	ITEM NUMBER	CTRACT	T C	QTY ORDERED	QTY ALLOC	QTY PICKED	QTY BACKORD	QTY SHIPPED	UM	UNIT PRICE	AMOUNT UNFILLED	AMOUNT SHIPPED	UNFILLED SURCHARGE
1	0004TRG	(NONE)	N 1	10000	1258	0	8742	0	EA	.025	250.00	0.00	5,000.00
	CREDIT CARD	CREDIT INITLS	ENTRY INITLS	INVOICE CYCLE	FREIGHT CHARGE	SERVICE CHARGE	USER DEFINED#1	USER DEFINED#2	ORDER AMOUNT	AMOUNT PREPAID			
			AS	0	50.00	10.00	0.00	0.00	5,510.00	0.00			
1293	CM/N0			124	ACHE HARDWARE	D2	0	06/22/79	06/22/79	06/22/79	Y	Y	1
** ORDER HAS NO LINE ITEMS **													
	CREDIT CARD	CREDIT INITLS	ENTRY INITLS	INVOICE CYCLE	FREIGHT CHARGE	SERVICE CHARGE	USER DEFINED#1	USER DEFINED#2	ORDER AMOUNT	AMOUNT PREPAID			
			AS	0	0.00	0.00	0.00	0.00	0.00	0.00			

**** REPORT TOTALS ****

ORDERS:	2	LINE ITEMS:	1	AMOUNT BACKORDER:	218.55	AMOUNT SHIPPED:	0.00
AMOUNT ALLOCATED:	31.45	AMOUNT PICKED:	0.00	SPECIAL CHARGE 1:	0.00	SPECIAL CHARGE 2:	0.00
FREIGHT CHARGE:	50.00	SERVICE CHARGE:	10.00	PREPAID TOTAL:	0.00		
UNFILLED SURCHG:	10,000.00	ORDER TOTAL:	5,510.00				

These softkeys are available during report processing:

SELECT PRINTER - If the system has more than one printer, it is selected here.

SKIP LINE ITEMS - Allows skipping the line item information for a briefer report. Totalling remains the same.

SHOW LINE ITEMS - Provides detailed line item information and is the default mode.

MODIFY SEL/SORT - Modifies the default selection/sort criteria for this report. If this softkey is not used, the default selection is today's orders sorted by Order Number. Automatic breaks for subtotals are not available if this softkey is not used. For the Order Report, the following field modifications are available.

ORDER ENTRY ORDER REPORT		Date: 06/22/79	
SELECT OPTIONS: please choose items or ranges.			
1: Order Number	FROM	█	TO
2: Customer Number	FROM	█	TO
3: Customer P/O No.	FROM	█	TO
4: Order Date	FROM	█	TO
5: Expect Ship Date	FROM	█	TO
6: Req. Deliv. Date	FROM	█	TO
7: Order Amount	FROM	█	TO
8: Credit Card Code	FROM	█	TO
9: Credit Initials	FROM	█	TO
10: Entry Initials	FROM	█	TO
11: Action Status	FROM	█	TO
12: Order Status	FROM	█	TO
Please complete this form.			
Leaving a field blank means 'no lower or no upper limit'. 'FROM xxx TO xxx' means 'starts with xxx', and 'FROM xxx TO *' means 'exactly xxx.'			
		CLEAR FORM	
			PROCESS DATA
			EXIT

These fields may be used in the following ways:

- * If the FROM field is completed and the TO field starred (*), only the FROM field will be reported. If John → *, only names of John will be reported.
- * If the TO and FROM fields are the same, only these values will be used as select criteria. If John → John, all names beginning with John (includes Johnson) will be reported.
- * If both fields are left blank, all items will be reported.
- * If either field is left blank, no upper/lower limit is imposed.

Once the select criteria is set, the sorting criteria is divided into two levels:

ORDER ENTRY ORDER REPORT				Date: 06/22/79			
SORT OPTIONS: please choose sort order from the numbered categories.							
1: Order Number		7: Order Amount		8: Credit Card Code		9: Credit Initials	
2: Customer Number		10: Entry Initials		11: Action Status		12: Order Status	
3: Customer P/O Number							
4: Order Date							
5: Expect Ship Date							
6: Req. Deliv. Date							
SORT BY: <input type="checkbox"/> <input type="checkbox"/> : <input type="checkbox"/> <input type="checkbox"/> .							
Please modify Sort Order as desired. Leaving a number field blank means 'skip this set'. Skipping all sets means 'not sort'. Also, 'A' means 'ascending order' and 'D' means 'descending order'.							
			RESET FORM			PROCESS DATA	EXIT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Each of these two levels (primary and secondary) is complete with default values that may be modified. Each level has two fields. The first field defines the sorting criteria and the second field designates the sort direction. (A for ascending and D for descending).

The second level breaks the sorting criteria down further. If these fields are cleared, no sorting is done. Whenever the primary sorting option is any of the above except sort by Order Number, Customer P/O Number or Order Amount, automatic breaks for subtotals will occur. The default sel/sort criteria is to select all orders and sort by Customer Number and Order Number.

AGED ORDER REPORT

The following reports on orders aged by Order Date, Expected Ship Date or Requested Delivery Date either prior to today's date (aged backward) or after today's date (aged forward). The default values for the aging columns (5, 10, 15, 20, 25) may also be modified. If 0 is entered for the first column, tomorrow's orders are reported (if aging forward) or yesterday's orders are reported (if aging backward). The report shows only the sum of extended prices for all line items. Customer subtotals may also be left out.

FORT COLLINS DIVISION
AGED ORDER REPORT

Report: OE 008
Date: 06/22/79

ACTIVE AND HELD ORDERS, BASED ON ORDER DATE, AGED BACKWARD, CALENDAR DAYS

DOLLARS UNSHIPED...

CUSTNO	CUSTOMER NAME	ORDER	AS	ORD DATE	AGE DATE	>5 DAYS	>10 DAYS	>15 DAYS	>20 DAYS	>25 DAYS
124	ACME HARDWARE	1266	AD	01/16/79	01/16/79					744.00
		1272	AD	03/16/79	03/16/79					808.54
		1275	AD	04/16/79	04/16/79					5,260.80
		1278	AD	05/01/79	05/01/79					1,312.80
*** CUSTOMER TOTALS ***		DOLLARS:		8,126.14						8,126.14 100.0%
		ORDERS:		4						4 100.0%
127	N.Y. SUPPLY COMPANY	1267	AD	01/16/79	01/16/79					18.82
		1273	AD	03/16/79	03/16/79					3,628.80
		1276	AD	04/16/79	04/16/79					454.41
		1282	AD	06/01/79	06/01/79				540.00	
*** CUSTOMER TOTALS ***		DOLLARS:		4,642.03					540.00 11.6%	4,102.03 88.4%
		ORDERS:		4					1 25.0%	3 75.0%
290	EXPERT MANUFACTURING COMPA	1280	HP	05/01/79	05/01/79					1,653.22
*** CUSTOMER TOTALS ***		DOLLARS:		1,653.22						1,653.22 100.0%
		ORDERS:		1						1 100.0%
1040	DC HARDWARE SUPPLY	1277	HP	04/16/79	04/16/79					2,507.47
*** CUSTOMER TOTALS ***		DOLLARS:		2,507.47						2,507.47 100.0%
		ORDERS:		1						1 100.0%
1145	ELONCRAFT MANUFACTURING	1271	AD	02/14/79	02/14/79					348.39
*** CUSTOMER TOTALS ***		DOLLARS:		348.39						348.39 100.0%
		ORDERS:		1						1 100.0%

Page: 1

FORT COLLINS DIVISION
AGED ORDER REPORT

Report: OE 008
Date: 06/22/79

ACTIVE AND HELD ORDERS, BASED ON ORDER DATE, AGED BACKWARD, CALENDAR DAYS

DOLLARS UNSHIPED...

CUSTNO	CUSTOMER NAME	ORDER	AS	ORD DATE	AGE DATE	>5 DAYS	>10 DAYS	>15 DAYS	>20 DAYS	>25 DAYS
**** TOTAL AMOUNTS UNSHIPED ****		DOLLARS:		17,277.25					540.00 3.1%	16,737.25 96.9%
		ORDERS:		11					1 9.1%	10 90.9%

Page: 2

ORDER RECAP

This report provides statistics on today's new orders and on system status. A forward line contains no back-ordered quantity. A back-ordered line contains no forward amount (allocated or picked).

FORT COLLINS DIVISION
ORDER RECAP

Report: DE 009
Date: 06/22/79

LINE ITEM DISTRIBUTION BY QUANTITY FORWARD ORDERED AND QUANTITY BACK ORDERED

TODAY'S ORDERS				SUMMARY OF ALL ORDERS			
NO. OF LINES	FORWARD AMOUNT	B/O AMOUNT	TOTAL AMOUNT	NO. OF LINES	FORWARD AMOUNT	B/O AMOUNT	TOTAL AMOUNT
FORWARD:	0	0.00	0.00	FORWARD:	10	6,192.86	6,192.86
BACKORD:	0	0.00	0.00	BACKORD:	11	14,981.24	14,981.24
MIXED:	1	31.45	250.00	MIXED:	2	188.25	602.80
TOTALS:	1	31.45	250.00	TOTALS:	23	6,381.11	21,776.90

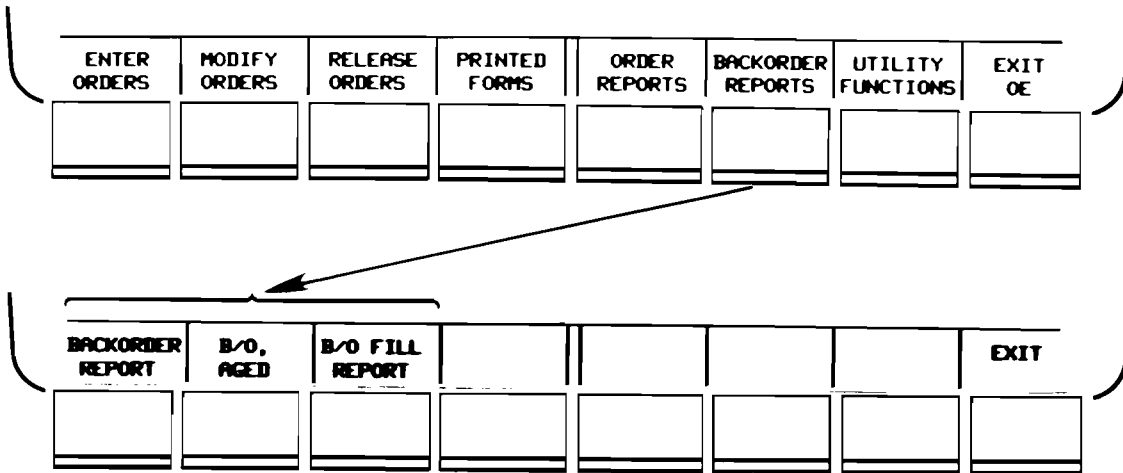
ORDER DISTRIBUTION BY ACTION STATUS

TODAY'S ORDERS		SUMMARY OF ALL ORDERS			
NUMBER OF ORDERS	EST ORDER AMOUNT	NUMBER OF ORDERS	EST ORDER AMOUNT		
AO - ACTIVE ORDER	1	5,510.00	AO - ACTIVE ORDER	11	32,970.41
HC - HELD CREDIT LIMIT	0	0.00	HC - HELD CREDIT LIMIT	0	0.00
HP - HELD PARTIAL SHIPMENT	0	0.00	HP - HELD PARTIAL SHIPMENT	3	8,520.74
HU - HELD UNSPECIFIED	0	0.00	HU - HELD UNSPECIFIED	0	0.00
CM - CANCELLED BY MODIFY	1	0.00	CM - CANCELLED BY MODIFY	1	0.00
CR - CANCELLED BY RELEASE	0	0.00	CR - CANCELLED BY RELEASE	0	0.00
TOTALS:	2	5,510.00	TOTALS:	15	41,491.15

The next chapter describes back-order reports.

BACK ORDER REPORTS

Through the BACKORDER REPORTS softkey, three reports on open back orders may be printed: Back Order Report, Aged Back Order Report, and Back Order Fill Report.



BACK ORDER REPORT

This report provides detailed information on orders with back ordered quantities.

FORT COLLINS DIVISION
BACK ORDER REPORT

Report: OE 012
Date: 06/22/79

ALL BACK ORDERS ENTERED TODAY, SORTED BY ORDER NUMBER

ORDER	ACT STAT	CUSTOMER P/O NO	CUSTNO	CUSTOMER NAME	ORD DATE	SHIPDATE	REQ DATE	INVCYC	PL CNT	SALESPSN
1292	AD	AR111	124	ACME HARDWARE	06/22/79	06/22/79	06/22/79	0	0	51
LINE	ITEM NUMBER	TRACT	QTY ORDERED	QTY B/O	UM	UNIT PRICE	AMOUNT B/O			
1	0004TRG	(NONE)	10000	8742	EA	.025	218.55			
**** REPORT TOTALS ****			BACK ORDERS:	1	LINES:	1	AMOUNT B/O:	218.55		

These softkeys are available during report processing:

SELECT PRINTER - If the system has more than one printer, the choice is made here.

SKIP LINE ITEMS - Allows skipping the line item information for a briefer report. Totalling remains the same.

SHOW LINE ITEMS - Provides detailed line item information and is the default mode.

MODIFY SEL/SORT - Modifies the default selection/sort criteria for this report. If this softkey is not used, the default selection is today's orders with back-ordered quantities sorted by Order Number. Automatic breaks for subtotals are not available if this softkey is not used. For the Back Order Report, the following field modifications are available.

ORDER ENTRY BACK ORDER REPORT		Date: 06/22/79					
SELECT OPTIONS: please choose items or ranges.							
1: Order Number	FROM	TO					
2: Customer Number	FROM	TO					
3: Customer P/O No.	FROM	TO					
4: Order Date	FROM	TO					
5: Expect Ship Date	FROM	TO					
6: Req. Deliv. Date	FROM	TO					
Please complete this form. Leaving a field blank means 'no lower or no upper limit'. 'FROM xxx TO xxx' means 'starts with xxx', and 'FROM xxx TO *' means 'exactly xxx.'							
			CLEAR FORM			PROCESS DATA	EXIT
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

These fields may be used in the following ways:

- * If the FROM field is completed and the TO field starred (*), only the FROM field is reported.
If John → *, only names beginning with John will be reported.
- * If the TO and FROM fields are the same, only this value is used as select criteria. If John → John, all names beginning with John (including Johnson) are reported.

- * If both fields are left blank, all items are reported.
- * If either field is left blank, no upper/lower limit is imposed.

These values may be reset by the RESET FORM softkey or the form may be processed without operator verification by the PROCESS DATA softkey.

Once the select criteria is set, the sorting criteria is divided into two levels:

ORDER ENTRY BACK ORDER REPORT				Date: 06/22/79			
SORT OPTIONS: please choose sort order from the numbered categories.							
1: Order Number 2: Customer Number 3: Customer P/O Number 4: Order Date 5: Expect Ship Date 6: Req. Deliv. Date							
SORT BY: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
<hr/> Please modify Sort Order as desired. Leaving a number field blank means 'skip this set'. Skipping all sets means 'not sort'. Also, 'A' means 'ascending order' and 'D' means 'descending order'.							
			RESET FORM			PROCESS DATA	EXIT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Each of these two levels (primary and secondary) is complete with default values that may be modified. Each level has two fields. The first field defines the sorting criteria and the second field designating sorting order (A for ascending and D for descending).

The second level breaks the sorting criteria down further. If these fields are cleared, no sorting is done. Whenever the sorting option is any of the above except sort by Order Number or Customer P/O Number, automatic breaks for subtotals occur.

The default sel/sort criteria is to select all back orders and sort by Customer Number and Order Number.

AGED BACK ORDER REPORT

This report is identical to the Aged Order Report except:

1. The same orders are selected but only the orders with back-ordered quantities are shown on the report.
2. The dollar amounts are only back ordered dollar amounts.

The report shows only the sum of back-ordered Extended Prices for all line items.

FORT COLLINS DIVISION
AGED BACK ORDER REPORT

Report: OE 013
Date: 06/22/79

ACTIVE AND HELD ORDERS, BASED ON ORDER DATE, AGED BACKWARD, CALENDAR DAYS

DOLLARS BACK ORDERED...

CUSTNO	CUSTOMER NAME	ORDER	AS	ORD DATE	AGE DATE	>5 DAYS	>10 DAYS	>15 DAYS	>20 DAYS	>25 DAYS
124	ACME HARDWARE	1275	AD	04/16/79	04/16/79					5,260.80
		1278	AD	05/01/79	05/01/79					1,312.80
*** CUSTOMER TOTALS ***			DOLLARS:		6,573.60					6,573.60
			BACK ORDERS:		2					100.0%
127	N.Y. SUPPLY COMPANY	1273	AD	03/16/79	03/16/79					3,628.80
		1282	AD	06/01/79	06/01/79				540.00	
*** CUSTOMER TOTALS ***			DOLLARS:		4,168.80				540.00	3,628.80
			BACK ORDERS:		2				13.0%	87.0%
									1	1
									50.0%	50.0%
290	EXPERT MANUFACTURING COMPA	1280	HP	05/01/79	05/01/79					155.62
*** CUSTOMER TOTALS ***			DOLLARS:		155.62					155.62
			BACK ORDERS:		1					100.0%
										1
										100.0%
1040	DC HARDWARE SUPPLY	1277	HP	04/16/79	04/16/79					279.57
*** CUSTOMER TOTALS ***			DOLLARS:		279.57					279.57
			BACK ORDERS:		1					100.0%
										1
										100.0%
**** TOTAL AMOUNTS BACK ORDERED ****			DOLLARS:		11,177.59				540.00	10,637.59
									4.8%	95.2%
			BACK ORDERS:		6				1	5
									16.7%	83.3%

BACK ORDER FILL REPORT

In order to process as quickly as possible, this function requires that the inventory transactions file is empty (e.g., after a successful posting). Hence, the current value of Qty Available can be computed for any item and location without reference to this transaction file using just the values in inventory.

Only line items with back ordered quantities on AO-status orders belonging to the current system entity are eligible for Back Order Fill. This does not include Drop Ship or Normal Shipment Type line items not in inventory.

All eligible orders and line items are sorted by Order Date, Order Number and line number. This establishes the priority order for the fill process.

The operator can select whether all orders are not to be filled (just listed), manually filled, or automatically filled, if possible.

Each line item on an order is checked against current inventory data to determine whether or not it is fillable. Basically, a line item can be filled only if one of the following is true:

- * The qty available at the current allocation location (if in inventory) is sufficient to cover the quantity back-ordered for the line item (comparing in U/M Issue)
- * The qty available at any location is sufficient to cover qty back-ordered + qty allocated + qty picked for the line item, so it can be "re-allocated" to the new location.

Only if all eligible line items on the current order are fillable is the order considered totally fillable. Then, if the operator specifies (in manual mode) or if the user previously requested automatic fill all, the order is updated to reflect the qty back-ordered being filled, transaction(s) are sent to the inventory transaction file and qty available for the item/location is reduced for each line item filled. An optional Item Number Cross Reference by order or customer may be printed, followed by totally-filled orders.

After all totally fillable orders have been processed, a partial fill section may be appended to the report being produced, showing fillability for all line items on all remaining orders, using the same scheme and algorithm outlined above. Line items with 0 fillable quantity may be either included or omitted from the partial fill section.

FORT COLLINS DIVISION
BACK ORDER FILL REPORT

Report: OE 015
Date: 06/22/79

TOTALLY FILLABLE ORDERS BY ORDER DATE, ORDER NUMBER: MODE = AUTOMATIC FILL NONE

ORDER	CUSTOMER P/O NO.	CUST NO.	CUSTOMER NAME	ORD DATE	SHIPDATE	REQ DATE	LINES	AMNT FILLABLE	TOTAL PROFIT		
1273	132	127	N.Y. SUPPLY COMPANY	03/16/79	03/16/79	03/16/79	1	3,628.80	1,032.48		
1278	02345	124	ACME HARDWARE	05/01/79	05/01/79	05/01/79	2	1,312.80	464.00		
1282	3254	127	N.Y. SUPPLY COMPANY	06/01/79	06/01/79	06/01/79	1	540.00	252.00		
1288	6542	950	JEWEL HARDWARE COMPANY	06/21/79	06/21/79	06/21/79	1	849.65	290.07		
*** SUBTOTALS ***							TOTALLY FILLABLE ORDERS:	1	5	6,331.25	2,038.55

FORT COLLINS DIVISION
BACK ORDER FILL REPORT

Report: OE 015
Date: 06/22/79

PARTIALLY FILLABLE ORDERS BY ORDER DATE, ORDER NUMBER: ZERO-FILLABLE LINES SKIPPED

ORDER	CUSTOMER P/O NO.	CUST NO.	CUSTOMER NAME	ORD DATE	SHIPDATE	REQ DATE	PARTSHIP	LINE	ITEM NUMBER	CTRACT	ORDERED	QTY B/D	FILLABLE *	UM	WHSE	BIN	UNIT PRICE	AMNT FILLABLE	TOTAL PROFIT
1275	10458	124	ACME HARDWARE	04/16/79	04/16/79	04/16/79	Y	1	0001SP100	(NONE)	60	60	51	EA	1	1102	79.800	4,869.80	391.68
								3	0004TRG	(NONE)	600	600	600 *	EA	1	142	.788	472.80	178.80
** LINE TOTALS **																		4,542.60	570.48
*** SUBTOTALS ***							PARTIALLY FILLABLE ORDERS:	1:	PARTIALLY FILLABLE LINES:	2	4,542.60	570.48							

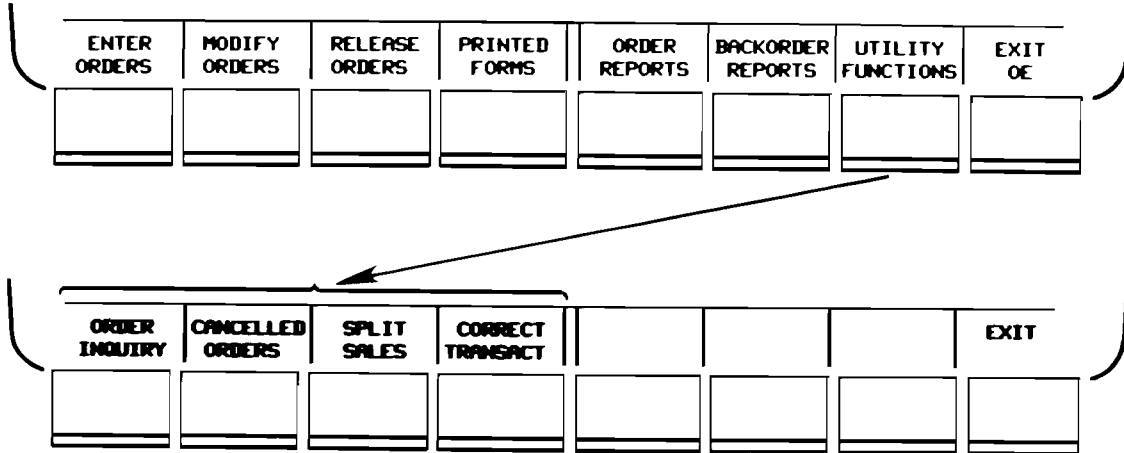
- * Means line item is totally fillable.
- Means line item location would need to be changed to that shown.

You may proceed directly to Picking Lists after the report is complete.

The next chapter describes examining and modifying order status, cancelling orders, entering split sales and correcting transactions.

UTILITY FUNCTIONS

The UTILITY FUNCTIONS softkey accesses four functions: Order Inquiry, Cancelled Orders, Split Sales, and Correct Transactions.



ORDER INQUIRY

Orders may be selected in one of three modes: automatic mode, automatic by date, or manual mode.

Automatic Mode

For automatic mode, an Action Status must be picked as seen below:

ORDER ENTRY ORDER INQUIRY		Date: 06/22/79
AO	- Select Active Orders only.	
HC	- Select orders Held for Credit Approval only.	
HP	- Select orders Held for Part Shipment Approval only.	
HU	- Select orders Held for Unspecified Reasons only.	
CH	- Select orders Cancelled by Modify only.] status not modifiable.
CR	- Select orders Cancelled by Release only.	
ALL	- Select orders in ANY Action Status.	
EXIT	- Return to the main ORDER INQUIRY menu.	
Please select a function.		
AO	HC	HP
HU	CH	CR
ALL	EXIT	

Automatic-By-Date Mode

For automatic by date, a date must be entered (blank for today's date) after pressing CONTINUE in this menu:

ORDER ENTRY ORDER INQUIRY		Date: 06/22/79
ORDER DATE	- Select on Order Date.	
REQUEST DATE	- Select on Requested Delivery Date.	
SHIP DATE	- Select on Expected Ship Date.	
BEFORE DATE	- Select orders on or before given date.	
ONLY ON DATE	- Select orders on given date only.	
AFTER DATE	- Select orders on or after given date only.	
CONTINUE	- Enter selection date and proceed to status selection.	
EXIT	- Return to the main ORDER INQUIRY menu.	
Please select a function.		
Orders will be selected with Order Date on given date.		
ORDER DATE	REQUEST DATE	SHIP DATE
BEFORE DATE	ONLY ON DATE	AFTER DATE
CONTINUE	EXIT	

Once the date has been entered, an Action Status is also picked as in Automatic Mode.

Manual Mode

For manual mode, either a list of order numbers or a single order number must be entered.

Once mode operations are complete, each order is displayed on the CRT with all available status softkeys to allow Action Status modification. The present Action Status is not displayed. The SKIP TO NEXT softkey bypasses the current order (if last order, this softkey is not displayed). The SKIP TO PREVIOUS softkey returns to the previous order (if first order, this softkey is not displayed). Press the EXIT softkey to return to the beginning of the function.

ORDER ENTRY							Date: 06/22/79
ORDER INQUIRY							
Order No	1255	Customer No	124	Customer P/O Number	91470		
Bill To	ACME HARDWARE			Ship To	ACME HARDWARE		
Customer Class	02	Order Date	01/16/79	Ship Date	01/16/79	Req Date	01/16/79
Partial Shipment	Y	Backorder	Y	Salesperson No	1	Total Line Items	1
Credit Card Code		Order Amount \$	1524.48	Prepaid \$	0.00		
Credit Init		Entry Init	05	Order Status	0	Invoice Cycle	1
				PL Count	0		
ACTION STATUS							00
Please select a function. (Now viewing 1 of 1)							
NOTE: Only 1 order selected.							
			CHANGE TO HU				EXIT

If an Action Status is CM or CR, no status change is allowed (see Modify Orders). If an Action Status is changed to HC status, Credit Initials are deleted from the order. Whenever a status softkey is pressed, the Action Status is changed and the next order (if any) is displayed.

CANCELLED ORDERS

This softkey finds all orders in CM or CR status. These orders may now be purged from the system with or without an audit trail printed (to default printer). The audit trail contains all information for the order purged.

SPLIT SALES

A split sale is one in which the percentage commission is divided or split between two salespeople. For example, a salesperson may always receive 95% of the percentage commission while the manager receives 5% commission from every sale of that specific salesperson. Split sale data may be added, modified, deleted and listed as seen on the following page.

NOTE: If the manager password is not used, this function is not available.

Add Split Sale

A split sale definition is accessed by a Split Sale Number. This is a number designating a commission split between two salespeople:

1. Enter Split Sale Number. This may be any number between 1 and 75. In the other Order Entry software, a split sale number is preceded by an "S" (such as S16). In this function, the "S" is not used.
2. Enter the two Salesperson Numbers on the following form.

Salesperson Number

	xxxxx

is credited with

3. Enter the first percentage. The second percentage is calculated by the function.
4. Verify the entry.

Modify Split Sale

To modify a Split Sale definition:

1. Enter the Split Sale Number associated with this commission split.
2. Modify the form as desired with the cursor positioned at the first Salesperson Number.
3. Re-enter the form.

Delete Split Sale

To delete a split sale definition, press either the DELETE softkey or the DELETE ALL softkey.

Delete - Deletes a specific Split Sale once the Split Sale Number is entered.

Delete All - Deletes all Split Sale entries.

List Split Sale

All the Split Sale entries may be listed either to the CRT or the printer. The LIST TO CRT or LIST TO PRINTER (default printer) softkeys designate the listing preference.

CORRECT TRANSACTIONS

This softkey allows transactions which IC cannot process due to an incorrect location or quantity on-hand to be modified, and is only available with the manager password. This can happen when IC changes an item location or adjusts quantity on-hand after an order is entered. A transaction number must be entered. The transaction must be active, sent by OE, and must be an Allocate Item transaction or Ship Item transaction. Once an acceptable number is entered, proceed to complete this form:

ORDER ENTRY CORRECT TRANSACTIONS		Date: 06/22/79					
Transaction Number _____	Type _____	Date _____					
Item Number _____	Description _____						
Product Code _____	Unit of Measure _____						
Quantity Adjustments:							
On Hand <input type="text"/>	Allocated _____	Backordered _____ On Order _____					
Order Number _____	Line _____						
Warehouse Number <input type="text"/>	Bin Number <input type="text"/>						
Please enter Inventory transaction number to correct.							
-							
							EXIT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For an Allocate Item transaction, the quantity on-hand adjustment must remain 0 and only the warehouse and bin number may be modified.

This change is automatically entered by OE on the appropriate line item if the order and line are still in the system.

For a Ship Item transaction the on-hand quantity may be decreased. When the quantity is decreased to 0, the matching New Invoice line (if any) is purged. If all lines on an invoice have been purged, the New Invoice will be purged. If a New Invoice exists in AR, any other changes are automatically made on the invoice line as well as on the matching order line (if any). If a New Invoice does not exist (because it has already been posted), the matching Order Number for the transaction must be entered.

This chapter explains all the fields used in the Order Entry module. These fields are listed in alphabetical order and are described in the following terms:

Description - A brief definition of this field.

Field Type - The field may be either alphanumeric or numeric. An alphanumeric field can contain both letters and numbers. A numeric field may be any of the following six types:

- * **Integer** - any negative or positive whole number less than 32768.
- * **Whole (whole short)** - any six digit number up to 999999.
- * **Precision (precision short)** - any number up to six digits with a decimal in any position (XXXXX.X, XXXX.XX, etc.)
- * **Round (roundable short)** - the same as precision except that if this field contains seven digits from a calculation, it will be rounded back to six digits. For example, if you are finding per unit cost from a total order cost of 10,000 with 30 ordered, the result is 333.3333. This would then be rounded to 333.333.
- * **Real** - any number up to 12 digits with a decimal in any position (XXXXXXXXXX.X, XXXXXXXXXXXX.XX, XXXXXXXXXXXX.XXX,
- * **%** - any number up to five digits with a decimal in any position up to 327%. If there are more than three digits to the right of the decimal, the third digit is rounded.

Field Length - If the field is alphanumeric, this is the number of characters allowed.

Uppercased by System - The system automatically shifts all input to upper case letters.

Entry Allowed by Operator - This indicates if the operator may enter data in this field or if the field is only for system output.

If Entry allowed by Operator, Blank Input Allowed? - This indicates whether or not a blank input is allowed, or if input is required for further processing.

Default Value If Blank Input - If the field is not completed, then this default value is used by the software.

Edit Allowed After Initial Start-up - This designates whether or not the field may be altered after the value is initially set.

Action Status

Description - An action status classifies an order as:

- * Active (AO) - order processing may continue with picking list and release orders.
- * Held for Credit Approval (HC) - the order is held until credit initials are entered in Modify Orders or Order Inquiry.
- * Held for Partial Shipment (HP) - the order is held for partial shipment approval (until status changed to AO).
- * Held for Unspecified Reasons (HU) - the order is held for unspecified reasons.
- * Cancelled by Modification (CM) - the order is cancelled as the last line item on a order is deleted during order modification.
- * Cancelled by Release (CR) - when the order quantities of allocated, picked and back-ordered are 0, indicating that the entire order has been shipped, all lines have been purged and the order is cancelled by release.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Edit Allowed After Initial Start-up: Yes

Restrictions: Entry made through softkeys.

Additional Charge

Description: This is any additional amount assessed on a line item. It may be a dollar amount or a specified percentage of extended price.

Field Type: N

Field Length: 8

Entry Allowed by Operator: Yes

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Additional Notes: May be a % if Extended Price.

Qty Allocated

Description: This indicates the quantity of a particular item actually allocated but not pick-listed for an order.

Field Type: N

Field Length: 6

Entry Allowed by Operator: Yes

Edit Allowed After Initial Start-up: Yes

Additional Notes: See Appendix B, how computed.

Amount Prepaid

Description: This is the amount which a customer has prepaid on an order.

Field Type: N

Field Length: 9

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Restrictions: If customer is over credit limit, entire order amount must be prepaid or credit initials entered.

Backorder

Description: A flag indicating whether or not this customer will accept a back order on this order.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: No

Restrictions: Must be Y or N.

Additional Notes: Default from customer.

Quantity Back Ordered

Description: Indicates the quantity of a particular item currently on back order.

Field Type: N

Field Length: 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Bill Amount

Description: The total of the extended prices on all line items and the surcharges of an order.

Field Type: N

Field Length: 9

Entry Allowed by Operator: No

Edit Allowed After Initial Start-up: No

Bin Number

Description: The bin number in which an item is located in the warehouse specified.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Default from IC

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be blank if Drop Ship.

Broken Case Charge

Description: An optional charge which can be applied by the system to an item if issued in the unit of measure issue.

Field Type: N

Field Length: Stored in IC, 9

Entry Allowed by Operator: No, except on items not in IC

Edit Allowed After Initial Start-up: No

Container Charge

Description: The charge assessed for a container (such as pallets) accompanying an item.

Field Type: N

Field Length: 7

Entry Allowed by Operator: No, except for items not in IC

Edit Allowed After Initial Start-up: Yes, for modifying orders*

Restrictions: * Charge displayed as stored in IC if applicable.

Credit Card Code

Description: A user-defined code specifying the credit card used to pay for an order, such as MC for Master Charge, AX for American Express, or BA for Bank Americard.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Credit Initials

Description: These are the initials of the person approving the "over credit limit" standing of the customer on an order.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? *

Default Value if BLANK Input: *

Edit Allowed After Initial Start-up: Yes

Restrictions: * may be required to prevent HC status, or blank entry may be allowed.



Credit Terms Code

Description: This is a code used to designate the credit terms for the customer as defined in the AR control file.

Field Type: N

Field Length: Integer, 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: None

Edit Allowed After Initial Start-up: Yes

Customer Class

Description: A code set up in AR indicating whether this customer receives mark-ups over unit cost or discount from list price. The classes are M1 thru M5, 00, D1 thru D5 with 00 receiving list price exactly.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 00

Edit Allowed After Initial Start-up: No

Restrictions: Must be M1 thru M5, 00, or D1 thru D5.

Customer Number

Description: The numeric identifier for a customer as defined in AR.

Field Type: N

Field Length: short, 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: No

Customer P/O Number

Description: User-defined customer purchase order number for current order.

Field Type: A

Field Length: 16

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

D

Description

Description: User-defined item description.

Field Type: A

Field Length: 30

Uppercased by System: No

Entry Allowed by Operator: Only in IC or in Release
Orders if not in IC

E

Entry Initials

Description: These are the initials of the person
completing or entering a new order.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Estimated Amount Due

Description: The estimated order amount less the amount
prepaid.

Field Type: N

Field Length: 9

Entry Allowed by Operator: No

Edit Allowed After Initial Start-up: No

Estimated Order Amount

Description: The estimated order amount for the total order including values not yet fixed by AR.

Field Type: N

Field Length: 9

Entry Allowed by Operator: No

Estimated Trade Discount

Description: The amount of discount given to this order when the Bill Amount is sufficient to allow trade discount for the current customer's Trade Discount Code.

Field Type: N

Field Length: 8

Entry Allowed by Operator: No

Edit Allowed After Initial Start-up: No

Excise Tax

Description: An optional tax which applies to the manufacture, sale or consumption of specific items (e.g., tires).

Field Type: N

Field Length: precision, 7

Entry Allowed by Operator: No, except in release orders or for item not in IC

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: No

Expected Ship Date

Description: The estimated shipping date for an order.

Field Type: A

Field Length: 8

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be in appropriate format DD/MM/YY.

Additional Notes: Default is computed by system.

Extended Price

Description: The price derived when unit price is multiplied by quantity shippable.

Field Type: N

Field Length: 7

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes*

Edit Allowed After Initial Start-up: Yes

Restrictions: * Calculated from unit price in IC.
See Appendix A.

Freight Charge

Description: Any charge incurred during delivery of an order.

Field Type: N

Field Length: 9

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Additional Notes: A percentage of bill amount is allowed.

Invoice Cycle

Description: The number of invoices released to AR as New Invoices from this order.

Field Type: N

Field Length: 3

Entry Allowed by Operator: Yes - only modification

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be from 0 thru 999.

Item Number

Description: The item number or unique I.D. associated with a part.

Field Type: A

Field Length: 18

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes*

Default Value if BLANK Input: *

Edit Allowed After Initial Start-up: No

Restrictions: * Blank implies last line item has been entered.

Order Date

Description: The date on which this order was entered into OE.

Field Type: A

Field Length: 8

Entry Allowed by Operator: No

Restrictions: This is the current system date in format DD/MM/YY.

Order Number

Description: The number indicating this specific order. The current number is defined in the OE control file. The system chooses the next free number in the system until it reaches 999999, where it wraps around to 1.

Field Type: N

Field Length: Short, 6

Entry Allowed by Operator: Yes*

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: No

Restrictions: * order number may be modified.

Order Status

Description: A code indicating whether:

N = Neither the order nor acknowledgment
letter has been printed yet.

A = Acknowledgment letter has been/need not
be printed.

O = Order has been/need not be printed.

B = Both order and acknowledgment have been/
need not be printed.

Field Type: A

Field Length: 1

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: The entry is made through softkeys.

Partial Shipment

Description: A flag indicating whether or not the customer will accept a partial shipment on this order.

Field Type: A

Field Length: 1

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be Y or N.

Additional Notes: Default from customer.

Qty Picked

Description: The quantity of a particular item actually picked for the order.

Field Type: N

Field Length: 6

Entry Allowed by Operator: Yes, in Modify Orders

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Pick List Count

Description: The number of outstanding picking lists for this order. During automatic release, the count is set back to 0.

Field Type: N

Field Length: 1

Entry Allowed by Operator: Yes, in Modify Order/Release Order

If Entry Allowed by Operator, Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be 0 thru 9. System default can be used.

Product Code

Description: The code of a particular set of products. For example, all Phillips screwdrivers may have a code of 17 while all needle-nosed pliers are 29.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes, for item not in IC

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: No

Quantity On-Hand

Description: The actual quantity of an item in stock at the current time.

Field Type: N

Field Length: 6

Entry Allowed by Operator: No

Additional Notes: Read from IC.

Quantity Ordered

Description: The quantity originally ordered of a particular item.

Field Type: N

Field Length: Short, 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

R

Requested Delivery Date

Description: The date on which the customer has requested delivery of the order.

Field Type: A

Field Length: 8

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Additional Notes: System default is today's date.

S

Sales Account Number

Description: The General Ledger account number for the sales account of a product code.

Field Type: N

Field Length: Special*

Entry Allowed by Operator: Yes, in Release Orders

If Entry Allowed by Operator, Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: No

Restrictions: * only XXXX.XX format allowed.

Salesperson

Description: The code assigned to the salesperson responsible for the order.

Field Type: N

Field Length: integer, 5

Uppercased by System: Yes, if split sale

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be positive or S followed by 1 thru 75.

Additional Notes: Default value from AR customer.

Service Charge

Description: The amount of service charge or additional charge allocated to an order.

Field Type: N

Field Length: 9

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Additional Notes: Percentage of bill amount is allowed.

Shipment Type

Description: A code indicating whether an order is a drop shipment (D) or a normal shipment (N).

Field Type: A

Field Length: 1

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: No

Additional Notes: Default from OE control file.

Qty Shipped

Description: The quantity of a particular item that has been actually shipped.

Field Type: N

Field Length: 6

Entry Allowed by Operator: Yes, in Modify Order

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Shipping Instructions

Description: These are any special instructions to be followed when an order is shipped. These could be fragile, keep refrigerated, handle with care, rush, etc.

Field Type: A

Field Length: 40

Uppercased by System: No

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Special Charges

Description: These are two optional charges that may be assessed per order meeting criteria specified in the OE control file. For example, a company may have a Small Order Charge.

Field Type: N

Field Length: 9

Entry Allowed by Operator: Yes, if charges defined

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Additional Note: A percentage of bill amount is allowed.

Surcharge

Description: The surcharge is the sum of the broken case charge and additional charge on each line.

Field Type: N

Field Length: 7

Entry Allowed by Operator: No*

Edit Allowed After Initial Start-up: Yes

Restrictions: * Broken Case charge is retrieved from IC and added to additional charge.

Tax Category

Description: This field indicates the taxable status of an order.

Field Type: N

Field Length: Integer, 1

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Restrictions: Default value from AR of:
0 = taxable
1 }
2 } non-taxable
3 }
4 }

Transaction Number

Description: The number assigned to a specific IC transaction.

Field Type: N

Field Length: 4

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: No

Additional Notes: Used in Correct Transactions.

Unit of Measure

Description: The unit in which the item has been ordered, received or issued. For example, BX = boxes, CS = cases, EA = each, DZ = dozen, etc.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-up: Yes

Additional Notes: System default is EA.

Unit Price

Description: The price of one unit as carried in IC or on a line item.

Field Type: N

Field Length: 11

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes*

Default Value if BLANK Input: *

Edit Allowed After Initial Start-up: Yes

Restrictions: * if in IC or contract price used.

Additional Notes: See Pricing Scheme in Appendix B.

Warehouse Number

Description: This is the number of the warehouse in which an ordered item is located.

Field Type: A

Field Length: 4

Uppercased by System: Yes

Entry Allowed by Operator: Yes, for item not in IC

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-up: Yes

Restrictions: Must be blank if Drop Shipment



OE INTEGRATION

Once Order Entry is integrated with the other three OM/250 modules, system integrations are as follows.

ACCOUNTS RECEIVABLE

CUSTOMERS should never disappear while they have orders outstanding. This is enforced by AR.

SHIP-TO's can disappear after an order is entered. This is handled in Modify Orders, Print Orders, Acknowledgment Letters, Picking Lists by Order, and Order Inquiry.

NEW INVOICES can (and do) disappear after Release Orders. This is handled by Correct Transactions.

CONTRACTS can be altered or disappear after Enter Orders creates a new order. Line items which use a contract cannot be modified (only deleted) in Modify Orders. If a contract line item is deleted, the matching contract is corrected, if found.

INVENTORY CONTROL

ITEMS can come and go as desired by the user. An item is considered in or out of IC data base according to whether it can be found there at the exact time in question, throughout OE.

U/M's (units of measure) can be altered on items, and Modify Orders, Release Orders, Picking Lists, and the Back Order Fill Report will take appropriate action when a mismatch occurs.

IN GENERAL, all item information is treated as being subject to alteration, and can be handled by OE. Pricing information changes generally cause no difficulty.

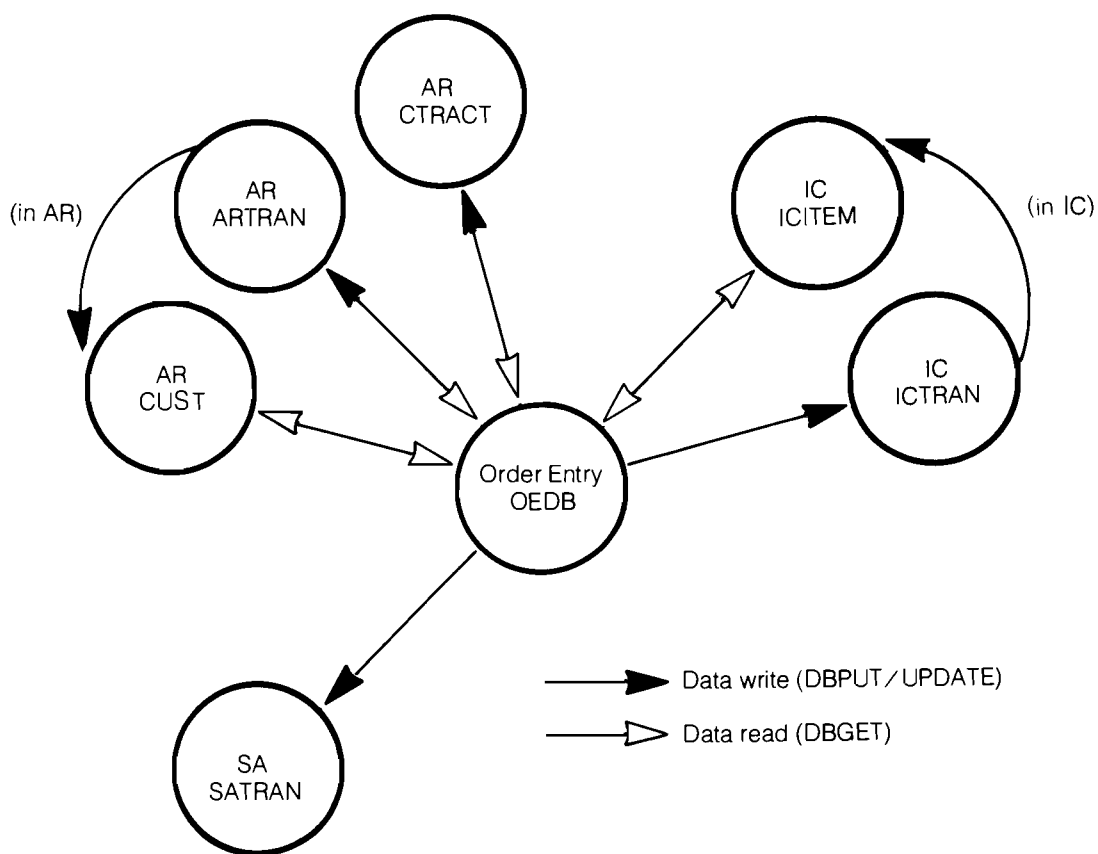
IC TRANSACTIONS can (and do) come and go in the Correct Transactions function.

SALES ANALYSIS

Order Entry is not dependent on SA, except for recognizing its presence and sending transactions.

ORDER ENTRY

SPLIT SALESPERSON NUMBERS are user-controllable. Causing them to disappear while referenced on orders outstanding causes no problems in Modify Orders (the only place a Split Sale Number might be called up).



OE Integration to AR, IC and SA

PRICING SCHEME

This appendix explains the pricing scheme concept as used in Enter Orders and Modify Orders.

UP AND EP SYNTAX

The syntax for the Unit Price (UP) and Extended Price (EP) fields is:

$$EP = [\$]$$

with \$ up to two digits to the right of the decimal.

$$UP = [\$] [C] [\%]$$

with \$ up to three digits to the right of the decimal.

\$ = Dollar value.

C = Any standard customer class except 00 (including M1 thru M5 and D1 thru D5).

% = Percentage(s) for chained discount stated as:

$$t \ S1 /S2 \ \dots \ /Sn$$

S = An unsigned number less than 100 with less than six digits total.

Some examples of Unit Price fields are listed below:

<u>Unit Price Field</u>	<u>Meaning</u>
+0	Unit cost from file.
-0	List price from file.
D2	List less Discount 2.
M1	Unit cost plus Markup 1.
2.753 D4	Calculate Discount 4 from list of \$2.753. List price on file remains unchanged.
- 10/5	List price less 10%, less 5% chained discount.

Only one price field may be specified. Either the Unit Price or Extended Price must be blank. Further, both fields may be blank if Automatic Pricing is desired. If the EP is blank, Unit Price and Extended Price are computed according to the following table:

<u>NO.</u>	<u>ENTRY</u>	<u>DESCRIPTION</u>	<u>QTY BRK</u>	<u>CTR</u>
(1)		Standard auto pricing using order default Customer Class.	yes	yes
(2)	%	Mark up Cost (if +%) or discount List Price (if -%) directly, ignoring Customer Class.	yes	yes
(3)	C	Auto pricing except use the given Customer Class for this line item.	yes	yes
(4)	C%	Same as (3) except that (+/-%) is applied to result of calculation.	yes	yes
(5)	\$	Use \$ value unaltered.	no	no
(6)	\$ %	Use \$ value marked up (if +%) or discounted (if -%) by the given %, ignoring Customer Class.	no	no
(7)	\$C	Auto pricing except that \$ value is substituted for Cost (if M1-M5) or List Price (if D1-D5).	no	no
(8)	\$C%	Same as (7) except that (+/-) % is applied to result of calculation.	no	no

ENTRY refers to the syntax shown above.

QTY BRK indicates whether a quantity break might be applied if other criteria allow (including Customer Class for the line item, OE control file flag, and the quantity in question). Basically, a quantity break will never be applied if the user enters a \$ value.

CTR indicates whether the Contracts data base will be searched (applies only to three-flexible-disc and hard-disc versions). Basically, use of a contract is possible only if a \$ value is not entered (whether or not the item is in ICITEM). If a contract is chosen, C and % (if any) are ignored and the contract price is used.

If a \$ value is not entered for an item not in ICITEM, and a contract is not used, an error is given.

Customer Class is used in all cases above except 5 (where a \$ value overrides everything) and 2 and 6 (where % without C overrides C). Another way to look at this is: Customer Class is only used if normal auto pricing occurs (case 1, using the order default Customer Class) or if the user specifically enters a Customer Class (3, 4, 7, 8 above).

As usual, if an item in inventory has a zero Markup or Discount Code (as appropriate), the Customer Class has no effect on the resulting Unit Price.

Chain discount can be used in the Unit Price field. This is computed as either:

If leading sign is +:

$$\% = (1 + P1/100) * (1 + P2/100) * \dots$$

If leading sign is -:

$$\% = (1 - P1/100) * (1 - P2/100) * \dots$$

Where:

P1, P2 = the first percentage, second percentage, etc. of chained discount.

A Qty Break can be given only if all of the following are true:

- * IC Qty Break Code is valid, meaning not zero.
- * Customer Class is markup OR special control file flag is set which allows qty breaks for discount customers.
- * Qty allowable (including qty allocated + qty back ordered), converted to U/M Issue, is greater than or equal to the first (lowest) qty break in the appropriate line in the qty break file.

CREDIT CHECKING

During Enter Orders, the header form uses the following equation for credit checking:

$$\text{Credit} = \text{Credit Limit} - \text{Balance (current CUST DB values)}$$

Credit is displayed to the user. If less than zero, it is displayed as a warning. Additional warning is also given if the Bad Debt Flag is set for the customer.

On the Summary form, credit checking uses this equation:

$$\text{Due} = \text{Estimated Order Amount} - \text{Amount Prepaid}$$

To Check Credit-Due :

	less than zero	not less than zero
Credit Initials entered	accept Credit Initials; Action Status not HC.	clear Credit Initials (not needed); Action Status not HC.
Credit Initials blank	warn once—if re-entered blank Action Status = HC.	accept blank; Action Status not HC.

Note that CUST data base is not updated except by posting New Invoices. Hence, credit check does not include outstanding orders.

During Modify Orders and Order Inquiry, the credit initials and action status is alterable as follows:

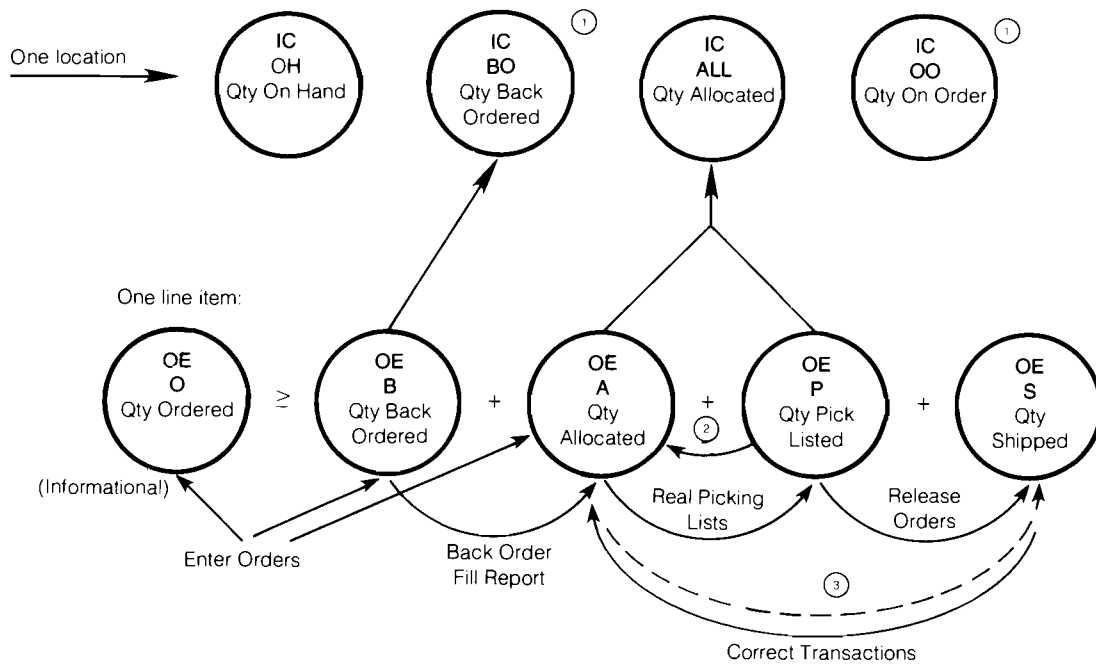
	Action Status = HC	Action Status not HC
Credit Initials exist	impossible.	can return to HC status (Credit Initials will be cleared).
Credit Initials blank	can be changed to non-HC if Credit Initials entered.	never was HC and can't become HC (Credit Initials stay blank).

Note that HC orders cannot be Pick-listed or Released.

Note that Credit Initials are cleared when orders become Action Status CM or CR.

LINE ITEM QUANTITIES

This appendix shows the flow of line item quantities from the time an order is entered until it is shipped.



Line Item Quantity Flow

- ① Always zero if not a primary location. (OE lines allocated to secondary location send Quantity Backordered, if any, to primary location.)
- ② Quantities not released, e.g., left over from exception posting.
- ③ Optional in Release Orders - allows picking lists to be skipped.

Note that MODIFY ORDERS allows modification of all five OE quantities.

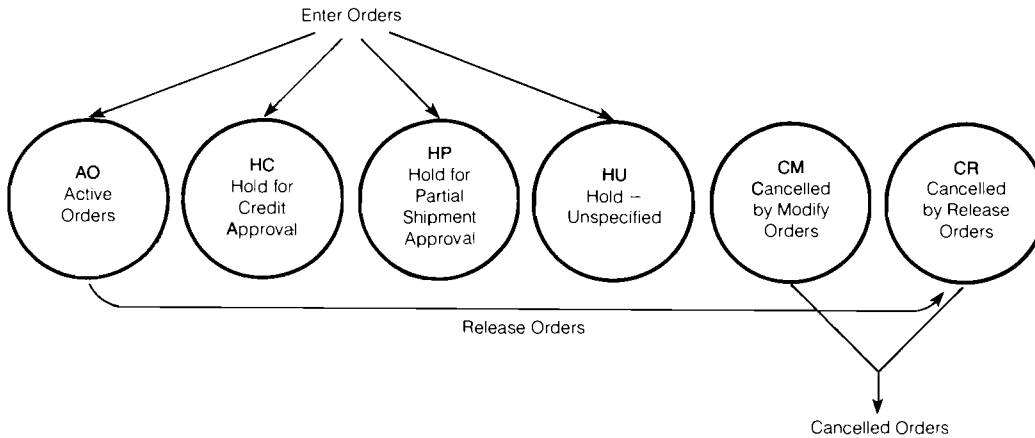
$$\text{Qty Available} = (\text{OH} - \text{ALL} - \text{BO} + \text{OO})$$

where BO and OO are optionally included (see OE Control File Editor).

All IC quantities are taken in U/M Issue. OE handles conversion factors for OE quantities in U/M Receipt.

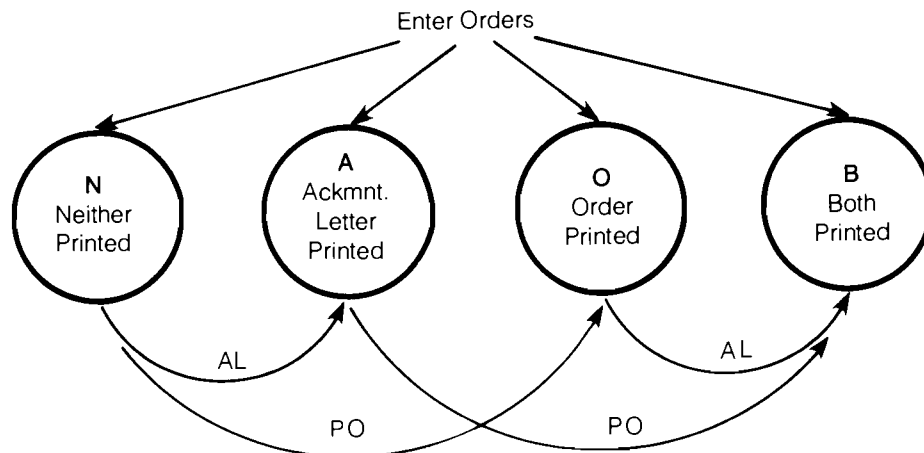
ORDER ENTRY STATUS

This appendix shows the flow diagram of both the different Action Statuses in which an order can be classified and the different Order Statuses available.



Action Status Flow

MODIFY ORDERS can (under the right circumstances) transfer an order from one status to another, except CM and CR orders cannot become HC. ORDER INQUIRY can (under the right circumstances) transfer an order from one AO, HC, HP, or HU status to another. Orders must be AO to be processed by Release Orders, Picking Lists or the Back Order Fill Report.



AL = Acknowledgment Letters

PO = Print Orders

Order Status Flow

MODIFY ORDERS can transfer orders from any status to another. **PRINT ORDERS** and **ACKMNT. LETTERS** do not alter status if the printer is the CRT. Also, they can reprint wrong-status orders only in Manual Mode.