Order Entry

Passport Business Solutions ™

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Understanding Order Entry

This chapter contains the following topics:

ORDER ENTRY FEATURES

You may enter line items by item number, description, bar code, or a keyword. (There is one line item on an order for every item being ordered. A line item includes the full description of an item being ordered, the quantity ordered, the price, and when it is supposed to be delivered.)

You may also enter *miscellaneous line items*. A miscellaneous line item is one for which no inventory control is done. Its item number begins with an asterisk (*).

You may drop ship specific line items directly to the customer without having to put such items in your inventory, and without having to run them through Inventory Control.

At order entry time, you may enter cash received with one-step orders (typical of a mail order business), rather than entering it through a separate cash receipts function in Accounts Receivable.

O/E includes on-line credit checking during order entry. If a customer's credit limit is exceeded, you see a warning message.

Orders vs. Invoices

An order is a request from a customer for goods. An invoice, also called a bill, is a detailed list of goods that have been sold to a customer along with the amount due.

In Order Entry, you have the option of using two-step or one-step billing.

In one-step billing, an invoice can be prepared as soon as the order is entered. There is no select-for-billing step.

In two-step billing, orders are first entered into O/E. Later, they are selected for billing and an invoice is issued.

Picking Ticket

A picking ticket is a list of items ordered, showing the item's location in the warehouse or stockroom, the quantity ordered, and a blank line for you to write the actual quantity of the item that will be shipped. It also optionally shows company name and order comments. Picking tickets are used for physically gathering items for shipment. They may be printed for a specific range of order numbers. Picking tickets can be printed for open orders. These tickets show ordered line items in sequence by location in inventory.

Post

To post means to take transactions from a temporary file/table and move them to a permanent file/table (where other entries already exist). For example, in A/R, sales are initially entered into a temporary entry file from where they are edited or otherwise verified as needed before being posted to the more permanent A/R Open Items.

Often, during entry posting, information in other data files is also updated. For example, when sales are posted, the account balance and historical sales figures in Customers are also updated.

Printers

You can easily select any one of more than two dozen of the most popular printers. Additionally, instructions are given to allow you to configure the software to use virtually any printer.

Quotes and RMAs

A quote is similar to an order. The main difference is that the sale of goods has not been finalized. The quote is a proposed agreement for which items will be sold and for what price.

RMA means Return Merchandise Authorization, and is similar to a credit memo. The main difference is that authorization has been given to the customer to return the goods, but credit is not issued until the goods are actually received.

Order Entry also allows you to enter both quotes and RMAs.

A quote can be easily converted to an order when a sale is finalized, and an RMA can be easily converted to a credit memo when returned goods are actually received.

Recurring Order

A recurring order is a set of goods that are billed over and over again at regular intervals to the same customer. You can use this feature to enter blanket orders for a customer and then release shipments to the customer periodically.

You designate a serial number for an item when selecting items for billing. Refer to the *Serial Inventory* chapter in the Inventory Control user documentation.

Sales Analysis Reports

O/E and Inventory Control together generate sales history information that is available to Sales Analysis (S/A). S/A includes analysis reports such as Sales Analysis by Item Sales Volume. S/A also generates other reports that use Accounts Receivable information.

Selective and Partial Billing

If you use two-step order processing, you can bill for selected orders on request. You can partially bill and adjust quantities that are shipped or back ordered.

You can print a billing edit list before invoice printing, showing all orders selected to be billed.

View order status

A PBS software feature that allows you to look at open orders for a specified customer.

Works with Accounts Receivable and Inventory Control

Order Entry integrates with Accounts Receivable and Inventory Control, both of which are necessary to run this module.

O/E uses the Customers and Services (goods and services) from A/R, and Items and Statuses from I/C.

UPGRADING FROM EARLIER VERSIONS

We have included the necessary functions and instructions to allow you to upgrade from earlier versions of this module. Refer to the *EZ Convert* documentation for more information.

Following the upgrade, please review all the fields in O/E *Control information*. Depending on the version you are upgrading from, it is possible there are new fields that require a value.

ORDER ENTRY PRODUCT DESCRIPTION

Order Entry is designed for use by independent businesses. It includes those features most asked for by thousands of users whose experiences with previous order entry modules have helped refine Order Entry to its current mature level.

- Requires Inventory Control and Accounts Receivable in order to run.
- Supports multiple companies, multiple profit centers, and multiple warehouses.
- Allows order (and credit memo) entry and editing, with an order edit list.
- Provides for entry of quotations and RMAs (Return Merchandise Authorization), with simple conversion to orders or credit memos.
- Unlimited notes may be stored with orders. They are not printed on invoices and may be used internally to assist in processing orders. Line item notes (text) can also be entered and will print on invoices.
- Orders may be invoiced when entered (one-step billing) or held as open orders for later billing (two-step billing).
- Automatically adjusts inventory (in Inventory Control) as a result of orders and billings.
- Provides ability to sell and return items in alternate units.
- Supports special pricing structures in Inventory Control, including alternate, sale, contract, and multi-warehouse prices.
- Allows entry of serial-numbered and lot-controlled items.
- Allows adding of new customers during order entry with automatic assignment of customer numbers.
- Invoices may be user-defined. Additional user-defined forms may be printed.
- Invoices data may be merged with a Jpeg or Bitmap form file using Windows printer or a Company information PDF printer.
- Prints invoices for all orders billed. Invoices may be selectively reprinted.
- Invoices printed as PDF files may be emailed directly to customers from within PBS.
- Payments may be entered on transactions and the payments may be posted to open items.
- Pre-payments may also be entered in Accounts Receivable cash receipts and posted to open items. Later, the pre-payment may be assigned to the customer's open order or invoice.
- The PBS Multi-payment processing features integrate credit card processing. checks and cash payments; any of which may be applied to an order or invoice. Multiple payment types are allowed per order or invoice, including terms with multiple payment types. To implement this feature, see the *PBS Multi-payment* appendix in the Accounts Receivable documentation.
- Picking tickets may be printed for open orders.
- Automatically feeds billing information to Accounts Receivable.

- Includes back order processing, with back order reports and ability to automatically fill back orders when items become available.
- Recurring orders may be entered and activated at any time. They may also be used as blanket orders. Automatic selection of recurring orders is provided.
- Profit centers for line items may be assigned either from the order header, line item, or I/C item record.
- User-defined shipping and COD labels may be printed. Both individual order and group printing modes are provided.
- User-configurable defaults allow skipping virtually any data field, for high speed entry of orders.
- Day of the following month (proximo) terms are supported.
- May be interfaced directly to Sales Analysis and to General Ledger through Accounts Receivable and Inventory Control.
- Allows reports to be stored on disk to save computer time, so they can be printed later at your convenience.
- Vision data files may be accessed via ODBC - Open Database Connectivity. This option requires a separate purchase.
- Data may be kept in COBOL Vision data files or SQL database tables.
- Allows use of multiple printers, including printing reports to PDF files.
- Includes password protection.
- Has field level Help (highlights of functions) built into the software.
- Supports E.D.I. Import, Export and Status Report options.

Key Words and Concepts

To understand how to use Order Entry, you should understand some key concepts and words that are used in this module.

Many of these words have alternative definitions and derivations. To fully understand a word, use your favorite online or printed dictionary to look it up.

Accounts Receivable

Accounts Receivable (A/R) records customer sales and anticipated revenue. It tracks all customers, purchases, payments, and outstanding balances.

Back order

A back order (B/O) occurs if a customer orders an item that is not currently in stock. This means that you record the order and ship it only when it becomes available in inventory. Order Entry (O/E) contains all the necessary features to keep track of all back ordered items and to fill these orders when stock is available.

All orders which contain back ordered items remain as open orders until the back orders have either been filled or canceled. To assist in back order control, you may print reports showing back orders by item and by customer.

Back Order Control

All orders that contain back ordered items remain as open orders until the back orders have either been filled or canceled. You may print reports showing back orders by item and back orders by customer, to help in back order control. You can automatically fill back orders when the items become available, and print picking tickets for filled orders.

Blanket order

A blanket order occurs when a customer wants to purchase a large quantity of an item (or items), but wants delivery over a specified interval (week. month, or year, etc.) rather than all at once.

COD and Shipping Labels

A COD label is a label placed on a box containing items that are being shipped COD (cash on delivery). The label shows the amount to be collected at the time of delivery.

A shipping label is a label placed on a box containing items, indicating the sender's name and address, as well as the destination to which the items are to be delivered.

COD and shipping labels can be printed for open orders. The format for these labels can be customized to fit your company's business needs.

The COD label shows the amount the customer must pay at the time the goods are delivered. For example, you can set up a COD label to print in the format required by your shipping company.

Commissions calculation

Commissions can be calculated based on billings. For each item, you can define four commission percentages and designate whether the commission is to be taken on the net sale price or the gross margin.

Cost center

A Cost Center is a distinct area within your company for which sales and/or expenses (and sometimes profits) can be calculated separately from the total sales and expenses of the whole company.

Refer to the *System User* documentation for more information on Cost Centers.

Credit Memos

You can enter credit memos at any time and print them separately or together with invoices. When you issue credit memos for goods returned to stock, inventory quantities on hand are automatically adjusted.

Data Organization

The information you enter into your computer is stored on your disk. In order for computer programs to be able to locate specific pieces of data (within large masses of data) and to be able to process it logically, data must be organized in some predictable way.

Passport software organizes your data for you automatically as it stores it on your disk.

There are four terms associated with data is organization.

Character	a character is any letter, number, or other symbol you can type on your computer keyboard.
Field	a field (sometimes called a data field) is one or more characters representing a single piece of data. For example, a name, a date, or a dollar amount are all fields.
Record	a record is a group of one or more related fields. For example, the fields representing a customer's name, address, and account balance might be grouped together into a record called the customer record. A record in a data file is often referred to an an entry. In SQL it may also be referred to as a row.
Data File / Table	a data file is a group of one or more related records. A data file is often referred to simply as a file. An SQL table contains the same data as a data file.

Customers in Accounts Receivable is an example of a data file. Such a file is made up of many records, each of which contains the name, address, etc., for one customer. Each file is kept separate from the other files on the disk.

There are other types of files in addition to data files. For example, programs are stored on the disk as program files. However, file in this User documentation means data file, unless specifically stated otherwise.

Drop shipped item

A drop-shipped item is an item which is shipped directly from your supplier to your customer. It does not come directly from your inventory. You bill the customer for the item, but your own inventory is not affected.

E.D.I.

A Short for Electronic Data Interchange, the transfer of data between different companies using networks, such as VANs (Value Added Network) or the Internet. As more and more companies get connected to the Internet, EDI is becoming increasingly important as an easy mechanism for companies to buy, sell, and trade information.

Data Recovery Procedure

This function provides the capacity to recover corrupted data. You can also use it to convert important data to a text format that can be easily interfaced to common data base and word processing modules.

General Ledger

When your company makes sales and receives payments, this activity affects not only accounts receivable, but also the area of accounting called general ledger.
General ledger is the area of accounting where all accounting records are brought together to be classified and summarized. Financial statements are printed based on this data.

As used here, general means pertaining to many areas. Ledger means a book where accounting records are kept. (This term evolved from pre-computer times when accounting records were kept exclusively by hand in large books called ledgers.) General ledger is often abbreviated G/L or GL.

General Ledger Account

A general ledger account is a specific category under which all financial activity of a certain kind is classified. For example, you might have a general ledger account called telephone expenses, under which you categorized your telephone bills.

General ledger account is often abbreviated "G/L account”. Accountants are experts at defining the various G/L accounts (financial activity categories) needed by a business. Part of this definition process involves assigning an account number to each G/L account.

Independent businesses usually use a 3- or 4-digit account number. For example, you may have a G/L account called 100 - Cash in the Bank, and one called 200 - Sales of Product Line A, and one called 210 - Sales of Product Line B.

Typically, an independent business will have a hundred or more G/L accounts. In accounting modules, each time any financial activity occurs in any area of accounting, the dollar amount of the activity is recorded under the appropriate G/L account numbers.

Help

Graphical Mode

Select <Ctrl+F1> to access help from graphical screens and fields. From there you may access an entire chapter of information.

Character Mode

At any time while running a PBS module, you can press the Help key <F8>. A brief explanation of the particular function you are using then appears on your screen.

Integrated

When a set of accounting modules is integrated, any information generated in one area that is needed in another area is automatically supplied to that other area. You don’t have to enter it twice.

Order Entry is integrated with Accounts Receivable (A/R) and Inventory Control (I/C). Customer account information from A/R and inventory item information from I/C are used by O/E. Item quantities in I/C and customer accounts in A/R are also automatically updated for all orders processed.

Information entered in one area is automatically available to other users with no need to re-enter the data. Passport Accounting Software is fully integrated.

Interface to General Ledger

O/E generates the appropriate G/L distributions for all orders billed and all credit memos processed. These are posted to A/R and I/C distributions. If G/L is being used, distribution can then be made to the proper accounts in G/L from A/R and I/C.

Inventory Control

Inventory control records the kinds of items you stock; how many of each is available at any given time (the quantity on-hand); what items you're running low on and should restock; and what items are used or sold faster than others.

You may perform various I/C functions through the O/E interface to I/C. Inventory is automatically committed (reserved for a customer) when you enter orders. Inventory is automatically relieved (decreased) when invoices are printed and posted. Available inventory is verified for each line item as it is entered, and any back order or out-of-stock condition can be handled at that time.

Invoice History

O/E optionally retains detailed history of each line item sold, its description, price, and other order information. For each invoice, the customer bill-to, ship-to, purchase order number, etc. are retained. A number of inquiries and reports are provided to access this information.

Invoice Printing

Invoices are printed for all specified orders, using preprinted forms or plain paper. To recover from a forms jam, you can restart invoice printing from any specified invoice number. Billing information, including all associated G/L distributions, is automatically posted to Accounts Receivable.

Item pricing

Item pricing is controlled through Items and Prices in the Inventory Control system. For example, sale prices (for specific items sold during a designated period) and contract prices (for specific items sold to specific A/R customers) can be established in Inventory Control. However, manual price overrides may be made during order entry, and prices may be discounted.

Order editing

Open orders may be edited (checked, added to, modified, or deleted) at any time before billing. Changes to line items or cancellations cause automatic adjustments to inventory. You may print an order edit list to verify order changes. The Orders Report may also be printed to review outstanding orders in various sequences.

Order Entry

Order entry is the area of business operation concerned with processing customer orders and issuing invoices (a bill listing the goods sold and the amount of payment due). Order Entry is often abbreviated as O/E.

The Passport Business Solutions Order Entry does not stand alone and must be used with Inventory Control and Accounts Receivable.

Order Entry and Billing

O/E includes powerful and flexible functions that allow you to enter orders for either immediate billing (one-step order processing) or for later partial or whole billing (two-step order processing). It also allows you to enter quotes and RMAs. Extensive defaults that you define are available to speed accurate data input during order entry.

Lookups

There are two kinds of lookups: Data Lookup and Date Lookups.

Data Lookup

Look-ups refer to a list of available entries for a particular field. Many fields allow you to press a designated key <F8> to show all available data. For instance, when entering an invoice you may press this key at the Account number field to bring up a list of all G/L accounts. Selecting an entry from this list is often easier and faster than remembering the account number or stepping through all possible entries until the right one is reached.

Date Lookup

The date lookup provides a point and click window for finding and entering date fields.

In Graphical mode the date lookup is available via the <F4> key. In Character mode (Windows only) you may access the date lookup via the <F7> key.

Note	In character mode, depending on where you press <F8>, this function will return a Lookup window or context sensitive Help. If a Lookup window is returned, pressing <F8> a second time will display Help for the field if available.

PDF

Short for Portable Document Format, a file format developed by Adobe Systems. PDF printing captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe™ Reader™ or Adobe Acrobat™.

Order Entry reports and invoices and other forms may be written to the PDF file type. PDF invoices may be emailed to customers. Sending checks to PDF files is not supported in PBS.

Return Merchandise Authorization

A Return Merchandise Authorization (RMA) is a transaction whereby the recipient of a product arranges to return goods to the supplier to have the product repaired or replaced or in order to receive a refund or credit for another product from the same retailer or corporation within the product's warranty period.

An RMA is also known as a "Goods Return Authorization" or GRA (depending on the country).

Multi-company

Multi-company refers to the capability to do accounting functions for multiple companies with the same set of software.

A user wanting to perform accounting functions for more than one company on Passport modules can select the Multi-company option.

SPOOL

SPOOL is a computer term meaning Save Printer Output Off Line. Spooling is a technique that allows a report to be printed at a later time. Instead of reports going directly to a printer, they are saved as a disk file (which is usually a lot faster). When a printer is available, all or some saved reports can be printed in one long run (for example, overnight).

Transactions

As used in accounting, transaction means a business event involving money and/or goods and/or services. For example, a transaction occurs each time you gas up your car: you pay money in exchange for gasoline (goods). Or another example: you give a television set (goods) to your neighbor in exchange for the use of his lake cottage (services).

Computer software deals primarily with business events that have already taken place. Therefore, in the Passport Business Solutions software, transaction means the record of a completed business event involving money and/or goods and/or services.

The records of sales made and payments received are examples of transactions from the area of accounting called accounts receivable. The records of your purchases and the payments you make for such purchases are transactions from the area of accounting called accounts payable. The records of quantities of goods received or sold are transactions from the area of accounting called inventory control.

Getting Started

This chapter contains the following topics:

Introduction to Order Entry

It is assumed at this point that you have installed the programs for this module on your computer according to the Vision Install Guide or the SQL Install Guide. If you have not done so, refer to that documentation and install the Passport Business Solutions Order Entry software on your computer.

It is also assumed that you have familiarized yourself with the main features of this Order Entry reading chapter Understanding Order Entry of this documentation. If you have not done so, read that chapter and then return to this chapter.

Your Accountant

We recommend that you consult with your accountants before using the Passport Business Solutions software. They should understand your computer accounting software if they are to continue to serve you well. Moreover, because of their expertise, your accountants may have some good advice regarding converting from your existing order entry system.

Inventory Control and Accounts Receivable

You must set up the I/C and A/R modules first. Enter price codes, commission codes, and item taxable codes in I/C first, so that you can correctly enter items into Items in I/C. Customers and associated tax codes from A/R are used in processing orders in O/E. See the *Getting Started* chapters in the documentation for both of those modules.

Order Entry Data

In order to use O/E, you must first enter information into the computer to describe how you process your orders.

There are up to four different sets of data that you must set up before you can begin using the module on a regular basis.

Listed below is a brief explanation of these four data sets:

O/E Control information

This contains control information that defines how you process your orders and how Order Entry is used with Inventory Control and Accounts Receivable. For example, the O/E Control information tells Order Entry if commissions should be calculated for sales reps and transferred to A/R.

Ship-to addresses

This contains the ship order to addresses of customers who receive shipments at an address different from their billing address. Use of this feature is optional.

Label Formats

This is used only if you wish to print shipping and/or COD labels, and contains the formats that define the labels. Use of this feature is optional.

Forms

This contains predefined layouts for printing credit memo, invoice, loan, order, rental and RMA documents. You can change any of the predefined layouts to meet your needs. In Windows, Thin client and printing to a PDF file you can also merge the layout format with a jpeg or bitmap graphical form file.

Setting Up Order Entry

Prior to setting up Order Entry, you must have already set up System, Inventory Control and Accounts Receivable.

Follow the steps below to set up Order Entry:

Step	Description
1	Start O/E according to the instructions in the Using Order Entry chapter.
2	Enter O/E control information, using *Master information* (*Control information*). Refer to the Control Information chapter. The fields you setup in O/E Control information controls how O/E is used by your company.
3	If some of your customers receive shipments at an address that is different from their billing address (as stored in Customers), then enter these addresses using A/R *Master information* (*Ship-to addresses*). Refer to the *Ship-to Addresses* chapter in the A/R documentation.
4	Configure your system for using PBS Multi-payment processing. With this feature you will have credit card processing integrated with PBS Order Entry and A/R Cash receipts. PBS Multi-payment is optional and is subscribed to separately. See the *PBS Multi-payment Setup* appendix in the A/R User documentation.
5	If you wish, change the default shipping and COD label formats (or add new formats) using Label formats. Refer to the Designing and Creating Labels chapter. If you do not require shipping or COD labels, then you may skip this step.
6	Change the default forms layouts as desired, or enter new layouts, using *Master information* (Forms). Some standard layouts are provided and you may use one of those. Refer to the Forms chapter.
7	Enter a type O order, using Orders, for each of your outstanding orders (orders that have not yet been shipped or invoiced). Refer to the Orders chapter.
8	If needed, set up recurring orders using Recurring orders. Refer to the Recurring Orders chapter.
9	That completes the setup. Refer to the Guide to Daily Operations chapter for using Order Entry on a regular basis.

Note	You only need create your own form design if you do not wish to use the predefined forms provided. O/E comes with several predefined invoice formats that are automatically installed when you install O/E for Company 00. For other companies you may export company 00 forms, rename the file and then restore them to any company you want.

Regular Use of Order Entry

When you are finished setting up Order Entry as outlined above, you are ready to use this module on a regular basis. Also see the Guide to Daily Operations chapter.

The remaining chapters in this documentation show you how to do the following:

Chapter	Description
Picking Tickets	Print picking tickets
Back Orders	Print back order reports
Back Orders	Fill back orders
Printing Labels	Print shipping labels
Printing Labels	Print COD labels
View Orders	View orders
Billing and Invoicing	Bill and print invoices
Printing Forms	Print forms from open orders
Orders Report	Print the Orders Report
Invoice History	View or print invoice history

The examples and screen illustrations included in the documentation are intended to assist you in learning how to use Order Entry. Whether or not you will be able to execute the examples on your system and generate the same screens as are illustrated in the documentation will depend on the data available on your system.

Passport Training and Support

If you have problems with this software module, contact your authorized Passport Software reseller or authorized consultant.

For the name and location of a Passport Partner near you, contact Passport Software, Inc. at 1-800-969-7900.

If you wish to receive support directly from Passport, please call our End User Support Department at 1-800-969-7900 ext. 124.

You can contact your own PBS provider for training; however, if your service provider does not offer training, contact Passport at 1-800-969-7900 for assistance.

For general information on PBS you may visit our web site at www.pass-port.com.

Using Order Entry

This chapter contains the following topics:

Organization of this Documentation

This documentation provides the information you need to use Order Entry. This chapter describes how to use and locate information in the Order Entry User documentation. It also tells you how to start and exit Order Entry.

Chapter 4 is a Guide to Daily Operations. It explains how you use Order Entry to perform various daily, weekly, and periodic tasks.

Chapters 5 through 7 provide instructions on how to enter the basic information (mentioned in the Getting Started chapter) that will tailor your module according to your needs and prepare you for daily operation.

Chapters 8 through 17 describe how to use Order Entry on a daily basis, and how to print the Order Entry reports. You will probably use these chapters most frequently.

Additional information can be obtained from the PBS *System User* documentation. This contains chapters that describe features common to all Passport Business Solutions modules like printing. See System Topics as described below.

The *PBS Administration* documentation provides system setup information and is recommended for PBS administrative users only.

Each chapter of this documentation provides instructions on how to use a particular function of your software.

The instructions include many examples. In fact, you can proceed through the documentation entering all the examples as you encounter them. Whenever you encounter a diagram of how your screen should look at any given point, the diagram contains sample information. To use this documentation as a tutorial, enter all information exactly as shown in these diagrams, in the order shown. Occasionally, additional tutorial instructions are included after the word **Example**. Be sure to follow these instructions too. Following along in this manner will give you a good understanding of the capabilities of your software.

System Topics

Topics covered in the *System User* documentation include:

- General data entry and screen rules
- Help and Lookups
- Switching companies
- Full glossary of terms
- Printing reports and forms
- Using the menus
- Most System Manager (CTL) selections

How to Use this Documentation

Each chapter of this documentation provides instructions on how to use a particular selection of your software.

The instructions include examples. In fact, you can go through the documentation and enter the examples shown in each chapter. This demonstrates the capabilities of your new software. Each chapter has sample printouts of the information entered during the examples for you to compare.

If you enter the examples, you initialize the data before you begin entering your actual business information. When you initialize a file/table, you clear out all information entered there. The initialization procedure is provided in the administration documentation. After initialization, you restart with this chapter and enter your actual business information.

Help and Data Lookup

Graphical Mode

You may use <Ctrl>+<F1> to access help. On fields where other data can be accessed, use the <F8> key for the Data Lookup. To access the Date finder select the <F4> key on any date field.

Character Mode

You can press the <F8> key at any time from any field. Pressing <F8> once will retrieve either a Lookup window for data lookup or on-line Help about a task or selection you are currently using. If a Lookup window is displayed but you want Help, press <F8> a second time. To access the date finder select <F7> on any date field.

Menus

A *menu* is a list of things from which something can be selected.

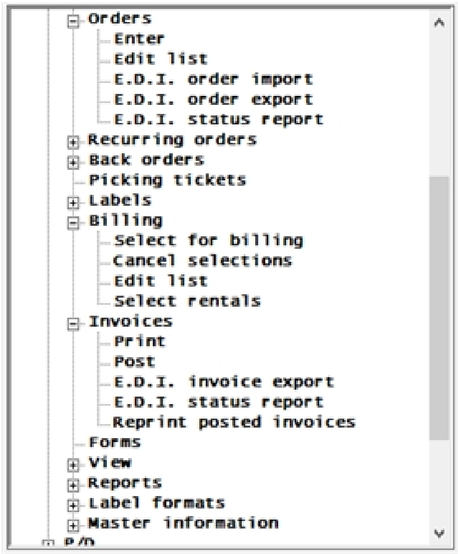
Selecting items from a menu on a computer is the way you tell your computer what you want to do.

The Windows and Thin client versions of Passport Business Solutions has a choice of three different menu types. They are the *Tree-view*, *Windows* and *Menu-bar*.

The SCO Open Server and Linux versions provide the use of *Menu-bar* only.

Tree-view Menu

The following is an example of the Tree-view menu.



The "+" corresponds to expandable menu sections. One click will open the menu selection for the application or the sub-menu of a particular menu entry. Clicking on the "-" closes the menu item. Viewing application menus will cause a vertical slider bar to display: and sometimes depending on size and proportions of the screen and associate font, the slider bar as well. These sliders are mouse enabled.

In addition to the mouse-based menu operation, you can use the keyboard to navigate the tree-view menu. The home, end, page-up, page-down and arrow keys provide a quick and easy method of maneuvering around the menu. If the menu function is viewable, you may also press the first letter of that menu function and the cursor will move it. Then you can select the arrow keys to open the sub menu.

To select the menu function use the <Enter> key or click on the menu line with the mouse.

Menu-bar Menu

You can navigate horizontally between individual modules by using your keyboard's left and right arrow keys. Up to ten modules and your Passport Business Solutions System Manager will display on the menu bar. If you are licensed for more than ten modules, a *More* function is added to the menu bar. To access your additional modules, highlight *More* and press your <Enter> key.

To navigate vertically within a module you have two choices. You may use the up and down arrow keys on your keyboard or you may type the first letter of a displayed menu item. If more than one menu item starts with the same letter, pressing the letter again will position your cursor over the next menu item starting with that letter.

To select one of the functions shown above, use the arrow keys, or press the first letter of the function name, and then press <Enter>.

STARTING PBS ORDER ENTRY

To start your Passport Business Solutions software, select one of the following options. If you are unsure how to proceed, please contact your supplier.

For Windows

Start->Programs->Passport Business Solutions->PBS

There are usually several selections that tie into fonts and screen sizes. Try each one to find one that suits your taste.

For UNIX or Linux

Ensure you are logged in as a user authorized to use PBS. Refer to the *PBS Administration* documentation for more information.

Type the following:

```
cd /usr/pbs
```

or replace "*/usrI*pbs*"* with the path to your Passport Business Solutions top-level directory.

Then type the following:

```
pbs
```

Then when the master menu appears, select the module you wish to use from the master menu.

Multiple Companies

If you have set up your software to process information for more than one company (see *Define Multiple Companies* in the *PBS Administration* documentation), you will be prompted to enter the Company-ID.

Your Initials

You are prompted to enter your initials.

Password

You will be prompted to enter your password. For security, the characters you type will not display on the screen. A user may reset his or her password during login to PBS.

For information on the initial setup of users and passwords see the *PBS Users* chapter in the *PBS Administration* documentation. Only a PBS administrative user can add or edit PBS users.

Switching Modes

There are two modes in Windows: graphical and character. The graphical mode will display graphical screens where they are available. The character mode will display all screens in classic character style.

You may switch from one mode to another by selecting the <Shift+F12> keys. Keep in mind that you cannot switch if you editing or adding a record.

The default mode is assigned by a field in your user record. If you want to change your default setting, let your PBS administrator know so he or she can change it.

EXITING PBS

To exit a PBS module, press <Esc> from the main menu or click on the Exit button.

Always exit PBS before turning off your computer or if you are going to be away from your desk for a long time. Failure to exit PBS before shutting your computer down or just exiting PBS improperly may result in a loss of data.

Guide to Daily Operations

This chapter contains the following topics:

Introduction to Daily Operations

The following checklists are provided as examples of how you might use Order Entry to perform various daily and periodic tasks.

While we attempt to present the tasks in a logical order, you should adjust the checklist as necessary to meet your own needs. You may wish to consult with your accountant for advice on organizing your own checklists to ensure the efficiency and security of your business operations.

Daily Operations Checklist

Daily Operations Checklist	
Each Day	**Each Day, or as Needed**
Enter orders that require partial billing as type O orders using *Orders*. Refer to the Two-step Orders (Order Type) section of the *Orders* chapter.	
Enter orders that can be immediately billed as type I orders using *Orders*. Refer to theOne-step Orders (Invoice Type) section of the *Orders* chapter.	
	Enter new recurring or blanket orders using *Recurring orders*. Refer to the Recurring Orders chapter.
Enter credit memos as type C orders using *Orders*. Refer to the Credit Memo Type section of the Orders chapter.	
Enter quotes using *Quote mode* in Orders. Refer to the Quotes section of the *Orders* chapter.	
Enter RMA's using *RMA mode* in Orders. Refer to the Return Merchandise Authorizations section of the *Orders* chapter.	
Enter Loans using *Loan mode* in Orders. Refer to the Loans section of the *Orders* chapter.	
Enter Rentals using *Rental mode* in Orders. Refer to the Rentals section of the *Orders* chapter.	

Daily Operations Checklist	
Each Day	**Each Day, or as Needed**
	Select recurring or blanket orders for use using Select for use. Refer to the Selecting Recurring Orders section of the *Recurring Orders* chapter.
Print the Order Edit List using Reports (Order edit list). Each order is printed on a separate page of this report. Refer to thePrinting Edit Lists section of the *Orders* chapter. Alternatively, use the *Orders Report* or *Forms* to print out existing orders.	
	Copy selected recurring orders to the Orders (Enter) using *Use selected*. Refer to the Using Selected Recurring Orders section of the *Recurring Orders* chapter.
Print picking tickets for new orders or filled orders, using *Picking tickets*. Refer to the Picking Tickets chapter.	
	View orders using *View orders*. Refer to the View Orders chapter.
Print shipping labels for orders, using *Shipping labels*. Shipping labels may be printed in a batch (group) or for an individual order. Refer to the Shipping Labels section of the *Printing Labels* chapter.	
Print COD labels for orders using *COD labels*. COD labels may be printed in a batch (group) or for an individual order. Refer to the COD Labels section of the *Printing Labels* chapter. NOTE:COD labels for type O orders that have not yet been selected for billing may only be printed on an individual basis, because the invoice amount is not known until you select the order for billing.	
	Print a report of open orders using *Reports (Orders report)*. Refer to the Orders Report chapter.
	Print a report of or view invoice history for orders that have been previously invoiced and posted. Refer to the Invoice History chapter.

Daily Operations Checklist	
Each Day	**Each Day, or as Needed**
	Print back order reports to determine those line items on orders that can now be shipped due to increased item availability in I/C. Use Fill back orders to calculate and report which line items on orders can be shipped, and to actually update the quantities to ship for those line items. Alternatively, use the back order reports during Select for billing for type O orders to modify the quantity to ship. Use Orders to modify the quantity to ship for type I orders. Refer to the Back Orders chapter.
Print (or reprint) forms for open orders, using Forms. Refer to thePrinting Forms chapter.	
Select type O orders for billing using *Select for billing*. You may bill selected lines of an order, or all lines of an order using this selection. If you erroneously select an order that should not be billed at this time, cancel your selection using Cancel selections. Refer to the Selecting Orders for Billing section of the *Billing and Invoicing* chapter.	
Print invoices using *Print invoices*. All type I and C orders that are within the range of order numbers specified will be printed. All type O orders that have been selected using Select for billing and that are within the range of order numbers specified will be printed. If needed, reprint any invoices that are not acceptable. Refer to the Reprinting Invoices section of the *Billing and Invoicing* chapter.	
Select *Rentals* for Billing. Refer to the Selecting Rentals for Billing section of the *Billing and Invoicing* chapter.	
Post invoices using Post invoices. Refer to the Posting Invoices section of the *Billing and Invoicing* chapter.	

PERIODIC/MONTHLY CHECKLIST

Periodic/Monthly checklist	
Each Period	**Each period, or as Needed**
Purge invoice history. A purged invoice is no longer available for viewing or reporting. In most situations you may prefer to retain your history. However, you may print the purge report to retain a permanent printed record of invoices purged. Purge invoices only if you no longer need to refer to them. For example, you might choose to keep one year or even several years of history on the computer for reference. Each month, you would purge the oldest month's invoices. You may purge invoice history in A/R by selecting *Invoice history* from the *Reports, general* menu selection. One of the report options is purge.	
	If you are using Sales Analysis, print sales analysis reports that are based on information in Invoice History. Print the Sales Rep, Actual (detailed version), Customers for an Item, and Items for a Customer reports. Be sure to print these reports prior to using Close a period in either I/C or A/R.

Control Information

This chapter contains the following topics:

Introduction to Control Information

The *Control information* selection enables you to input key information about your business operation. The information sets software parameters and defaults that apply throughout the Order Entry software module.

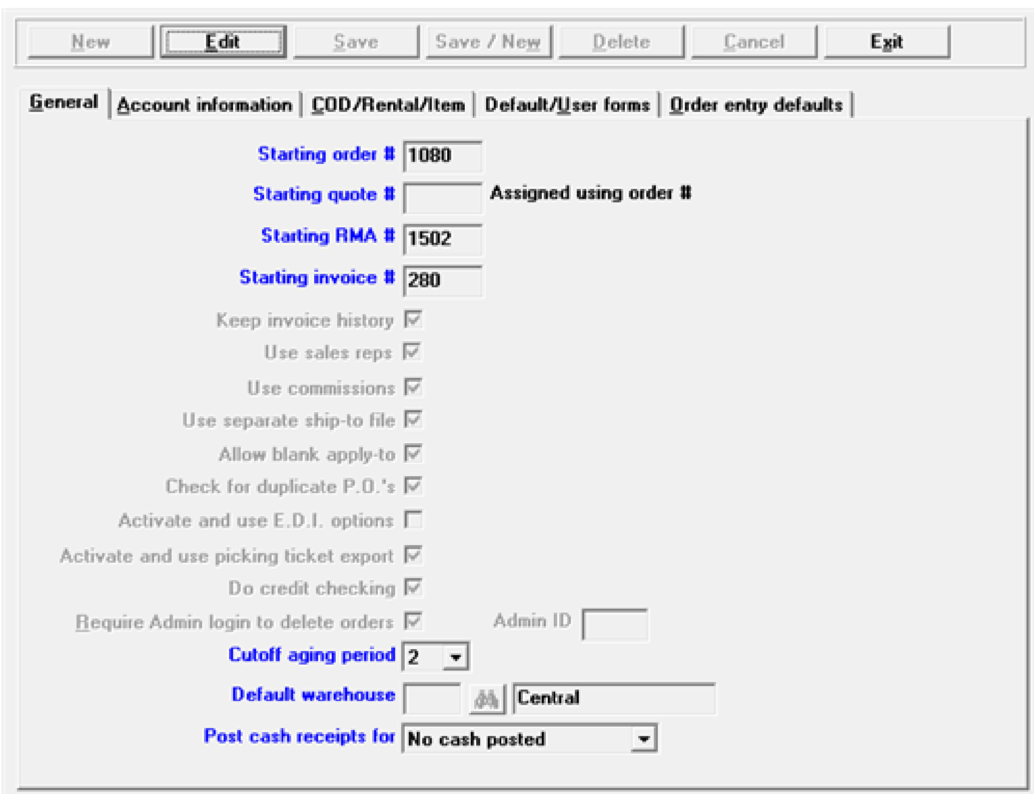
Select

Control information from the *Master information* menu.

From here, you enter a new controls, if this is the first time using O/E, or make changes to the existing information.

Graphical Mode

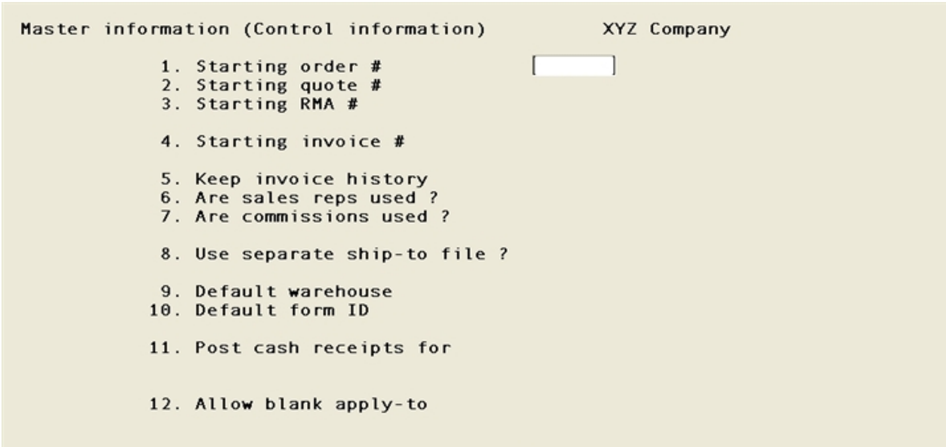
The following screen displays:



The O/E *Control information* is a single record, so the only buttons available are Edit, Save, Cancel and Exit.

Character Mode

The first screens displays:



```
Master information (Control information)          XYZ Company

            1. Starting order #
            2. Starting quote #
            3. Starting RMA #

            4. Starting invoice #

            5. Keep invoice history
            6. Are sales reps used ?
            7. Are commissions used ?

            8. Use separate ship-to file ?

            9. Default warehouse
           10. Default form ID

           11. Post cash receipts for


           12. Allow blank apply-to
```

If you already have O/E *Control information*, when *Field number to change ?* appears, you can press <Enter> or <PgDn> to move to the next screen. At subsequent screens, you can press <PgUp> to move to a previous screen.

First Tab - General

On the General tab enter the information as follows:

Starting order

This number is assigned to the next order entered. Each time a new order is entered, this order number is incremented (increased by 1) automatically.

Format	Up to six digits: 999999
Example	Type: 1

Starting quote

Enter the number to be assigned to the next quote entered, or press <F2> to assign the next order number to each quote.

If you select to use separate quote numbers, the number entered here should be selected so that quote numbers will not overlap order numbers.

When a quote is converted to an order, the next order number is assigned and the quote number is retained for informational purposes.

Format	Up to six digits: 999999
Example	Type: 1

Starting RMA

Enter the number to be assigned to the next RMA (Return Merchandise Authorization) entered, or press <F2> to assign the next order number to each RMA.

If you select to use separate RMA numbers, the number entered here should be selected so that RMA numbers will not overlap order numbers or quote numbers.

When an RMA is converted to a credit memo, the next order number is assigned to the credit memo and the RMA number is retained for informational purposes.

Format	Up to six digits: 999999
Example	Type: 4

Starting invoice

Enter the number to be assigned to the next invoice printed, or press <F2> to use the original order number for each invoice.

If you select to use invoice numbers that are different than order numbers, this field is automatically updated for each new invoice printed.

When invoices are printed, if the starting invoice number has already been used in invoice history or as an I type order in orders, the program looks for the next available invoice number and uses that

Format	Up to seven digits: 9999999
Example	Type: 101

When invoices are posted to Inventory Control and Accounts Receivable during Billing, the invoice number becomes the document number referred to in the I/C and A/R modules.

Keep invoice history

Check this box if you wish to retain a history of posted invoices.

If you uncheck this box, Invoice history by customer, by customer / invoice, by invoice, and by item appear on the *View* and *Reports* menus of the O/E menu but may not be selected.

Format	Check box, checked is yes and unchecked is no. The default is checked.
Example	Press <Enter> to accept the default.

There are many advantages to retaining invoice history. One of the few disadvantages is the extra disk space taken up by Invoice History. As most modern systems have more than enough disk space to handle a large volume of history, we recommend that you decide to keep invoice history.

Use sales reps

Check this box if you wish to enter a sales rep number or commission information for your orders. If you check this box, you must also have checked the box to this question in the A/R *Control information*, and you must have set up sales reps in Accounts Receivable.

If uncheck this box, you are not required to enter a sales rep number or commission information in later selections.

Format	Check box , checked is yes and unchecked is no. The default is checked.
Example	Press <Enter> to accept the default

Use commissions

If you checked the box to the Use sales reps field, you may check this box if you wish to track commissions for your sales reps. If you check this box, you must also have checked the box to this question in the A/R *Control information*.

If you unchecked this box , you are not required to enter commission information in later selections. If you unchecked the Use sales reps field, this field automatically is unchecked and an entry is not allowed.

Format	Check box , checked is yes and unchecked is no. The default is checked.
Example	Press <Enter> to accept the default.

Use separate ship-to file

Check this box if you want to use separate ship-to addresses, to retain addresses to which customer merchandise is shipped when the address is different from the customer's billing address.

If you uncheck this box you may still enter a ship-to address for an order that differs from the customer's billing address, but you will not be able to retain ship-to addresses.

Format	Check box , checked is yes and unchecked is no. The default is checked.
Example	Press <Enter> to accept the default

Allow blank apply-to

When entering a credit memo or RMA, you are allowed to enter the apply-to number of the invoice from which merchandise is being returned. Checking this box allows the Orders (Enter) Apply-to field to be left blank (Open) until the credit memo or RMA is entered. Un-checking this box makes the Apply-to a required field.

When using the Multi-payments, as described in the A/R documentation *Multi-payment / Credit card setup* appendix, you can never allow a blank apply-to for a credit memo. This is because the payment of the original invoice must be applied.

Format	Graphical: Check box , checked is yes and unchecked is no. The default is checked. Character: Enter Y or N
Example	Press <Enter> for the default.

Check for duplicate P.O.'s

Check this box (enter Y) if you want to check the open orders and invoice history headers for a duplicate purchase order number when entering field *Customer P.O. #* from the *Orders*, *(Enter)* screen. If a duplicate is found, then a window will display data about the invoice or order that has the duplicate number. Leave it unchecked (enter N) if you do not want to check for a duplicate P.O. number.

The *Orders* chapter Purchase Order Number Checking section has more information on the data that will be displayed when a duplicate P.O. is found.

If you have very large history or many open order header records, it may take some time for the *Orders*, *(Enter)* program to respond when looking for a duplicate.

Format	Graphical: Check box , checked is yes and unchecked is no Character: Enter Y or N
Example	Select the Space bar to check the box or enter Y

Activate and use E.D.I. options

Check this box if you are using EDI (*Electronic Data Interchange*). This will enable the various interfaces to process EDI data. For example, in Orders there is an option to import EDI data files.

For information on the purpose of E.D.I. and how it is used in PBS O/E, see the E.D.I. Overview section of the Orders chapter.

Format	Graphical: Check box , checked is yes and unchecked is no. The default is unchecked (no) Character: Enter Y or N
Example	Select Enter for the default

Activate and use picking ticket export

Check this box to allow the option of exporting picking ticket information to a fixed length text or CSV file format or leave it unchecked if you do not want this option.

If you recently upgraded your data from a version before PBS v12.06 see PBS Version 12.06 Layout Changes and Picking Ticket Exports.

Format	Graphical: Check box , checked is yes and unchecked is no Character: Enter Y or N
Example	Select the Space bar to check the box

This option will be available when selecting Picking tickets from the main menu.

Do credit checking

This determines if you will check the customer's credit limit, as defined in A/R *Customers*.

Credit for a customer is checked by taking any invoices entered but not yet posted, adding them to the account balance and then comparing the result to the credit limit.

When entering an order, the warning message is:

> Customer is over credit limit of $____ by $____.
> Last payment of $____ was on (date).

If there is no payment on file, *No last payment on file* will display in place of *Last payment of $___ was on (date)*.

Credit is checked at various points when entering orders, a new or changed line in select for billing and recurring orders. In the *Orders* chapter, see Customer Credit Check, in *Billing and Invoicing* see Credit Limit Checking and in in *Recurring Orders* see Credit Checking.

Leaving this box unchecked suppresses the credit check but it does not prevent you from specifying a credit limit in A/R *Customers* for each customer. Neither does it prevent you from putting a customer on credit hold (credit hold is a feature which lets you specify that a customer is not credit-worthy, independently of his account balance).

Format	Graphical: Check box , checked is yes and unchecked is no Character: Enter Y or N
Example	Use the space bar to check the box

Require Admin login to delete orders

When checked an Administrative User ID may delete an order and a General user will be prompted to enter an Administrative User ID and password in order to delete an order. This field may be used with the next field: Admin ID which creates an additional restriction.

When checked these O/E menu selections are affected for general users:

Main menu	Sub menu	General user restrictions
Orders	Enter	A General user is restricted from deleting any order type. If the customer is over the credit limit and the amount being billed is increased, you will prompted to enter a User ID and password to continue the deletion.
Billing	Select for billing	If the customer is over the credit limit and the amount being billed is increased, you will prompted to enter a User ID and password to continue the deletion.

A user may cancel the entry of a new order when not fully completed.

Any user may delete a recurring order.

A General user may not edit this field, even if they have access to O/E *Control information*.

An Administrative user may not edit this field if the Admin ID field has a value and it is different than the User ID you log in with.

Users are not restricted from deleting or adding order lines. They are not restricted from editing any fields.

Format	Graphical: Check box , checked is yes and unchecked is no Character: Enter Y or N
Example	Leave it unchecked

Admin ID

If you checked the *Require Admin login to delete orders* field you have the option to enter a User ID in this field. You may only enter an Administrative User ID.

When the Administrative user ID field is blank:

- Any Administrative User ID can delete an order in either Orders (Enter) and in Billing (Select for billing). You may cancel (delete) and order in Billing (Select for billing) when the customer is over the credit limit.
- General users will be prompted for a User ID and password in order to delete the order. Normally you would not want to provide an Administrator's user ID and password to a General user. The general user may call on an Administrative user to enter the User ID and password to complete the deletion. Or, the Administrative user may delete the order from his or her computer.
- Any administrative user may edit this field and enter a value.

After you enter an Administrator User ID and save the entry for this field:

- When selecting to delete an order in Orders (Enter) and Billing (Select for billing), both Administrative users and General users will be prompted to enter the matching User ID and password to complete the deletion. As you would not want to provide an Administrative User ID and password to a general user, the general user may call on an Administrative user to enter the User ID and password to complete the deletion.
- If this field has an Administrative User ID entered, only the person logged in with that User ID may edit this field. *As an example, if the entry in this field is PSI, the only user that can edit this field is the one that logs in with the PSI user ID*.

Format	Up to three characters
Example	You may not enter this field because the previous field was not checked

Cutoff aging period

Define the aging period here and the program will check for outstanding invoices within that aging period for this customer.

If you unchecked the box at the Do credit checking field, the *Cutoff aging period* cannot be entered.

Format	One digit
Example	Type: 3

Default warehouse

An entry in this field is allowed only if you specified in I/C *Control information* that you are using multiple warehouses.

If you are using multi-warehousing, enter the code for your usual warehouse. A warehouse is requested for each order or credit memo.

To choose the *Central* warehouse as the default, press <Enter> (if you defined a *Central* warehouse in Warehouses in I/C).

Format	Up to two characters
Example	Press <Enter> for *Central* Warehouse.

Post cash receipts for

Your answer to this question depends upon how you want to handle cash receipts when posting invoices , orders and orders that have been selected for billing.

If you are using Multi-payments, per A/R *Control information*, this field defaults to the Multi-payments setting and cannot be changed. For more information on using Multi-payments, see the *Multi-payments Setup* appendix in the Accounts Receivable user documentation. To use the multi-payment features, you must have an RW.LIC file that includes a subscription to PBS Multi-payment. If it is not available on your system, contact your PBS provider for instructions. To see how Multi-payments are used when entering an order, see PBS Multi-payment/Credit Card Processing in the Orders chapter. Multi-payment can also used when selecting an order for billing.

If you are not using Multi-payments, there are three methods of applying payments to O/E transactions:

- You may apply cash to orders or invoices as a memo only. At some point you must enter the payment in A/R *Cash receipts*. After the invoice is posted, in A/R, you may later apply the payment to the open item invoice.
- You may enter the payment amount in the *Cash received* field on the order or invoice. During O/E posting of the invoice to A/R open items, the cash receipt also gets posted. Posting of invoices with an applied payment only happens in O/E using the *Post* menu selection under *Invoices*.

- The third option is, using A/R *Cash receipts*, to enter and post the customer's payment in advance as prepaid cash to open items. When entering an O/E transaction you apply the customer's pre-payment to an order or invoice. To enable pre-payments ,you must select the *Process prepaid cash* field in A/R *Control information*. To see how pre-payments are used when entering an order, see Prepaid Cash Receipts Application in the Orders chapter.

These are the options and how they function in relation to the three methods above:

No	Option	Description
0	No cash posted	This means you are not posting cash. You may enter cash on an order or invoice, but only for memo purposes.
0	Multi-payments	If you are using multi-payments, per A/R *Control information*, this field cannot be changed. You must use the multi-payments features for applying cash, checks and credit card payments. You may enter the payments through O/E orders and select for billing. These payments are posted along with the invoice.
1	Invoice only	You may enter a cash amount and it will post it as a cash receipt when posting the invoice. Cash entered on an order is a memo only.
2	Invoice & prepaid	You may enter a cash amount, apply prepaid cash and post as a cash receipt when posting the invoice. Cash entered on an order is a memo only. The *Process prepaid cash* field in A/R *Control information* must be turned on for this option to be available.
3	Invoice, order & prepaid	You may enter a cash amount, apply prepaid cash and post as a cash receipt when posting the invoice. For an order, after selecting for billing, printing and posting the cash is also posted as a cash receipt. The *Process prepaid cash* field in A/R *Control information* must be turned on for this option to be available.
4	Invoice & order	You may apply cash and checks and they will post as a cash receipt when the invoice or order is posted. Prepaid cash cannot be applied.
5	Order only	You may apply a payment to an order. The cash is posted as a cash receipt after the order is selected for billing, printed and posted. Prepaid cash cannot be applied to orders. Cash and checks entered on an invoice is a memo only.

Posting happens in O/E using the *Post* menu selection under *Invoices*. This table represents the posting of entered or applied prepaid cash for the different order types:

Character	Option	Invoice	Prepaid Cash * On Invoice	Order	Prepaid Cash * On Order	Select for billing	Prepaid Cash * with Select for billing
0	No cash posted						
1	Invoice only	Post					
2	Invoice & prepaid	Post	Post				
3	Invoice, order & prepaid	Post	Post	Post	Post	Post	Post
4	Invoice & order	Post		Post		Post	
5	Order only			Post		Post	

* In order to enter prepaid cash you must have selected to use prepaid cash in A/R *Control information*. Up to three prepaid cash amounts from A/R open items may be applied to an order or invoice.

You would only want to apply cash to an order if the order remains unselected, printed and posted for a short time (usually on the same day you deposit payments). Cash is not posted until the order is invoiced and posted. In a case where the cash receipt needs to be posted sooner than later, use the Prepaid cash features.

If cash receipts are handled by your A/R department and memo information is passed to your order processing department for entry on invoices, you would select *No cash posted* (**0**) here to avoid double posting of cash receipts.

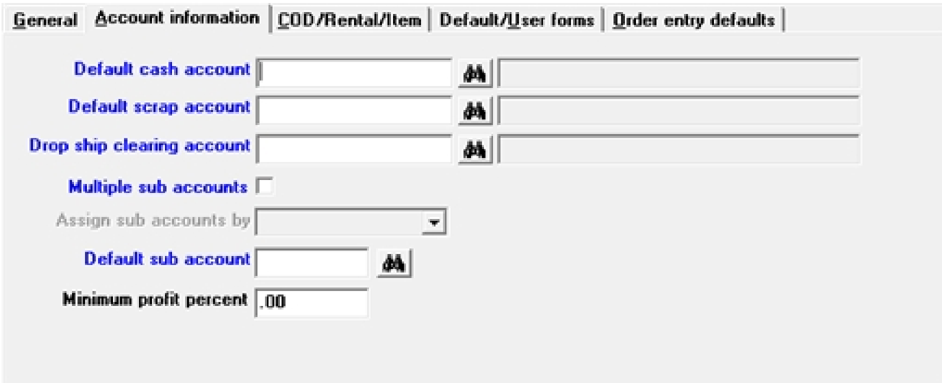
Format	Drop down list
Example	Select No cash posted

Make any needed changes. Upon pressing <Enter> from the last field the next tab appears.

Second Tab - Account Information

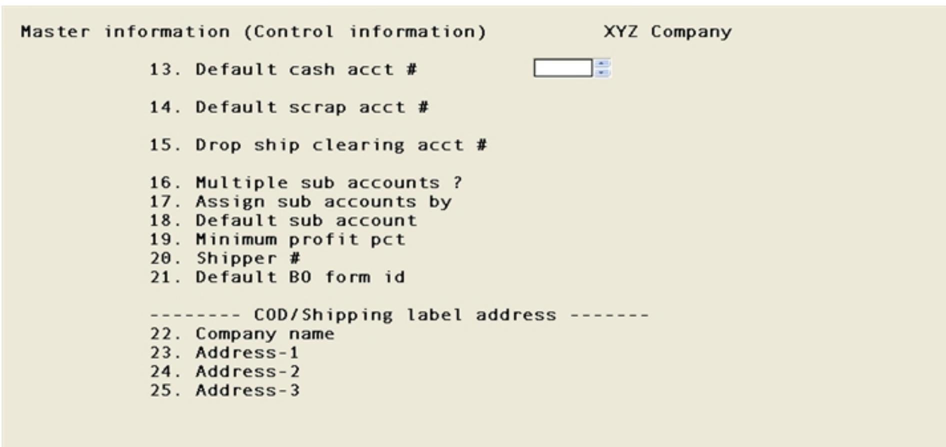
Graphical Mode

The Account information tab is shown below:



Character Mode

This is the second screen in Control information



Default cash account

Enter the cash account to use in *Orders* as a default when you enter cash received with an order. The account number specified must be in the Cash Accounts file.

Format	As defined by your account number structure
Example	Type: 1000-000

Default scrap account

Enter the number of the G/L account to use in *Orders* as the default scrap account.

While entering a credit, you enter a scrap account if the quantity being returned to inventory is smaller than the quantity being credited (for example, when faulty merchandise is credited but not returned). The dollar value of the quantity scrapped (not returned to inventory) is distributed to the scrap account.

Format	As defined by your account number structure
Example	Type: 7030-000

Drop ship clearing account

When you sell goods from inventory (non-drop shipped), the item's expense account is debited and the item's inventory account is credited.

However, drop shipped items do not come out of your inventory. For drop shipped items, the item's expense account is still debited, but the credit goes to the drop ship clearing account entered here.

If you are using Accounts Payable, you will enter a voucher for your cost for the drop shipped items at the time you receive the invoice from the vendor who drop shipped the items.

When distributing the Payables expense in A/P, be sure to use the same drop ship clearing account that you enter here. This will create a debit to the drop ship clearing account, properly clearing the account balance to zero.

When you are using A/P, the balance in the drop ship clearing account should be zero at the end of each accounting period. If it is not zero, vouchers have not been entered for one or more drop shipped items. In this case, consult with your accountant regarding G/L adjustments needed to reflect merchandise that you have drop shipped for which you have not yet received an invoice from the vendors concerned.

Enter the number of the G/L account to be used as the drop ship clearing account.

Format	As defined by your account number structure
Example	Type: 7040-000

If the account number you enter is not present in the Valid G/L Accounts file, the prompt *Drop ship clearing account is not on file - would you like to add it ?* appears. You may answer Yes to add it to the Valid G/L Accounts file.

If you answer Yes, you are then asked to enter an account description. If you answer No, you are returned to the Drop ship clearing account field to enter a different number.

Note	If A/R or I/C is interfaced with G/L, you must also enter this same account through Chart of accounts in the G/L module. (When interfaced to G/L, any time a new account is added in a module, you must also add it to the Chart of Accounts in G/L.)

Multiple cost centers (or sub accounts)

If you are not using cost centers (or sub accounts), as specified in the Company file, this field is skipped.

If you leave this box unchecked, all orders entered in O/E are assigned to the cost center (or sub account) entered in the Default cost center (or sub account) field. If you check this box, cost center (or sub accounts) for orders are assigned according to your answer to the Assign cost centers (or sub accounts) by field below.

If you plan to use a single cost center (or sub account) for all orders, leave this box unchecked. Otherwise, check it.

Format	Graphical: Check box , checked is yes and unchecked is no. The default is unchecked. Character: Enter Y or N
Example	Select the space bar to check the box.

Assign cost centers (or sub accounts) by

If you left the previous field unchecked, you will not be able to enter this field.

Options

When multiple cost centers (or sub accounts) are used, they can be assigned in three different ways in O/E:

O = order	*Assign by order* A cost center (or sub account) is entered on the first screen for the order. This cost center (or sub account) is used for posting all line items on the order.
L = line item	*Assign by line item* A cost center (or sub account) is entered on each line item on the order. The cost center (or sub account) assigned to each line item is used when the order is posted. A default cost center (or sub account) is entered on the first screen of the order. This default may be used when assigning cost center (or sub accounts) to individual lines to simplify data entry when most of the lines on the order are assigned to a single one.
I = inventory Item	*Assign by inventory item* This option is only available if cost center (or sub accounts) are assigned to inventory items, as specified in the I/C *Control information*. In this case, cost center (or sub account) are never entered for orders (either on the first screen or on the line item screen). The cost center (or sub account) used for each line item is taken from the item itself, as entered using *Items* in Inventory Control.

Format	Graphical: Drop down list. Use one of the options from the table above Character: Use either O, L or I
Example	Select Order

When a line item is posted, the cost center (or sub account) is obtained using the method entered for this field. This cost center (or sub account) is then combined with the sales account in the Item record to obtain the G/L account to be credited for the sale. The Cost of Goods account to be debited for the sale is obtained by combining the same cost center (or sub account) with the expense account in the Item record.

Default cost center (or sub account)

If you specified that cost center (or sub accounts) are assigned by inventory item in the previous field. The system will use the Inventory items Cost Center (sub account), but you must make an entry here to be used with *Services* items.

If you specified that cost center (or sub accounts) are assigned by order, the cost center (or sub account) entered here is used as a default when you enter the actual cost center (or sub account) for the order.

If you specified that cost center (or sub accounts) are assigned by line item, the cost center (or sub account) entered here appears as a default when entering the default cost center (or sub account) on the first screen of the order. The cost center (or sub account) may be changed for individual line items.

Format	As defined by your account number structure
Example	Type: 100

Minimum profit percent

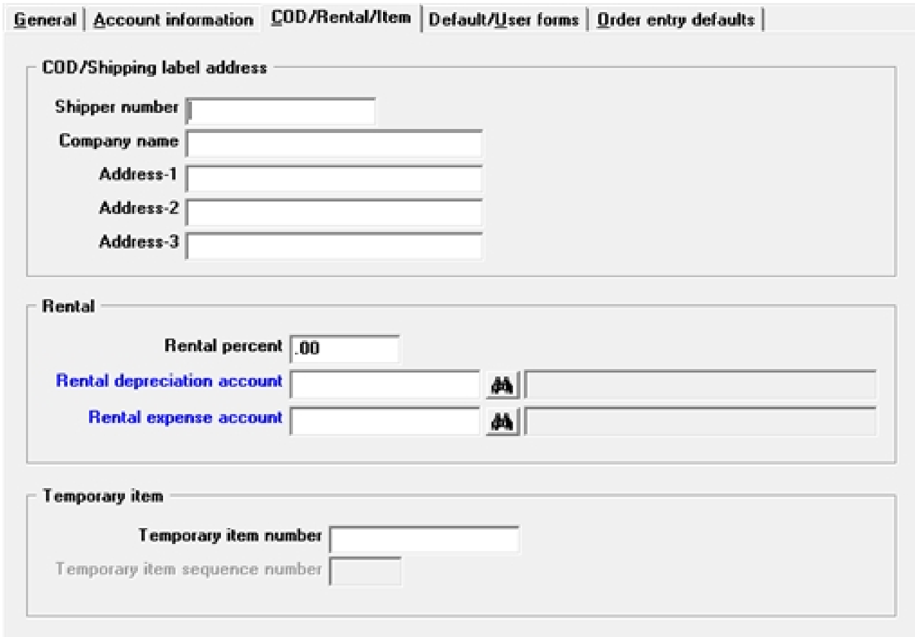
After the price and cost have been entered for each line on an order the percentage profit is calculated for that line. The calculated percentage is then compared to the value entered here. If the profit percentage of the line is less than the value entered in *Control information*, a warning message is displayed. The user is allowed to override the message.

Format	Up to six digits
Example	Type: 5.000

Third Tab - COD/Rental/Item

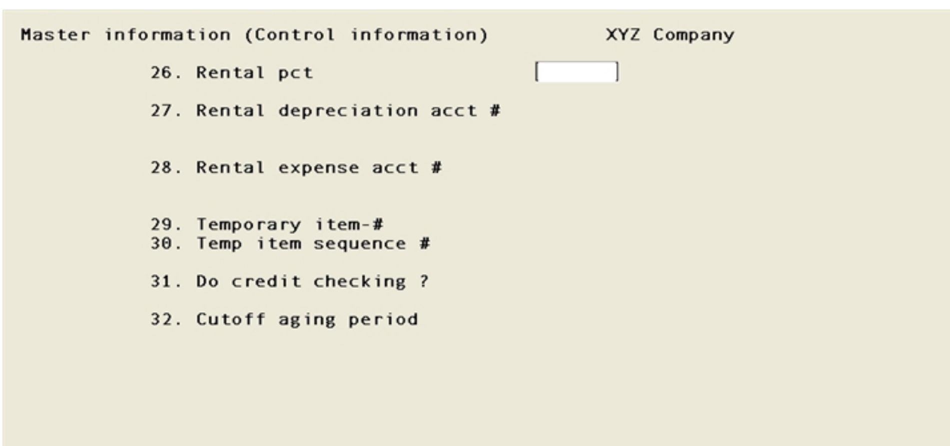
Graphical Mode

The COD/Rental/Item tab looks similar to the following:



Character Mode

A third screen then appears similar to this:



COD/Shipping label address

If you plan to use shipping or COD labels, enter your company name and address here. The name and address entered here may be printed on COD and shipping labels as described in the chapter titled COD/Shipping Labels.

Shipper number

Enter your account number with the company that handles your COD shipments. This account number may be printed on COD labels as described in the chapter titled COD/Shipping Labels.

Format	Up to 15 characters as define in *Labels*
Example	Type: 271-35905-7

Company name
Address-1
Address-2
Address-3

Format	Up to 25 characters for each field (22-25)
Example	Type: XYZ Company 1000 Washington Rd. P.O. Box 200 Anytown, TX 12345

Rental

Rental percent

This is the default rental depreciation percent. This is multiplied by the unit price. You can override this based on the rental interval and the rental itself when you process a rental transaction.

Format	Up to six digits
Example	Type: 50.000

Rental depreciation account

Enter the depreciation account number as defined in I/C *Control information*.

Format	As defined by your account number structure
Example	Type: 8010-000

Rental expense account

Enter the rental expense account number.

Format	As defined by your account number structure
Example	Type: 8000-000

Temporary Item

Temporary item number

If you will be adding inventory items on the fly, provide a template item number here.

See the Temporary Item section of the Orders chapter for how temporary items are used in O/E and how they are later converted to permanent items in I/C.

Format	Up to 15 characters
Example	Type: `*TEMP`

Note	This should also be defined as an item in the Inventory control module. You should use an item number that begins with an asterisk (a miscellaneous item) to ensure that you do not process receivings for this template item.

Temporary item sequence number

This is an internal sequence/counter number for temporary items. This is incremented each time an item is added on the fly.

Format	Up to six digits
Example	Type: `12000`

Make any needed changes. Upon pressing <Enter> the next tab appears:

Fourth Tab - Default/User Forms

Use the fields on this tab to assign forms for immediate printing.

Before you can enter the data needed for these fields, you must first have your form designed and you must set up the printers in company information.

Immediate printing is optional. The fields on this tab may be skipped or filled in later.

Forms Choices

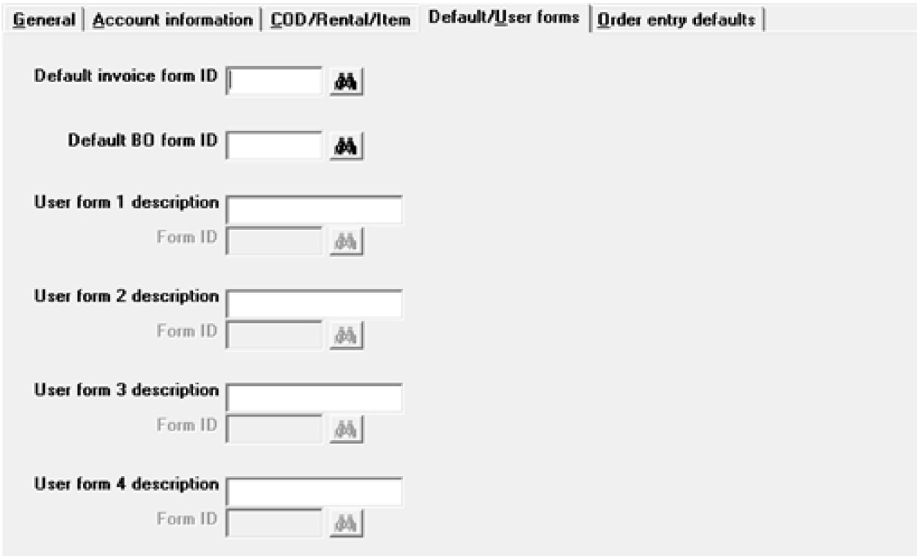
PBS comes with several predefined forms for Order Entry that you may restore using the O/E data utilities. The file is called OEFRMF00.EXP. It is found in several zip files: formats.zip, PBSFormats.zip , PBSFormats-new.zip and rwcforms.zip. For PBS on a Linux/UNIX system they are .tar files. You may restore each one and choose the format that fits your business.

If you are restoring the forms for a company other than 00, you must rename the file to match the company. For example, if the company ID is IW, then rename the file to OEFRMFIW.EXP.

You may design your own form or modify an existing form using the forms designer. See the Forms chapter.

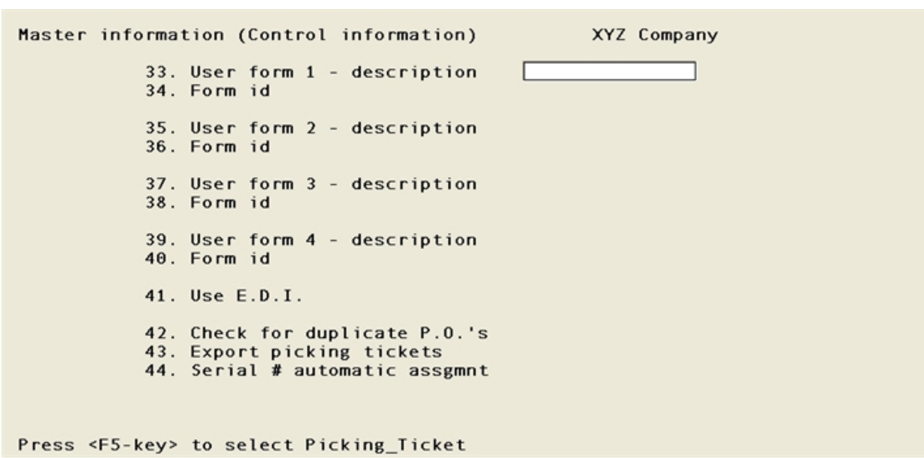
Graphical Mode

The Default/User Forms tab is shown below:



Character Mode

The fourth control screen is shown below:



Default invoice form ID

In character mode this field is on the first screen and is called *Default form ID*.

Options

Enter the ID of the form to be used for printing an Invoice type, or use the option:

<F1>	For next Form ID on file
<SF1>	For previous Form ID on file
<F6>	Assign printer

You may specify a form ID that has not yet been specified in the Form file (*Not on file* will display), but the form must be defined in the Form file prior to actually printing it.

On a new entry, after selecting the form, a window displaying the defined printers will appear. To select one of the printers to be automatically used when printing invoices, highlight the printer and press <Enter>. Press <Esc> if you wish to select the printer each time you print an invoice. If you are changing the printer, select the <F6> key to re-assign it.

Windows printer will allow you the print an image with the data when the form is set up with an image file. When you select *Windows printer* it will use the default printer on the workstation.

Selecting a -PDF- or -PDFP- printer will create a PDF file with an image, if you have one assigned to the form. If you select a -PDFP- printer it will also print the invoice.

On the last screen of the *Orders (Enter)* you will be provided with the option to immediately printing your *invoice* and on the last page of *Billing (Select for billing)* you may immediately print your selected *order*. See the Immediate Invoice Printing section of the *Orders* chapter. Also see the Immediate Invoice Printing of Selected Orders in the *Billing and Invoice* chapter.

Format	Up to five digits
Example	Type: 1

Default BO form ID

In character mode this field is on the second screen and is field 21.

Specify the form ID number of the backorder report to which the program will default. The backorder form can be customized.

Format	Up to five digits
Example	Press <F1> for the next form on file

User form (1 through 4) - description

Form ID

(Printer selector)

The User form description, Form ID and printer selector fields define the default formats that you will use when processing immediate transactions. You can enter up to 4 forms for immediate printing.

On the last page of the *Orders (Enter)* you will be presented with all the immediate printing options you have set up here. You can immediately print invoices, orders, picking tickets and any one of the different form types you have available. You will only be provided the option of printing an invoice if you are entering an Invoice type order.

Before you can enter the data needed for these fields, you must first have your form designed and you must set up the printers in company information.

There are three steps for entering each form.

Step 1. Description

Enter the form description or use the option.

Format	Up to 14 characters for each field

Options

When entering the description field you have the following option:

<F5>	If you are going to print an immediate picking ticket and you want to update the picking ticket printing status for the order, then select the <F5> auto-input option, Picking Ticket, for any one of the fields 33, 35, 37 or 39. For best results select a form id type that is a picking ticket.

Step 2. Form ID

Select the Form ID from a list of available forms set up in *Forms* under the O/E menu selection *Control information*.

Format	Up to 5 characters for each field

The form ID must match the form type that you intend to print. For example if you are going to print an invoice, then the form ID must have an invoice type associated with it.

Step 3. (Printer selector)

You will then be prompted to select a printer. The list of available printers from *Company information* will display. If you are running PBS via Windows or Thin client, you can also select Windows printer.

You can choose the printer by selecting the <Enter> key, or press <Esc> for no default printer.

Selecting Windows printer will bring up the Print selector window. In the window drop down box select the printer. then select the OK button. The form will print to the selected printer. When you print the form the Windows print adjustment window will display.

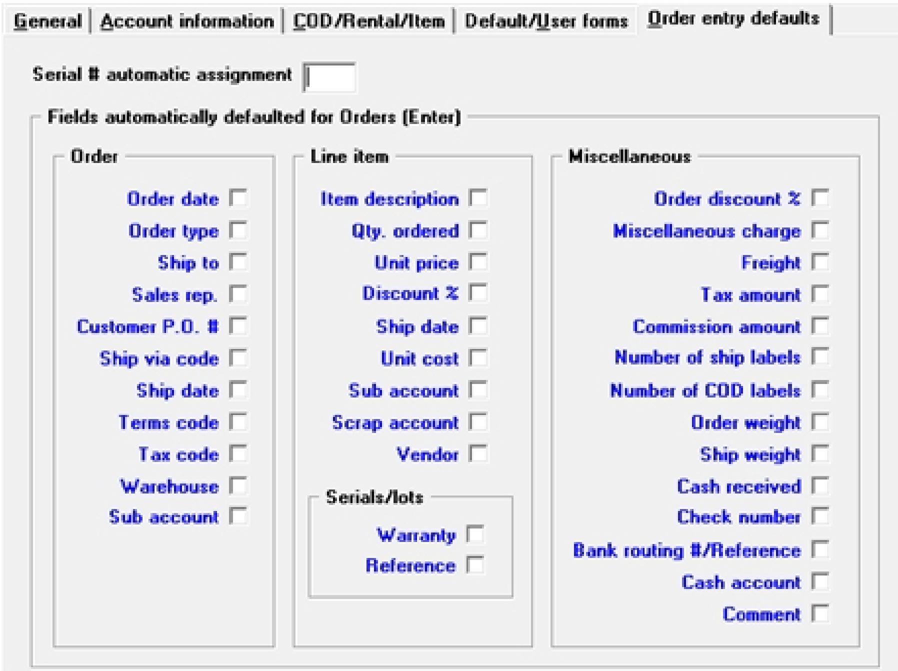
The Immediate Invoice Printing section of the *Orders* chapter has more information on the use of this feature.

Make any needed changes Select <Enter> at the last field and the next tab displays.

Fifth Tab - Orders (Enter) Defaults

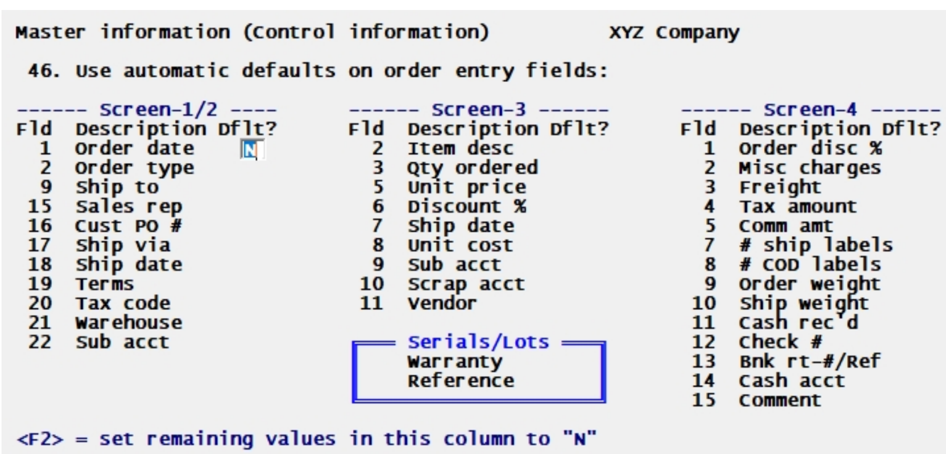
Graphical Mode

The Order entry defaults tab looks similar to the following:



Character Mode

Last screen now appears similar to this:



Serial # automatic assignment

Enter a number, other than *zero*, to allow an automatic assignment of serial numbers for a serialized item entered on the orders line item entry screen. If you enter a value of zero, then this feature will not be used.

Serial numbers are often produced sequentially (i.e. A101, A102, A105, A110, etc.). When selling a large quantity of the same serialized item on an order and they are all sequential, use this setup to assist in automatically entering the serial numbers.

Serial numbers may not follow numerically one right after the other. To compensate for this, enter in this field a numerical search value that indicates to the program how many numbers will be skipped when searching for the next number.

For example, inventory may have an item with a serial number of A105 followed by a serial number of A110. If the search value entered is 1 the program will not find the next serial number of A110. If the search value is 5 or more the program will find it.

If the next serial number is more than 99 away from the first entry, the program cannot find it.

Format	A number 0 to 99.
Example	Type: 1

Fields automatically defaulted for Orders (Enter)

To permit rapid order entry, you may specify to automatically use default values for specific fields when entering orders. Check the box for each field that should automatically use the default.

Automatic field defaulting was developed long ago. Since then other technologies other defaulting technologies may also be utilized. Before you set these fields read the Graphical Mode and Character Mode notes:

Graphical Mode

Using graphical mode many of the fields are defaulted regardless of your setting. The order header auto default and default field values are set like this:

Field	Auto default value	Graphical mode default value
Order date	Today's date	Today's date
Order type	Order	Order
Ship to	Same as bill-to address	None
Sales rep	Same as customer's sales rep	Same as customer's sales rep
Customer P.O. #	None	None
Ship date	Today's date	Today's date
Ship via code	Same as customer's ship via	Same as customer's ship via
Terms code	Same as customer's terms	Same as customer's terms
Tax code	Same as customer's tax code	Same as customer's tax code
Warehouse	Central	Central

Field	Auto default value	Graphical mode default value
Sub account	From O/E Control information	From O/E Control information

In graphical mode the order lines auto default and graphical default field values are set like this:

Field	Auto default value	Graphical default value
Item description	Description from Items (Enter)	Description from Items (Enter)
Qty. ordered	1.00	Blank
Unit price	Price 1 from Items (Enter)	Price 1 from Items (Enter)
Discount %	.00	Blank
Ship date	Date from header	Blank
Unit cost	From items	From items
Sub account	Sub account from header	Blank
Scrap vendor	Not enterable	Not enterable
Vendor	Blank	Blank
Serial/lot Warranty	Blank	Blank
Serial/lot Reference	Blank	Blank

Using graphical mode the miscellaneous auto default and graphical default field values are set like this:

Field	Auto default value	Graphical default value
Order discount %	Discount from Customers (Enter)	.00
Miscellaneous charge	0.00	0.00
Freight	0.00	0.00
Tax amount	Calculated	Calculated
Commission amount	Depends on if commission is calculated during posted	Depends on if commission is calculated during posted

Field	Auto default value	Graphical default value
Number of ship labels	0	0
Number of COD labels	0	0
Order weight	Auto calculated	Auto calculated
Ship weight	Auto calculated	Auto calculated
Cash received	.00	.00
Check number	Blank	Blank
Bank routing #/Reference	Blank	Blank
Cash account	Blank	Blank
Comment	Blank	Blank

Character Mode

Press <F2> during initial entry, to set all remaining fields for that screen to N. The cursor skips that field.

Automatic field defaulting is a global function for this company. Therefore it effects all users entering order entry fields. If you want different settings per user, you may prefer to use *BreakOut* to skip fields and customize field defaults. You can read more about *BreakOut* in the *PBS System* documentation.

Format	Graphical: Check box , checked is yes and unchecked is no. The default is unchecked for all fields. Character: Enter Y or N
Example	Check each box you want defaulted.

During the entry of orders, if you uncheck a box for a field, the cursor stops at that field to allow you to enter a value.

When you selected enter on the last field, then the cursor goes to the Save button and the first tab displays.

Designing and Creating Labels

This chapter contains the following topics:

INTRODUCTION TO LABELS

This selection enables you to create both COD and shipping labels of your own design. You can specify what order information (fields) to show on the label and the exact arrangement (layout) of that information on the label.

Usually, you would follow these steps in creating a label:

Step	Description
1	Use *Location grid* to print a grid on top of your labels form (or sheet), and sketch the layout of your label on it.
2	After you have an idea of what the label will look like, use the *Layout* selection to first describe its general appearance, and then to select each field and specify where it will print on the label.
3	*Use Layout* list to print a list of your layout specifications. This step will indicate any problems in your layout.
4	Next, use *Test* to try your new label layout.
5	After you are satisfied with the label layout, use the *Print* selection to print your COD/shipping labels for the range of orders that you designate.

When you want to create another label, if it is similar to an existing one that you have already designed, you can use *Copy* to copy the existing one to the new label layout. Then use *Layout* to modify the new (copied) layout, rather than having to create it from scratch.

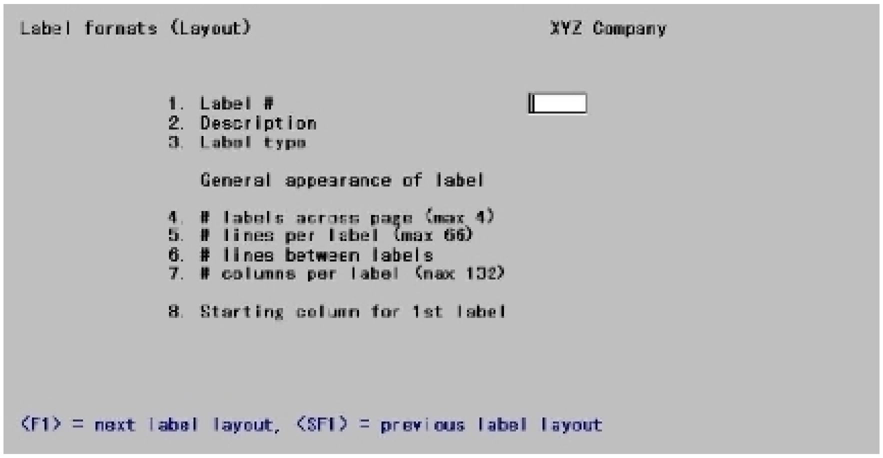
Note	If you have XDBC or SQL, there are many third party programs that you can acquire and use to interface with PBS to print labels. They will not only print order labels, but customer labels, vendor labels, inventory labels and employee labels as needed.

LABEL LAYOUT

Select

Layout from the *Label formats* menu.

A screen appears similar to this:



On this screen you identify the label layout with a number and description, and define its general appearance.

From this screen you can work with both new and existing label layouts. If a label layout exists for the label number you specify, that label layout appears and is available for changes or deletion.

Enter the following information:

1. Label

Options

Enter a number to identify this label layout or use one of the options:

<F1>	For next Label layout
<SF1>	For previous Label layout

Format	Up to three digits
Example	Type: 5

2. Description

Enter a description for this label layout.

Format	Enter up to 30 characters for description
Example	Type: `Label Test #1`

3. Label type

Options

Choose the type of label that you are creating by entering one of the following options:

C	For COD label
S	For Shipping label

Format	One letter from the table above
Example	Type: `C`

Slightly different information is available for printing on COD labels than shipping labels. For instance, the COD amount field is available for you to select if you indicate that this is a COD label, but is not available if you indicate a shipping label.

General Appearance

The next five fields define the size and appearance of the labels.

4. # of labels across page (max 4)

Enter the number of labels to print across the page (label sheet), up to four labels.

Format	One digit
Example	Type: `4`

When this field is entered, fields #9 through #11, appears.

5. # of lines per label (max 66)

This field determines the number of rows contained in each label. The maximum is 66 rows.

Format	Up to two digits
Example	Type: 21

6. # of lines between labels

Determines the number of lines to skipped between labels on a page. For most labels this will be one line.

Format	Up to two digits
Example	Type: 1

7. # of columns per label (max 132)

This field is used to set the number of columns assigned to each label. There are 132 columns available.

Format	Up to three digits
Example	Type: 33

8. Starting column for 1st label

Format	Up to three digits
Example	Type: 1

Enter the starting column number for the first label. This column number will determine how far from the left the printing will start on your label sheet.

9. Starting column for 2nd label

This field appears if you selected to have at least two labels.

Enter the starting column for the second label. This column number must be at least the number of columns in the first label, plus one (field number 7 above).

Format	Up to three digits
Example	Type: 34

10. Starting column for 3rd label

This field appears if you selected to have at least three labels.

The entry in this field is the first column of the third label will be located. This column number defaults to the starting column for the second label, plus the number of columns per label. The default is the minimum value that can be entered in this field, which in the example is **67**.

Format	Up to three digits
Example	Press <Enter> to accept the default

11. Starting column for 4th label

This field appears if you selected to have at least four labels.

The first column number of the fourth label is entered in this field. This column number defaults to the starting column for the third label, plus the number of columns per label. The default is the minimum value that can be entered in this field, which in the example is **100**.

Format	Up to three digits
Example	Press <Enter> to accept the default

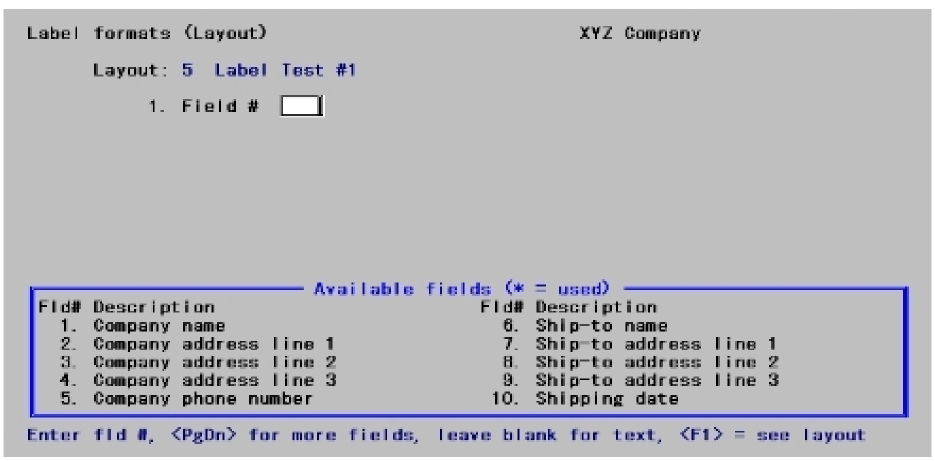
Options

At the prompt, *Field number to change ?*, you can make changes by selecting a field and entering the corrected data, or use one of the options

<F1>	For next Label layout
<SF1>	For previous Label layout
<F3>	To delete the Label layout

Selecting a Field to Define

At the bottom of this screen is a window showing the first 10 fields available for use in your label.



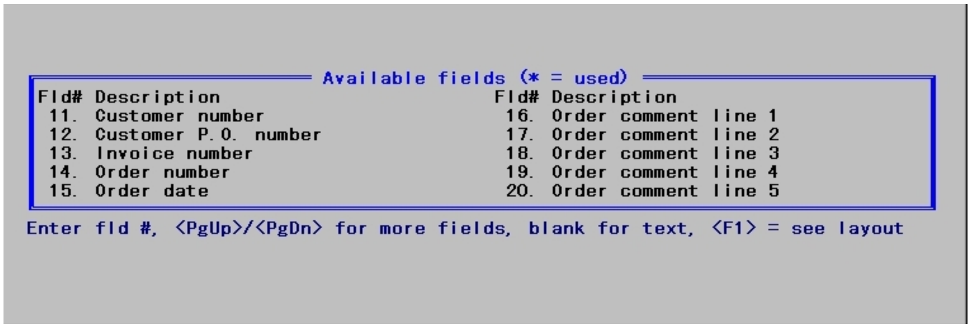
The *Available fields* window, at the bottom of the screen, lists up to 10 fields, of the available 35 fields, that can be defined. Only the fields displayed in the list can be selected. Fields previously defined are annotated with an asterisk (*).

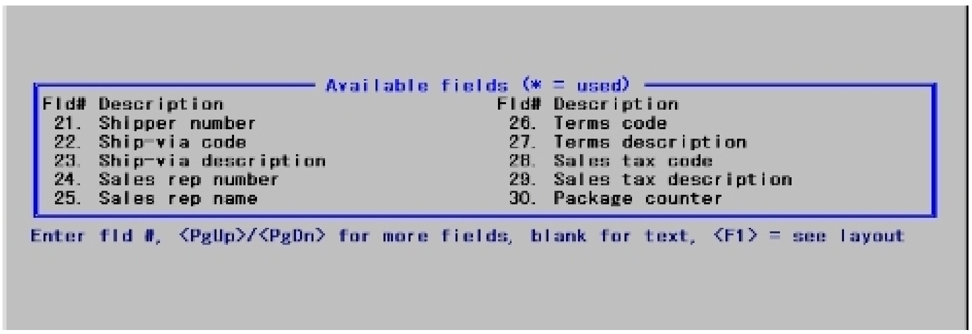
Options

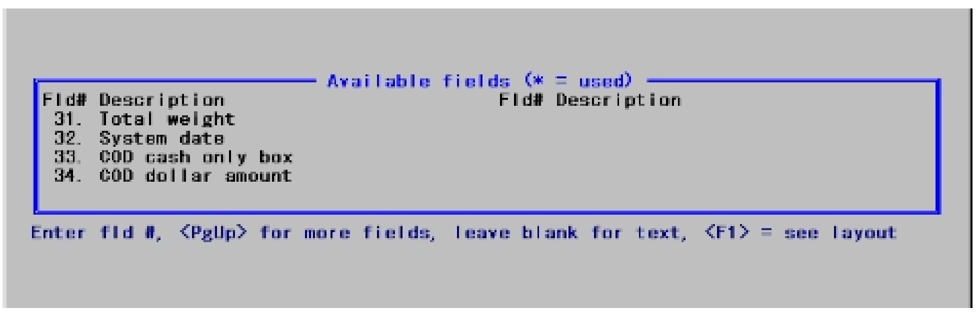
To display additional available fields, use the following options:

<PgUp>	Displays the previous ten fields in the window. This option is not available when first ten fields are displayed.
<PgDn>	Displays the next ten fields in the window. This option is not available when the last field is displayed.

The additional three windows appears as follows:







module counter

will print a count of the modules on each label. For example, on a COD order for which you entered 3 for *# COD labels* during Orders (Enter), *1 of 3* would print on the first label, *2 of 3* on the second, and *3 of 3* on the third.

System date

will print your computer system's current date.

COD cash only box

and

COD dollar amount

appear only if you are laying out a COD label.

COD cash only box

prints an *X* in the location that you designate for any COD order that you have indicated as *Cash only* during order entry.

Alphanumeric, Numeric, and Date Fields

Once you have entered a value in field # 1, additional fields appear to allow you to specify where to print the selected field and how you want it to look when it is printed.

The appearance of this screen below *Row* and *Column* depends on what type of field you have selected. There are three different types of fields, depending on the type of information contained:

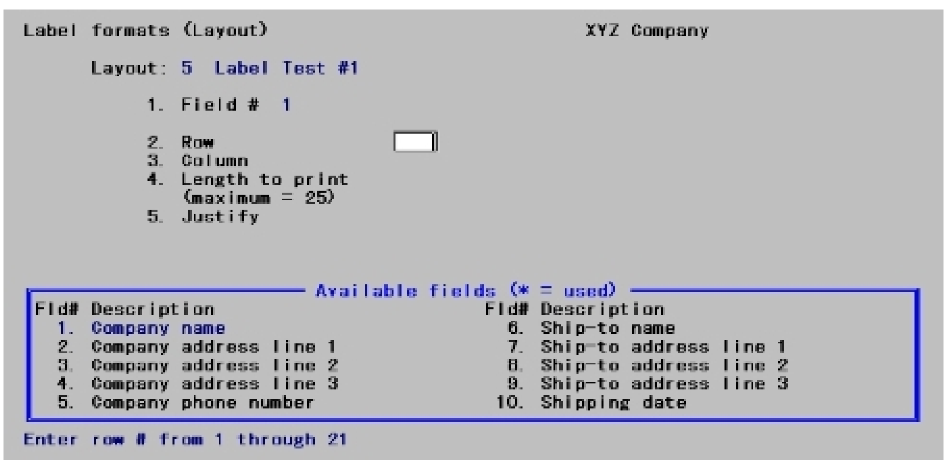
Alphanumeric fields may contain any combination of letters, digits, and special symbols.

Numeric fields only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Date fields only contain dates.

Alphanumeric Fields

If you select an alphanumeric field, such as *1. Company name*, the screen would appear similar to this:



Note	The field number you select must be visible in the Available fields window. If it is not visible, press <PgUp> or <PgDn> until the correct window appears.

All alphanumeric fields allow the same set of choices, as shown on the above screen. The maximum size of the field depends on the particular field you have selected.

Enter the information for an alphanumeric field as follows:

2. Row

Specify the row in which to print this field.

Format	Up to two digits
Example	Type: 10

3. Column

Specify the starting column in which to print this field.

Format	Up to three digits
Example	Type: 5

4. Length to print (maximum = 25)

Enter the number of characters you want to print in this field, up to <Enter> for the maximum length of the field allowed by the software.

Format	Up to two digits
Example	Press <Enter> to accept *(maximum=25)*

5. Justify

Justify means to adjust characters within the space allowed.

Enter **<L>** to *left-justify* the characters. The characters will be aligned with the left-hand margin of the space for this field.

Enter **<R>** to *right-justify* the characters. The characters will be aligned with the right-hand margin of the space for this field.

Enter **N** for no justification. The characters will be printed exactly as entered.

<L>	left-justify
<R>	right-justify
N	no justification

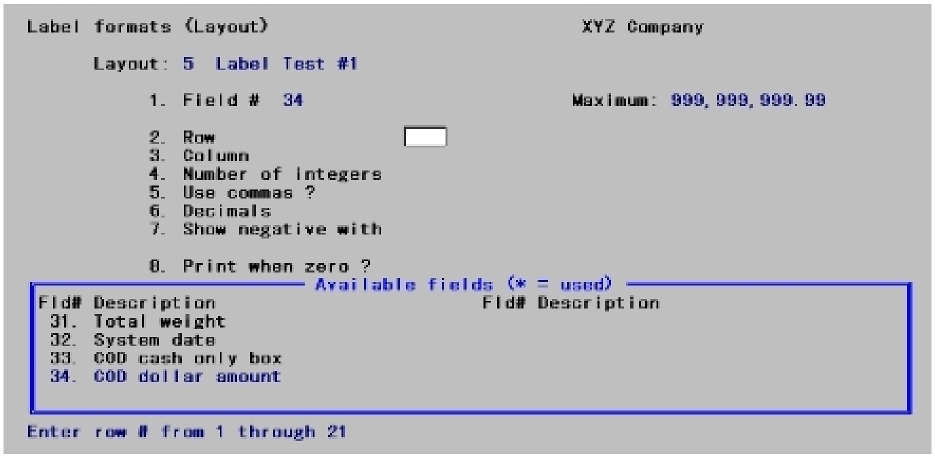
Format	One letter, either L, R, or N. The default is L.
Example	Press <Enter> to accept the default.

When you press **<Enter>** at *Field number to change ?*, you are returned to *Field #* for selection of another field.

Numeric Fields

The choices for a numeric field depend on the characteristics of that particular field (for example, its maximum length, if negative numbers are allowed, if it has any decimal places, etc.).

If you select a numeric field, such as *34. COD dollar amount*, the screen appears similar to this:



The *COD dollar amount* field can have 2 decimals and it can contain commas, so the screen appears as above.

After specifying the row and column, enter the remaining information for a numeric field as follows:

4. Number of integers

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or use the press <Enter> for the maximum shown on the screen.

Format	One digit
Example	Press <Enter> to accept the default

5. Use commas ?

(If commas are not appropriate for a particular field, you are not given the option of using commas.)

Answer **Y** to use commas when printing this field on a label.

Format	One letter, either Y or N
Example	Type: Y

6. Decimals

If the field has no decimal places, this choice does not appear.

Enter the number of decimal places you want to print, up to the maximum shown, or use press <enter> for the maximum shown on the screen.

Format	One digit
Example	Press <Enter> to accept the default.

7. Show negative with

(If this field cannot contain a negative value, this choice displays *Not applicable*.)

Enter **M** to show negative numbers with a minus sign, or enter **P** to show them in parentheses.

M	To show numbers with a minus sign
P	To show them in parentheses

Format	One letter, either M or P.
Example	Type: M

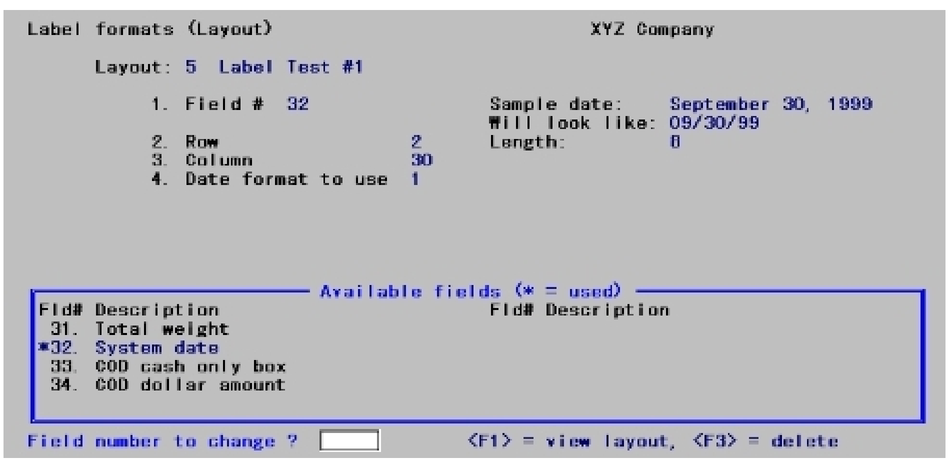
8. Print when zero ?

Answer **Y** to print a zero when the number is zero. Answer **N** to leave the field blank when the number is zero.

Format	One letter. either Y or N.
Example	Type: Y

Date Fields

If you select a date field, such as *32. System date*, and complete the remaining information, the screen appears similar to this:



Enter the row and column in the same way as for an alphanumeric field.

Then specify the format to use when printing the date:

4. Date format to use

Enter one of these choices for how the date is to be printed:

<1>	MM/DD/YY
<2>	MM/DD
<3>	DD-MMM-YY
<4>	DD-MMM
<5>	Month fully spelled

Format	One digit from the table above
Example	Type: 1

When you enter your choice, the *Will look like:* field on the right side of the screen shows how the date will look. The length of the field displays so you will know how much room this field will occupy on the label.

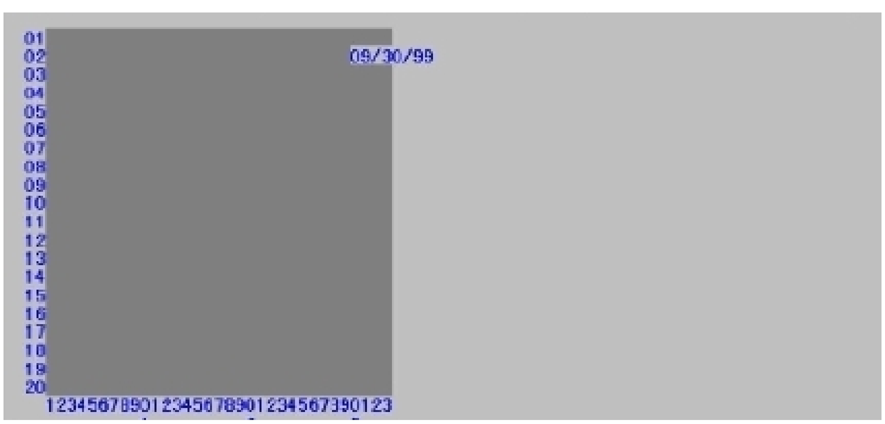
Press <**Enter**> at *Field number to change ?* to return to *Field #*.

Viewing the Label

While entering the label format, press <F1> to see a picture of the label. This gives you an idea of the appearance of your label.

The width of the label is your entry for *# columns per label*, and the number of lines is your entry for *# lines per label*.

X'*s* appear to represent the alphanumeric fields that you selected, in the length and location you specified. *9*'s appear for numeric fields. Dates are represented differently, depending on the format you have chosen for the date. ?'s appear where any of the fields overlap, in which case you need to change the position of a field.



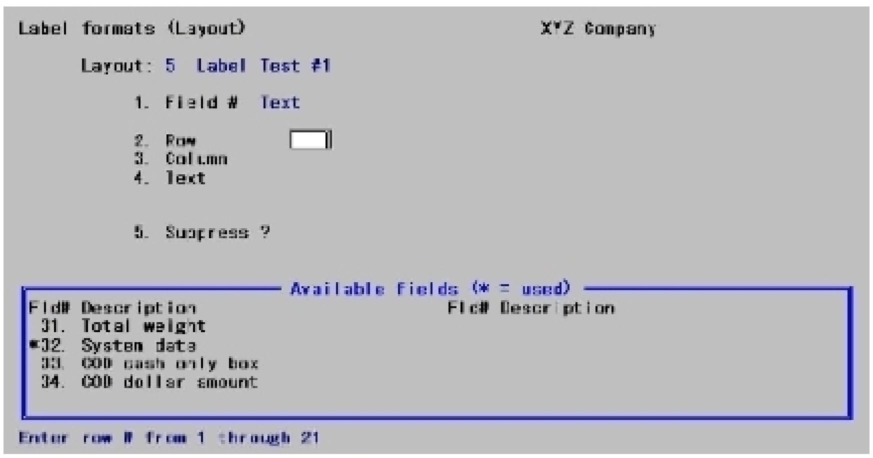
Options

While viewing a label, you have these options:

<Up arrow> <Down arrow>	To scroll your label up and down one row at a time. This is useful to bring a row to the bottom of the screen to be near the column numbers, where you can more easily judge a field's column position.
<PgUp> <PgDn>	To shift your view of the label up and down by a screen full at a time. This is useful when your label size is larger than can be displayed on the screen.
<F2>	To shift your view to the right edge of the label. This option only appears when your label is wider than the screen. Press <F2> again to shift back to the left.
<Esc>	To exit the *view label* screen and return to the layout screen.

Inserting Text

To insert text, press **<Enter>** at *Field #*.



You can enter text and position it where you want it to print on each label. For instance, you might want to print the text *Invoice #* next to the *Invoice number* field on each label. You can also use this option to print dashed lines (---------------) or symbols on your labels.

Enter text information as follows:

1. Field

Text appears in this field, to indicate that you are working with text rather than fields.

Format	Up to two digits
Example	Type: 1

2. Row

Enter the row in which you want the text to print(1 *through 35*).

Format	Up to two digits
Example	Type: 1

3. Column

Enter the column in which you want the text to begin printing.

A ruler appears, with numbers starting at the column you specified above, and extending up to 40 columns. The ruler stops at the right-hand edge of your label, and thus may be shorter than 40 columns.

In the example above, the ruler starts at column 15, as specified, and extends for 40 columns to column 54, the right-hand edge of your label.)

Format	Up to three digits
Example	Type: `1`

4. Text

Format	Up to 40 letters
Example	Type: `Sample Label Text`

Enter the exact text you want to appear in that location.

5. Suppress ?

Answer **Y** if you want the text to be suppressed (not printed) when some field (to be specified next) is zero or blank. Answer **N** if you want the text to always print.

For example, suppose you had specified that the text *P.O.-#* would be printed next to the *Customer P.O. number* field value on your label. To prevent the *P.O.-#* text from printing for orders that have no P.O.#, you would answer **Y** here.

Y	To suppress printing
N	To Print always

Format	One letter either Y or N the default is Y
Example	Press <Enter> to accept the default

Field

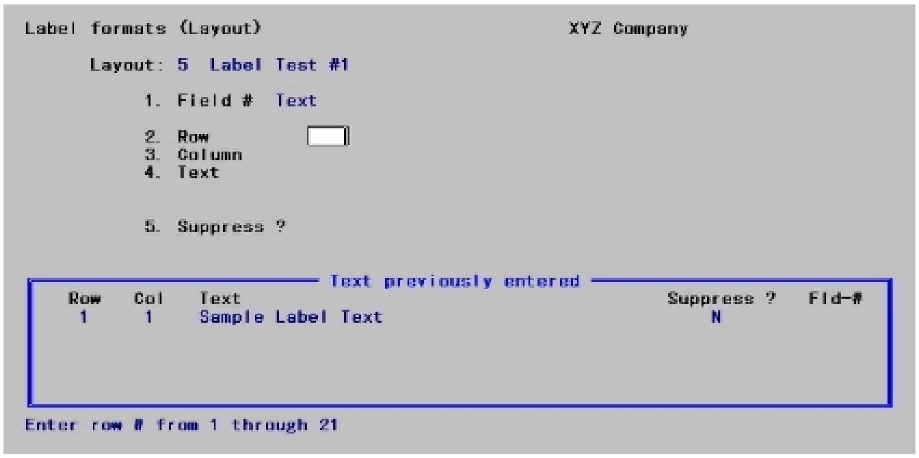
If you answered **Y** to *Suppress* ?, enter the number of the field that, when zero or blank, will cause the text not to print.

If you have not already selected this field to print on the label, you get a warning message. However, your choice is still accepted. Make a note to select the field later. The field you select here must also be selected to print on the label.

Changing or Deleting Text

To delete a text entry, or change the location or wording of text you have entered, display the text screen by pressing **<Enter>** at *Field #*.

A screen similar to this appears:



To delete a text entry, enter its row and column number, then press **<F3>** when prompted to do so.

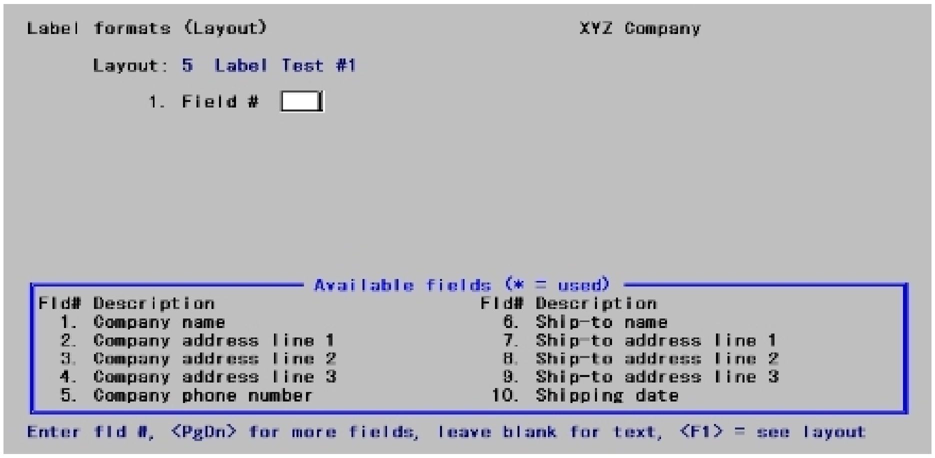
To change the wording of the text, enter its row and column number, select field number *4*, and enter the new wording. You can also change the *Suppress ?* information by selecting field # 5 and entering a new answer or new field number.

To change the row or column in which the text starts, enter its current row and column numbers. Then select field # *2* or *3* and enter the new row or column number.

Modifying Fields

You may need to change the appearance or print location of a field that you have already selected to appear on your label. This section describes how to change a field's appearance or location, delete it, or print it in additional locations on the label.

Select the field you want to modify by entering its number at *Field #*. The following displays:



The *Field usage* window shows how many times you have used this particular field in your label and where you have used it. You can use each field up to four times. In this example, Company name has only been used one time in row 1, column 1.

Select the usage of the field you wish to modify by entering its row in *Row*, and its column number in *Column*.

Use *Field number to change ?* to change any of the information about this field.

Options

You may also use on of the options:

<F1>	To view the label (as described earlier in this chapter)
<F3>	To delete this particular usage of the field (any other usages will not be affected)

After making changes, press **<Enter>** at *Field number to change?* and you are returned to *Field #*, ready to select another field.

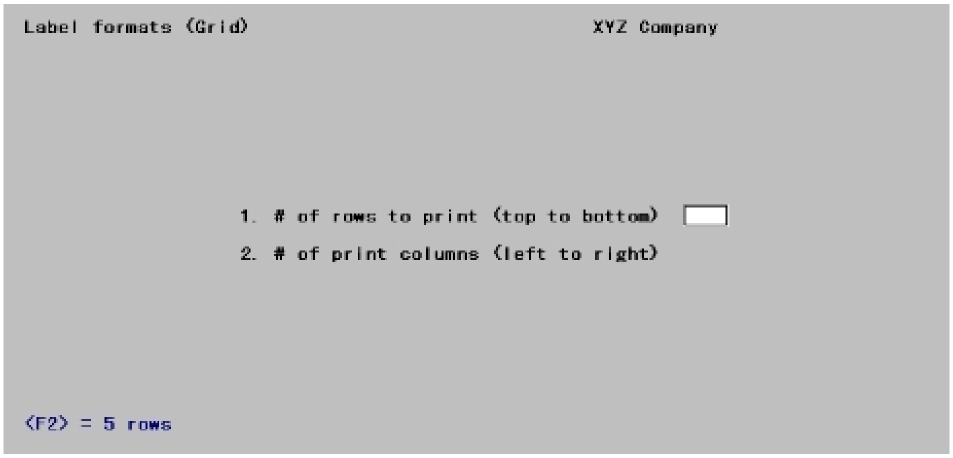
Location Grid

The *Location grid* function produces a print out that shows the column and row grid locations on your label. This print out as a design aid for your labels. Mark the positions of your fields and text on the grid and use it as a guide when subsequently entering the label layout.

Select

Location grid from the *Label formats* menu.

The following screen appears:



The screen displays two fields: the *# of rows to print (top to bottom)* field, and the *# of print columns (left to right)* field.

1. # of rows to print (top to bottom)

Enter the number of rows you want on the grid, or press <F2> to allow five rows for each label.

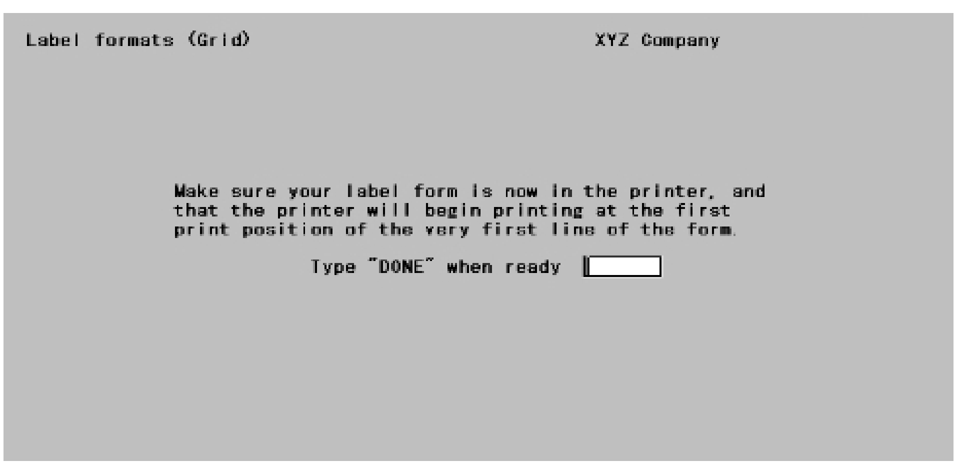
Format	Up to two digits
Example	Press <F2> to accept the default.

2. # of print columns (left to right)

Enter the number of columns you want on the grid, or press <F2> to allow 35 columns for each label.

Format	Up to three digits
Example	Press <F2> to accept the default

After entering the number of rows and columns you want, press <**Enter**> and the following screen appears:



If printing on a laser printer, you are first asked to enter the top and left margins of the label page. Refer to the *Starting PBS, Menus and Printing* chapter of the *System User documentation*, if necessary.

PRINTING LAYOUT LISTS

The *Layout List* option allows you to print a report listing of one or more layouts. From this listing, you can determine the general appearance of the label, as well as the appearance and location of each field.

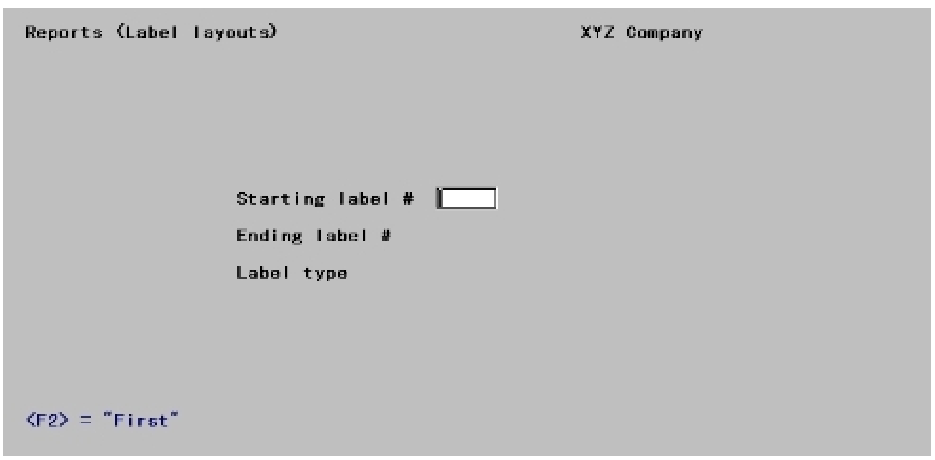
Once you have entered all of the layout information for the label, you can print this report to display the layout specifications. Based on the report, you can make adjustments and corrections as needed.

See the Label Layout Edit List example in the *Sample Reports* appendix.

Select

Label layouts from the *Reports* menu.

When the Layout list screen appears, you will be able to select the range of label numbers as well as type of labels you want listed.



Starting label # *and* Ending label

Enter the number of the label you want to start printing the layout list, and end printing the layout list, respectively. or press <F2> to print from the *First* to the *Last* label.

Format	Up to three digits
Example	Press <F2>, at field #1 and field #2

Label type

Options

Use the following options to select the type label you want to list:

<C>	Selects COD labels.
<5>	Selects shipping labels.
<F5>	Select both COD and shipping labels.

Format	One letter, either C or S.
Format	Type: C

After entering data in the *Label type* field, the *Any change ?* prompt appears. Enter **Y** if there are any changes to be made, or **N** if there are no changes. **N** is the default.

Example	Press <Enter>.

Testing the Label Layout

This selection enables you to print a sample label. For instance, if you have selected the *Company name* field to appear in row 1 at column 1, and to print at its full length of 25 characters, the test label will have 25 X's printed on row 1, starting at column 1.

Select

Test from the *Label formats* menu.

At the *Label to test* field, enter the number of the label to be test printed or select or select <F1> for the next label format.

Format	Up to three digits
Example	Press <F1>.

The label's number, description, and type, appear in the *Label to test* field.

Options

At the *Right format ?* prompt, choose from the options:

<F2>	To select the next label for testing
N	To reject the label and enter the correct label number
Y	To select the displayed label (the default)

Example	Press <F2>.

Copying Label Layouts

The *Copy* selection enables you to copy an established label layout to a new one.

This may be useful when a new layout is only slightly different from an existing one. After copying the layout, tailor the new layout as desired by adding, modifying, or deleting fields and text.

You may also use this selection to back up an existing layout for security, prior to making extensive changes.

Select

Copy from the *Label formats* menu.

Enter the following information when the next screen appears:

1. Copy from layout

At this field, enter the number of the layout you wish to copy or press <F2> to select the next layout.

Format	Up to three digits

After entering the label to be copied, the *Right Format ?* prompt appears.

Options

Select one of the following options:

Y	Select this if this is the correct label (the default)
N	Reject the selection, and enter the correct label number
<F1>	For next label
<SF1>	For previous label

2. Copy to layout

Enter the number to assign to the new layout.

Format	Up to three digits

When the blank line appears next to the label number you just entered, enter a description for the label.

Format	Up to 30 characters

A message informs you that processing is occurring, and the layout is copied.

Forms

This chapter contains the following topics:

INTRODUCTION TO FORMS

This selection allows you to tailor Order Entry to work with your invoice forms or formats.

You can print the format on plain paper, pre-printed paper or along with a graphical file that contains the form design.

When you print invoices, using the *Invoices* (*Print*) selection, you must specify a form ID to be used. The form must exist in O/E Forms.

After O/E is installed there are no formats installed. There are several ways in which to get the formats you need:

- Forms will be imported using EZ Convert if they existed in a previous version of PBS.
- Import predefined formats and use one as is.
- Import predefined formats, test the formats to find one that is similar to what you need and modify it.
- You may also design your form from scratch, but this is not recommended because there is probably an existing form that is close to what you need.

An unlimited number of forms can be defined with this selection. Forms allows you to print almost any information field in O/E Headers and Line Items.

Import Predefined Formats

O/E comes with several predefined invoice forms, as listed below. These predefined forms are available in export files and can be restored for any company. We suggest that you first become familiar with the predefined formats provided as exports. An O/E format can print in either a normal large font or a smaller compressed font. They are available in:

- *PBSFormats.zip* or *pbsformats.tar*. You must restore the format using OEUTIL. The file to restore is named OEFRMF00.EXP. These all print in the normal large font.
- A compressed font format is provided in *OEFRMF00.zip*. This format has the advantage of a uniform compressed font throughout. The design provides for the longer name, address and purchase order number than older versions of PBS and RealWorld. The format ID is OEC01 and works well when using Windows printer or a company information PDF printer. If you want a completely compressed format extract the *OEFRMF00.zip* file and restore it using OEUTIL. There is an image associated with this format called OEC01.jpg. You will have to modify this image to include your logo and address.

Other similar O/E exported forms are found in several other files: *formats.zip*, *PBSFormats-new.zip* and *rwcforms.zip*. You may try any of these as needed. For PBS on a Linux/UNIX system they are .tar files. You may restore each one and choose the format that fits your business.

Note	MULTI-COMPANY NOTE If you are using multiple companies, and are using a company-ID other than 00, copy both parts of the form file, replacing 00 with your company-ID, for each company. You may also rename the export file before restoring it.

Formats can be printed on preprinted forms from a forms provider, with a graphical image file on plain paper or to a PDF file. The column, *For Win print, PDF & Image name*, indicates that they were created with a graphical image and to be used with *Windows printer* or a *Company information* PDF printer and indicates the graphical image file for merging with the format. However any of the other formats can be modified to work with merging to a graphical image with a form file. You may design a graphical image of your own choice and modify the format to fit this image.

The following is a list of forms that are available following a restore. The *PBSFormats.zip* contains most of the formats where *OEFRMF00.zip* has the OEC01 - *Compress print with image file* compressed font formats. The *Compress print with image file* format has a separate image for each form type.

Form No	Type	Name	For Win print, PDF & Image name
1	Credit memo	6.x-LRFS57 form	N
1	Invoice	6.x-LRFS57 Form	N
1	Loan	6.x-LRFS57 Form	N
1	Order	6.x-LRFS57 Form	N
1	Quote	6.x-LRFS57 Form	N
1	Rental	6.x-LRFS57 Form	N
1	RMA	6.x-LRFS57 Form	N
10	Credit menu	6.x-LRFS59 Form	N
10	Invoice	6.x-LRFS59 Form	N
10	Loan	6.x-LRFS59 Form	N
10	Order	6.x-LRFS59 Form	N
10	Quote	6.x-LRFS59 Form	N
10	Rental	6.x-LRFS59 Form	N
10	RMA	6.x-LRFS59 Form	N
20	Credit memo	6.x-LRFS56 Form	N

Form No	Type	Name	For Win print, PDF & Image name
20	Invoice	6.x-LRFS56 Form	N
20	Loan	6.x-LRFS56 Form	N
20	Order	6.x-LRFS56 Form	N
20	Quote	6.x-LRFS56 Form	N
20	Rental	6.x-LRFS56 Form	N
20	RMA	6.x-LRFS56 Form	N
30	CM	Picking Ticket	N
30	Invoice	Picking Ticket	N
30	Loan	Picking Ticket	N
30	Order	Picking Ticket	N
30	Quote	Picking Ticket	N
30	Rental	Picking Ticket	N
30	RMA	Picking Ticket	N
50	Invoice	FORM RFS56 Dot Matrix	N
50	RMA	FORM RFS86 DOT MATRIX	N
51	Invoice	FORM LRFS56 Laser	N
51	RMA	FORM LRFS86 LASER	N
52	Invoice	LFRS59 LASER	N
53	Invoice	RFS59 DOT MATRIX	N
54	Invoice	FORM RFS57 DOT MATRIX	N
55	Invoice	FORM LRFS57 LASER	N
OE001	Credit memo	Format with form file	Y - OE001.jpg
OE001	Invoice	Format with form file	Y - OE001.jpg
OE001	Loan	Format with form file	Y - OE001.jpg
OE001	Order	Format with form file	Y - OE001.jpg

Form No	Type	Name	For Win print, PDF & Image name
OE001	Quote	Format with form file	Y - OE001.jpg
OE001	RMA	Format with form file	Y - OE001.jpg
OE001	Rental	Format with form file	Y - OE001.jpg
OEC01	Credit memo	Compress print with image file	Y - C01CM.jpg
OEC01	Invoice	Compress print with image file	Y - C01INV.jpg
OEC01	Loan	Compress print with image file	Y - C01LN.jpg
OEC01	Order	Compress print with image file	Y - C01OR.jpg
OEC01	Quote	Compress print with image file	Y - C01QT.jpg
OEC01	RMA	Compress print with image file	Y - C01RMA.jpg
OEC01	Rental	Compress print with image file	Y - C01RT.jpg

Form Definitions

Described below are definitions for certain terms used in this selection and in this chapter.

Each form consists of three information groups: header, line items/payments, and totals. A list, available size and description of each field is available in the Form Fields chapter.

Header

The header is the top part of the form and typically includes information that relates to the order in general (for example, the order number, order date, customer's name and address). Header information always prints before Line Item and Totals information.

Line Items Group

The line items group is the middle part of the form, and typically includes information on each line item on the order (such as the item number and description, quantity ordered, and price). Line Item information always prints after Header information and before Totals information.

You may also print detailed payment information after the line items group.

Payments

This information will only print if you are using multi-payments and only once per invoice. For more information on multi-payments, see the *Multi-payment Setup* appendix in the A/R user documentation.

Payments print in the body of the invoice, immediately after *all* the order lines have printed. If there are multiple pages of order lines, the payments will not print until the last page. All the payment fields are optional.

If there are multiple payments, they will print one after another. When used, the AR Terms type also prints as a payment line.

Put payment fields *after* the line items, services and notes fields. For example, if your first item line is 1, you have 3 lines of item information and you want a space between the last item line and the first payment line, you must enter your first payment line as 5.

Totals

The totals group is the bottom part of the form, and typically includes the order total, order discount percent, and total weight. Totals information always prints after Header and Line Item information.

Pagination

A form is either paginated or not paginated. A paginated form is one that may have multiple pages, where each page is the same length. Pre-printed forms and forms that are separated from one another by perforations are examples of paginated forms. A form that is not paginated has no specific length. Continuous paper on a roll, such as that used on a calculator, is an example of a non-paginated form.

Typically, *invoices* are paginated.

Lines and Columns

The length of a paginated form is defined by the number of lines on the form, from the top of the form to the bottom. If printing is done at 6 lines per inch, an 11 inch form has 66 lines.

When defining a paginated form, you specify the starting line number of the Header information, the starting and ending line numbers of the Line Item information, and the starting line number of the Totals information.

When defining each data field to be printed on a paginated form, you specify the group of the field (*Header, Line Item, or Totals*), its line number within the group, and the starting column number where it is to print.

Line number of a field

is its print line number starting at the first line of that group. For example, if you specified that the Line Item information starts on line 10 of your form and ends on line 40, you are allowing for 31 lines of Line Item information. The line number of a Line Item field must be between 1 and 31.

Column number of a field

is simply the number of spaces to the right of the left margin of the form, beginning at 1.

Compressed Print

There are two font options when designing a format: normal (large) and compressed (small). Normal is the default. If you prefer a compressed small font you must use the Set to compress option available when designing your format. Compression can be used for part of the format or the entire format. To set the entire format to compressed do the following:

- Set line 1, column 1 as a literal field with a length of 80, but do leave the text field blank.

- For line 2, column 1 enter the header field 94 Set to compressed. Your first header field that prints must be line 3 or below. The entire format will print compressed.
- Set field 4. Width to 132 columns to take advantage of the compression.
- If you are modifying an existing form that was set to 80 characters in width and was not compressed, to one that is 132 characters in width you will need to modify the columns for your existing fields. Multiple the existing column setting by 1.66 to get the new column setting.

  Here is a tip: Start by modifying a field on the right side of format and move to the left.

If you want to have part of the format to not be compressed, use Set to normal to move it back to a maximum of 80 columns.

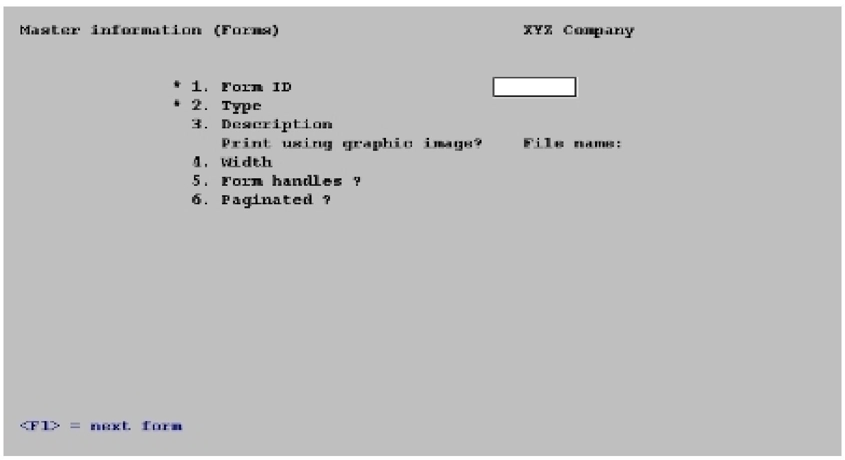
ENTERING FORMS

An unlimited number of forms can be defined with this selection. Forms allows you to print almost any information field in O/E Headers, Line Items, Payments and some fields from Customers.

Select

Forms from the *Master Information* menu.

The following screen displays:



On this screen, you identify the form with an ID, type, and description, You also define its general appearance.

From this screen, you can work with both new and existing forms. If a form exists for the form ID and type you specify, that form appears and is available for changes or deletion.

Enter the following information:

1. Form ID

Options

Enter the ID for this form, or use the options:

<F1>	For next form
<SF1>	For previous form

Format	Up to five characters
Example	Type: 40

2. Type

Enter the character that designates the type of order for which this form will be used. The types are listed below:

O	order
I	invoice
C	credit memo
Q	quote
R	RMA
L	loan
T	rental

Options

You may also use the options:

<F1>	To display the next type for this form ID
<SF1>	To display previous form IDs

Usually, you would define all types for each new form ID. The predefined forms provided with O/E include all five types.

If the type you specify already exists for the form ID, the information for that form type displays and may be changed or deleted as usual. You also may use one of these options:

<F2>	To display the form as it currently exists (see the section titled Displaying a Form later in this chapter).
<F3>	To delete the form.
<F5>	To print a test form, substituting *X's* or *9's* for each field that you have selected to print (see the section titled Testing a Form later in this chapter). If there is a form file associated with the format, then it will merge the form with the *X's* and *9's* as well. If you select a *Company information* PDF printer the test form will display on screen if you have Adobe™ Reader™ or Adobe Acrobat™ installed on your system. See more on PDF Invoice Generation and Emailing in the Billing and Invoicing chapter.
<F6>	To copy an existing form to a new form (see the section titled Copying a Form later in this chapter).

Format	One letter from the *Types table* above
Example	Type: O

3. Description

Enter the description of this form type.

Format	Up to 30 characters
Example	Type: `Sample form`

Print using graphic image?

Answer Y to use a graphic image form file to merge with the data or N to print without an image file.

Format	One letter, either Y or N
Example	Type N

If you answer Y, then you will be prompted to enter the name of the file.

If you are using a graphical image file, then you must select Windows printer or a *Company information* PDF printer when you print O/E forms.

Windows printer is only available when running PBS on Windows or Thin Client, but the *Company information* PDF printer is available for printing forms on all the supported PBS systems.

See the *Form File Use and Design* section in the *More on PBS Printing* chapter In the PBS Administration documentation to learn more about modifying the PBS graphical file examples or creating your own from scratch.

File name:

You must make an entry in this field if you select **Y** to *Print using graphic image?*

Enter the name of the file that will merge with the forms data. This file must be of a JPEG or Bitmap file format only. The file must be present in the top-level PBS directory called *IMAGES* and must be spelled exactly as the file name with the proper extension.

If running in Linux or UNIX Thin client, the file name must be entered with the same (UPPER or lower) case and do NOT use a period as part of the file name.

Format	12 characters including the extension that must be either .jpg or .bmp.
Example	Enter INV651.JPG

4. Width

Enter the number of columns that may be printed on a form.

Laser Printer, Windows Printer and PDF

Normal font printing is the default. Normal means large font. You should set the width to 80 characters.

With *Set to compressed* the maximum width is 132. To be able to utilize 132 characters you must use the Set to compressed field. Compressed means small font. For setting the whole format for compressed print see Compressed Print.

If you do not turn off compression (Which is Set to normal) the entire format data prints compressed. When using a *Company information* laser printer the printer must respond to PCL5 printer language in order to use compression. When using *Windows printer* or PDF printer PCL is not involved.

Here is a design tip. If your current format is designed for 80 columns and you want to change it to 132 columns with all compressed data, in order to spread the columns across the page to match your current form, multiple your column by 1.66 to get the new column number to be used with compression. For example, if the non-compressed ship-to address 1 is at column 47, multiple it by 1.66 to get a new column of 78. Change the fields at the end of the line first and then move to fields on the left in that row and change them.

Dot Matrix Pin Field Printer

Your entry here is determined by the width of your form, as well as the setting on your printer for characters per inch (or *pitch*). When using a wide carriage dot matrix printer you can set the width to 132 characters. Some dot matrix printers can also respond to compression on/off values.

Format	Up to three digits
Example	Type: 80

5. Form handles ?

This field enables you to designate whether the form will be used for items or services, or both.

Options

You may use on of the options:

I	Items only
S	Services only
<F5>	Both items and services

Format	One letter
Example	Press <F5>

6. Paginated ?

Answer Y if the form has a specific length that does not change, regardless of the information to be printed on it. Answer N if the length of the form varies, depending upon the amount of information printed.

If you answer Y to *Paginated ?*, the fields 7-12 appear.

Format	One letter, either Y or N.
Example	Type: `Y`

7. Length

Enter the number of lines on each form. Your entry here should represent the entire length of one form, including any area at the top and bottom of the form that you wish to leave blank.

Besides the length of the form, the number of lines you enter here is determined by the setting on your printer for the number of lines per inch.

Format	Up to three digits
Example	Type: `66`

8. First line for headers

Enter the first line number on which header information is to print.

Format	Up to three digits
Example	Type: `1`

9. Headers 1st page only ?

Answer Y to print header information on only the first page of the form. Answer N to print it at the top of every page of the form.

Format	One letter, either Y or N.
Example	Type: `N`

10. First line for line items

Enter the line number on which the first line item is to print. Your entry must be higher than the line number specified for *First line for headers* (field # 8).

Format	Up to three digits
Example	Type 3 then press <Enter>

11. Last line for line items

Enter the line number on which the last line item is to print. Your entry must be higher than the line number specified for *First line for line items* (field # 10).

Format	Up to three digits
Example	Type: 55

12. First line for totals

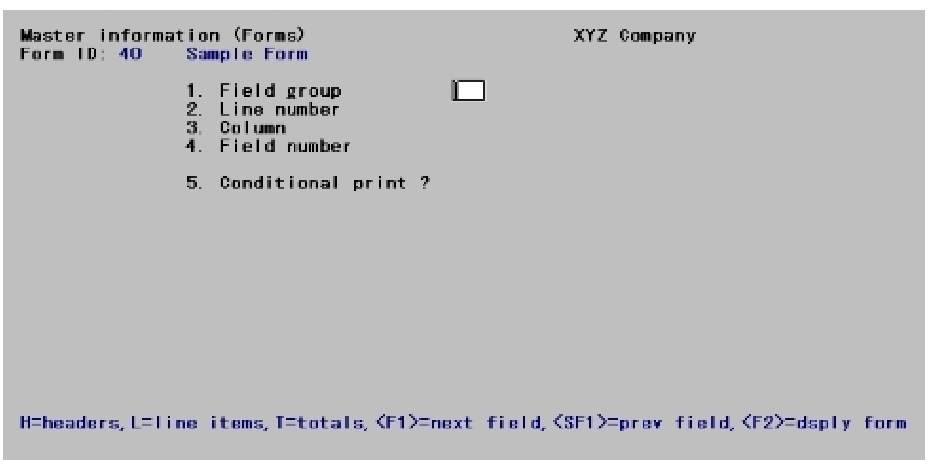
Enter the first line number on which totals information is to print. Your entry must be higher than the line number specified for *Last line for line items* (field # 11), and less than the number of lines specified for *Length* (field # 7).

Format	Up to three digits
Example	Type: 58

Field number to change ?

Make changes as usual. For an existing form, you are then asked *View/change form layout ?*. Answer Y if you wish to review or work with any of the fields to be printed on the form.

When defining a new form, or if you specified to view the layout of an existing form, the screen appears as follows:



On this screen, you describe each field to be printed on the form. Up to 200 fields may be selected to print on each form.

Refer to the Form Fields appendix for a description of each Header/Total and Line Item field.

For each field, enter the information as follows:

1. Field group

Enter **H** if the field is part of the Header group, **L** for the Line Item group, **P** for the Payment group or **T** for the Totals group.

Payment fields must be after the line item group fields. For example, if your first item line is 1, you have 3 lines of item information and you want a space between the last item line and the first payment line, you must enter your first payment line as 5.

H	For Header group
L	For Line Item group
P	For payments
T	For Totals group

Note	The Payments group will only print payment information when used with Multi-payments. For more information on Multi-payments, see the *Multi-payment Setup* appendix in the Accounts Receivable user documentation.

Options

You may also use one of the options:

<F1>	For next field
<SF1>	For previous field
<F2>	To display the form as it appears so far (see the section titled Displaying a Form later in this chapter)

Format	One letter from above.
Example	Type: `H`

2. Line number

Enter the line number on which this field is to print, or press <F1> to the display the next field within this group.

Format	Up to three digits
Example	Type: `1`

For a paginated form, enter the line number within the group on which this field is to print. For example, if you specified that the first line for headers is 4 and the first line for line items is 10, there are 6 lines available for the header group. This means that line numbers 1 through 6 would be valid entries here.

For a non-paginated form, any line number from 1 to 999 is valid.

3. Column

Options

Enter the starting column in which to print this field, or use the Option

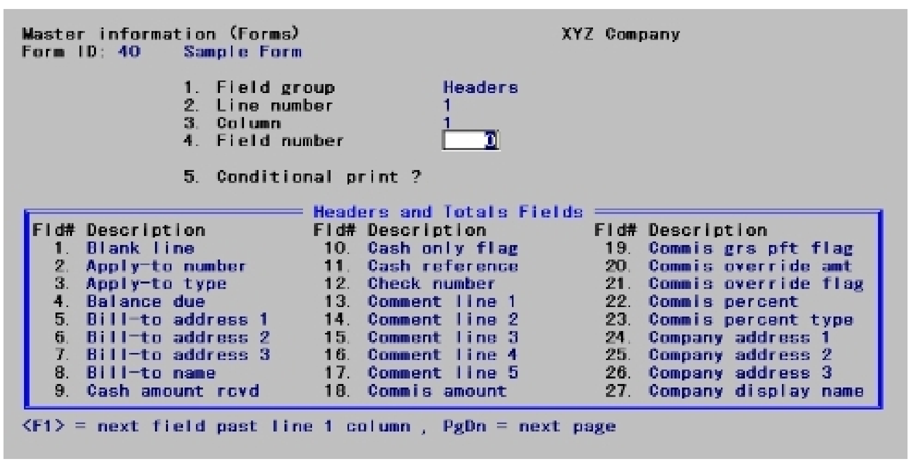
<F1>	To display the next field past line one
<F2>	To insert a new line
<F3>	To delete the current line

Format	Up to three digits
Example	Type: 1

Your entry may not be greater than the width of the form.

Selecting Fields

At *Field number*, the screen displays as follows:



The window that displays at the bottom of this screen shows the first 27 fields available for printing in the Header and Totals area of your form. (Your screen may appear slightly different.) There are several more windows showing additional Header and Totals fields that you may select to print.

To see the additional windows, press <PgDn>. To return to a previous window, press <PgUp>.

If you had previously selected any of these fields to print on this form, an asterisk appears next to the field number.

If you specify a *Field group* of Line Items, different windows display, showing only Line Item fields.

Refer to the Form Fields appendix for a description of each Header/Total and Line Item field.

Continue entering the information as follows:

4. Field number

Options

Enter the number of the field that you wish to select, or use one of the options:

<F1>	To display the next field that is on or after this line number and column number
<Enter>	To enter a Literal (text) instead of a field number. Refer to Literal Fields section of this chapter.

Format	Up to three digits
Example	Type: 27

5. Conditional print ?

Answer Y if this field is to print only when some field (to be specified next) meets a specific condition. Answer N if this field should always print.

Format	One character
Example	Type: N

If you answer Y, these additional fields appear:

When Field-# 999

When the field selection window appears, enter the number of the field upon which printing is dependent. Use the <PgUp> and <PgDn> keys to view additional windows.

Enter the conditions that this field must meet in order for the field being defined to print.

Format	Two characters 25 characters (alpha) 999,999,999.99999-(numeric) MMDDYY (date)

First, enter one of the following abbreviations:

EQ	equal to
NE	not equal to
GT	greater than
LT	less than
GE	greater than or equal to
LE	less than or equal to

Then enter the value that the dependent field must contain to complete the condition. Press <Enter> to indicate a value of zero (for a numeric or date field) or spaces (for an alphanumeric field).

Format	One letter, either Y or N.
Example	Type: Y and then press <Enter>.

Printing a Field

If you need to print a field when either one condition or another is met, define the field specifying the first condition as described above. Then redefine the field, using the same line number, column number, and field number.

After entering the field number, a message informs you that the field is already defined and you are asked if you wish to define a duplicate. Answer Y and complete the definition, specifying the other condition under which the field is to print.

This allows printing under one condition or the other. There is no way to request printing when both conditions are true.

Alphanumeric, Numeric, Date, and Literal Fields

The remaining fields control the appearance of data on the form. The fields requested depend on the type of field you selected in *Field number* (field number 4). There are four different types:

Alphanumeric fields

may contain any combination of letters, digits, and special symbols.

Numeric fields

only contain digits, along with any decimal points, minus signs or parentheses (for negative numbers), and commas.

Date fields

only contain dates.

Literal fields

contain text that you type. Most literal fields are defined by pressing <Enter> at *Field number*, rather than specifying a field number.

Alphanumeric Fields

The following two fields display for each alphanumeric field:

6. Length

Enter the number of characters you want to print in this field, up to the maximum number shown, or press <Enter> for the maximum length of the field.

Format	Up to two digits

7. Justify

Enter **R** to *right-justify* the characters, or press <Enter> for no justification, to print the characters as entered

If you specify right-justify, the characters will be aligned with the right-hand margin of the space for this field.

Numeric Fields

The following five fields display for each numeric field:

6. Integer digits

Enter the number of integers (digits to the left of the decimal point) you want to print in this field, up to the maximum shown, or press <Enter> for the maximum shown.

Format	Up to two digits

7. Decimal digits

(If the field has no decimal places, *(Not applicable)* displays here.)

Enter the number of decimal places you want to print, up to the maximum shown, or press <Enter> for the maximum shown.

Format	One digit

8. Commas ?

If the field has less than 4 integer digits, *(Not applicable)* displays here.

Answer Y to use commas when printing this field.

Format	One letter, either Y or N.

9. Leading zeros ?

If you specified to use commas, *(Not applicable)* displays here.

Answer Y to include any beginning zeros when printing this field.

Format	One letter, either Y or N.

10. Negatives ?

(If the field cannot be negative, *(Not applicable)* displays here.)

Enter the letter that designates how negative numbers are printed, as follows:

R	Minus sign to the right of the number 99.99-
L	Minus sign to the left of the number, in a fixed position - 99.99
F	Minus sign to the left of the number, in a floating position -99.99
C	*CR* to the right of the number 99.99 CR
P	Enclose number in parentheses (99.99)

Format	One letter from the table above

When you complete entry of a numeric field, the print format of the field as you have defined it is displayed on the screen.

Date Fields

The following field displays for each date or time field:

6. Format

For a date field, select the format to use when printing this field, as follows:

1	MM/DD/YY (03/31/05)
2	MMM DD YY (Mar 31 05)
3	MMM DD (Mar 31)
4	DD-MMM-YY (31-Mar-05)
5	Month DD, YYYY (March 31, 2005)

Format	One digit

When you complete entry, the print format of the date or time as you have defined it is displayed on the screen.

Literal Fields

The following three fields display for each literal field:

6. Length (max = 80)

Enter the number of characters to be used when printing this field, up to the maximum shown, or press <Enter> for the maximum shown.

A total of 1000 characters is available for printing all literal fields on a form, with a maximum of 80 characters for each. (A message displays when less than 150 characters are available.)

Format	Up to digits

7. Text

Enter the exact text to be printed, up to the length specified in field # 6.

Format	Up to 30 characters

8. Print on 1 character

Enter **L** to print the literal text only for line items that are not component items of kits. Enter **C** to print the text only for component items. Enter **B** to print the text for both line items and component items.

Options

Use the following options:

L	To print literal text only
C	To print text for component items kits
B	To print both

Format	One letter from the table above

Displaying a Form

While entering a form, you can press <F2> to see what the form looks like so far. Follow the screen instructions.

If one field overlaps another field, either question marks or asterisks appear in the area of overlap.

Question marks display if none of the overlapping fields are conditionally printed, in which case you probably need to change the position of a field.

Asterisks display if at least one of the overlapping fields is conditionally printed. In this case, you may wish to review the definitions of the overlapping fields to ensure that they do not print under the same conditions.

Displaying a form will not merge the form file.

Testing Forms

A test form can be printed that substitutes *X*'s or *9*'s for each field that you have selected to print. You can print the test on the actual form you intend to use, or on plain paper. (When using Invoices (Print), you can also print a test alignment form.)

To test your form, at the first Forms screen, display the form you wish to test and press <F5>.

When the printers defined in the Company information display, select the printer on which this form is to be printed.

If you are on Windows or Thin client and you have selected to merge data with a form file, then the form file will print with the test form.

Copying Forms

You can rapidly produce a new form by copying an existing form that is similar to the new one. After copying the form, tailor the new form by changing the form and field information as necessary.

To copy a form, at the first Forms screen

Display the existing form that you wish to copy and press <F6>.

A window displays for you to enter the following information:

Copy to form ID

Enter the ID of the new form. The form ID will be automatically created during the copy process if it does not already exist.

Copy to type

Enter the character that designates the type of order for which this new form will be used. The types are:

O	Order
I	Invoice
C	Credit memo
Q	Quote
R	RMA
L	Loan
T	Rental

Options

You may also use the Option

<F5>	To copy *All* types of the existing form ID to the same types for the new form ID

If the type you specify already exists for the new form ID, the form cannot be copied and an error message is displayed.

After the copy process is complete, you may change the new form as needed.

PRINTING A FORMS LIST

This selection prints a report that lists the forms you have defined. You may select to print a specific form type or all form types for the forms.

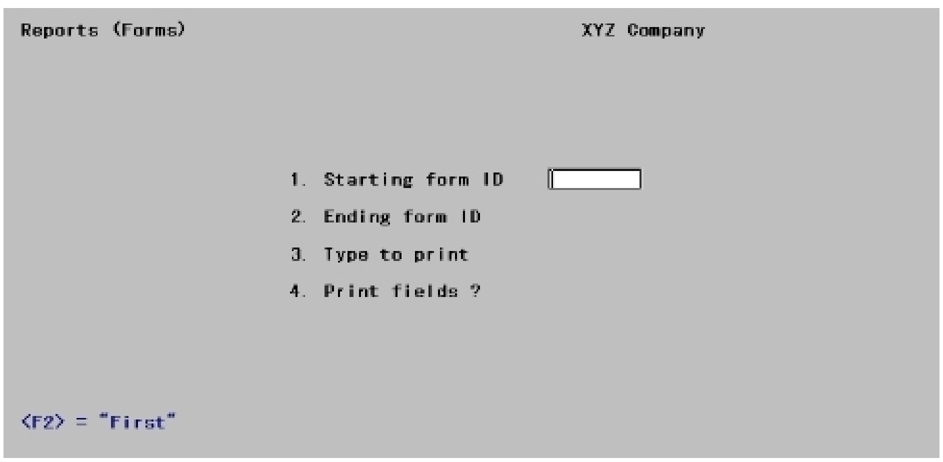
For each form type on the list, you are shown general information (description, form width, if form is paginated, etc.). The field definitions for each form type may also be optionally printed.

See the Forms List sample without fields or the Forms List sample with fields in the *Sample Reports* appendix.

Select

Forms from the *Report* menu.

This is the screen you see:



On the screen that appears, enter the following:

1. Starting form ID

2. Ending form ID

Enter the range of form ID's for which to print the list. Follow the screen instructions.

Options

You may also use the following option:

<F2>	For *First* and *Last* on fields #1 and #2

Format	Up to five digits
Example	Press <F2> at both fields #1 and #2

3. Type to print

Enter the form type to print for the forms, as shown on the screen.

I	Invoice
O	Order
C	Credit memo
Q	Quote
R	RMA
L	Loan
T	Rental

Options

You may also use the following option:

<F5>	To print *All* form types

Format	One letter from the table above
Example	Press <F5> to select *All*

4. Print fields ?

Answer Y to print the information defined for each field on a form. If you answer N, only the general information about a form is printed.

Format	One letter either Y or N, the default is Y
Example	Press <Enter> to accept the default

Note	Many fields are defined for each form type of the predefined forms supplied with O/E. Selecting to print fields for several types may require a significant amount of time and paper

Orders

This chapter has the following topics:

INTRODUCTION TO ORDERS

Use this selection to enter orders, invoices, credit memos, quotes, loans, rentals, and RMAs.

Orders and Invoices

Order processing allows either a two-step or a one-step billing procedure.

Two-step Billing

In two-step billing, orders (designated as an order type) are entered in the first step. In the second step, items on an order are selected for billing and an invoice is prepared later through *Select for billing* and *Invoices (Print)*.

One-step Billing

In one-step billing, orders (designated as an invoice type) are entered and automatically selected for billing. Later, an invoice is prepared through *Invoices (Print)*.

One-step billing requires that there is adequate stock in inventory to fill the complete order, because specific items are not selected for billing in a separate step.

You may print an invoice type immediately after entering the invoice based on an O/E *Control information* setting. For information on immediate invoice printing see the Default invoice form ID field in the *Control Information* chapter.

Credit Memos

Credit memos are similar to the invoices type in that they follow the one-step billing procedure; they are entered and automatically selected for billing. The *Invoices (Print)* selection is used to print credit memos.

Quotes and RMAs

Quotes are entered in a manner similar to the orders type, and RMAs (Return Merchandise Authorizations) are entered in a manner similar to credit memos.

However, quotes and RMAs are not billed. To be invoiced, a quote or RMA must first be converted to an order or credit memo. The unposted balance for a customer is not updated when a quote is initially entered, but it is updated for a new RMA.

Loans and Rentals

Loans and Rentals are entered similarly to orders. Loans are not posted and do not affect inventory or Accounts receivable. Rentals must be selected, printed, and posted.

Committing Inventory

When line items are entered on an order, invoice, credit memo or RMA, the quantity committed is updated for the items in the appropriate warehouse. Commitments are also updated for any serial numbers and lot numbers entered for serialized and lot-controlled line items.

Quantities are not committed for quotes, and entry of serial numbers and lot numbers is not allowed until the quote has been converted to an order.

E.D.I. Overview

Electronic Data Interchange (E.D.I.) is the electronic exchange of business documents using computers. Data is exchanged between trading partners. Using E.D.I. reduces resources required to manually process orders, invoices, etc. by enabling an Import feature into the accounting application. Additionally, an Export feature is available by which invoices can be sent out of the system in a readable format. Since all the data is transferred electronically, clerical errors are reduced. E.D.I. also reduces inventory costs because there is a shorter order cycle time.

Trading partners may have legacy computer systems making document portability difficult. E.D.I. uses standard data formats and protocols when sending and receiving business documents. The data is processed in a standard format at the source and destination permitting seamless integration into (and out of) a legacy system.

PBS Version 12.06 E.D.I. Layout Changes

Starting with PBS version 12.06 the customer and ship-to name, address 1, address 2, city, state, zip and apply-to invoice fields were expanded when using either the E.D.I. import or export. New fields were added including address 3, address 4 and county. You will need to take these changes into account when interfacing to your external system.

E.D.I. Import

The Import function reads an E.D.I. order and processes the imported data as if the data were manually entered. The application will validate the data against the existing master files / tables, provide for inventory commitment, and other appropriate accounting functionality.

For a list of fields and requirements for the E.D.I. import, see the E.D.I. Import\Export Layout appendix.

E.D.I. Export

The Export function exports invoice data for E.D.I. capable customers.

The E.D.I. Audit Trail Trigger File produces the export version (DIORDEXP.TXT) of the sequential file containing only confirmed (changed and directly entered) or deleted orders. The export sequential file DIIVCEXP.TXT contains only invoiced orders.

An E.D.I. integration starts with the customer entering purchase orders. The data for these orders are exported and converted to a general format readable by an intermediate software. Your customer then creates an export file and sends it to you. You will probably need a software tool that will read the file and convert the data to a format that PBS can import. There may be third-party software providers that will have this tool. If not, contact PBS for more information. Once the data is converted into a format that PBS will read, then you can import the file and the orders are created in Order entry.

E.D.I. File Format

Fixed format data is imported into the application, processed, and then exported out of the application in a fixed format. A CSV file format is not supported.

E.D.I. Processing Steps

If you do not have the E.D.I. option activated, you can skip this section.

The following lists a typical scenario for processing E.D.I. files:

Step	Description
1	Import E.D.I. orders
2	Process E.D.I. orders
3	Export E.D.I. orders
4	Invoice E.D.I. orders
5	Export E.D.I. invoices
6	Post E.D.I. orders
7	Report E.D.I. orders

The following contains details about each step:

Importing E.D.I. Orders

Step One

Step	Description
1	Verify the name and date of the latest import file.
2	Perform the import procedure.
3	Verify and correct any import errors when necessary. Use the error report which is printed to disk.
4	Verify the imported data. Use the import report. You have the option when importing orders to have them automatically flagged selected for billing or unselected. Deleted orders are removed from the Audit file unless they have an

Step	Description
	invoice history. Any remaining order data is deleted (i.e. header, line items, and notes).

Processing E.D.I. Orders

Step two

Step	Description
1	Perform the necessary corrections to any tracked or back ordered imported line items, as required.
2	Delete any orders that require changes (other than the above) and re-add them (using a new order number) making use of the add a new E.D.I. order function. Make sure the E.D.I. document number used is the original from the deleted order.

Exporting E.D.I. Orders

Step three

- Export E.D.I. orders when the orders imported are no longer identical to the orders in the external system. This process is used to synchronize the two systems.

Invoicing E.D.I. Orders

Step four

- Invoice E.D.I. orders in the same manner as non-E.D.I. orders.

Exporting E.D.I. Invoices

Step five

- We recommend that you try to export E.D.I. invoiced orders before they are posted. Certain information such as order notes will not be exported from posted orders.
- Unposted invoices may be exported as often as required. To re-export an unposted invoice select the correct Exported order ? option.
- Posted invoices may be exported as often as required.

Posting E.D.I. Orders

Step six

- Post E.D.I. orders in the in same manner as non-E.D.I. orders.

We recommend that you export E.D.I. orders before they are posted. Certain information such as order notes will not be exported from posted orders.

Reporting E.D.I. Orders

Step seven

- Use the E.D.I. status report to review the current and previous status of all E.D.I. orders. See E.D.I. Status Report

  You can generate a report at any time during the processing cycle.

Note	If you plan to import E.D.I. data, refer to the Importing E.D.I. Orders section before proceeding any further.

Order Transaction Types

There are five entry modes for entering an order:

1. Order mode is used to enter two-step orders, one-step invoice orders, and credit memos. Order mode is the default mode when you initially select to enter orders.
2. Quote mode is used to enter quotes or to convert quotes into orders.
3. The RMA mode is used to enter RMAs or to convert RMAs into credit memos. RMA is an abbreviation for Return Merchandise Authorization.
4. Loan mode is used to document loans of items. Loans are not billed.
5. Rental mode is used to track rentals of items.

Entering two-step orders (order type) is explained below, followed by entry of one-step orders (Invoice type) and Credit Memos.

Quotes mode is then illustrated by entry of a quote and conversion of the quote to an order.

RMA mode is then shown by entry of an RMA and conversion of the RMA to a credit memo. Loans and rentals are described next.

Orders (both Order and Invoice types), credit memos, quotes, loans, rentals, and RMAs are entered in the same manner. Header information is entered on the first screen, then each item is entered on a separate line item screen, then totals for the document are entered on the final Totals screen. More information is requested on the Totals screen for one-step documents (invoice type, credit memos, and RMAs) than for type orders or quotes. Frequency information is requested for rentals.

Most of the fields on each screen can be automatically skipped if you have specified in *Control information* to use automatic defaults. Refer to the Fields automatically defaulted for Orders (Enter) section.

Two-step Orders (Order Type)

There are three main screens for entering an order. The first is the header, then the order lines and then the order totals.

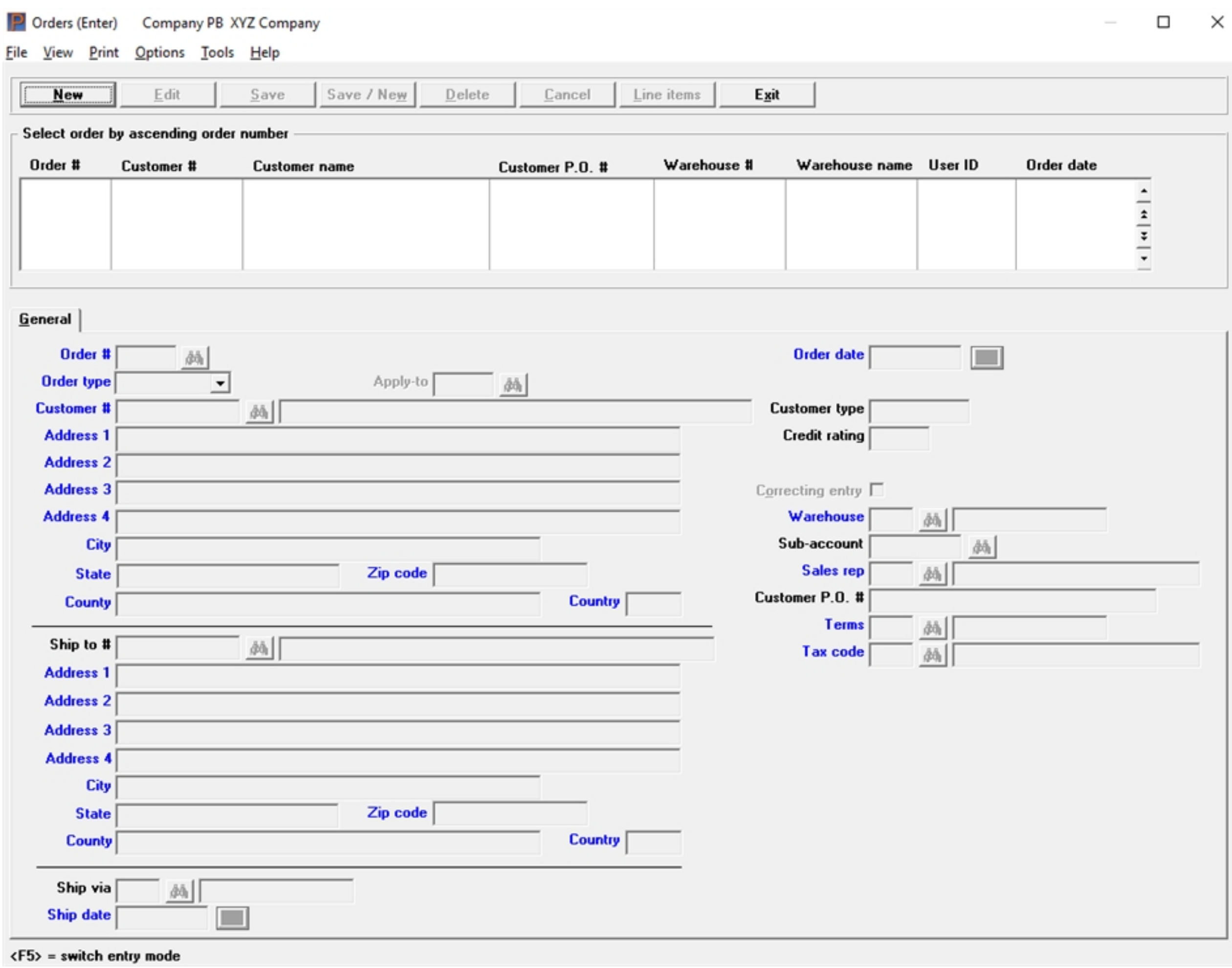
Select

Enter from the *Orders* menu.

Order Header

From this screen you can work with both new and existing orders.

The first screen to enter, header information, appears similar to this:



Orders List Box

The list box displays up to 6 orders at a time. You may sort the orders by order number, warehouse number, customer number, user ID or order date all in ascending or descending order. Click on the column name or the arrow to the right of the column name to change the sort or use the View options. Only column names in red may be sorted.

To locate an order, invoice or credit memo, start typing the order number, warehouse number, customer number, user ID or order date, depending on which sort field is selected or use the up/down arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the order. The <F1> and <SF1> work the same as the down/up arrow keys.

There are five different entry modes; Orders Quotes, RMAs, Loans and Rentals. The list box works the same for each mode.

Orders Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
New	Alt+n	To enter a new order.
Edit	Alt+e	To edit an existing order.
Save	Alt+s	To save the new order or changes to an existing order.
Save/New	Alt+w	To save changes to an existing order and then start a new order
Delete	Alt+d	To delete an existing order. Per the O/E *Control information* You may be restricted from deleting an order.
Cancel	Alt+c	To cancel adding a new order or editing an existing order.
Line items	Alt+l	To add lines to a new order or edit lines for an order selected in the list box. See Order Line Items.
Exit	Alt+x	To exit the screen back to the menu.

Menus

Under the Print and Options menu selections there are several selections that are unique to graphical mode. They include the following:

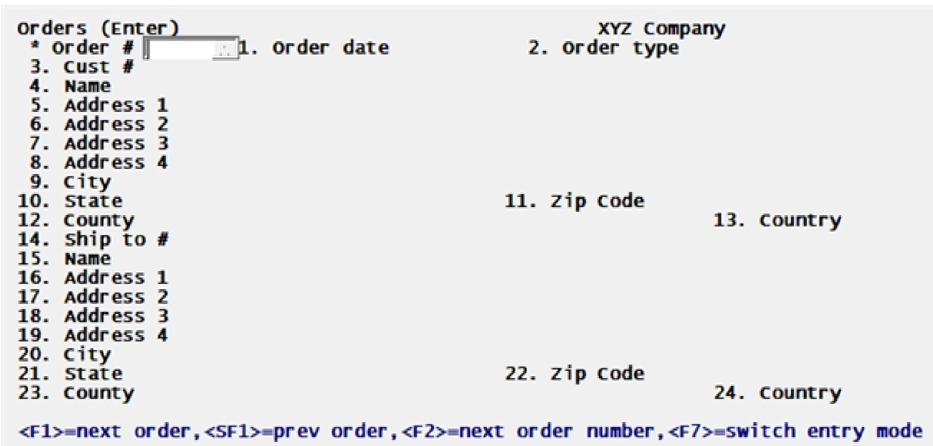
Print Menu	Description
Edit List	To print an edit list of orders.
Invoices	To print invoice type orders, credit memos and selected orders.
Reprint	To reprint invoices from invoice history.
Switch entry mode	For entering Quotes, Loans, Rentals and RMAs or to switch back to Orders. See Quotes, Loans, Rentals and RMAs
Order notes	For entering order notes.

Options Menu	Sub Menu	Description
View inventory control	Inventory history	To view the history for an item.
View inventory control	Items	To information about items including.
View inventory control	Lot numbers	To view lot information about a lot item.
View inventory control	Serial history	To view the serial number history or a serialized item.
View inventory control	Serial numbers	To view serial number information about existing items.
View inventory control	Work order history	To view the work order history or kits.
View inventory control	Work orders	To view open work orders.
View accounts receivable	Customer open items	To view the open items for the selected customer.
View accounts receivable	Customer invoices	To view A/R invoices for the selected customer.
View accounts receivable	Customer invoice history	To view invoice history for the selected customer.
View accounts receivable	Customer history by date	To view customer history for the selected customer.
View accounts receivable	Customer history by doc #	To view customer history for the selected customer.
View order entry	Full order inquiry	To search for open and invoiced orders.
View order entry	Orders for an item	To find orders by item.
View order entry	Invoice history by customer	To view invoice history by customer.
View order entry	Invoice history by invoice	To view invoice history by invoice number.
View order entry	Invoice history by item	To view invoice history by item.
Switch entry mode (you may also use <F5>)	N/A	For entering Quotes, Loans, Rentals and RMAs or to switch back to Orders. See Quotes, Loans, Rentals and RMAs.
Order notes (you may also use <F6>)	N/A	To access, add or edit notes for the selected order. See Using Notes
Convert order (you may also use <F7>)	N/A	To convert the existing transaction.

Character Mode

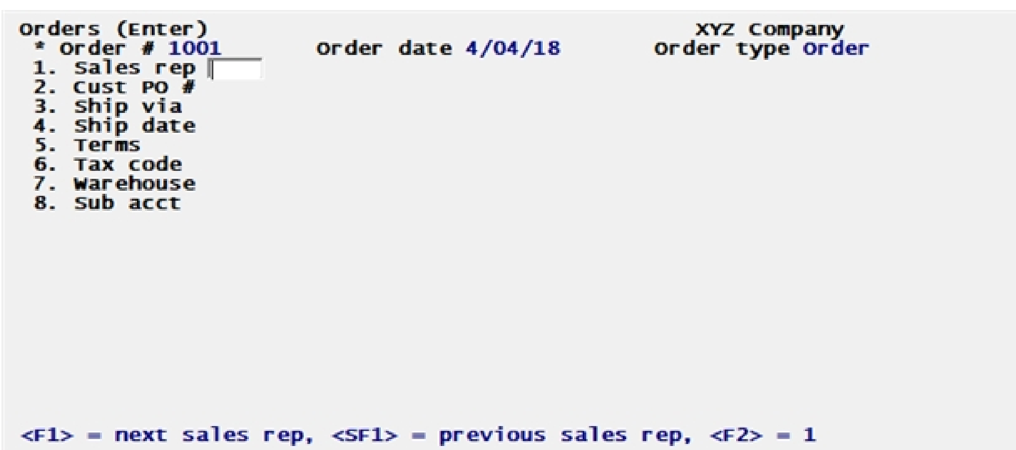
Character mode is the classic style of screens used in the early days of PBS and as originally designed by RealWorld.

If an order has already been entered for the order number you specify, it appears and is available for changes or deletion. There are two screens for entering header information in character mode. When you have the first screen to enter order header information, it appears similar to this:



```
Orders (Enter)                                XYZ Company
 * Order #           1. Order date          2. Order type
 3. Cust #
 4. Name
 5. Address 1
 6. Address 2
 7. Address 3
 8. Address 4
 9. City
10. State                             11. Zip Code
12. County                                           13. Country
14. Ship to #
15. Name
16. Address 1
17. Address 2
18. Address 3
19. Address 4
20. City
21. State                             22. Zip Code
23. County                                           24. Country
<F1>=next order,<SF1>=prev order,<F2>=next order number,<F7>=switch entry mode
```

The second screen looks similar to this:



```
Orders (Enter)                                XYZ Company
 * Order # 1001       Order date 4/04/18      Order type Order
 1. Sales rep
 2. Cust PO #
 3. Ship via
 4. Ship date
 5. Terms
 6. Tax code
 7. Warehouse
 8. Sub acct

<F1> = next sales rep, <SF1> = previous sales rep, <F2> = 1
```

While in order mode, if you enter the number of an existing quote or RMA, you are asked if you wish to switch the entry mode. Answer Y to change the entry mode to process the quote, RMA, loan, or rental. (You can also press <F7> at Order # to change entry modes.)

Enter header information that applies to the entire order as follows:

Order

For new orders using graphical mode

The order number is automatically assigned.

Once you have selected to add an order the cursor will be on the Order # field. The order number defaults to the next available order number as specified in the O/E Control information. You may use that number or enter a different number and then enter the new order. You may also enter the number for a existing open order or you may use the lookup to find an existing order, which selects it to be edited.

For new orders using character mode

In character mode you must enter an order number.

Format	999999

You may also use on of the following options:

<F1>	To access the next order on file.
<SF1>	To access the previous order.
<F8>	To access a list of orders from a lookup. You may select the order from the lookup.
<F2>	To use the next available order number as specified in the O/E Control information.
<F7>	To switch to a different entry mode.

Both Graphical and Character Modes

If, after using <F2> to assign an order number, you press <Esc> to cancel entry of the order, you will have an unused order number. If cancellation occurs on the first screen of *Orders*, that number is re-used the next time <F2> is pressed to assign an order number. However, if you cancel entry of the order from the second *Orders* screen (where you enter line items), this order number is no longer available as a default.

Entering new E.D.I. Orders

E.D.I. orders can be entered and later exported to be processed in an external system.

If you are using E.D.I, as indicated in the O/E control information, you will get the following message after you select <F2> to assign a new order number:

Add this Order/Invoice to the E.D.I. audit file ?

If you select No, then the cursor will move to the Order date field. If you select Yes, then the following message will display.

Enter the document # associated to this order:

Enter a document number for the Audit file. This number is free form text of up to 12 characters. The number you enter must be acceptable by the external system.

Any change ?

Select Yes to make a change or No to continue with the E.D.I. order.

For existing orders

Enter the order number.

Options

You may also use on of the following options:

<F1>	To scan through each order, invoice order, and credit memo.
<SF1>	To scan through previous orders, invoice orders and credit memos.
<F7>	To switch to a different entry mode

You cannot change Order type, customer number, or warehouse (if any).

When an existing order is displayed, make any changes to the order header information.

Options

You also have these options:

<F3>	To delete the entire order. Per the O/E *Control information* Require Admin login to delete orders field, you may be restricted from deleting an order.
<F6>	To view or delete notes for this order.
<F7>	To convert this order into a quote.

If you press <F7> to convert an order containing serial numbers and/or lot numbers into a quote, a message displays to advise you that the serial numbers and lot numbers will be removed.

When you press <Enter> at *Field number to change ?* on the header screen, you are then asked Do you wish to change the lines ?. If you answer N, you are returned to the top of the screen to enter another order.

If you answer Y, the line selection screen is displayed to allow you to select a line to be changed. The Line Selection Screen is described later in this section.

If you wish to see information on the last *Orders* screen (the Totals screen), answer Y and then press <Esc> at the line selection screen or at the Seq # field on the line item entry screen. The totals screen appears.

Order date

Enter the order date or press <Enter> to use the current date.

Format	MMDDYY

Order type

From the drop down list select the order type, either:

Order	Order (for two-step billing)
Invoice	Invoice order (for one-step billing)
CR memo	Credit memo

You may press <Enter> to use the displayed type (Order) for the first order entered. For subsequent orders, the order type defaults to the order type previously entered.

Format	1 character

If you enter CR memo for Credit memo, an additional field appears:

Apply-to

Format	9999999

Enter the original invoice number to which this credit memo is to be applied. When the invoice is located in Invoice History, you will be given the option to pull:

- all of the line item and header information.
- only the header information.
- none of the original information from the original invoice.

For a blank Apply to number press <Enter>. The word *OPEN* displays. The credit memo will post as an open credit to Accounts Receivable.

You may not be allowed to enter a blank (Open) apply-to for two reasons:

- The setting of the Allow blank apply-to field in *Control information*.
- If using PBS Multi-payment/Credit Card processing, you must enter an apply-to number. You cannot apply a credit memo to Open. You may read more about Multi-payment feature in the *PBS Multi-payment/Credit Card Setup* appendix in the A/R User documentation.

You may read more about Credit memos in the Credit Memo Type section.

Standard Bills

Standard bills that contain inventory items and/or AR services may be imported into O/E orders. Standard bills that contain AR goods may not be imported into O/E orders. When entering a line there is an option to select Standard bill on the Line type field.

Also, Order Entry allows the import of notes lines from a standard bill. Order Entry allows text entry up to 25 characters and will import the first 25 characters on a notes line in a standard bill.

Customer

Format	12 characters

The customer is two fields: customer number and customer name. You may only enter the customer number when adding a new order. You may edit the customer name field when adding a new order or when changing an order.

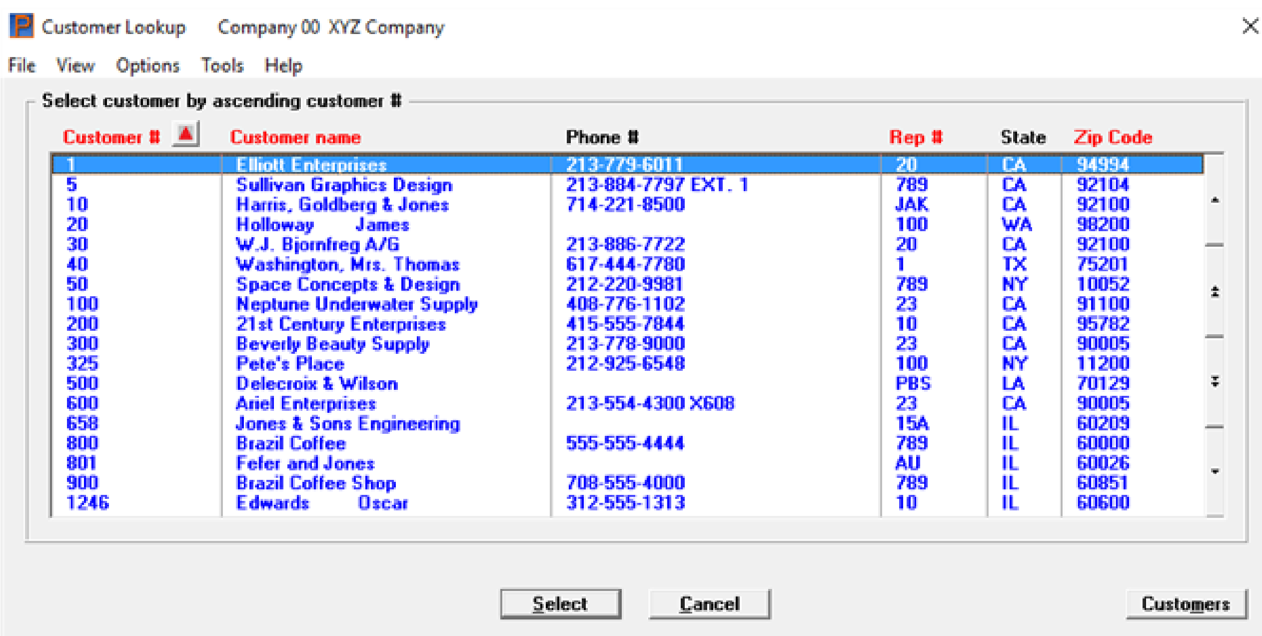
Options

Enter the customer number or use one of the options:

<Enter>	To look up the customer by name or once on the name field to lookup by customer number.
<F1>	To scan through the customers. When on the number field it scans in number order and when on the name field it scans in name order.
<SF1>	To scan for a previous customer. When on the number field it scans in number order and when on the name field it scans in name order.
<F6>	After entering an order, to use the last customer entered.
<F8>	To lookup a customer on either the number or name field. You may also access the lookup by clicking on the binoculars. For a list of lookup options, see below:

Customer Lookup

The lookup has several options. These options are available as buttons. Some of them are available from the Options menu. Here is an example of the lookup:



Customer #	Customer name	Phone #	Rep #	State	Zip Code
1	Elliott Enterprises	213-779-6011	20	CA	94994
5	Sullivan Graphics Design	213-884-7797 EXT. 1	789	CA	92104
10	Harris, Goldberg & Jones	714-221-8500	JAK	CA	92100
20	Holloway James		100	WA	98200
30	W.J. Bjornfreg A/G	213-886-7722	20	CA	92100
40	Washington, Mrs. Thomas	617-444-7780	1	TX	75201
50	Space Concepts & Design	212-220-9981	789	NY	10052
100	Neptune Underwater Supply	408-776-1102	23	CA	91100
200	21st Century Enterprises	415-555-7844	10	CA	95782
300	Beverly Beauty Supply	213-778-9000	23	CA	90005
325	Pete's Place	212-925-6548	100	NY	11200
500	Delecroix & Wilson		PBS	LA	70129
600	Ariel Enterprises	213-554-4300 X608	23	CA	90005
658	Jones & Sons Engineering		15A	IL	60209
800	Brazil Coffee	555-555-4444	789	IL	60000
801	Fefer and Jones		AU	IL	60026
900	Brazil Coffee Shop	708-555-4000	789	IL	60851
1246	Edwards Oscar	312-555-1313	10	IL	60600

The lookup options include:

Select

This returns the customer to the customer number (and name) field.

Cancel

This puts the focus back to the screen without returning a customer number.

Customers

This button allows you to go to the A/R *Customers (Enter)* where you may view, edit, add or delete customers. If the button is grayed out you do not have permission to access A/R *Customers (Enter)*.

View invoice history from *Options* Menu

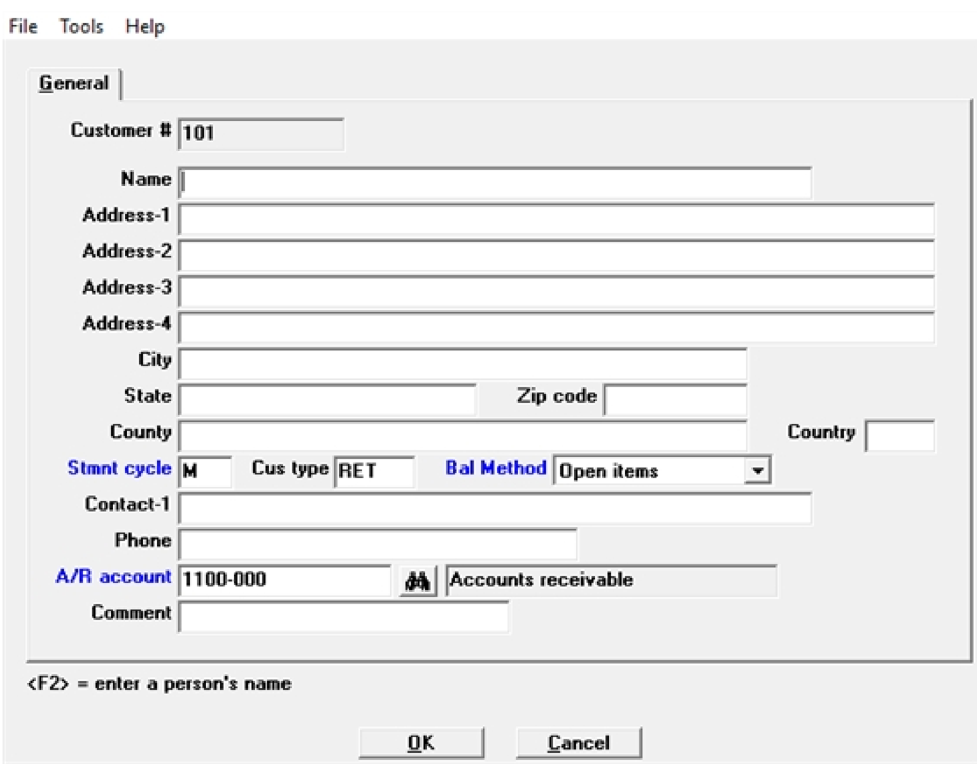
This menu selection allows you to access the A/R *View* > *Invoice history* selection.

Adding an A/R Customer

This customer is not on file — would you like to add it ?

This question appears when you enter a customer number (regular or miscellaneous) that is not already entered in customers. Select No to correct an erroneous entry, or Yes to add the new customer on-the-fly.

If you select Yes, a window similar to the following appears:



The fields for this screen are documented in the A/R Invoices chapter. Look for the *Adding Customer On-The-Fly* section.

From this screen you can work with new entries only. The effect is as though you had gone into the *Customers (Enter)* selection and entered a new customer there. This is the case even though your password may not authorize you to use that selection.

Be aware that not every field on the *Customers (Enter)* screen appears on this screen. Note these points:

- Some fields, such as Contact-2, are omitted altogether.
- The Stmnt cycle, Cus type and Bal Method fields default to the A/R Control information *Customer on the fly defaults.* The A/R account also default A/R account field in A/R control information.
- Other fields will be supplied automatically from your entries in the remainder of this invoice. These include: terms code, ship-via code, tax code, sales representative, and cost center.
- The credit limit is automatically set to zero, but this invoice does not set off the credit limit check. The next invoice for this customer will.

If necessary, you can use *Customers (Enter)* to change this new customer after adding him here.

OK or Cancel

Modify any of the information (except the customer number) and select OK to save or Cancel to return to the customer number field.

(Billing name and address)

The billing name and the billing address appear automatically for a regular customer, or you may type them in for a miscellaneous customer.

You may change the address when adding a new order or when editing an existing order.

Format	50 characters for customer name 60 characters for address 1 through 4 45 characters for city 23 characters for state 15 characters for zip code 45 characters for county 3 characters for country

Ship to

Enter the number of the ship-to address for this customer (if you specified in the O/E Control information on the Use separate ship-to file field that separate ship-to addresses are used).

Format	8 characters

Options

If you are using ship-to addresses you may also use one of the options:

<F1>	To scan through the ship-to addresses for this customer. This function is not available is not are not using ship-to addresses per O/E Control information.
<F2>	To enter the customer's shipping address
<F8>	In graphical mode you may also click on the binoculars button. This displays a list of existing ship-to addresses for this customer. Find the ship-to location and hit the <Enter> key to select it. This function is not available is not are not using ship-to addresses per O/E Control information. For adding a ship-to location and more see Ship-to Location Lookup below.
<Enter>	To use the customer's billing address as the ship-to address.

Entering a Ship-to Location

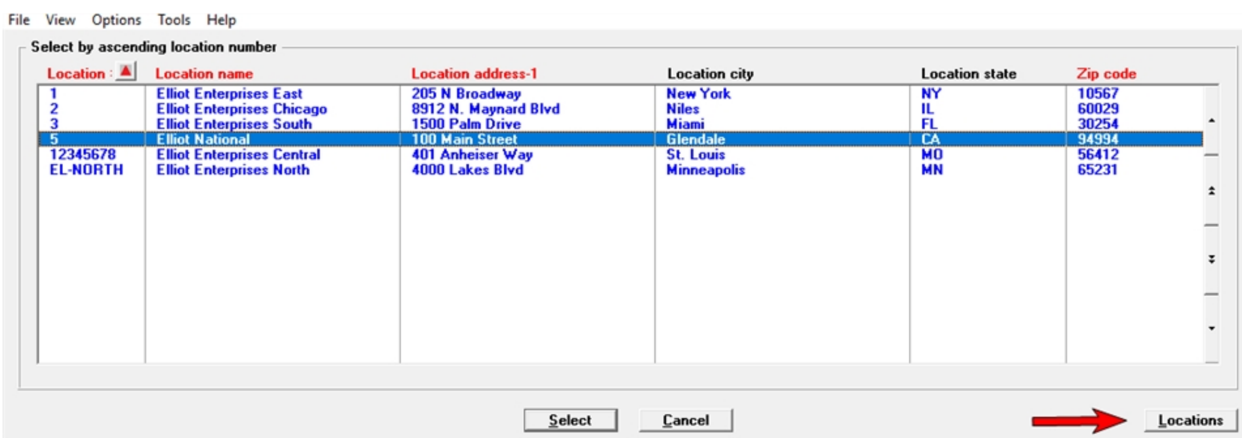
There are two ways to enter a new ship-to location that gets stored on file:

- Via the ship-to location lookup. See Ship-to Location Lookup below.
- Selecting <F2> to enter an address on the fly.

  Selecting <F2> allows you to enter the address on the order ship-to fields. When you are finished entering the address you will be asked to Save the address. If you select yes the program will assign the first available numeric number for the ship-to number and store the data in the ship-to locations. If you want to use alphabetic letters for the ship-to number you must add it via the location lookup. If you select No to not permanently retain the ship-to address it is used for this order only.

Ship-to Location Lookup

To access the ship-to location lookup select the <F8> key from the ship-to # field. If you are using graphical mode you may also click on the binoculars. A screen like this displays:



You may click on the Locations button to access a window where you can enter new, edit, change or delete any ship-to addresses. This is the same screen that you can access from A/R Master information > Ship-to addresses. If you do not have access to the A/R *Master information > Ship-to addresses*, C/O *Ship-to addresses* and P/S *Master information > Ship-to addresses* menu selections this button is grayed out and inaccessible. If either C/O or P/S is not installed then you do not have access to their menus.

(Ship-to name and address)

If you pressed <Enter> or selected a ship to address at the *Ship to #* field, the ship to name and address of the customer appear here automatically. If you pressed <F2> at the *Ship to #* field, you may enter a ship to address for this order.

Format	50 characters for ship-to name 60 characters for address 1 through 4 45 characters for city 23 characters for state 15 characters for zip code 45 characters for county 3 characters for country

Ship via

Enter the ship via code for the order, as defined in A/R *Ship vias* or use one of the options:

<F1>	To use the next ship via as entered in *Ship via* under the A/R Master information menu.
<SF1>	To use the previous ship via.
<F2>	To use <F2> to use the ship via code entered for this customer in the A/R Customers.

Format	Three characters

Ship date

The date entered here is used as the default shipping date when a shipping date is entered for each line on the line items screen.

For orders and invoices, enter a date.

Format	MMDDYY

Options

You may also use one of the options:

<F1>	To set the default shipping date to ASAP
<F2>	To use the system date
<Enter>	(as soon as possible)

For Credit Memos, the shipping date is not applicable and entry is not allowed.

Correcting entry

You may access this field if you have General Ledger and the G/L Control information field *Allow correcting entries* is Y.

Check this box if this is a correcting entry. You can read more about the correcting entry feature in the *Control information* chapter of the G/L documentation.

Format	Check box where checked is yes and unchecked is no. The default is unchecked.

Warehouse

An entry in this field is allowed only if the Inventory Control *Control information* specifies that you are using multi-warehousing.

Format	Two characters

Options

Enter a warehouse or use one of the options:

<F1>	For the first order, to use the warehouse entered in the O/E Control information. For subsequent orders, to use the warehouse entered for the prior order.
<SF1>	For the previous warehouse.
<F5>	For *"All"* warehouses (if *"All"* is entered, a warehouse must be entered for each line item)
Blank	For the Central warehouse

Any warehouse entered must exist in the I/C Warehouses.

If you enter a specific warehouse, all line items for this order must be shipped out of that warehouse. If you enter *"All"* for the warehouse code (by pressing <F5>), you are allowed to assign a specific warehouse to each line item, so that you can ship different line items out of different warehouses.

Cost centers (or Sub account)

You may enter a cost center (or sub account) only under these conditions:

1. Your Company information specifies that cost centers are used, and
2. The O/E Control information specifies that multiple cost centers are used in O/E, and
3. Cost centers (or sub accounts) are not assigned by inventory item, as specified in the O/E Control information.

Options

Enter a cost center (or sub account) or use the option:

<F1>	For the first order, to use the cost center (or sub account) entered in the O/E *Control information*. For subsequent orders, to use the cost center (or sub account) entered for the prior order.

If you specified in the O/E *Control information* that cost centers (or sub accounts) are assigned by order, this cost center (or sub account) is used for all line items on this order.

If cost centers (or sub account) are assigned by line item, this cost center (or sub account) becomes the <F2> default when entering line items for this order.

Sales rep

Enter the sales rep for this order or press <F2> to use the sales rep entered for this customer in the A/R *Customers* or if a ship-to address is used, select <F2> to use the sales rep from the ship-to address location.

A sales rep cannot be entered if you specified in the O/E *Control information* that sales reps are not used.

Format	Three characters

Customer PO

Enter the customer's purchase order number. This number is for information only, and is later transferred to Accounts Receivable. You can press <Enter> to skip this field.

Format	30 characters

Purchase Order Number Checking

The system can verify if the purchase order number is required for a customer or check existing data to find a duplicate purchase order number.

Required Purchase Order Number

A purchase order number entry is required if the Accounts Receivable customer record field **PO Required** (field 20 in character mode) specifies that this customer requires a purchase order number.

Checking for a Duplicate Purchase Order Number

A user can accidentally enter the same order more than once. The way to prevent this is to have the program check the system for a duplicate purchase order number. You must specify in the O/E *Control information* Check for duplicate P.O.'s field to check for duplicate purchase order numbers on existing orders and in invoice history. Then the following happens:

When you enter a duplicate purchase order number for the same customer being entered, you will get a window that displays one of these messages:

```
Duplicate Purchase Order Number in Invoice History.
```

or

```
Duplicate Purchase Order Number on an Order.
```

The program will not check history or open orders for a 'blank' duplicate (nothing entered in the P.O. number field). If there is more than one duplicate, it will only display the first one found.

After an order or invoice is found with a duplicate P.O. number, information displays in a window; such as the customer number, customer name, invoice number (only if from history), invoice date (only if from history), order number, order date, the duplicate purchase order number and order status (only if an order).

One of two questions will display below the window, depending on where the duplicate was found, with the '999999' representing the actual number:

```
PO number has been used on invoice # 9999999. Would you like to
use it again?
```

or

```
PO number has been used on order # 999999. Would you like to use
it again?
```

If the message has the word 'invoice' the record was found in A/R history header. If the message has the word 'order', then the record was found in O/E order headers.

Select Yes to accept the duplicate purchase order number for this customer or No to enter a different purchase order number.

Terms

For an open item customer, enter the terms code that applies to this order or use one of the options:

<F1>	For the next terms code.
<F2>	To use the terms code entered for this customer in *Customers*.

Format	Three characters

If you enter a terms code, it must exist in A/R Codes.

If the customer is a balance forward customer, the terms for the customer are automatically displayed and changes are not allowed.

Tax code

Enter a tax code or press <F2> to use the tax code entered for the ship-to address (if an address from Ship-to locations is being used), or to use the tax code entered in *Customers* (if an address from Ship-to's is not being used).

Format	Three characters

The tax code entered for this order must exist in the A/R Codes.

For a new order

In graphical mode when you click on Save or select <Alt+S> the line item entry screen displays.

In character mode when you press <Enter> at *Field number to change* ? on the second screen, the line item entry screen is displayed to allow you to enter the line items for the order.

For an existing order

In graphical when you click on *Line items* button the line item entry screen is displayed to allow you to edit an existing line or enter new lines for the order.

In character press <Enter> at *Field number to change ?*, you are asked Do you wish to change the lines? If you answer N, you are returned to the top of the screen to enter another order. If you answer Y, the line selection screen is displayed to allow you to make changes to the order's line items. The line selection screen is described in the Line Selection Screen section, following the Line Items section.

If this is an E.D.I. order, you will be prompted with the following:

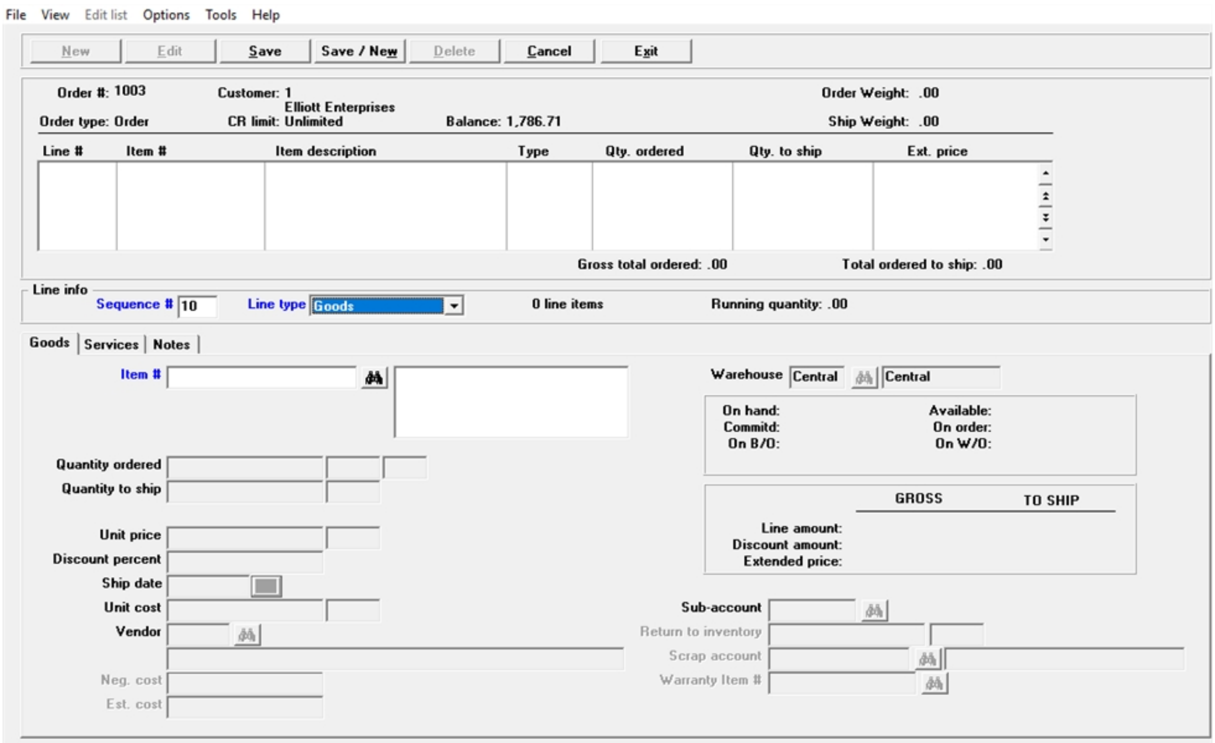
```
This is an E.D.I. order - continue with changes ?
```

Enter Y to make a change or N to continue without making any modifications to this record. Keep in mind that if you already exported the E.D.I. order, then changes to the order will no longer match what was previously exported.

Order Line Items

Graphical Mode

For a new order, after you click on Save or select <Alt+S> a screen similar to the following will appear:



You may edit an existing line or add a new line. All the field names display. In most cases at least some of them will be grayed out and inaccessible for entry due to the type of transaction, type of line and control information settings.

Menu

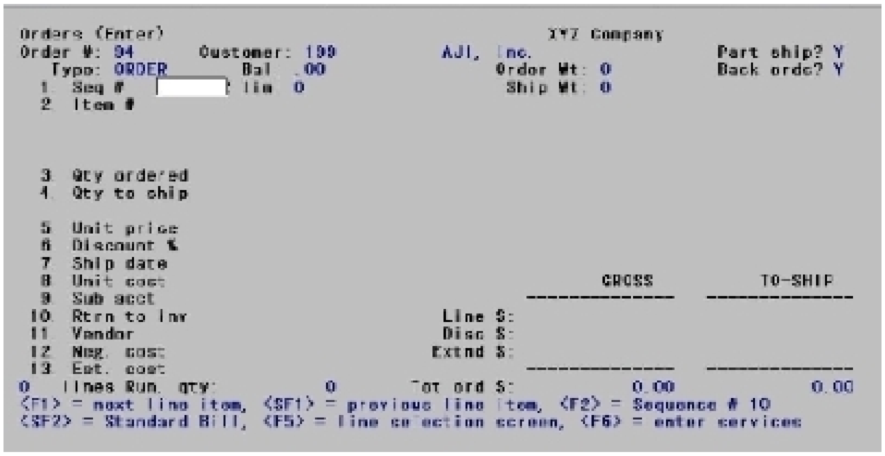
You may print the orders edit list under the Edit list selection. Under the Options menu selection there are several selections that are unique to graphical mode. They include the following:

Options Menu	Sub Menu	Description
View inventory control	Inventory history	To view the history for an item
View inventory control	Items	To information about items including
View inventory control	Lot numbers	To view lot information about a lot item
View inventory control	Serial history	To view the serial number history or a serialized item
View inventory control	Serial numbers	To view serial number information about existing items
View inventory control	Work order history	To view the work order history or kits
View inventory control	Work orders	To view open work orders
View accounts receivable	Customer invoices	To view A/R invoices for the selected

Options Menu	Sub Menu	Description
		customer
View accounts receivable	Customer invoice history	To view invoice history for the selected customer
View accounts receivable	Standard bills	To view standard bills as entered in A/R
View order entry	Full order inquiry	To search for open and invoiced orders
View order entry	Orders for an item	To find orders by item
View order entry	Invoice history by customer	To view invoice history by customer
View order entry	Invoice history by invoice	To view invoice history by invoice number
View order entry	Invoice history by item	To view invoice history by item
Lot assignments	N/A	To access a window where you may edit and view the lot information for lot controlled items only
Serial assignments	N/A	To access a window where you may edit and view the serial numbers for serialized items only
Warranty assignments	N/A	To edit and view the warranty information for warranty items only
Temporary item information	N/A	To access a window where you may edit and view temporary item information
Comments	N/A	To view the previously entered temporary item comments

Character Mode

For a new order, after you press <Enter> at *Field number to change ?*, the screen that appears looks similar to this:



Enter the information as follows:

Sequence #

Graphical Mode

When adding a new line in graphical mode, this field is filled in automatically in increments of 10 and skipped.

On a new entry, if you want to change this field, the either click on it or select <Shift+Tab> to move to it from the Line type field.

If you want to add a line item between two other line items, assign the new line item a sequence number that falls between the other two items. For example, to insert a line item between #10 and #20, assign it a sequence number from 11 to 19.

Format	9999

Character Mode

Note: You have an option to enter a standard bill by pressing <SF2>. The user can specify a quantity multiplier for the standard bill which is used to determine the quantity of each component good or service line in the standard bill.

Format	9999

Enter the sequence number for this line item, or use one of the options:

<F1>	To scan through existing line items, if any
<F2>	To assign sequence #10 to the first line
<F5>	To switch to the line selection screen

If you press <F5> and line items have already been entered, the Line Selection Screen displays. Refer to the Line Selection Screen section for more information.

If you use <F2> for the first line item, you can use <F2> later to assign sequence #20 for the second item, #30 to the third, and so on. This number sequence is useful if you want to insert other line items later, between two line items already entered.

The sequence number is a temporary number that determines the order in which the line items are printed. When you print the order, each line item is automatically assigned a new number in the same relative order. For example, when printed, line items with sequence numbers 10, 20, 14, 30, and 16 appear in the sequence 10, 14, 16, 20, 30, and are numbered 1, 2, 3, 4, 5.

If you want to add a line item between two other line items, assign the new line item a sequence number that falls between the other two items. For example, to insert a line item between #10 and #20, assign it a sequence number from 11 to 19.

Line type

Select the type of line. The choices are Goods, Services, Notes and Standard bill.

Format	Drop down list

Item

Format	15 characters (item #) 20 characters (bar code) 25 characters (description)

Options

Enter the item number or bar code, or use one of the options:

<F1>	To scan through the items in the inventory *Items*
<F2>	To look up an item by a keyword. See Keyword Search.
<F5>	To enter text, rather than an item (see Entering Text below)
Blank	To look up the item by its description

If you leave the item number blank to look up the item by description, type in the item's description (or any portion of it beginning with the first character). The first item with a description that matches the characters you entered appears, and you are asked if this is the right item. You may press <F1> to show the next item.

After an item number is entered, you may change the description or press <Enter> to accept the description shown. (Any change to the item description is for this order only. The item description in Items is unchanged.)

Temporary Item

You may enter a temporary item number which is actually a new item and must not be in Items. The number must be in O/E *Control information* Temporary item number field. This field is incremented each time an item is added on the fly.

After an order with a temporary item is entered and before the order is printed you should go into I/C *Items* and convert a temporary item into an active item. This step is not mandatory, but if don't convert it you will not be able to track in I/C the sold items.

Run this conversion in I/C by adding a new item and when on the item number field select the <F2> function key for a list of temporary items. Enter a new item number, description and other fields as needed. Enter a status for the item that matches the warehouse used in O/E. Saving the new I/C item will update the item number and description on the order.

Keyword Search

If you press <F2> to look up an item by a keyword, you are then asked to enter a keyword or description (or any portion, beginning with the first letter) for the item.

Options

Enter the search information, or use one of the options:

<F2>	To select a different search method
<Esc>	To return to Item # without entering search information

The keyword search methods that are available are those that were selected in the I/C *Control information* selection. If you are using the keyword search feature for the first time, it is recommended that use the I/C data utilities to rebuild the item keywords.

After entering the search information, the first eight items that match the characters you entered are displayed, along with their categories and other pertinent information, depending on the search method.

Use the arrow keys to select an item, or enter the line number of the item.

Options

You may also use one of the options:

<PgDn>	To view the next eight items that match the characters entered
<PgUp>	For subsequent pages, to view the previous eight items
<Esc>	To stop the search process without selecting an item. You may enter different search information, or press <Esc> again to return to Item #.

Entering Text/Notes

In graphical mode, at the Line type field you may select to enter notes.

Graphical Mode

The Notes tab looks similar to this:

Up to 25 characters of text may be entered on each line, or you may enter an item number to use the Description for that item from Items as your text.

When finished entering the notes, click on the Save button or select <Alt+s>. If you finished editing and you want to enter a new line, the click on the Save/New button or select <Alt+w>.

Options

You may also use one of the options:

<F2>	To look up an item by a keyword, in order to use its description as text (refer to the discussion of searching by keyword: Keyword Search)
<F5>	In character mode only, to switch to normal line item entry

When entering text, each pair of text lines is automatically assigned the next available default sequence number.

Warehouse

If *"All"* warehouses was specified on the header screen, the warehouse of the last field entered is assigned to the text lines.

Character Mode

Up to 25 characters of text may be entered on each line, or you may enter an item number to use the Description for that item from Items as your text.

In character mode, if you press <F5> at Item # to enter text, the field Item # changes to Text and field numbers 3 - 10 clear from the screen.

After entering each pair of text lines, use *Field number to change* ? to correct errors in the text or to change the warehouse.

When completed entering text, press <F5> to return to the Item # field or press <Esc> to return to the Seq # field.

Warehouse

This field displays only if you are using multi-warehousing and you entered *"All"* as the warehouse on this order's header screen.

If you entered a specific warehouse on the header screen, this is automatically used as the warehouse for the line item and changes are not allowed.

Format	Two characters

If you entered *"All"* warehouses on the header screen, enter the warehouse for this line item.

Options

You may also use the option:

<Enter>	For the first line item, to use the warehouse entered in the O/E *Control information*. For subsequent line items, to use the warehouse entered for the previous line item.

The warehouse entered must exist in I/C Warehouses, and the item must be stocked at this warehouse in an I/C Status.

Quantity ordered

Format	99999999.99999-

There are several possible choices here.

1. Press <Enter> to default to a quantity ordered of 1.
2. Enter the quantity ordered for this inventory item. (Decimal quantities are not allowed for serialized items.)
3. Enter a negative qty ordered to specify returned goods on a type O or type I order. As part of the entry for the returned goods, you are asked to enter the quantity returned to inventory. If this quantity is less than the quantity returned entered here, then you are asked to enter a scrap account to which the value of the quantity not returned to inventory will be updated during posting.
4. Press <F1> if the item is to be drop shipped directly from your vendor. (On a drop-ship order, the goods go directly from your supplier to your customer. The goods don't go through your inventory.) You are then asked to enter the quantity to be drop shipped. The customer is billed for the items, but the quantity on-hand in your inventory is not affected.
5. Press <F2> to select a different selling unit, if at least one alternate unit has been defined for the item.

6. Press <F5> to display alternate items for this inventory item. If alternate items exist for this item, a screen is displayed that shows the alternates and their availability at the current warehouse. You may select an alternate item, in which case the item number and description fields shown on the screen are changed to that item number and description. You can then enter the quantity to be ordered of the alternate item.
7. If this order can be shipped from more than one warehouse (as specified on the order header screen by entering *All* for the warehouse code), you may use <F6> to display the availability of the item at the other warehouses at which it is stocked. If you choose a different warehouse, the data for the item at that warehouse is displayed, and you can then enter the quantity to be ordered of the item from the new warehouse.

Back Order Control

If back order control is used (as specified in the I/C Control information), and the quantity ordered is greater than the quantity available at the warehouse from which the item is to be shipped, a window displays where you are informed of this fact and given the following options:

Proceed with line

If you choose to proceed with entering the line item, you must specify how to handle the fact that the quantity to be shipped is greater than the quantity available at the warehouse.

Options

You have the following options:

Back order balance	The quantity to ship is set to the quantity available for the item, and the balance is back ordered.
Back order all	The quantity to ship is set to zero and the entire quantity is back ordered.
Override	The quantity to ship is set to the full quantity ordered. This results in a negative quantity available of the item.
Ship in stock	The quantity to ship is set equal to the available quantity and the balance of the quantity is designated on the invoice as being out of stock.
OK or Exit	Select OK to accept your selection or Exit back to the line.

Note	In character mode, if the item is backorderable, then options (1), (2), and (3) appear first, and option (4) appears only if you press <F1> for other options. If the item is not backorderable, then options (3) and (4) appear first, and options (1) and (2) appear only if you press <F1> for other options.

Cancel line

If you choose to cancel the line, the line item is deleted and the screen is redisplayed for you to enter another line item.

Alternate items

Alternate items are optional setup in I/C items. There may not be any alternate items setup for this item.

Select this radio button to choose an alternate item.

Other Warehouses

This option is only available if you are set up for multiple warehouses in I/C and if on the first screen you select <F5> for multiple warehouses for this order.

Select a different warehouse to find the quantity needed to fill the order.

OK or Cancel

Select OK to accept your back order choice or Cancel to return to the Quantity ordered field.

Quantity to ship

This field is displayed automatically when adding a line. You can change it using *Field number to change* ? when it displays.

Format	99999999.99999

Back Order Control Notes

For an invoice and order Order type, if the quantity ordered is positive and the quantity to ship is changed to a quantity that is less than the quantity ordered, then you must specify how to handle the quantity that is not shipped.

Options

The options are:

Back order balance	The difference between the quantity ordered and the quantity shipped is back ordered.
Ship in stock	The difference between the quantity ordered and the quantity shipped is considered to be out of stock and is not back ordered.

Note	The backorder status (backorderable, not backorderable, or no back order control) for the item is displayed. If there is no back order control for the item, you can still back order the balance; however, the Qty on back order field in Items is not updated for the item.

Unit price

Enter the unit price or press <F1> to default to the automatically calculated unit price, based on the selling unit and price code assigned to that unit.

Format	9999999.99999

Note	Special rules apply if an item with ascending prices is assigned a price code type 7. If price-2 is higher than price-1, price-2 is not selected during price calculation. If price-3 is higher than price-2, price-3 is not selected.

If a warehouse-specific price is for the item at the current warehouse, that price is used in the calculation.

If a sale price is active for this item or its category or sub-category, that sale price is used for the <F2> default.

If a contract price is active for this customer and this item or the item's category or sub-category, the contract price is used for the <F2> default.

If both a sale price and contract price are in effect for this item, either the contract price or the lower price is used, based on how the contract price has been defined.

If no price code is assigned to the selling unit for the item, if a warehouse-specific price does not exist, and no sale price or contract price is in effect, Price-1 in Items is displayed as the <F2> default.

Note	If the unit price is zero, you are asked *Is this OK ?*.

Discount percent

Enter any discount percent for this line item only. This discount is in addition to any discount that may be entered on the totals screen for the entire order. The order discount, which is taken for all lines, is calculated after the line discount is taken for each individual line.

Enter a discount percent or press <Enter> for no item discount.

Format	99.999

The *Gross* and *To-ship* amounts appear. The *Gross extended price* is calculated using the quantity ordered, the unit price, and the line's discount percent. The *To-ship extended price* is calculated the same way, but uses the quantity to ship instead of the quantity ordered.

Ship date

Format	MMDDYY

Options

Enter the ship date for this line item or use one of the options:

<F2>	To use the ship date entered for the order
<Enter>	For ASAP

If the quantity ordered is less than zero (for a credit), or if the order is a credit memo, entry of a ship date is not allowed. (Picking tickets allows you to print picking tickets at any time for items up to a cut-off ship date.)

Unit cost

A unit cost can be entered only when entering a credit memo, a miscellaneous item, a drop shipped item, or when a negative quantity ordered has been entered for an O or I type order. (The unit cost is required in these cases to keep costing analysis accurate.)

Format	9999999.99999

Otherwise, Rplc Cost, Std cost, or Avg cost (depending on the valuation method specified in I/C Control information) is automatically displayed instead of Unit cost and changes are not allowed.

Enter the unit cost or press <F2> to use the replacement cost (LIFO method), standard cost (standard method), or average cost (average or FIFO method)

Pre-Purchase Order Cost Update

If the Purchase Order module is not installed or not being used, you can ignore the Pre-Purchase Order Cost Update as well as the Vendor, Neg. (negotiated) cost and Est. (estimated) cost fields.

The Vendor, Neg. cost and Est. cost fields are used in the Purchase Order module when running the Purchasing Advice report. Optional purchase comments may also be entered.

When the P/O Purchasing Advice report is run, for each O/E line item, the item-number is used to read the pre-purchase order data in P/O. If a pre-purchase order record is found for that item, the order vendor number field is not blank and either the Neg. cost or Est. cost fields are not zero and the order to which that line item belongs is a valid order, a pre-purchase order record is updated in the following manner:

- If the negotiated cost is not zero and not greater than the pre-purchase order cost, the order line Vendor, Neg. cost and Item number are used to rewrite the pre-purchase order record. In this case * NEGOTIATED COST * displays on the P/O Pre-purchase orders > Enter line.
- If the estimated cost is not zero and not greater than the pre purchase order cost, the order line Vendor, Neg. cost and Item number are used to rewrite the pre purchase order record. In this case *ESTIMATED COST * displays on the Pre-purchase orders > Enter line.
- If both fields are entered the lowest cost is used as long as one or both is less than the cost in the pre-purchase order record.

Pre-purchase orders may be used to auto-create purchase orders in P/O. See the *Pre-purchase Processing* chapter in the Purchase Order user documentation for more information.

Vendor

Enter the vendor number for this line. See the Pre-Purchase Order Cost Update section above for an explanation of how this field is used.

Format	6 characters

Neg. cost

Enter the negotiated cost for the item. See the Pre-Purchase Order Cost Update section above for an explanation of how this field is used.

Format	999999.99999-

Est. cost

Enter the estimated cost for the item. See the Pre-Purchase Order Cost Update section above for an explanation of how this field is used.

Format	999999.99999-

Comments

Enter the comments for the pre purchase order entry. See the Pre-Purchase Order Cost Update section above for an explanation of this field.

Format	Five lines of 30 characters each

OK or Exit

Select OK to save your comments or Exit to not save them.

Cost center (or Sub account)

You may enter a cost center (or sub account) only under these conditions:

1. Your *Company information* specifies that cost centers (or sub accounts) are used, and
2. O/E *Control information* specifies that multiple cost centers (or sub accounts) are used in O/E, and
3. Cost centers (or sub accounts) are assigned by line item, as specified in O/E Control information

Options

Enter a cost center (or sub account) or use one of the options:

<F1>	For the cost center (or sub account) entered on the header screen for this order
<F2>	For the cost center (or sub account) entered in Items for this item (if cost centers (or sub accounts) are assigned to inventory items per I/C Control information)

Return to inventory

An entry is allowed in this field only when entering a credit memo or when a negative quantity ordered has been entered for an O or I type order.

Format	99999999.99999

The quantity returned to inventory cannot be greater than the quantity ordered. For example, if the quantity ordered is -5, the quantity entered here must be positive and not greater than 5.

If this is not a credit memo or an O or I type order with a negative quantity ordered, *Not applicable* appears.

If the quantity returned to inventory is less than the quantity ordered, an additional field appears:

Scrap account

Enter the scrap account number (the G/L account to which the quantity not returned to inventory will be debited). The scrap account entered in O/E Control information is the default.

Running Totals

Running totals appear at the bottom of the screen, showing the number of lines on the order and the quantity of all items ordered.

Customer Credit Check

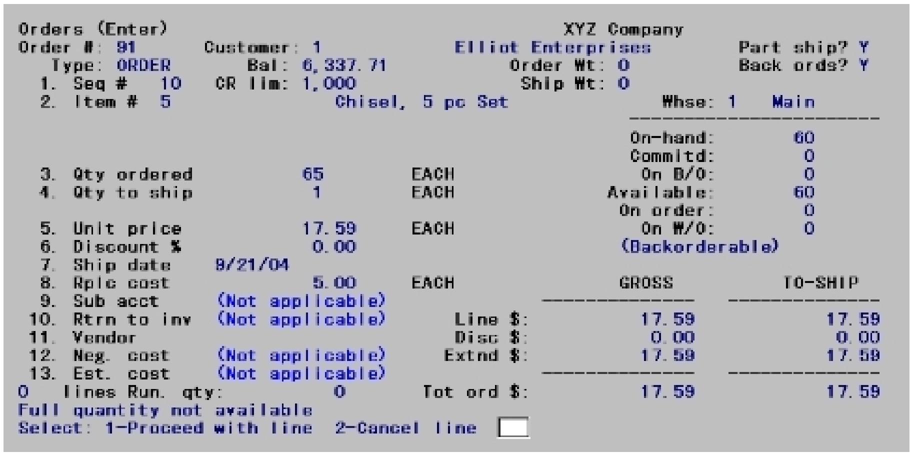
After you enter all fields for this line item, the customer's credit is checked to see if the purchase of this item at its extended price puts the customer over his credit limit. If it does, you are informed of that fact and the date and amount of his last payment are shown. When the customer has a credit on account this amount is added to the credit limit.

Options

You are given these options:

Cancel order	Cancel the entire order and remove it. The first screen of *Orders* appears to enter a new order. You may be restricted from canceling an order. You may not be able top cancel the order at all or you may be asked to enter a User ID and password in order to cancel the order.
Cancel line	Cancel this line item. A new line item can then be entered. The credit check is performed on each later line item entered.
Change ship date/continue	Accept the line item. You are asked to enter a new shipping date for this line, in the event you wish to delay shipment until an expected payment is received from the customer. Further credit checking is suspended for the rest of this order.
Ignore	Accept the line item. Credit checking is suspended for the rest of this order.

Example	Enter another line item as shown in the following screen:



Example	After you enter the quantity ordered, the message *Full quantity not available* appears because there is insufficient stock on hand. You have four options. Select option 1 (Proceed with line).

Further options display for this item. Because there is a partial quantity on hand for this item, select option **1** (Backorder balance).

The next few pages explain entry of serial numbers for serialized line items and entry of lot numbers for lot-controlled line items.

While the example order does not include either of these type of items, you should review this information so that you are ready to enter serial numbers and lot numbers in the example for an I type order.

Serialized Line Items

If you enter an item number that has a tracking method in Items of serialized, a window appears for you to enter a serial number for each serialized item being shipped (or returned to inventory).

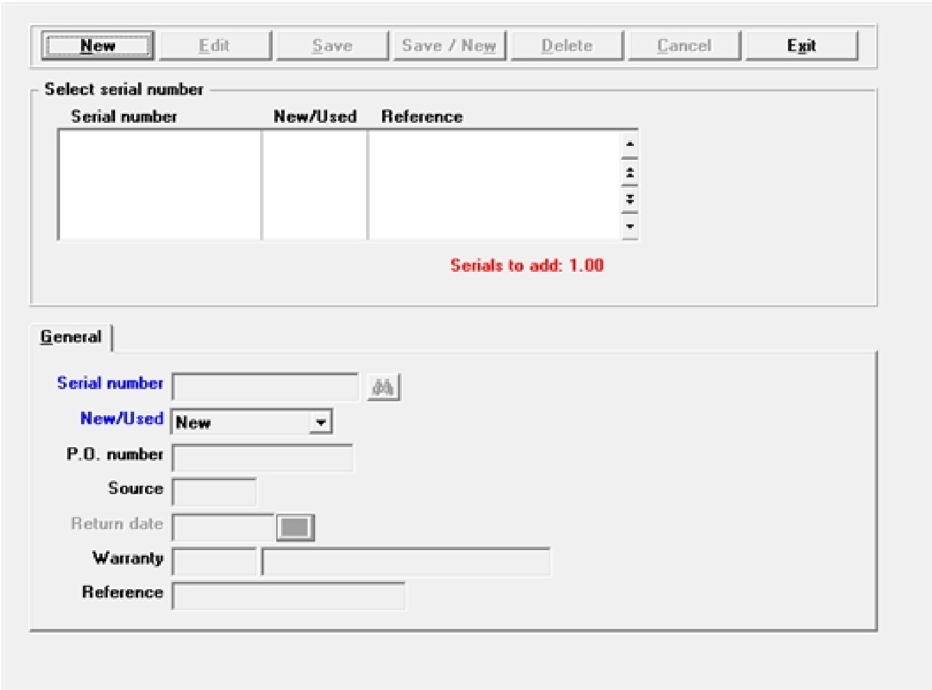
A serial number must be specified for each item to be shipped or returned to inventory. For Order types, the serial numbers must be entered prior to completing selection of the shipped quantity for billing. For invoice types, credit memos, and RMAs, the serial numbers must be specified when the document is initially entered.

For order and invoice type orders, each serial number entered must be unsold and available (not committed or on loan) if the item is shipped from your warehouse.

If a serialized item is drop shipped, enter a serial number that is not already in the Serial data.

Graphical Mode

After you click on Save or select <Ctrl+s> for a serialized item, the following screen displays:



The number of serial entries that must be added displays below the list box.

Click on the New button or select <Alt+n> to add a serial number record.

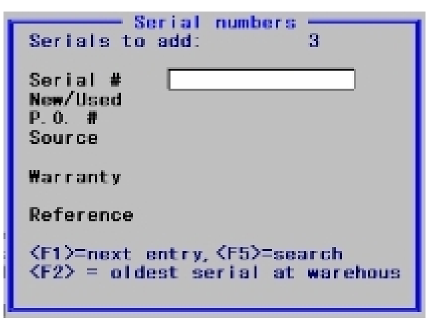
If you are editing an existing entry, then locate the serial number in the list box using the arrow keys, <PgUp>/<PgDn> and <Home>/<End> keys. With the line highlighted, click on the Edit button or select <Alt+e> and make your changes.

Click on the Delete button or select <Ctrl+d> to remove an existing serial number record.

When finished adding or editing a record see Finished with Entry.

Character Mode

The serial number entry window looks like this:



Enter serial number information for each serialized item to be shipped, as follows:

Serial number

Format	15 characters

Enter the serial number of the item.

Options

For Order and Invoice type orders, you may also use one of the options:

<F2>	To default to the oldest available serial number at the specified warehouse.
<F1>	In character mode only, for the next serial number.
<F5>	In character mode, to search all serial numbers.
<F8>	In graphical mode, to search all serial numbers.
<F6>	To assign serial numbers in serial number order based on what is available in inventory. When you are selling multiple quantities of a serialized item this feature will automatically find serial numbers and enter them, reducing data entry. This option only displays when selling at least two serialized items, this is the second or more serial number to be entered and you have defined in O/E *Control information* Serial # automatic assignment (field 43 in character) to automatically assign sequential serial numbers. This function provides the entry of a search value that indicates how many numbers will be skipped when searching for the next serial number. When the next serial number is equal to or less than the allowable search span then it will automatically enter the serial number.
<Exit>	To exit serial number entry for the line item.

Graphical Mode

Warranty

Enter the warranty or accept the default.

Reference

Enter any reference text you wish for this lot number.

Format	20 characters

Finished with Entry

In graphical Mode, once you have finished entering the lot information, you have the following button options:

Save	Alt+s	To save the record
Save/New	Alt+w	To save your record and start entering another one
Cancel	Alt+c	To cancel the entry
Exit	Alt+x	To exit the screen after saving the record or to cancel the entry and exit the screen

Finished with Entry - Character Mode

If you press <Esc> to exit serial number entry for the line item prior to specifying a serial number for each item to be shipped, a message displays to inform you that all serial numbers have not been entered.

Options

You are then given these options:

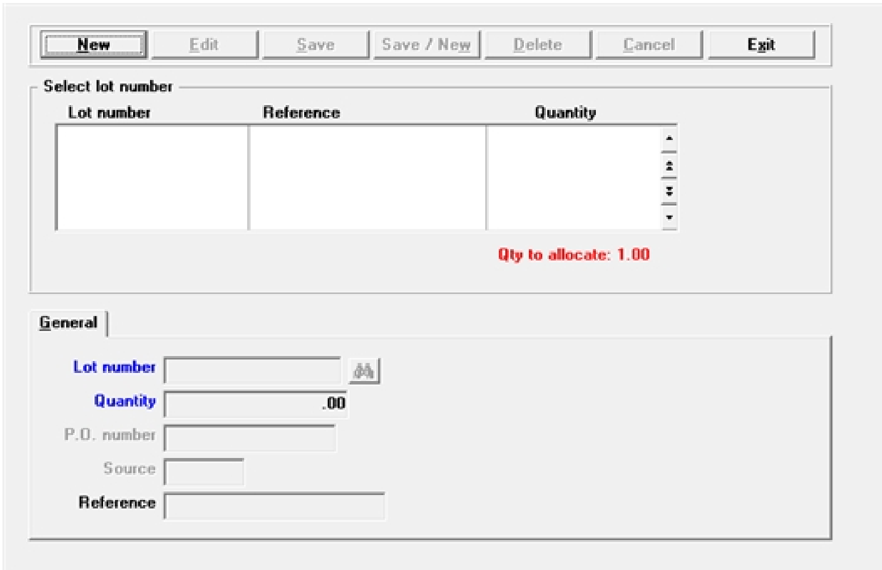
Continue	Resume serial number entry for this line item.
Exit	Terminate entry without specifying a serial number for each serialized item. This option is not available for always serialized items when entering a type I order, credit memo, or RMA.
Cancel	Cancel entry of this line item. The line item is deleted from the order.

Lot-controlled Line Items

If you enter an item that has a tracking method in Items of lot-detail, a window appears for you to enter lot numbers for the quantity being shipped (or returned to inventory).

Graphical Mode

After entering a lot item and clicking on the Save button or selecting <Alt+s>, a screen similar to the following displays:



Lot Entry

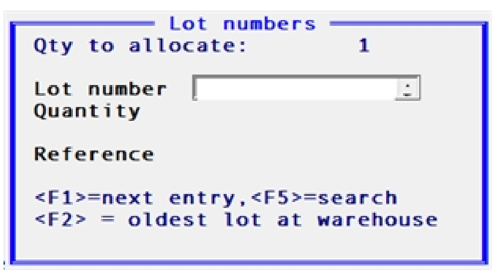
Click on the New button or select <Alt+n> to add an lot record.

Click on the Delete button or select <Alt+d> to remove an existing lot entry.

If you are editing an existing entry, then locate the lot in the list box using the arrow keys, <PgUp>/<PgDn> and <Home>/<End> keys. With the line highlighted, click on the Edit button or select <Alt+e> and start making your changes.

When finished with the lot entry, see Finished with Entry for more information.

Character Mode



Enter lot number information for the quantity to be shipped, as follows:

Lot number

The quantity to be shipped or returned to inventory must be entirely allocated to one or more lot numbers. For type O orders, the quantity must be fully allocated prior to completing selection of the shipped quantity for billing. For type I orders, credit memos, and RMAs, the lot allocation must be specified when the document is initially entered.

Format	15 characters

For a returned lot-controlled item, if the quantity returned to inventory is less than the quantity credited, only one lot number may be specified and the entire quantity is automatically allocated to that lot number.

For a returned or drop shipped lot-controlled item, you may enter a lot number that is not already on file.

Enter the first lot number of the item.

Options

For O and I type orders, use one of the options:

<F2>	To default to the oldest lot number for the item at the specified warehouse
<F1>	For next lot number
<Esc>	To exit lot number entry for the line item

If you press <Esc> to exit lot number entry for the line item prior to fully allocating the quantity to be shipped, a message displays to inform you that lot allocation is incomplete.

Options

You are then given these options:

Continue	Resume lot number entry for this line item.
Exit	Terminate entry without fully allocating the quantity to be shipped. This option is not available when entering a lot-controlled item on a type I order, credit memo, or RMA.
Cancel	Cancel entry of this line item. The line item is deleted from the order.

Quantity

Format	99999999.99999

Enter the quantity of the lot number that has been sold or returned, or press <F2> to default to the remaining quantity to allocate.

The *Qty to allocate* figure is updated after entry of each lot quantity.

Reference

Enter any reference text you wish for this lot number.

Format	20 characters

Options

You may also use one of the options:

<F1>	To use the existing reference text for the lot number (if lot number is on file).
<F2>	After the first lot number is entered, to use the reference text entered for the prior lot number
<Enter>	To skip entry of reference text

Finished with Entry

Once you have finished entering the lot information, you have the following button options:

Save	Alt+s	To save your entry
Save/New	Alt+w	To save your entry and start entering another one
Cancel	Alt+c	To cancel your entry
Exit	Alt+x	To exit the screen after saving the record or to cancel the entry and exit the screen

Entering Services

Service items must be entered in A/R *Goods and services* before they can be entered on this screen.

If you selected a Line type of services, then enter the following fields:

Service

Enter the service number.

Format	3 characters

Description

Enter the service description or select the <Tab> key accept the default.

<Enter> key will move the line down.

Format	4 lines of 25 characters

Quantity ordered

Format	99999999.99999-

Unit price

Enter the unit price or press <F2> to default to the unit price assigned in A/R Goods and services.

Format	9999999.99999

Discount percent

Enter any discount percent for this line item only. This discount is in addition to any discount that may be entered on the totals screen for the entire order. The order discount, which is taken for all lines, is calculated after the line discount is taken for each individual line.

Enter a discount percent or press <Enter> for no item discount.

Format	99.999

The *Gross* and *To-ship* amounts appear. The *Gross extended price* is calculated using the quantity ordered, the unit price, and the line's discount percent. The *To-ship extended price* is calculated the same way, but uses the quantity to ship instead of the quantity ordered.

Ship date

Format	MMDDYY

Options

Enter the ship date for this line item or use one of the options:

<F2>	To use the ship date entered for the order
<Enter>	For ASAP

Taxable rate 1 through 5

Check each box the boxes as needed to determine what sales taxes will be applied to this service.

Format	Check box where checked is yes and unchecked is no.

Commissionable

Check the box if this service pays a commission.

Format	Check box where checked is yes and unchecked is no.

Sales account

Enter the sales account number or press <F2> to use the default sales account. The default is a combination of the main account enter in the A/R Control information *Default sales accounts* field and the sub account/cost center from O/E Control information.

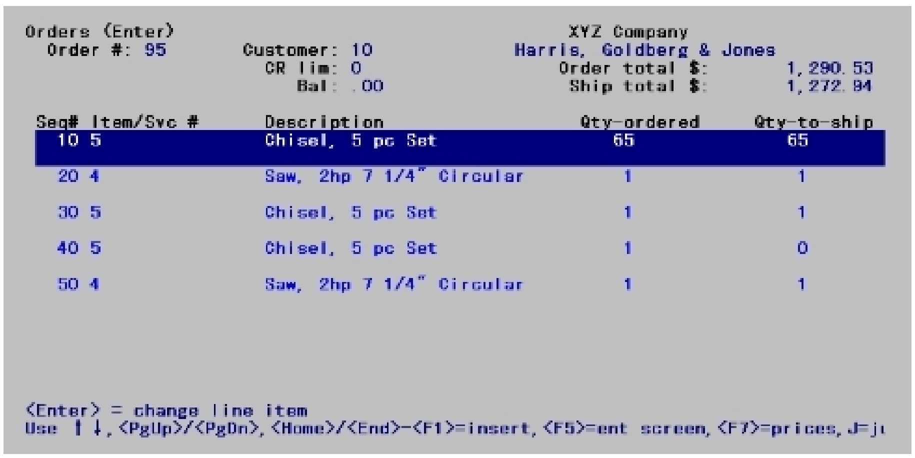
Select the Save button to save the service line or Save/New to save the service line and start entering a new line.

Line Selection Screen

The line selection screen is only available in character mode. For selecting a line in graphical mode use the list box at the top of the screen.

When initially entering the line items for a new order, you may use <F5> to display the line selection screen. This screen is also displayed when you answer Y to *Do you wish to change the lines ?* on the order header screen for a previously entered order.

If you press <F5>, a screen similar to this displays:



Options

You may use one of the following options:

<Enter>	To select the line for editing
PgUp	For earlier line items
PgDn	For later line items
Up and down arrow keys	To highlight a different line item (then press <Enter> to modify the line item)
J	Jump to a different line item by sequence number, item number, or item description
<F1>	Insert an item between two other line items
<F5>	Switch to line item entry screen
<F7>	Switch between viewing Qty-ordered/ Qty-to-ship information and Extended ordered price/Extended shipped price information

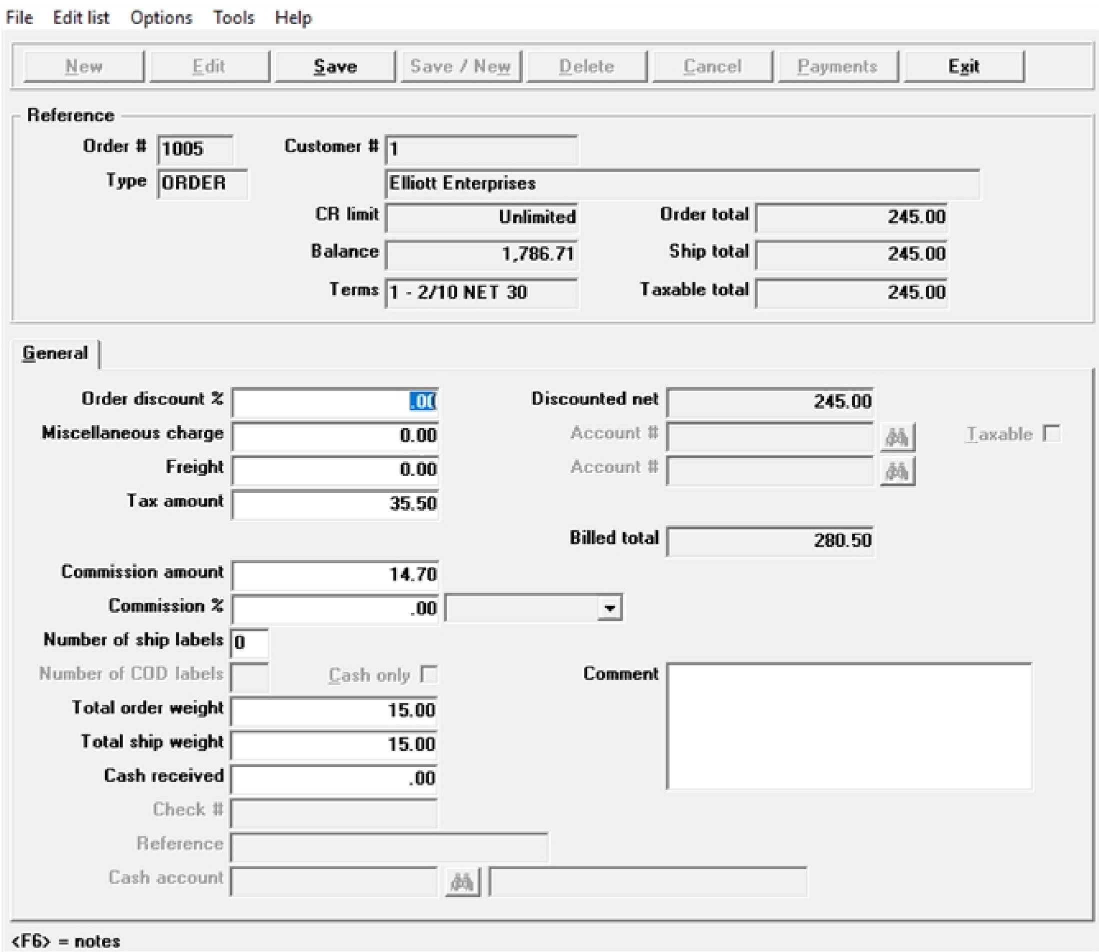
When the line item entry screen is displayed, press <F5> to switch to the line selection screen. Press <F5> again to return to the line item entry screen.

When you have completed entering or changing line items for the order, press <Esc> at *Seq #* on the line item entry screen or while the line selection screen is displayed. The totals screen then appears.

Order Totals

After you have completed the screen for order totals, it appears similar to this:

Graphical Mode



All the field names display. In most cases at least some of them will be grayed out and inaccessible for entry due to the type of transaction and control information settings.

Create payment using AR terms ?

You will only see this question if you are using Multi-payment/Credit card processing. Select Yes to use the terms as assigned to the customer in Customers. For more information see PBS Multi-payment/Credit Card Processing.

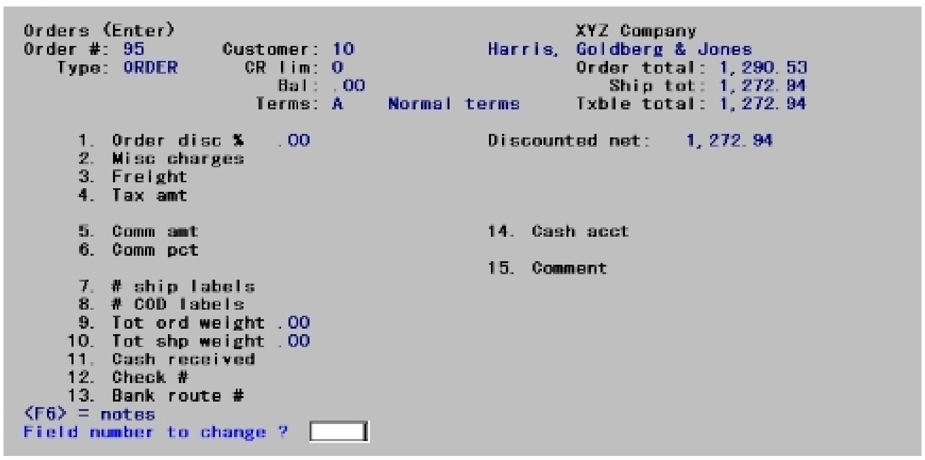
When finished with your entry, select the Save button to save button to save the order.

Menu

There are several standard menu selections that are available from any graphical window. In addition to these you may also select one of the following:

- Edit list to print the orders edit list.
- Options > *Order notes* to edit or view notes.
- Options > *Sales tax distributions* to edit sale tax. If your sales tax has only one line of tax, then this will not apply to you.
- Options > *Prepayments applied* if you are using the prepayment features and pre payments have been applied.

Character Mode



```
Orders (Enter)                                    XYZ Company
Order #: 95        Customer: 10           Harris, Goldberg & Jones
   Type: ORDER       CR lim: 0                    Order total: 1,290.53
                        Bal: .00                     Ship tot: 1,272.94
                      Terms: A     Normal terms   Txble total: 1,272.94

        1. Order disc %    .00            Discounted net:    1,272.94
        2. Misc charges
        3. Freight
        4. Tax amt

        5. Comm amt                       14. Cash acct
        6. Comm pct
                                          15. Comment
        7. # ship labels
        8. # COD labels
        9. Tot ord weight .00
       10. Tot shp weight .00
       11. Cash received
       12. Check #
       13. Bank route #
<F6> = notes
Field number to change ?
```

For a type Oorder, fields 2 through 6 cannot be entered or changed until the order is selected for billing through *Billing*. Field numbers 9 through 12 can only be entered using *Field number to change* ?.

Enter the information as follows:

Order discount %

Format	99.999

Options

Enter the discount percentage that applies to the entire order, or use one of the options:

<F2>	To use the customer's trade discount percentage from Customers
<Enter>	For .00 (no order discount)

This discount percentage is applied to the total amount of the order after any individual line item discounts are given.

For an order type order, the cursor moves directly to field # 7.

Number of ship labels

Enter the number of shipping labels to be printed.

Format	99

If zero is entered for this field, shipping labels can still be printed using individual shipping label printing, which allows entry of an order number and the number of labels to be printed for the order.

Total order weight

Entry in this field is allowed only for order types **O** and **I**. For a type O order, you can access this field only using *Field number to change* ?.

The order weight is calculated based on the accumulated weights of the items on the order.

The total order weight entered here may be printed on the form including a picking ticket.

Format	9999999.99

Total ship weight

The actual shipping weight may be different that the calculated order weight.

Enter the shipping weight of the order, or press <Enter> to set the weight at .00. The weight entered here is printed on the picking ticket for the order.

The total ship weight entered here may be printed on the form including a picking ticket.

Format	9999999.99

Cash received

Pmts authed

When using multi-payments, this field is labeled *Pmts authed* (payments authorized). Otherwise it is *Cash received*.

If multi-payments are used:

- Payment entry is only allowed in the PBS Multi-payment/Credit Card Processing window.
- Before the transaction can be saved, the amount in this field must equal the *Billed total*.
- This field is not editable. It can only be changed by entering an amount in the multi-payment processing window.
- For applying terms you must also use the multi-payment window.

If multi-payments are not used:

- Entry in this field is allowed only for transaction types order, invoice, rental and loan.

- For rental and loan type transactions, this is an memo information field only. In character mode, for a loan or rental type, you can access this field only using *Field number to change ?*.

Your answer to Post cash receipts for in O/E *Control information* determines whether amounts entered on order or invoice transaction types automatically generate *Cash receipts* transactions and distribution account entries while posting the invoice, or whether they are treated as informational only. If used as an memo information field the payment must be entered manually into A/R, using the *Cash receipts* selection on the A/R menu.

Enter the amount of any payment received with the order, or press <Enter> if no cash was received.

Format	999999999.99

If you have selected 2 *Invoice and prepaid* or 3 *Invoice order & prepaid* to the O/E *Control information* field *Post cash receipts for*, and you have entered and posted Non-A/R prepaid cash (N type) that is in open items, then you can apply up to three prepaid cash amounts to an order or invoice.

PBS Multi-payment/Credit Card Processing

In order to use PBS Multi-payment/Credit Card processing, you must have a PBS license file (RW.LIC) that includes a subscription to the PBS Multi-payment features. If it is not available on your system, contact your PBS provider for instructions.

If PBS Multi-payment with credit card processing is not configured, see the *PBS Multi-payment/Credit Card Setup* appendix in the Accounts Receivable user documentation.

PBS Multi-payment/Credit Card Processing allows you to setup and select payment types of cash, check and credit card(s). You may also apply all or some of the total order amount to A/R terms. You may use one or more payment types for each order. For example, part of the order may be paid via check and the remainder can by applied to A/R terms. Another example is an invoice may be paid with two credit cards. In all cases the order amount must be fully accounted for in order to exit the payment window.

PBS Multi-payment is required on invoice (I type) and credit memo (C type) transactions. The entry of a payment on an order (O type) transaction in *Orders (Enter)* is optional. It depends on the *Allow cash/check on orders* setting in A/R *Control information*. When an order is selected for billing, if the payment was not entered previously, the entry of a payment type is required.

When using a credit card as a payment method, the system interfaces to a credit card processor which is XCharge. In order to provide greater security, the entry of credit card information causes a token (link) to be stored on the local server. The actual credit card information is stored remotely on the XCharge server. Later, when entering a new invoice with a credit card payment for the same customer, you may select the token record which again links to the XCharge server and the payment is made. As the credit card information is stored remotely and accessed when you select the token, the data is secure and you do not have to re-enter the credit card information for new transactions.

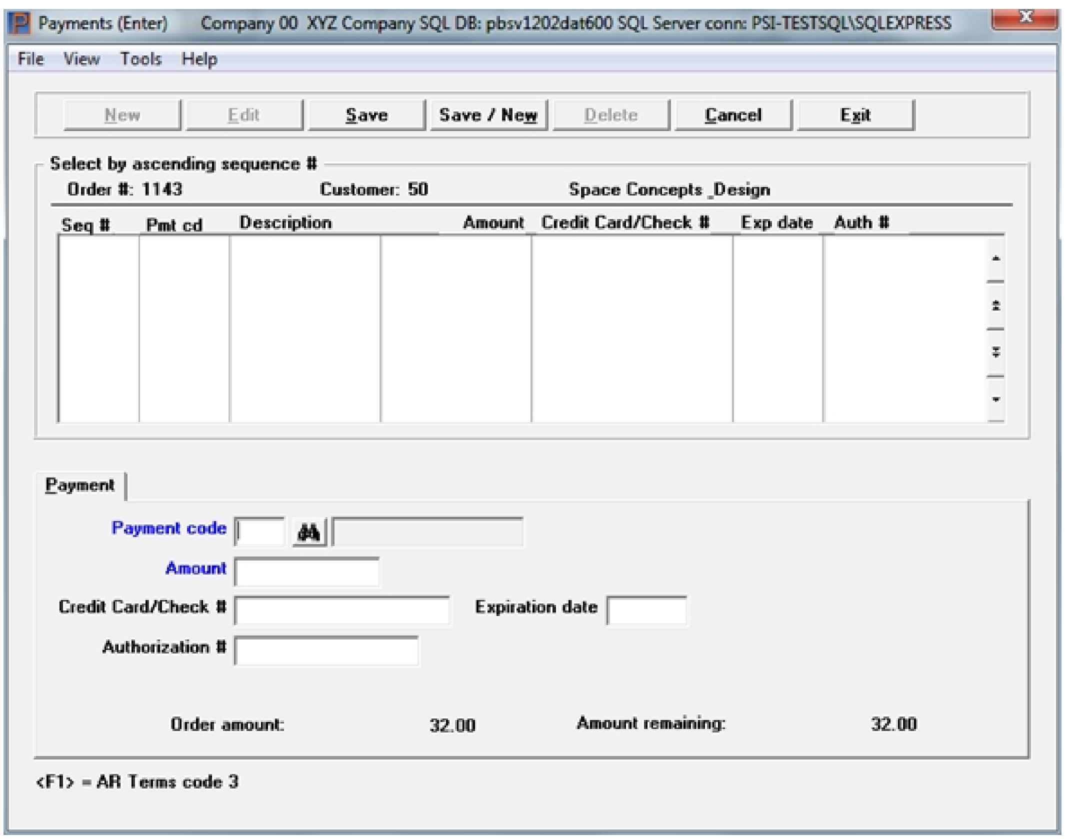
For order type transactions in *Orders (Enter)*, a credit card payment is pre-authorized. It is not fully authorized until the order is selected for billing. Invoice and credit memo types are fully authorized during entry of the payment.

An order, invoice or credit memo must be printed and posted before the payment information goes to A/R open items and is available for processing A/R deposits with your bank. A deposit must be processed before transferring to Check Reconciliation.

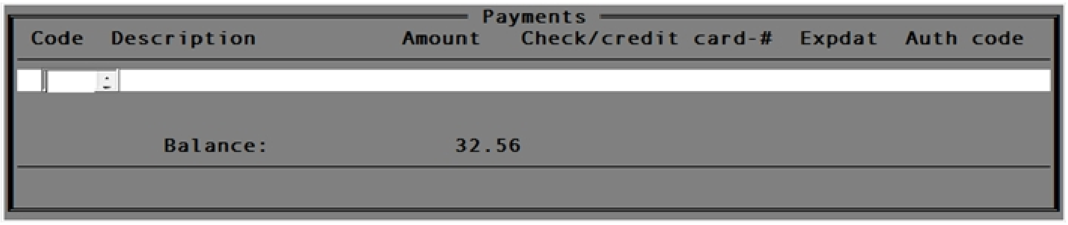
Payments Window

Note	In order to finish the entry of an invoice and credit memo you must enter at least one payment type or apply the invoice to terms. But, if you are not finished with entering the invoice, you may edit it later and add, delete or change any terms, cash or check payment. Credit card payments can be deleted but not changed. Deleting the credit card payment either voids or refunds the payment depending on the status of the payment with the credit card provider.

After selecting the Payments button, a screen similar to the following displays:



Character Mode



Using graphical mode, there are two display-only fields. They are near the bottom of the screen:

Order amount:

This is the amount that must be fully paid.

Amount remaining:

This is the amount that has not been paid. This number will reduce when payments are entered. The amount remaining must be zero before you can exist the payment window.

Enter these fields:

Payment code

Enter the payment code. The choices are determined by what you entered in *Payment codes* found under *Setup* menu in CTL. For entering these codes see the *Payment Codes* chapter in the System user documentation.

If you select a payment code that is a credit card type the Credit Card Token Selection Lookup displays where you may enter a new credit card token, select an existing token or enter a credit card without saving a token.

You may also use the option:

<F1>	To apply the whole or remaining amount to the customer's A/R terms.

Amount

Enter an amount or use the <Enter> key for the remaining balance.

After entering the amount, what happens next depends on the payment type used:

- If you selected A/R terms or a payment code of cash you are finished and you may save the entry.
- If the payment code is a check type, you must enter the check number next.
- If the payment code is a credit card type, the Approval window displays and X-charge is called to process the payment. At this point you are done with the credit card payment. If there is an error with the credit card an error message will display indicating the problem.

If there is an amount remaining you must enter another pay code for the remainder.

Credit Card/Check

This field can only be entered if you are paying by check.

If you are paying by credit card, the credit card token entry/selection window opens first. After that, this field is filled in automatically.

Expiration date

This field is display only. If you are paying by credit card, the credit card token entry/selection window opens. After that this field is filled in automatically.

Authorization

This field can only be entered if you are paying by check and you are required to enter an authorization number based on the payment code setup.

If you are paying by credit card, the credit card token entry/selection window opens. After that this field is automatically filled in.

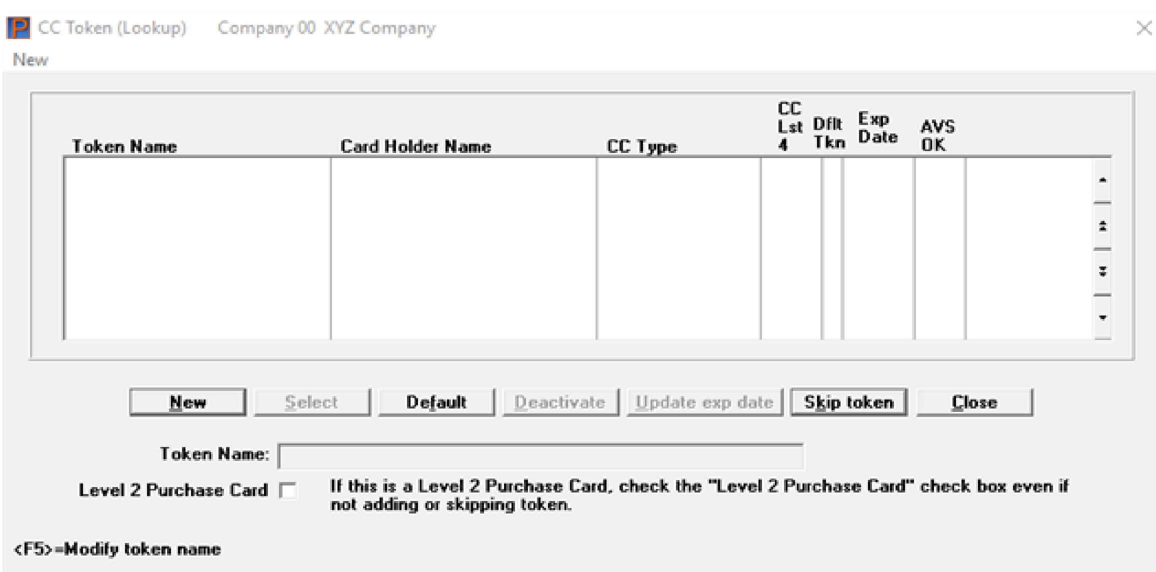
Exiting

After you have finished entering the payments you may exit and then save the order, invoice or credit memo. When you exit the payments window, the *Cash received* amount becomes a total of the cash, check and credit card payments made.

If the payment amounts do not match the total invoice amount then a message indicates that "Balance amount remains - cannot exit!". You must enter another payment or put the remaining amount to terms.

Credit Card Token Selection Lookup

From this window you may initiate the process of entering a new credit card token or select an existing token. This is an example of the token credit card entry window where no tokens have been entered for a customer:



New

Select this button or hit Alt+n to display the token entry window where you enter the information for a new credit card. See Credit Card Token Entry.

Select

If a token exists and it is the one you want to use, click on the Select button or Alt+s. After selecting an existing token you are returned to the Amount field.

Default

Sets the currently selected token as the default. When entering a payment for the customer's O/E order or invoice, you will be prompted to make the payment with the default token.

Deactivate

If the card is no longer being used for purchases, select this button.

Update exp date

If the expiration date requires updating select this button.

Skip token

If the credit card information does not have to be stored as a token for later use, select this button. If this field is checked, the

Level 2 Purchase Card

When a credit card transaction takes place, along with the usual credit card information, the invoice P.O. number, destination zip code, and tax amount are also included.

This field is not saved. Every time an eligible Level 2 Purchase is made with a card, this field must be checked manually.

Along with additional security, interchange fees are usually lower with a corporate card. For additional explanation in the A/R documentation, see *Level 2 Credit Cards Supported* in the *Multi-payment Setup* appendix.

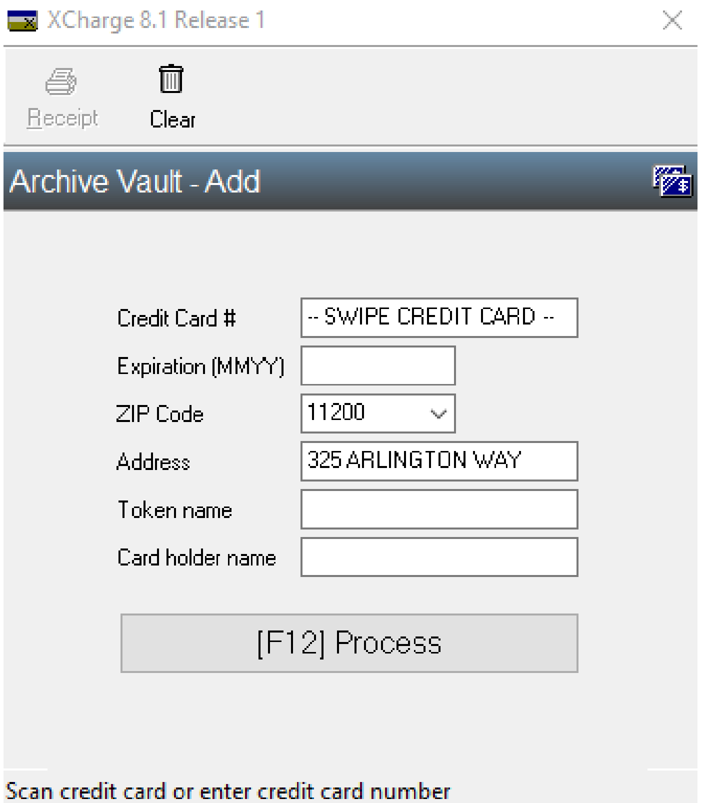
Cancel

To return to the payment window and enter a different payment type.

Credit Card Token Entry

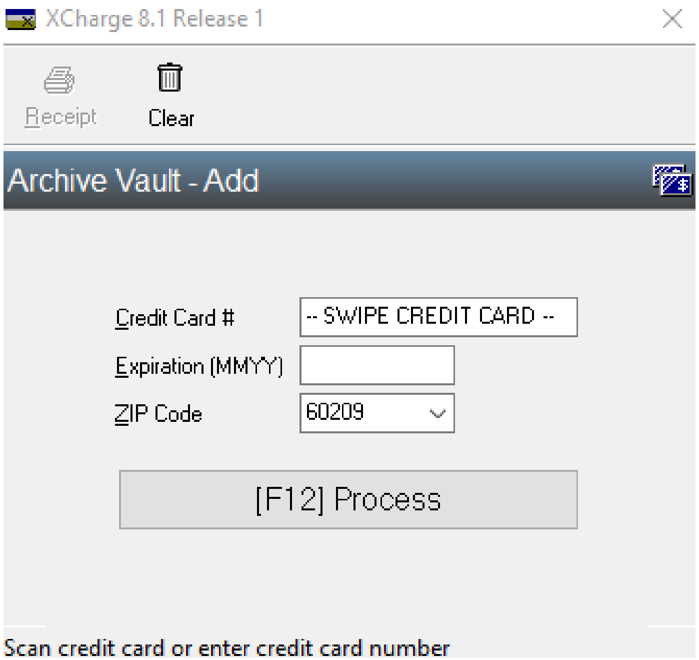
Enter the credit card and other information. The system will create a new token record locally with the credit card information stored on the credit card service provider system. The data is encrypted during transfer.

As the token is linked to the customer's credit card information, it can be used for later credit card payments for the same customer. After you select the New button on the Credit Card Token Selection Lookup, the following screen displays:



After entering the information and selecting *(F12) Process*, the verification screen displays. Select Yes if the credit card information is okay. The credit card is processed. After that you are taken to the Pmts authed field.

Credit Card Entry without Saving Token



After that you are taken to the Pmts authed field.

Credit Card Payments and an Order Total Change

The order billed total can change if you entered new lines or modified existing lines, modified the shipping charges or miscellaneous charges and so forth. If you have a credit card payment, you have these choices for handling the change in payment amount when there is a change in the billed total:

- If the amount remaining is a positive number, enter a new credit card payment, apply some other payment type or select <F1> for A/R terms.
- The amount remaining can be a negative or positive number.

  Whether the amount remaining is a negative or positive number, you may delete the original credit card payment. Depending on the status of the credit card payment, deleting it either voids or refunds the payment with X-charge. Then you may enter a new credit card payment, use any of the other payment options or put the remainder on A/R terms.

Prepaid Cash Receipts Application

The *Process prepaid cash* field in A/R *Control information* must be turned on for this feature to be available. Also, the Post cash receipts for field in O/E *Control information* must be set to allow the application of prepayments.

Prepayments are entered in A/R Cash reciepts and are posted to A/R open items.

For an Invoice with an Existing Prepayment

You may apply prepayments to orders (O type) or invoices (I type). You may choose to edit the lines on an existing invoice. As a result, if an I type invoice *Billed total* is less than the prepayment amount, you must alter the prepayment amount to be the same or less than the Billed total.

Entering a New Prepayment

When there is a prepayment in A/R Open items for the customer, the following question displays:

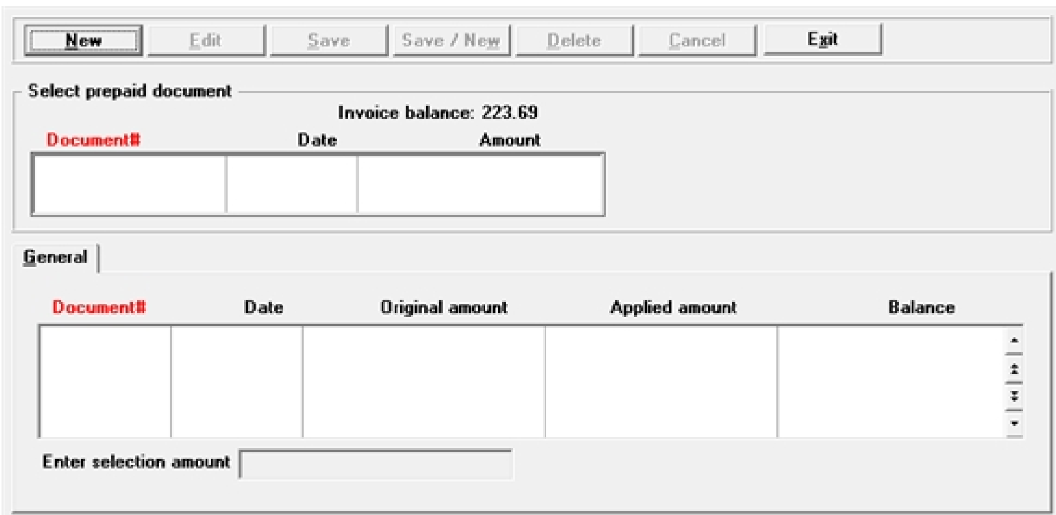
Prepaid balance: 999.99

Apply prepaid cash?

The prepaid balance amount displays just above this question.

If you select No, the cursor goes back to the **Cash received** field. Select Yes and the *Select Prepaid Document* window displays which is similar to the following:

Graphical Mode



Buttons

Select the *New* button to start the prepaid amount application or select *Exit* to return to the *Cash received* field.

To edit an existing prepaid application, select the *Edit* button.

Select the *Delete* button to remove an existing prepaid application. After deleting a prepaid application, it will remain in open items and will be available for applying to another order or invoice later.

To save the prepayment selection, select the Save button. To save the prepayment selection and enter a new one, select the Save/New button.

To cancel entry, select the Cancel button.

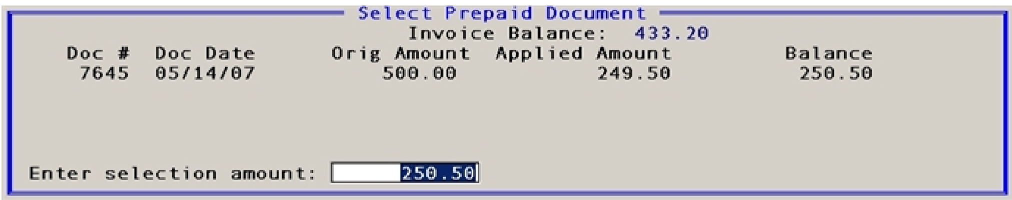
List Boxes

The prepaid amounts from A/R Open items display in the lower list box. After selecting a prepaid amount and saving it, the document number, date and amount display in the upper list box. Up to three prepayments may be applied to one order or invoice.

Enter selection amount

The amount in this field either defaults to the invoice total, or if less, the maximum prepaid amount available. After you have applied a prepayment, the amount defaults to the amount remaining to be paid.

Character Mode



Enter an amount or accept the default amount. The default is the prepaid cash amount remaining for the first available prepaid amount.

Enter selection amount: 250.50

After entering an amount and selecting the Enter key, the following question will display:

Find another prepaid item?

If you have more than one prepayment amount in Open items, you may select another to pay the order or invoice.

If you select Y, then the program looks for another prepaid amount in Open items for the customer. You may continue this process until you find the correct prepaid cash receipt.

If you select N, then the program will not look for another prepayment.

Once you have selected three documents the message "A maximum of 3 payments have been selected" displays.

When you are finished or when there are no more prepaid amounts to choose from, the following message displays:

Selections completed - do you wish to reselect ?

You may select Y to reselect or N to complete the selection process.

Once you are finished with the selection process, the **Check** # and **Bank route** # fields are skipped.

```
* * PREPAID * *
```

Prepaid cash has been applied

Do you want to reselect prepaid amounts ?

If you select the **Cash received** field from *Field Number to Change ?*, the above question displays. Select Y to re-enter prepaid amounts or N to enter a manual amount.

Check

If the amount of cash received is not zero, enter the check number or press <Enter> if currency was received instead of a check.

If no cash was received, this field is automatically skipped.

Format	99999

If you applied a prepayment amount to the order or invoice the order number will be written to this field. This field is skipped and will contain the order number if you entered a prepayment in the **Cash received** field.

Bank route

This field displays cannot be entered for Credit memos, RMAs and quotes.

If the payment received is zero, or if you received payment in cash, this field is skipped and is left blank.

Otherwise, enter the routing number that is on the check. This is usually in the lower left-hand portion of the check and looks something like 99-999/999. This field is informational only and may be left blank.

Format	15 characters
Example	Press <Enter> to leave this blank.

If you applied a prepayment amount to an order or invoice, the word

*** * PREPAID * ***

displays in this field. See the Cash received field for an explanation of prepayments.

Cash account

If you entered cash received on this screen, enter the cash account number to which the cash received is to be distributed.

Options

You may also use one of the options:

<F1>	To use the default cash account entered in O/E *Control information*
<F2>	To scan through the cash accounts

If no cash was received, this field is automatically skipped.

Comment

Enter any comments you want to appear on the invoice. If you leave this field blank, default comments you enter in the *Invoices (Print)* selection will be printed on the invoice for this order.

Format	5 lines of 30 characters each

For an order type the only fields that may be changed are 1, 7, and 9 through 14. If a cash received amount is entered in field # 10, you must enter fields 11 through 13.

USING NOTES

You can enter an unlimited number of notes about this order by pressing <F6> or selecting Item notes from the Options menu.

Order notes are not retained in invoice history following the posting of invoices.

Each note is given a date/time stamp so that you can browse through the notes in time sequence later. (These notes are never printed on orders, so the customer will never see them.)

Graphical Mode

The notes screen looks something like this:

Existing notes display in the list box. With the list box highlighted, you may use the up/down arrow keys, Page Up/Page Down and Home/End keys to locate an existing note.

To edit an existing note click on the Edit button or select <Alt+e>. To delete an existing note click on the Delete button or select <Alt+d>.

(Date and time)

Use these fields to enter the date and/or time of a note.

The date and time are defaulted to now, however you may change them.

(Text entry)

After you select the New button <Alt+n>, the cursor is positioned for you to enter the first line of the text of the note.

Format	10 lines of 77 characters each

When you are finished, select the Save <Alt+s> button to save your changes or select the Cancel button to not save them. You may also select the Save/New button or enter <Alt+w> to save it and begin entering a new note.

To exit the screen click on the Exit button or select <Alt+x>.

Character Mode

To browse through existing notes, use the keys as shown at the bottom of the screen (<PgUp>,<PgDn>, <Home>, <End>, and <F1>).

This selection uses the text editing functions. You enter text in much the same way as most word processing programs, using <Enter>, arrow keys, <Delete>, or <Esc> when done, etc. When you are finished entering text, press <Esc> and follow the screen instructions.

When you select File options, you have these choices:

File	Save what was just entered or changed, and clear the screen for entry of the next note. (Like pressing <Enter> at *Field number to change ?* in other selections.)
Save & continue	Save what has been entered or changed, but leave the information on the screen for further work.
Abandon changes	Do not save what has been entered or changed and clear the screen for entry of a new note. (Like pressing <Esc> at *Field number to change* ? in other selections.)
Delete	Delete this entire note from the file and clear the screen for entry of the next note. (Like *Delete* in other selections.) The software will ask you to confirm the deletion with an *OK to delete ?* message.

If you wish to use the more powerful character mode text editing commands that are included in this editor, see the *Text Editing* appendix of the PBS System documentation.

When you are through using notes, press <Esc>.

ONE-STEP ORDERS (INVOICE TYPE)

A type I order is used to prepare invoices directly. This is the one-step billing procedure. Information is entered on a type I order in the same way as for a type O order. In addition, information can be entered for miscellaneous charges, freight, sales tax, commission amount, and COD labels.

As you enter a one-step order, the screens appear similar to the following four examples:

```
Orders (Enter)                                    XYZ Company
          * Order #      102
         1. Order date   9/07/04
         2. Order type   Invoice
         3. Customer #   10             4. Harris, Goldberg & Jones
                                        5. 456 W. 7th Street
                                        6. Suite 100
                                        7. San Diego, CA  92100
                                        8.
         9. Ship to                    10. Harris, Goldberg & Jones
                                       11. 456 W. 7th Street
                                       12. Suite 100
                                       13. San Diego, CA  92100
                                       14.
        15. Sales rep    JAK  Jack Smithson
        16. Cust PO #                         21. Warehouse  "All"
        17. Ship via     P    Parcel post     22. Sub acct   (Not applicable)
        18. Ship date    9/07/04
        19. Terms        A    Normal terms
        20. Tax code     CAL  Taxable sales Cal State

<F5> = correcting
Field number to change ?
```

On the following screen, after entering information into field # 3, answer **1** (Proceed with line), then **3** (Override) to the messages that display.

When the serial number entry window appears, press <F2> to assign the oldest serial number.

Use the <F5> option to search and assign serial numbers for the remaining items. When completed, press <Esc> to return to the Seq # field. Press <Esc> again to display the *Totals* screen.

Invoice Totals

Miscellaneous charges

Enter the amount of any miscellaneous charges for the order.

Format	99999999.99-

If A/R Control information specifies that miscellaneous charges are to be distributed, you are asked to enter the miscellaneous charges account number. Otherwise, the miscellaneous charges are automatically distributed to the default miscellaneous charges account specified in A/R Control information.

Enter the account number or press <F2> to use the miscellaneous charges account entered in A/R Control information.

Taxable

This field will not display if the A/R *Control information* indicates that the miscellaneous charges are not taxable.

Check this box to apply sales tax the Miscellaneous charges and leave it unchecked to not apply sales tax.

Freight

Enter the freight charges for this order.

Format	9999999.99-

If A/R Control information specifies that freight charges are to be distributed, you are asked to enter the freight account number.

Enter the account number or press <F2> to use the default freight account specified in A/R Control information.

Tax amount

The sales tax amount is automatically calculated and displayed, using the tax code entered on the first screen of order information, the taxable items on the order, the freight charges (if you checked the box to *Sales tax calculated on (Freight)* in the A/R *Control information*), and the taxable status of miscellaneous charges also in A/R *Control information*.

Format	99999999.99-

If you elected to calculate tax by line, as determined by the tax code setup, it may have an effect on the tax amounts. For an example of this type of taxation see the *Sample tax calculation* section of the *Tax codes* chapter in the *Accounts Receivable* documentation.

If you select to change this field, then change your mind, you can press <F1> to return to the amount that was automatically calculated.

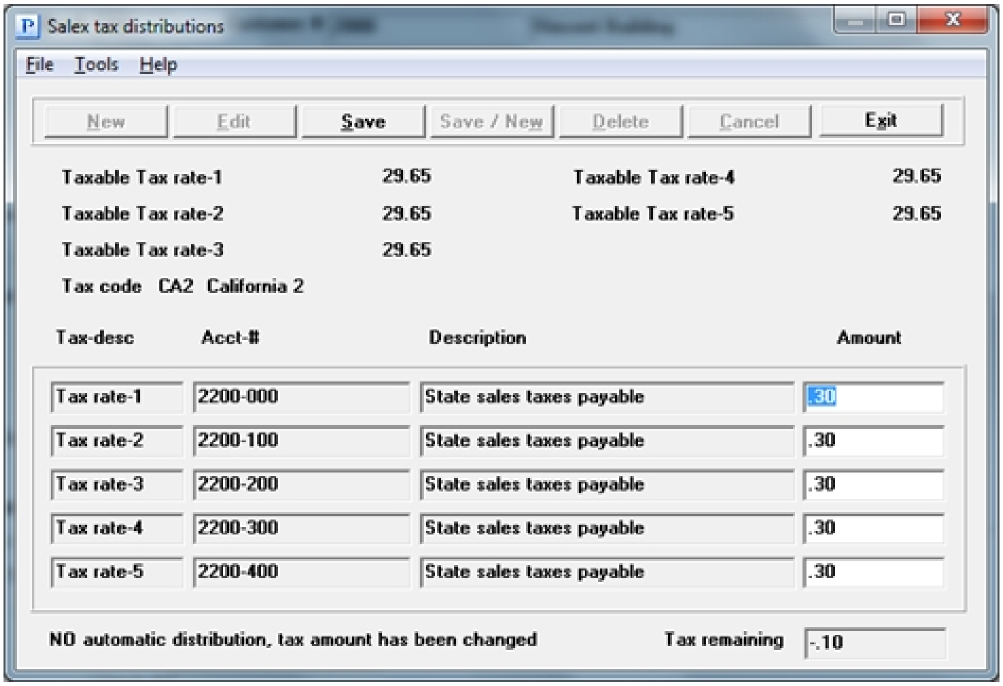
Overriding the Calculated Tax

If you enter an amount different than the calculated sales tax, a window displays for you to distribute the sales tax if:

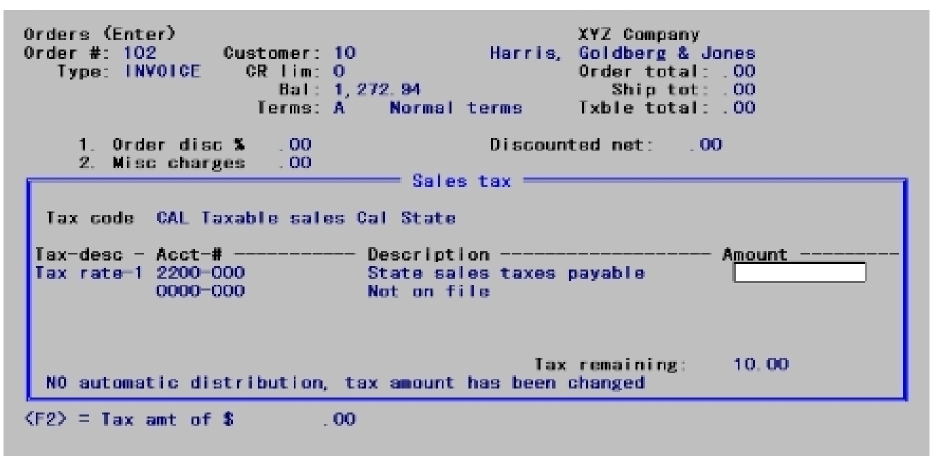
- You enter a sales tax amount that is different from the displayed calculated tax
- The amount entered is *not 0*
- The tax code that applies to this sale specifies distribution to more than one account.

If $10.00 had been entered for the sales tax, the window would look like this:

Graphical Mode



Character Mode



Enter the distributions as follows:

Amount

Enter the amount to be distributed to the account or press <F2> for the first tax amount, to distribute the tax according to the various percentages in the tax code for this customer.

Format	999999999.99

This option is only available if each tax to be distributed is based on a single percentage on an amount over $0.00.

For the second (or third) tax amount, to distribute the entire amount remaining.

Before exiting from this window, the entire sales tax amount must be distributed.

Commission amount

If O/E Control information specifies that commissions are not used, this field cannot be entered.

Format	99999999.99

The commission amount is automatically calculated and displayed, based on the commission codes for the inventory items on the order, if you specified in O/E Control information that commissions are to be used. If an item has no commission code, then the commission percentage associated with either the sales rep or customer is used to calculate the commission on the item, as per the setting in A/R Control information.

If you assign a commission code to an item with ascending prices, the commission for that item is calculated using either the commission rate associated with Price-1 (if the item sales price is price-1 or greater), or the commission rate associated with an override (if the item sales price is below price-1).

If you change this field and later change your mind, you can press <F2> to return to the amount that was automatically calculated.

If the commission code for one or more of the inventory items specifies a commission based on margin (gross profit), or one or more inventory items have no commission code and the commission percentage associated with the sales rep or customer (as per the A/R Control information setting described above) is on margin, and standard costing is not used by I/C, the message Comm calculated during posting is displayed. You can override this by changing the commission amount using *Field number to change*?.

Commission %

If the O/E Control information specifies that commissions are not used, this field cannot be entered.

The commission percent displays as .00. You may enter an actual commission percent. The commission amount is then automatically calculated based on the discounted net.

The defaults for the commission percent and method (on price or on margin) come from one of two sources:

- Customers, if you specified in A/R that commissions are calculated based on customers.
- Sales Reps, if you specified in A/R that commissions are calculated based on sales reps.

If the message Comm calculated during posting is initially displayed, you may still enter a commission percentage. In this case, the percentage you enter is used to determine the commission on the order, rather than the commissions associated with the individual line items.

If you specify that the commission percentage is to be based on margin, then the commission amount will be calculated during posting using the percentage that you enter here.

Format	99.99

Note	The commission percentage and method used to calculate the commission for items that do not have commission codes are based upon what is in the Customer record or Sales Rep record at the time the line item is entered in O/E. Later changes to the Customer record or Sales Rep record, or changing the sales rep for the order, do not affect the commission amounts for these line items.

Number of COD labels

Enter the number of COD labels to be printed.

Format	99

Note that the terms are displayed on the totals screen so that you can determine whether COD is relevant to the entire order, or just the freight amount, etc.

If this field is left at zero, COD labels can still be printed using individual COD label printing, which allows entry of an order number and the number of labels to be printed for the order.

If you specify that one or more COD labels are to be printed, an additional field appears:

Cash only

Check this box if only cash is acceptable for the COD (that is, checks are not accepted).

Cash received

Enter the amount of any payment received with the invoice.

Format	999999999.99

Press <Enter> if no cash was received. If you press <Enter> or enter zero, the *Check #* and *Cash account* fields are skipped.

The cash received can be automatically posted to Cash Receipts in A/R when you post invoices (if you answered **1** Invoice only, **2** Invoice & prepaid, **3** Invoice, order & prepaid, **4** Invoice & order or **5** Order only to *Post cash receipts for* in the O/E *Control information*). For more information on these options, see the Post cash receipts for field. Otherwise, no cash receipts are generated and posted in A/R.

PBS Multi-payment

See the PBS Multi-payment/Credit Card Processing section for more information.

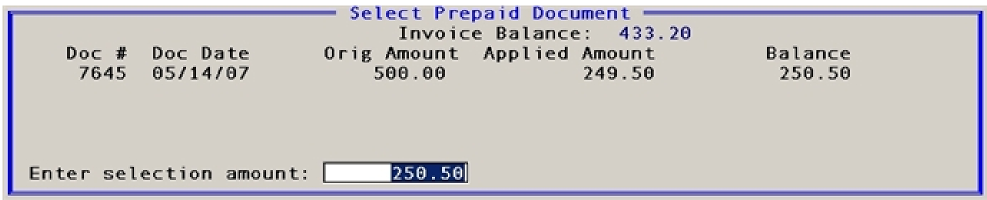
Prepaid Cash Receipts Application

If there is a prepayment in Open items for the customer then the following question will display:

Apply prepaid cash?

The prepaid balance will display just above this question.

If you select N, then the cursor will go back to the **Cash received** field. If you select Y, then the *Select Prepaid Document* window will display and will be similar to the following:



Enter an amount or accept the default amount. The default is the prepaid cash amount remaining for the first prepaid amount on file.

Enter selection amount: 250.50

After entering an amount and selecting the Enter key and the following question will display:

Find another prepaid item?

If you have more than one prepayment amount in Open items, you may select another to pay the order or invoice.

If you select Y, then the program will look for another prepaid amount in Open items for the customer. You may continue this process until you find the correct prepaid cash receipt.

If you select N, then the program will not look for another prepayment.

Once you have selected three documents the message "A maximum of 3 payments have been selected" displays.

When you are finished or when there are no more prepaid amounts to choose from the following message displays:

Selections completed - do you wish to reselect ?

You may select Y to reselect or N to complete the selection process.

Once you are finished with the selection process the **Check** # and **Bank route** # fields will be skipped.

```
* * PREPAID * *
```

Prepaid cash has been applied

Do you want to reselect prepaid amounts ?

If you select the **Cash received** field from **Field Number to Change ?** then this above will display. Select Y to re-enter prepaid amounts or N to enter a manual amount.

Credit Checking

When you have completed entering information on this screen, the customer's credit is again checked to see if the additional charges have put him over his credit limit (unless you chose to ignore an over credit-limit warning while entering earlier parts of this order).

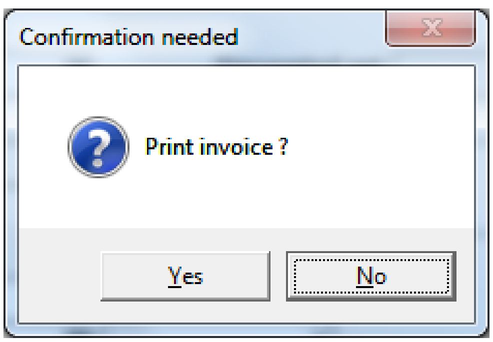
If the customer is over the credit limit, you are informed of this and shown the amount and date of his last payment. You are then given these options: *Cancel order*, *Cancel line*, *Change date/Continue* or *Ignore*. The *Change date/Continue* option may be useful if you are expecting a payment.

Immediate Invoice Printing

In order to print an invoice immediately you must enter the default invoice form type in the *Control information* Default invoice form ID field.

Graphical Mode

If you are using immediate invoice printing, the following window displays:



Yes	For printing the invoice immediately
No	To not print the invoice now. No is the default

If you get an index of out bounds error message this means that the printer is not set up properly in O/E *Control information*.

Character Mode

You will have the following option in Character mode:

I	For printing the invoice immediately
Enter	To not print the invoice now

If you are using a PDF printer the PDF invoice displays.

When you select to print multiple copies to a Windows or *Company information* printer (except with -PDFP-) and there are more line items than will fit on one page, the program collates the printed pages. For each copy page two follows page one, page three follows page two and so on.

If the starting invoice number has already been used in invoice history or in another I type order that has not been posted, the program looks for the next available invoice number and uses that.

Reprinting an Invoice

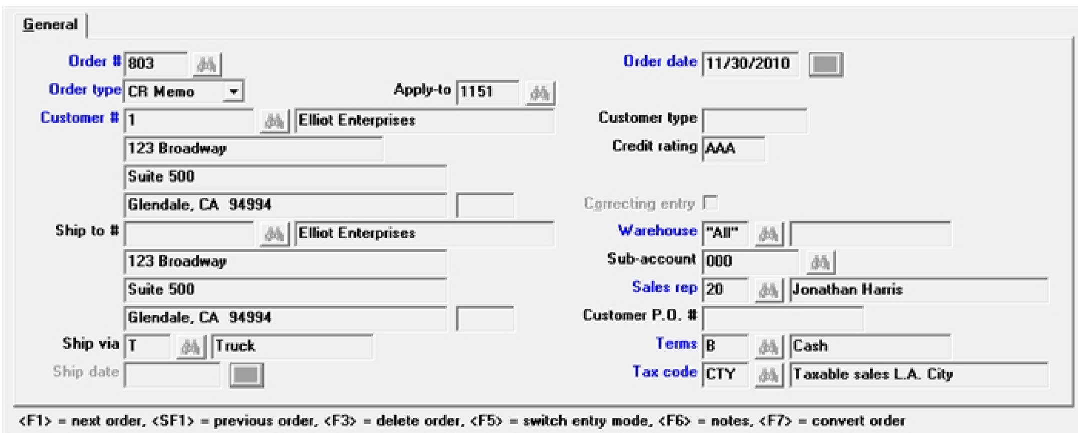
When needed you may reprint an invoice that was immediately printed using Invoices (Print). The invoice number is stored and will be used again for when reprinting.

CREDIT MEMO TYPE

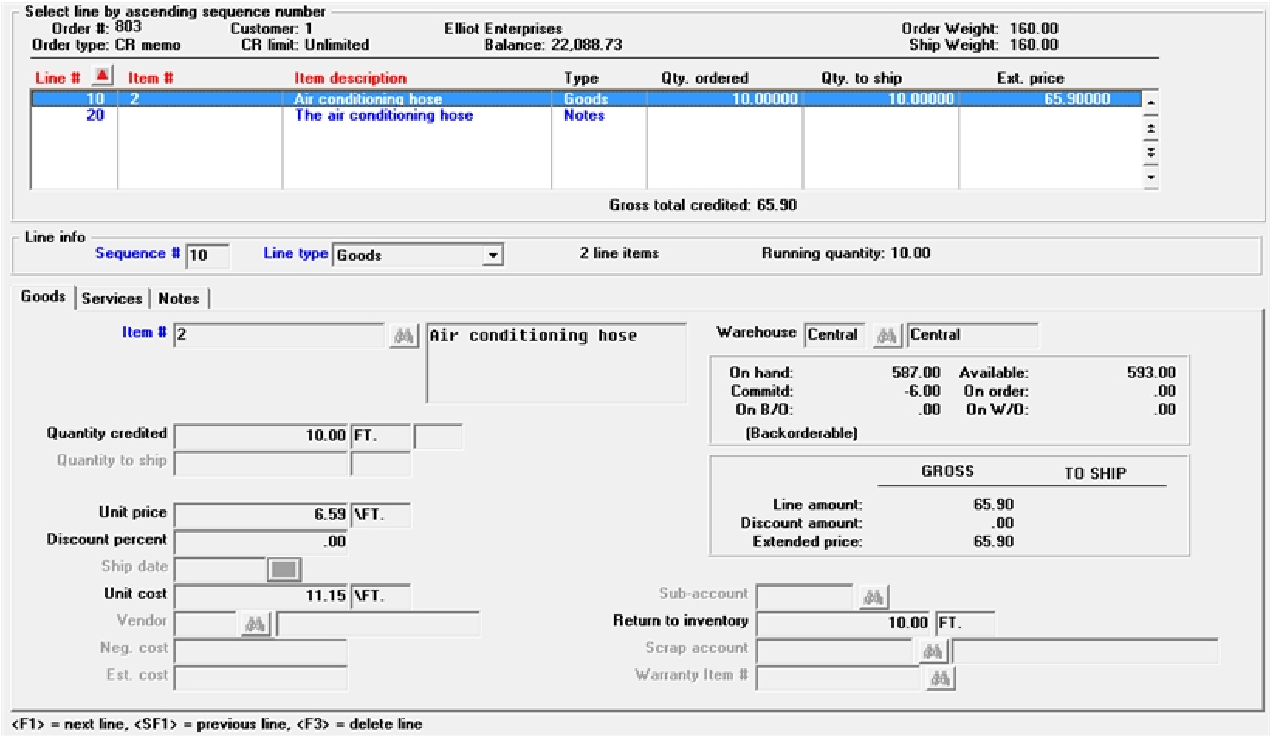
A credit memo is used to credit a customer's account for all or part of the charges that appeared on a previous invoice. Most of the information you enter for a credit memo is the same as that for an invoice. The differences are shown on the sample screens below.

Note	Enter positive quantities on a credit memo, even though credit is being issued to the customer. The function properly interprets positive quantities as credits.

Credit Memo Header

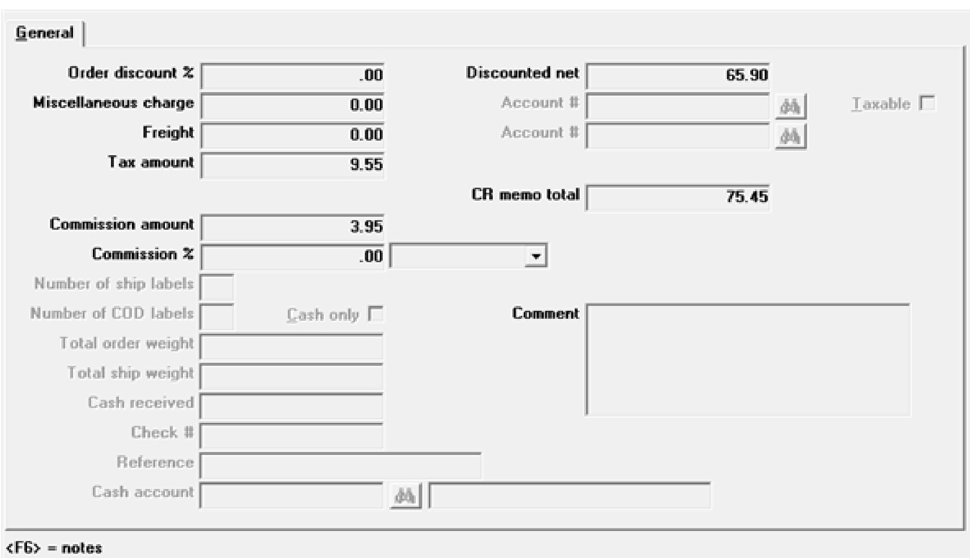


Credit Memo Lines



Note	When crediting items previously purchased you may enter a negative quantity on an order or invoice. However this quantity cannot be applied to a previously posted invoice. In this case, when using PBS multi-payment with credit cards, the order or invoice total must be a positive number.

Credit Memo Totals



PBS Multi-payment

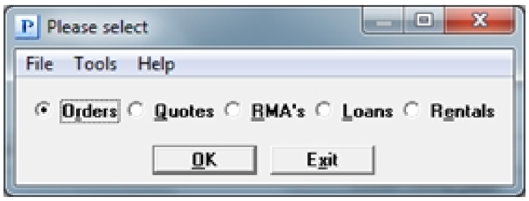
See the PBS Multi-payment/Credit Card Processing section for information.

QUOTES, LOANS, RENTALS AND RMAS

The *Orders* menu selection also allows the entry of Quotes, Loans, Rentals and Return Merchandise Authorizations (RMA) transaction entry modes.

Graphical Mode

In order to access these modes, you may select <F5> or select *Switch entry mode* from the *Options* menu to access them from the window:



Use the right/left arrow keys or the mouse to select the mode and then click on OK. Select Exit to retain the mode you are in.

Character Mode

In order to access these modes, you must select <F7> to access them from the following menu:

Use the Up/Down arrow keys to highlight one and the <Enter> key to select it. Use the <Esc> key to retain the mode you are in.

To switch back select <F7> again and select Orders.

Quotes

Quotes can be entered initially as quotes, or existing orders can be converted to quotes. Quote forms print using the quote form type. See the Forms chapter.

Here are the graphical and character examples:

Graphical Mode

To enter a new Quote, select <F5> to display a window for selecting one of the additional entry modes. Select Quote and the letters Q U O T E display in red at the top of the tab:

Character Mode

To enter a new quote, press <F7> at the Order # field and select the Quotes entry mode. The field Order # changes to Quote #, and the word "Q U O T E" displays at the top of the screen and is also shown as the order type. This is an example:

```
Orders (Enter)                                     XYZ Company
           * Quote #                  ***** Q U O T E *****
          1. Order date
          2. Order type   Quote
```

Options

While at Quote #, you may enter the quote number or use one of the character mode options:

<F1>	To display the next quote
<SF1>	To display previous quote
<F2>	To use the next available quote number or order number, as specified in O/E Control information
<F7>	To switch to a different entry mode

Unposted Balance and Committing Quantities

Quotes are entered and edited in the same way as type Orders. However, item quantities are not committed for quotes, and entry of serial numbers and lot numbers is not allowed until the quote has been converted to an order. In addition, the customer's Unposted balance is not updated until the quote is converted to an order.

Conversion to Order or Invoice

To convert a previously entered quote to an order, enter the quote number at the Quote # field. When the header screen for the quote is displayed, press <F7>.

You are then asked if you wish to convert the quote to an order (type O) or an invoice (type I). Answer O if you wish to select specific line items for billing or if any serialized or lot-controlled items exist on the quote. Answer I if there are no serialized or lot-controlled items on the quote, and you wish to invoice all of the items.

When using PBS Multi-payment/credit card processing, you may only convert a quote to an order. Payments are not required for an order.

Convert Order to a Quote

To convert an existing order to a quote, display the order and press <F7>. If serial numbers or lot numbers have been entered on the order, you are warned that they will be removed if the order is converted. You are then asked *OK to convert to Quote ?*. Answer Yes to convert the order to a quote, or answer No to cancel the conversion.

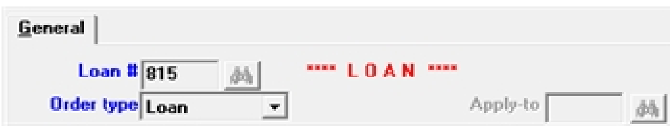
Loans

Loans are entered similarly to Orders. Loan forms print using the loan form type. See the Forms chapter.

Entering New Loans

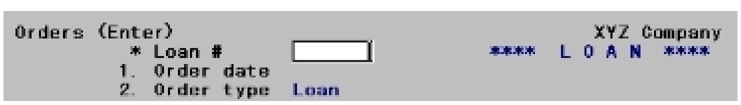
Graphical Mode

To enter a new Loan, select <F5> to display a window for selecting one of the additional entry modes. Select Loan and for all entered loans the letters L O A N display in red at the top of the tab:



Character Mode

To enter a new Loan, press <F7> at the *Order #* field and select the *Loan entry* mode. The field *Order #* changes to *Loan #*. The Order type changes to Loan, and the letters L O A N displays at the top of the screen.



Loans

Loans remain until deleted, and are never posted. Inventory Control and Accounts Receivable are not affected by Loans. When you want to remove a Loan entry, delete it by using <F3> or selecting the Delete button. Note that you may be restricted from deleting loans or any other order type.

Conversion to Order or Invoice

You can convert a loan to an Order or Invoice, if required. During the conversion it changes the loan number to an order number and the loan is no longer available.

Rentals

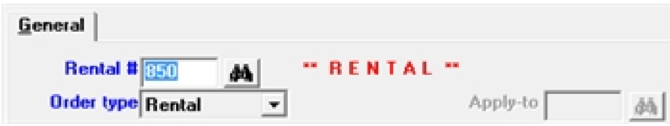
Rentals are entered similarly to Orders, however a rental has an additional screen for entering frequency information. Rental invoices print using the rental form type. A rental may be converted to an order.

See the Forms chapter for information on creating a rental type form.

Entering Rentals

Graphical Mode

To enter a new Rental, select <F5> to display a window for selecting one of the additional entry modes. Select Rental and the letters R E N T A L display in red at the top of the tab:



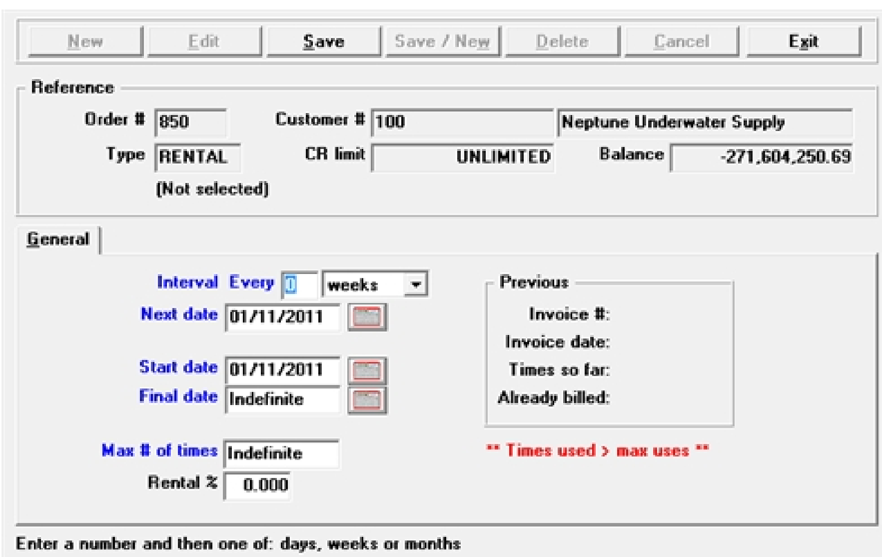
Character Mode

To enter a new Rental, press <F7> at the Order # field, and select the *Rental entry* mode. The field *Order #* changes to *Rental #*. The word "R E N T A L" displays at the top of the screen.

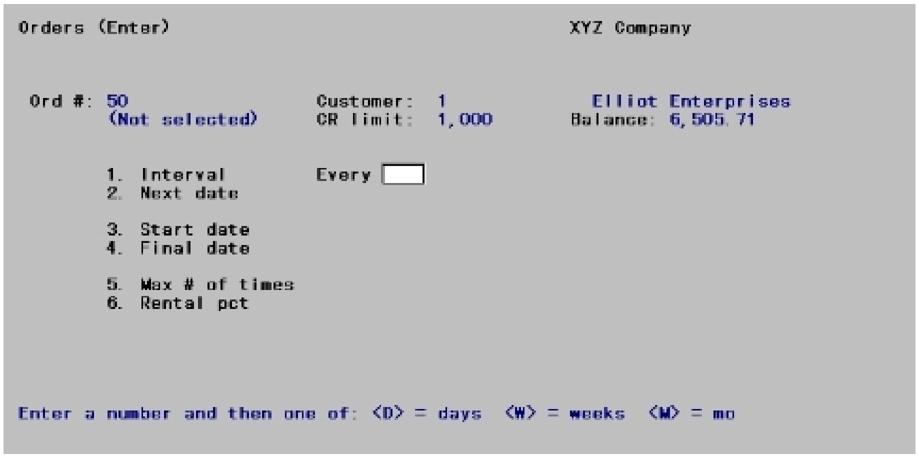
Rental entries, like Orders, consist of header, line item, and total screens. An additional screen for entry of frequency information is required.

Graphical Mode

The frequency screen looks similar to this:



Character Mode



The frequency information is similar to Recurring Orders, except that the *Rental %* field prompts for the depreciation percentage.

Interval Every

Specify how frequently the rental is charged to the customer. Enter a number, then enter the one of the following time period codes:

Character	Graphical
D	days
W	weeks
M	months

The first number specifies the quantity of that time period. For instance, **3** weeks is billed every three weeks.

You may not leave this field blank, but this does not mean that you cannot use recurring bills for services or goods invoiced at irregular intervals (*e.g.*, snowplowing). Simply specify an interval long enough that the bill will never be selected by date, and a group code distinctive enough that you can select only your irregular bills when you want to.

Next date

Enter the next date the rental is due.

Provided that other selection criteria (such as group code) are met, automatic selection will select this entry whenever the specified next date falls due — unless that is earlier than the specified start date or later than the specified final date. It will also calculate a new next date to be ready for the next cycle.

The next date is automatically advanced by the time interval specified each time an invoice is created from this rental (by running *Select rentals* on the *Billing* menu). Thus if your billing cycle is a few days late or early, this does not upset the schedule for the next cycle.

When calculating the next date by day or by week, the interval specified is projected forwards without regard to day of month. When calculating the next date by month, this month's calendar date is projected forwards into the next month, except for necessary adjustments due to variations in the length of months.

If you are billing on schedule, the calculated next date will normally be a future date. However, if you skip a billing cycle the system may calculate a next date which is actually in the past. It does not add the interval twice so as to force the next date into the future. This means that if you skip one cycle and compensate by billing double on the next, the rental will be out of sync by one cycle until you adjust it manually.

Start date

Options

Enter the date on which you want to start charging this rental to the customer, or use the option:

<F2>	For the system date

Final date

Enter the date after which you want to stop charging this rental to the customer, or use the option:

<F2>	For Indefinite

After this date, this entry will not automatically be selected for use when you select by date; however, it still remains until you explicitly delete it.

Max # of times

Options

Enter the number of times you want to charge this rental to the customer, or use the option:

<F2>	For Indefinite

Rental %

Enter the rental percentage or select the <F2> option to use the default rental percentage from O/E *Control information* Rental percent field. This is multiplied against the unit price.

Click on the Save button or select <Alt+s> to save the rental record. In character mode, select the <Enter> key at Field number to change.

Select for Billing and Posting

Rentals must be selected for billing from the *Billing* menu prior to printing and posting. See the Selecting Rentals for Billing section of the *Billing and Invoicing* chapter.

When rentals are posted, they generate a Miscellaneous/Drop Ship Item Register and Sales Journal.

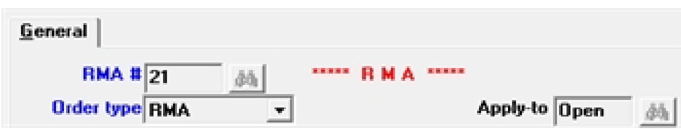
Rental entries remain after posting so that they can be reused based upon the frequency information originally entered.

Return Merchandise Authorizations

Return Merchandise Authorizations (RMAs) can be entered initially as RMAs, or existing credit memos can be converted to RMAs. RMA forms print using the RMA form type. See the Forms chapter.

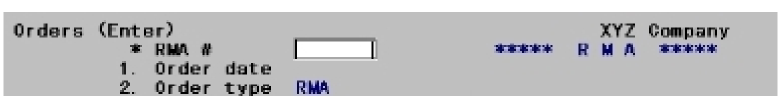
Graphical Mode

To enter a new RMA, select <F5> for a window that displays the additional entry modes. Select RMA and the letters R M A display in red at the top of the tab like this



Character Mode

To enter a new RMA, press <F7> at the Order # field and select the RMAs entry mode. The field Order # changes to RMA #, and the letters R M A display at the top of the screen like this:



Options

While at RMA #, you may enter the RMA number or use one of the options:

<F1>	To display the next RMA
<F2>	To use the next available RMA number or order number, as specified in O/E Control information
<F7>	To switch to a different entry mode

RMAs are entered and edited in the same way as credit memos. However, item quantities are not committed until converted to a Credit memo. Commitments are also not updated for any serial numbers and lot numbers entered for serialized and lot-controlled line items.

The customer's Unposted balance is updated when the RMA is entered.

For lot-controlled items

The quantity to be returned to inventory must be fully allocated prior to converting the RMA to a credit memo. In addition, if the quantity to be returned to inventory is less than the quantity credited, only one lot number may be specified and the entire quantity is automatically allocated to that lot number.

Conversion to Credit Memo

To convert a previously entered RMA to a credit memo, enter the RMA number at the RMA # field. When the header screen for the RMA is displayed, press <F7>. If serial number entry or lot allocation is incomplete, you are advised of this and the conversion is not allowed. If there is no incomplete serial or lot information on the RMA, you are asked *OK to convert to Credit memo ?*. Answer Yes to complete the conversion.

Convert Credit Memo to RMA

To convert an existing credit memo to an RMA, display the credit memo and press <F7> at *Field number to change ?* . You are then asked *OK to convert to RMA ?*. Answer Y to convert the credit memo to an RMA, or answer **N** to cancel the conversion.

PRINTING EDIT LISTS

You can print a list of the orders, quotes, and RMAs that exist.

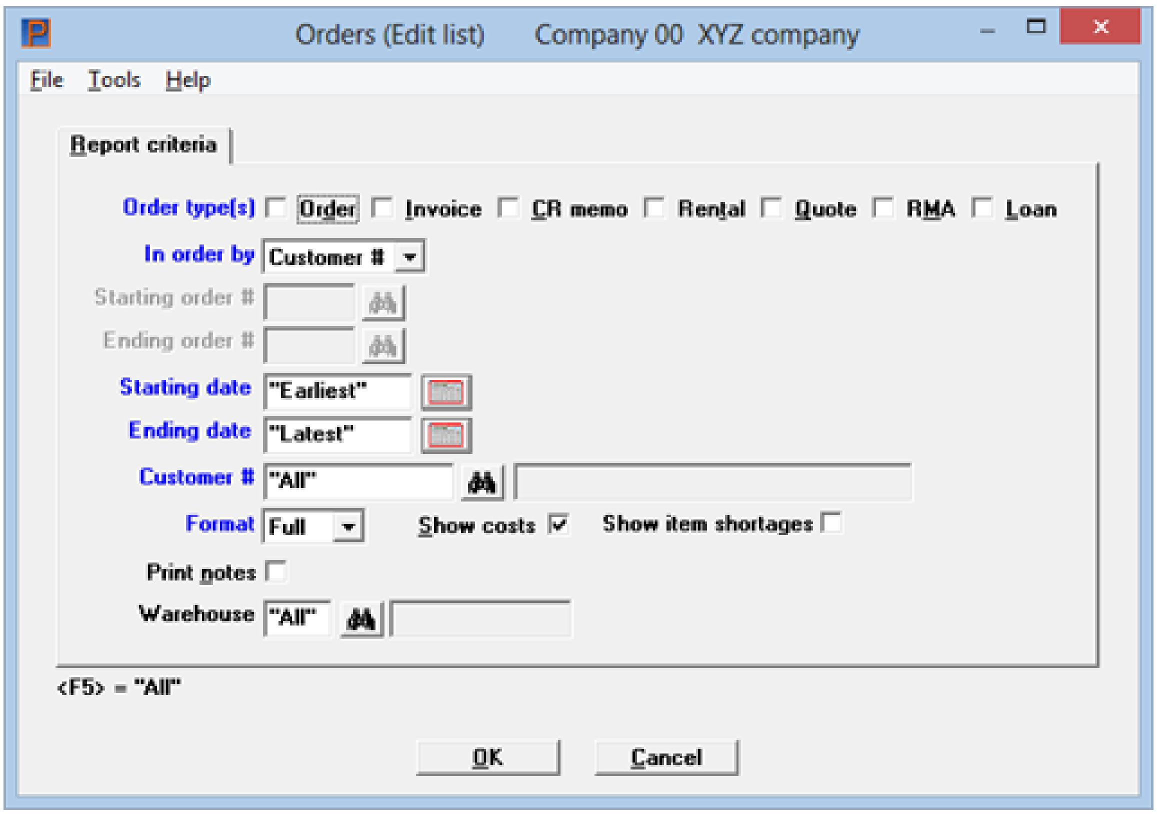
See an Order Edit List sample in the *Sample Reports* appendix.

Select

Edit list from the *Orders* menu.

Graphical Mode

The following screen displays:



Character Mode

A screen appears for you to enter the following information:

```
Orders (Edit list)                                XYZ Company

                  1. Order type
                  2. In order by

                  3. Starting order #
                  4. Ending order #

                  5. Starting date
                  6. Ending date

                  7. Customer #

                  8. Format

                  9. Print notes ?                Show shortages ?

                 10. Warehouse
O=Orders I=Invoices C=CR memos Q=Quotes R=RMA's L=Loans T=Rentals <F5>="All"
```

Order type(s)

In graphical mode you may select up to seven types of orders to be included when printing the edit list. In character mode enter up to four types of orders to be included, pressing <Enter> after each type.

The choices are:

Character	Graphical
O	Order
I	Invoice
C	CR memo
L	Loan
Q	Quote
R	RMA
T	Rental

Format	One choice from the list above.

You can also press <F5> to include *"All"* order types on the edit list.

In order by

Enter the order in which you want the edit list printed, either by Order #, or by Customer #.

If you enter Order #, the Customer # field is skipped, because orders for all customers falling within the order range will be printed.

If you enter Customer #, the *Starting* and *Ending order #* fields are skipped, because all order numbers falling within the customer range will be printed.

Format	Drop down list

Starting order

Ending order

Enter the range of orders to print on the list.

You may optionally select <F2> for *"First"* or <F2> for *"Last"* for the Starting and Ending order number fields respectively.

Format	999999 for both fields

Starting date

Ending date

Enter the range of order dates to print.

You may optionally select <F2> for *"Earliest"* or <F2> for *"Latest"* for the Starting and Ending date fields respectively.

Format	MMDDYY

Customer

Enter the customer number for the orders you wish to print or press <F5> to print orders for *"All"* customers. The default is *"All"*.

If you selected to print by order number for the In order by field, this field cannot be entered.

Format	12 characters

Format

Select the format in which to print the edit list, either Full for full format or Brief for brief format. The default is Full.

The brief format does not show cost center, warehouse, addresses, quantity back ordered, line discount percent, unit cost, scrap account, comments, totals, or serials or lot numbers.

Format	One character

If you select the full format, an additional field appears:

Show costs

Check this box if you wish to show costs on the edit list. The default is checked.

Show item shortages

When checked the edit list provides a warning for each line item that has over-committed quantities. The warning is a "??" printed between the Quantity to ship and the Item number. The edit list header also prints *Shortages are indicated by ?? to the left of the item number*.

The "??" indicator lets you know when an item is not sufficiently stocked and the quantity to ship has been overridden during entry. This will occur during entry when the message *Full quantity not available* displays and the user selects to *Proceed with line*. Then a second message *Full quantity not available* displays and the user selects *Override*.

The "??" warning will print on lines for Orders, Invoices, Rentals and Loans. It will not print for Quotes, Credit Memos and RMAs.

Print notes

Check this box to print notes for each order. Leave it unchecked to not include notes. The default is unchecked.

Warehouse

This question can only be entered if you selected to use multi-warehousing in I/C *Control information*.

The edit list program uses the warehouse entered on the header (first order screen), not the order lines.

Format	Two characters, there is no default in character mode, the default in graphical mode is *"All"* warehouses

Options

Enter the warehouse code for the orders you wish to print or use one of the options:

<Enter>	To print orders for the Central warehouse
<F5>	To print orders for *"All"* warehouses. Orders that are marked *"All"* in the warehouse field are included only if you select *"All"* here.

OK or Cancel

Select OK to print the report or Cancel to return to the menu.

IMPORTING E.D.I. ORDERS

The Import function reads an E.D.I. order file and processes the imported data as if the data were manually entered.

The application will validate the data against the master data, provide for inventory commitment and other appropriate accounting functionality. E.D.I. Import creates orders, line items, and notes and creates entries in the E.D.I. Audit data with a status of IMPORTED.

The Import function uses the import sequential file named DIORDIMP.TXT. See the E.D.I. Import\Export Layout appendix for the layout required for the import. This file layout is used for orders to be imported.

An *EDI Import Report* is printed to disk during the import process. If errors are found in the file during the import process, an *EDI Import Error Report* is also printed to disk. Review this report for the errors found.

Deleted orders require two processing steps:

1. If the order is not an imported deleted order, perform the O/E E.D.I. Order Export.
2. To remove deleted orders, the Purge option on the E.D.I. Status Report must be used.

Imported orders can be imported as selected or not selected for billing.

Line items must always have an item number when importing.

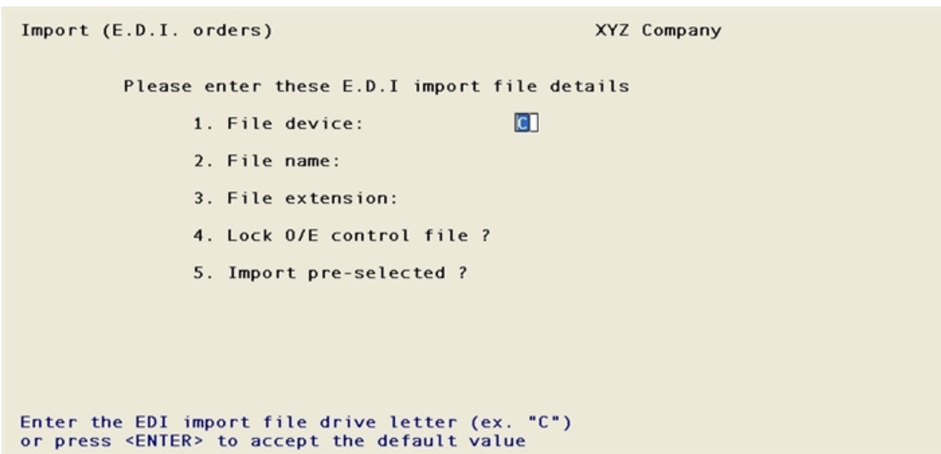
Note	Always backup your import files prior to importing them with this program. After the import has completed, the file is left with zero bytes.

Select

E.D.I Order Import from the *Orders* menu.

Graphical Mode

Character Mode



File device

Enter the device where the import file resides. The default is drive C. It is customary to place the files to be imported in the PBS top-level folder (directory). You can also import a file from another drive. In this case, you enter the appropriate drive letter.

File name

Enter the name of the file to be imported. Note that both the file name and file extension will have leading and embedded spaces edited out. This also applies to the Order/Invoice Export function. The default file name is DIORDIMP.

File extension

Enter the optional file name extension. The default is .txt (text file). However, you could use .001, .002, or some other site-dependent naming convention.

O/E control file will be locked

Check this box to lock the file or uncheck it to not lock the file.

If the box is checked, then other users in O/E are not allowed to enter any order until the import function has completed. This enables the system to properly synchronize the incoming order numbers. Otherwise, there is a possibility that the imported order numbers will be out of sequence. This option is site dependent. In any case, the resultant Import Status Report will reflect the order numbering scheme.

Import

Use *pre-selected* to import orders so that all the lines are automatically selected-for-billing or use *unselected* and do the select-for-billing later.

Regardless of your choice here, lot number items and serial items are always imported as unselected for billing. You must manually assign lot numbers and serial numbers before they can be selected.

OK or Cancel

When you click on OK on the header screen, you are then asked *Do you wish to change the lines?*. If you select No, (the default), you continue with the import function.

If you select Yes, the line selection screen is displayed to allow you to select a line to change.

If the file being imported is processed with no errors, the following prompt displays:

```
E.D.I. import has finished. Please verify the Import Report.
```

The prompt *Printing to disk, please wait* displays. Upon completion, verify that all imported data is valid.

From the CTL menu, select *Print reports from disk*. Find and select the *E.D.I. Import Report*. You can then display the report, or output the report to a printer.

We recommend that you do *not* use the *Reports* option from the O/E menu, as this will display the data in a different format, as well as all other orders.

If the imported file has errors, a report will be automatically printed to disk. From the CTL menu, select *Print reports from disk*, find and select the *E.D.I. Import Error Report*. From this report, you can determine the errors generated and fix them as needed.

See a sample E.D.I. Import Error Report in the *Sample Reports* appendix.

If you receive the prompt *Import file is empty*, press <Enter>. You are probably attempting to import a file with zero bytes. This can happen if you have previously imported this file.

If the file cannot be found, you will be prompted with the following prompt:

```
Unable to find import file
```

Select the OK button. Verify that the file is named correctly and in the top-level PBS folder.

E.D.I. ORDER EXPORT

The Export process creates a file that is similar to PBS Export Data Utility processing. The file contains headers, lines and may also contain notes and comments.

The Export function creates a sequential file DIORDEXP.TXT which contains exported invoices. The Export function validates added and deleted E.D.I. orders, creates an order export file, prints any associated Error and Export reports, and updates the E.D.I. Audit status of the E.D.I. orders processed as EXPORTED.

Export E.D.I. orders when the orders imported are no longer identical to the orders in the external system and then synchronize the two systems. This synchronization may not be possible with some external systems.

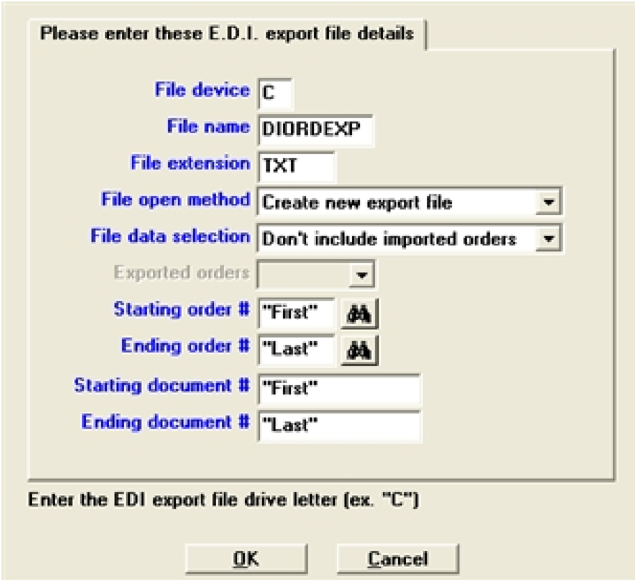
The export file layout is the same as the import file layout with a few exceptions. See the E.D.I. Import\Export Layout appendix.

Use this selection for exporting orders. For information on exporting invoices, see the E.D.I. Invoice Export section of the *Billing and Invoicing* chapter.

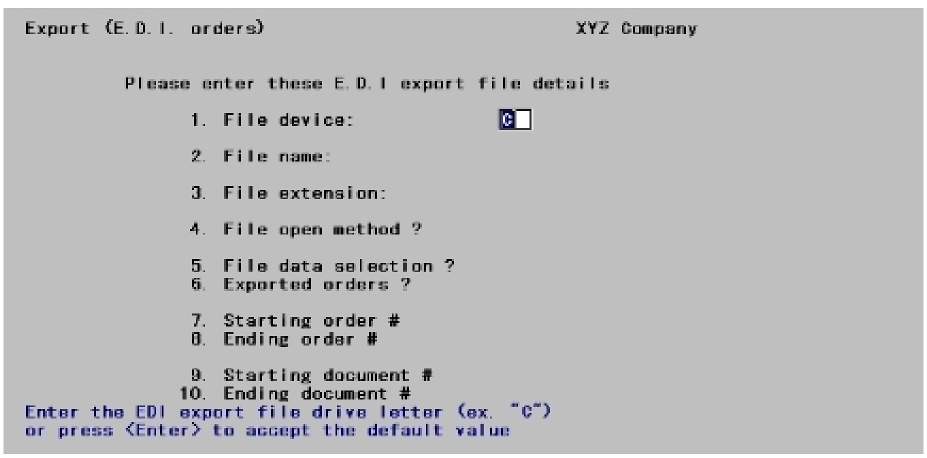
Select

E.D.I. order export from the *Orders* menu.

Graphical Mode



Character Mode



File device

Enter the E.D.I. export file drive letter. The default is drive C.

File name

Enter a file name, or press <Enter> to accept the default.

File extension

Enter the file extension for the export file, or press <Enter> to accept the default.

File open method

If you want to create a new Export file, select *Create new export file*. If you want to append data to an existing export file, select *Add to existing export file*.

File data selection

Select *Don't include imported orders* to not export orders that were imported. Select *Include imported E.D.I. orders* if you want to export orders that were previously imported.

Exported orders

This field cannot be entered here. It is only used when exporting invoices. For information on exporting invoices see the E.D.I. Invoice Export section of the *Billing and Invoicing* chapter.

Starting order

Enter the starting order #, or press <F2> to use the first E.D.I. Order number of a deleted or added E.D.I. order.

Ending order

Enter the last order number, or press use the option <F2> to use the last order number of a deleted or added E.D.I. order.

Starting document

Enter the starting E.D.I. document number, or press <F2> to use the first E.D.I. document number of a deleted or added E.D.I. order.

Ending document

Enter the ending E.D.I. document number, or press <F2> to use the last E.D.I. document number of a deleted or added E.D.I. order.

OK or Cancel

When you press <Enter> at *Field number to change*? on the header screen, you are then asked Do you wish to change the lines?. If you answer N, (the default), you continue with the export function.

If you answer Y, the line selection screen is displayed to allow you to select a line to change.

If the Export program processes with no errors, do the following:

- From the CTL menu, select *Print reports from disk*. Select the *E.D.I. Export Report*. You can display the report, or output the report to a printer.
- If the Export program processes with errors, the following prompt displays: E.D.I. export has errors, please verify the Export Error Report. Press <Enter>.
- From the CTL or System Manager menu, select *Print Reports from Disk*. Select the *E.D.I. Export Error Report*. You can then display the report, or output the report to a printer.

E.D.I. STATUS REPORT

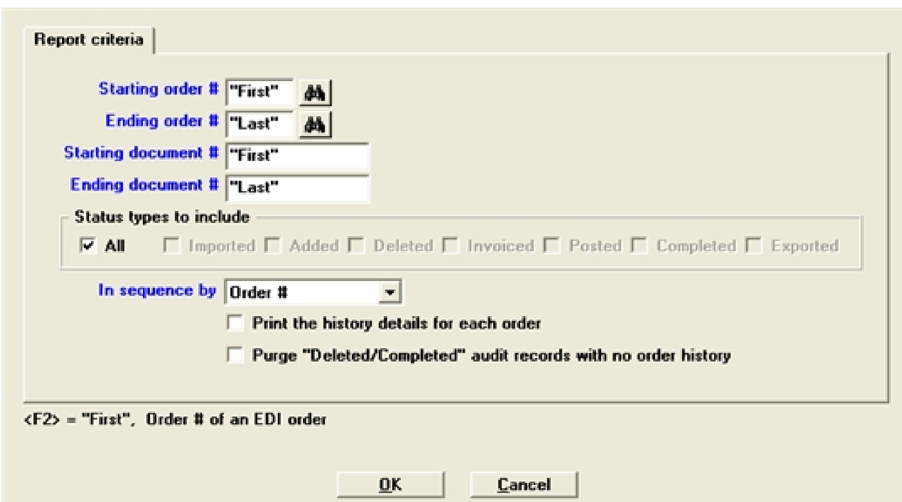
Use the E.D.I. Status to confirm an order as an E.D.I. type order during processing.

The report displays E.D.I. orders by status type, details of posted invoices that are available, and provides totals by the various processing operations performed. If an order has been imported, invoiced, posted, and exported, it will be accumulated once per each operation performed. The status also allows for a purge of deleted or completed records with no invoice history. Status processing uses the E.D.I. Audit file and the Invoice History file. Note that Purged entries are deleted from the E.D.I. Audit file.

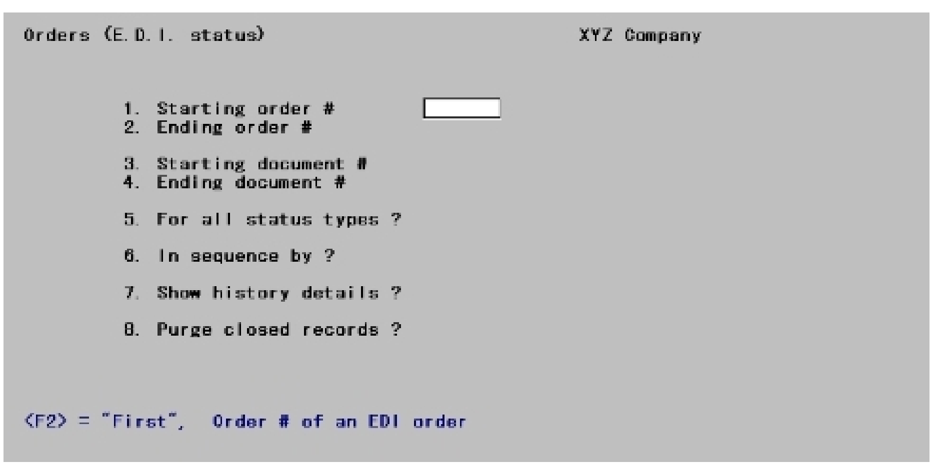
Select

E.D.I. status report from the *Orders* menu.

Graphical Mode



Character Mode



Starting order

Enter a starting E.D.I. order number or press <F2> to use the first order number of an E.D.I. order.

Ending order

Enter a ending E.D.I. order number or press <F2> to use the last order number of an E.D.I. order.

Starting document

Enter a starting ED. document number or press <F2> to use the first document of an E.D.I. order.

Ending document

Enter a ending E.D.I. document number or press <F2> to use the last document number of an E.D.I. order.

Status types to include

Check the boxes of the status types you want to include.

Check the "All" box to include all status types. Uncheck it to select specific status types. Specific status types include the following date types:

- Imported
- Added
- Deleted
- Invoiced
- Posted
- Completed
- Exported

In sequence by

Select the sequence type, either:

Character	Graphical
O	Order #
D	E.D.I. document

Print the history details for each order

Check this box to print the history details for each order. Leave it unchecked to suppress the history details.

Purge "Deleted/Completed" audit records with no order history

Check this box to purge Deleted/Completed audit records. Leave it unchecked to suppress this action.

OK or Cancel

Select OK to print the report and purge records if the last field is checked. Select Cancel to return to the menu.

Recurring Orders

This chapter contains the following topics:

INTRODUCTION TO RECURRING ORDERS

A recurring order is an order that is billed over and over periodically. In Order entry, recurring orders may also be used to handle blanket orders. (For a blanket order, each line item has a total quantity to be shipped and an amount remaining to be shipped.)

Use this selection to enter recurring orders and blanket orders. You can also select the recurring orders that are to be billed at a particular time and then have these orders copied to open orders. Once copied, you can select the orders for billing, print invoices and post the orders, just as if you had entered them directly using Orders (Enter).

When *using* a recurring order and your system is set up for PBS Multi-payment processing, it defaults the invoice (I type) to the customer's terms. You may change it to a specific payment type in Orders (Enter). If it is an order (O type), you do not have to enter a payment or use the customer's terms until you select it for billing. For information on the configuration of this feature, see the *PBS Multi-payment Setup/Credit Card* appendix in the A/R user documentation.

Note	**Credit Checking** The Enter option of this selection works similarly to Orders. However, credit checking is done only when a recurring order is selected to be turned into an invoice (option 3 below). If the customer is already over his credit limit, a warning message displays. However, no warning appears if selecting this recurring order would now put him over his limit. Also see Do credit checking in the *Control Information* chapter.

Select

Enter from the *Recurring orders* menu.

ENTERING RECURRING ORDERS

There are four different screens on which you enter information about a recurring order. The first two screens are for the Header, the third is the Line item screen, the fourth is the Totals screen, and the fifth is the Recurrence information screen. Here is the first header screen:

```
Recurring bills (Enter)                             XYZ Company

* 1. Customer #
     Name
     Address 1
     Address 2
     Address 3
     Address 4
     City
     State                                      Zip Code
     County                                                         Country
* 2. Ref #                  3. Group
  4. Ship to
     Name
     Address 1
     Address 2
     Address 3
     Address 4
     City
     State                                      Zip Code
     County                                                         Country
<F1>= nxt recurring bill <SF1>= prev recurring bill <F2>= nxt customer number
<SF2>= previous customer number <Enter> = look up by name
```

This is the second header screen:

```
Recurring orders (Enter)                             XYZ Company
 Balance:  166,600.49         CR lim: 0
 1. Sales rep
 2. Cust PO #
 3. Ship via
 4. Ship date
 5. Terms
 6. Tax code
 7. Warehouse
 8. Sub acct
 9. Group




<F2> = 20
```

From this screen you can work with both new and existing recurring orders and line items. If a recurring order has already been entered for the customer number and reference number you specify, it appears and is available for changes or deletion.

Enter the following information:

***1. Customer #**

Options

Enter the customer number for the recurring order, or use one of the options:

<F1>	To scan through the recurring orders
<F2>	To scan through the customers
<Enter>	To look up the customer by name

Format	12 characters

2. - 11.

Field numbers 2 - 11 are the address 1-4, city, state, zip, county and country fields. The billing name and the billing address appear automatically for a regular customer.

*12. Ref

Enter a reference number for this recurring order, or press <F1> to display the next recurring order for this customer or <SF1> for the previous recurring order for this customer.

The reference number can be used later to help locate this particular recurring order for this customer.

Format	15 characters

Note	You can use the same reference number for recurring orders for different customers.

*13. Order type

Enter the order type, either O for an O type order (two-step billing) or I for an invoice type order (one-step billing).

Press <Enter> to use the displayed type (Order) for the first order entered. For later orders, the order type defaults to the previous order type entered.

You should enter O here if the recurring order includes serialized or lot-controlled items. Entry of items with these tracking methods is not allowed on invoice type orders.

Format	One character

14. Ship to

Enter the number of the ship-to address for this customer (if you specified in O/E Control information that separate ship-to addresses are used).

Options

You may also use one of the options:

<F1>	To scan through ship-to addresses for this customer (if you specified in O/E Control information that separate ship-to addresses are used)
<F2>	To enter the customer's shipping address
<F8>	To access a list of the customer's shipping address. You may select an address from the list. On the ship-to list screen there is also a button called Locations. You may click on this button to display the ship-to addresses screen where you can add, edit, delete or view ship-to addresses.
<Enter>	To use the customer's billing address as the ship-to address

Format	8 characters

15. - 24.

Field numbers 15 - 24 are the ship-to name, address 1-4, city state, zip, county and country fields. If you pressed <Enter> or selected a ship-to address at field number 14, the ship-to name and address of the customer appear here automatically.

If you pressed <F2> at field number 14, you may enter a ship-to address for this order.

Format	25 characters (first 2 lines)
	31 characters (last 2 lines)

The fields for the second header screen start here:

1. Sales rep

Enter the sales rep for this order or press <F2> to use the sales rep entered for this customer in A/R Customers. If the ship-to address is assigned a sales rep and it is different than the customer sales rep, the <F2> defaults to the ship-to sales rep.

A sales rep cannot be entered if you specified in O/E Control information that sales reps are not used.

Format	3 characters

2. Cust PO

If there is a customer purchase order, enter the P.O. number, or press <F2> to use the reference number as the P.O. number.

Format	30 characters

3. Ship via

This field appears only if O/E Control information specifies that ship-vias are used.

Enter a ship-via code or press <F2> to use the customer's usual ship-via code. You may also press <F8> to display a list of ship-via codes and select one from the list.

Format	3 characters

4. Ship date

The date entered here is used as the default shipping date when the shipping date is entered for each line on the next screen.

Format	MMDDYY

Options

Enter a date or use one of the options:

<Enter> or <F1>	To use "ASAP:
<F2>	To have the ship date assigned at the time that the recurring order is used

5. Terms

For a balance forward customer, the customer's usual terms code displays and changes are not allowed. For an open item customer, enter a terms code, or press <F2> to use the customer's usual terms code.

Format	Three characters

6. Tax code

The tax code entered for this order must exist in A/R Codes.

Enter a tax code or press <F2> to use the tax code entered for the ship-to address (if an address from the customer's Ship-to is being used), or to use the tax code entered for this customer in A/R *Customers* (if an address from the customer's Ship-to is not being used).

Format	Three characters

7. Warehouse

An entry in this field is allowed only if I/C *Control information* specifies that you are using multi-warehousing.

Options

Enter a warehouse or use one of the options:

<F5>	To use *"All"* warehouses (if "All" is entered, a warehouse must be entered for each line item).
Blank	For the Central warehouse.
<Enter>	For the first order, to use the warehouse entered in O/E Control information. For subsequent orders, to use the warehouse entered for the prior order.

Format	Two characters

Any warehouse entered must exist in I/C Warehouses.

If you enter a specific warehouse, all line items for this order must be shipped out of that warehouse. If you enter "All" for the warehouse code (by pressing <F5>), you are allowed to assign a specific warehouse to each line item, so that you can ship different line items out of different warehouses.

8. Cost center (or sub account)

This field appears only if O/E Control information specifies that multiple cost centers are used and that cost centers (or sub accounts) are not assigned by inventory item.

Enter the cost center (or sub account) to which this recurring order is assigned.

Options

You may also use one of the options:

<F2>	To use the cost center specified in O/E Control information
<Enter>	For cost center 000

9. Group

Enter a code if you wish to assign this recurring order to a group of orders. You can use this code later to sort or print recurring orders by groups. Entering a group is optional.

Format	Three characters

Automatic Selection

Groups are also used for automatic selection of recurring orders. In automatic selection, a range of group codes is entered to select for use all recurring orders in these groups. By setting up your group codes correctly, you can greatly speed up the selection of recurring orders through the use of automatic selection. Alternatively, you may select recurring orders for use on an individual basis.

For a new recurring order

When you press <Enter> at *Field number to change ?*, the line item entry screen is displayed to allow you to enter the line items for the order.

For an existing recurring order

When you press <Enter> at *Field number to change ?*, you are asked *Do you wish to change the lines ?*:

- If you answer N, you are returned to the top of the screen to enter another recurring order.
- If you answer Y, the line selection screen is displayed to allow you to make changes to the order's line items. The line selection screen is described on the Line Selection Screen section.)

You may also press <F1> to view the recurrence information for the recurring order. The recurrence information is described on the Recurrence Information Screen section.

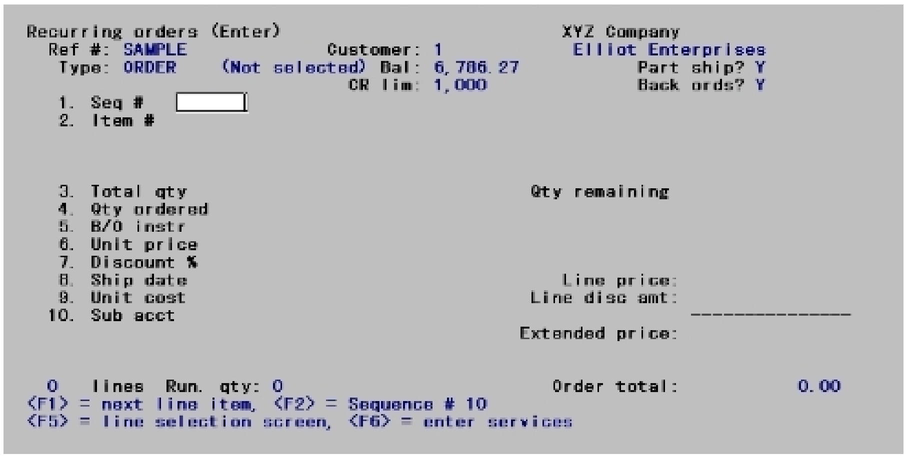
Finished with the Header Screens

For an existing recurring order you will be asked "Do you wish to change line items? Enter Y to go the line item entry screen or N to return to the first header screen.

For a new recurring order make any changes. When finished select the <Enter> key and the line item screen displays.

LINE ITEMS

For a new recurring order, after you press <Enter> at *Field number to change ?* and complete the Line item screen that appears, it looks similar to this:



Enter the following information:

1. Seq

Enter the sequence number for this line item.

Options

You may also use one of the options:

<F1>	To scan through the existing line items
<F2>	To assign sequence #10 to the first line
<F5>	To switch to the line selection screen
<F6>	To enter services or toggle back to Enter items

Format	9999

If you press <F5> and line items have already been entered, the Line Selection Screen displays. Refer to the section below titled Line Selection Screen for more information.

If you use <F2> for the first line item, you can use <F2> later to assign sequence #20 for the second item, #30 to the third, and so on. This number sequence is useful if you want to insert other line items later, between two line items already entered.

The sequence number is a temporary number that determines the order in which the line items are printed. When you print the order, each line item is automatically assigned a new number in the same relative order. For example, when printed, line items with sequence numbers 10, 20, 14, 30, and 16 appear in the sequence 10, 14, 16, 20, 30, and are numbered 1, 2, 3, 4, 5.

If you want to add a line item between two other line items, assign the new line item a sequence number that falls between the other two items. For example, to insert a line item between #10 and #20, assign it a sequence number from 11 to 19.

2. Item

Enter the item number or use one of the options:

<F1>	To scan through the items in I/C Items
<F2>	To look up an item by a keyword
<F5>	To enter text, rather than an item (see Entering Text below)
Blank	To look up the item by its description

Format	15 characters (item #)
	25 characters (description)

If you are entering services, you may use <F1> to scan through services.

If you look up the item by description, type in the item's description (or any portion of it beginning with the first character). The first item with a description that matches the characters you entered appears, and you are asked if this is the right item. You may press <F1> to show the next item.

If you press <F2> to look up an item by a keyword, you are then asked to enter a keyword or description (or any portion, beginning with the first letter) for the item.

Options

Enter the search information, or use one of the options:

<F2>	To select a different search method
<Esc>	To return to Item # without entering search information

The keyword search methods that are available are those that were selected in the *I/C Control information* selection.

After entering the search information, the first eight items that match the characters you entered are displayed, along with their categories and other pertinent information, depending on the search method.

Use the arrow keys to select an item, or enter the line number of the item.

Options

You may also use one of the options:

<PgDn>	To view the next eight items that match the characters entered
<PgUp>	For subsequent pages, to view the previous eight items
<Esc>	To stop the search process without selecting an item. You may enter different search information, or press <Esc> again to return to Item #.

After an item number is entered, you may change the description or press <Enter> to accept the description shown. Any change to the item description is for this order only. The item description in Items is unchanged.

Note that the item number of an existing line item cannot be changed on a recurring order.

Serialized and Lot-controlled Items

For an I type recurring order, you may not specify an item with a tracking method of serialized or lot control. If you specify a serialized or lot-controlled item on a recurring order, the serial numbers or lot numbers can be entered only after the recurring order has been copied to Orders, using the Orders (Enter) selection.

Entering Text

If you press <F5> to enter text, the field Item # changes to Text and field numbers 3 - 10 clear from the screen. Up to 25 characters of text may be entered on each line, or you may enter an item number to use the Description for that item from I/C Items as your text.

Options

You may also use one of the options:

<F2>	To look up an item by a keyword, in order to use its description as text (refer to the discussion of searching by keyword above)
<F5>	To switch to normal line item entry

When entering text, each pair of text lines is automatically assigned the next available default sequence number. If you specified All warehouses on the header screen, the warehouse of the last line entered is assigned to the text lines.

After entering each pair of text lines, use *Field number to change ?* to correct errors in the text or to change the warehouse.

When completed entering text, press <F5> to return to the Item # field or press <Esc> to return to the Seq # field.

3. Total qty

Format	99999999.99999

For a blanket order, enter the total quantity ordered for this item.

Options

You may also use one of the options:

<F1>	For an Indefinite quantity
<F2>	To select a different selling unit, if at least one alternate unit is defined for the item

Decimal quantities are not allowed for serialized items.

The quantity entered for field # 4 below (Qty ordered) is the qty ordered for the first release of the blanket order.

If you press <F2> to select a different selling unit, and you have previously entered Qty ordered, the quantity in that field is converted to the unit you specify here.

Qty remaining

This field is skipped if Indefinite was entered above for Total Qty.

For a new blanket order, this field is set to same value as was entered for Total qty.

For an existing blanket order, you may modify the quantity remaining on order for this line item of the blanket order.

4. Qty ordered

Options

Enter the quantity ordered for this item, or use one of the options:

<Enter>	To default to a quantity ordered of 0
<F1>	To drop ship the item directly from your vendor
<F2>	To select a different selling unit, if at least one alternate unit is defined for the item

Format	99999999.99999

If you press <F1> to drop ship the item, you are then asked to enter the quantity to be drop shipped. For drop shipments, the goods go directly from your supplier to your customer. The goods don't go through your inventory. The customer is billed for the items, but the quantity on-hand in your inventory is not affected.

If you press <F2> to select a different selling unit, the quantity entered for Total qty (field # 3) is automatically converted to the same unit.

Decimal quantities are not allowed for serialized items.

Fixed or var ?

If Qty ordered is not zero, enter F if the quantity is always the same for this recurring order (a fixed quantity), or enter V if it varies each time the order is selected to be used as an invoice (a variable quantity).

At the time you select this order to be turned into an invoice, you can still make changes to both fixed and recurring line item quantities. However, specifying this line item now as variable gives you an added convenience: when the order is selected later, you can press <F2> to bring up only variable line items to change.

If the Qty ordered is zero, this field is automatically displays V.

Format	One character

5. B/O instr

This field is skipped in the following situations:

- The item is being drop shipped.
- The item is a miscellaneous item.
- I/C does not use back order control (per I/C Control information).
- I/C uses back order control, but the item ordered does not have back order control (per I/C Items).
- If none of the above situations applies to this line item, this field allows you to give back order instructions as to how O/E is to handle this item at the time the recurring order is copied to Orders, in the event that there is insufficient quantity available to fully ship the quantity ordered for this line item.

Enter one of the following choices:

1- Back order balance	Set the quantity to ship to the quantity available for the item, and back order the balance.
2 - Back order all	Set the quantity to ship to zero and back order the entire quantity.
3 - Ship in stock	Set the quantity to ship equal to the available quantity and designate the balance of the quantity as being out of stock on the invoice.
4 - Override	Set the quantity to ship to the full quantity ordered. This results in a negative quantity available of the item. Make this selection only if you expect to receive the item into inventory prior to shipping this order.

Format	9

6. Unit price

Enter the unit price or press <F2> to default to the automatically calculated unit price, based on the selling unit and price code assigned to that unit.

Note	Special rules apply if an item with ascending prices is assigned a price code type 7. If price-2 is higher than price-1, price-2 is not selected during price calculation. If price-3 is higher than price-2, price-3 is not selected.

If a warehouse-specific price has been entered for the item at the current warehouse, that price is used in the calculation.

If a contract price is active (based on the system date) for this customer and this item or the item's category or sub-category, the contract price is used for the <F1> default.

If no price code is assigned to the selling unit for the item, a warehouse-specific price does not exist, and no contract price is in effect, Price-1 in Items is displayed as the <F1> default.

For items having different pricing and stocking units, the price entered will be in terms of the pricing unit assigned to this item in I/C Items. To enter the price in terms of the item's stocking unit, press <F2>, then enter the price.

Note	If the unit price is zero, you are asked *Are you sure ?*.

Format	9999999.99999

7. Discount %

Enter any discount percent for this line item only. This discount is in addition to any discount that may be entered on the totals screen for the entire order. The order discount, which is taken for all lines, is calculated after the line discount is taken for each individual line.

Enter a discount percent or press <Enter> for no item discount.

Format	99.999

8. Ship date

Options

Enter the ship date for this line item or use one of the options:

<F1>	For ASAP
<F2>	To assign the date at time of use

Format	MMDDYY

9. Unit cost

You can enter the unit cost only when entering a miscellaneous item or a drop shipped item. (The unit cost is required in these cases to keep costing analysis accurate.)

Otherwise, Rplc cost, Std cost, or Avg cost (depending on the method used) displays instead of Unit cost and changes are not allowed.

Enter the unit cost or press <F2> to use the replacement cost (LIFO method), standard cost (standard method), or average cost (average or FIFO method).

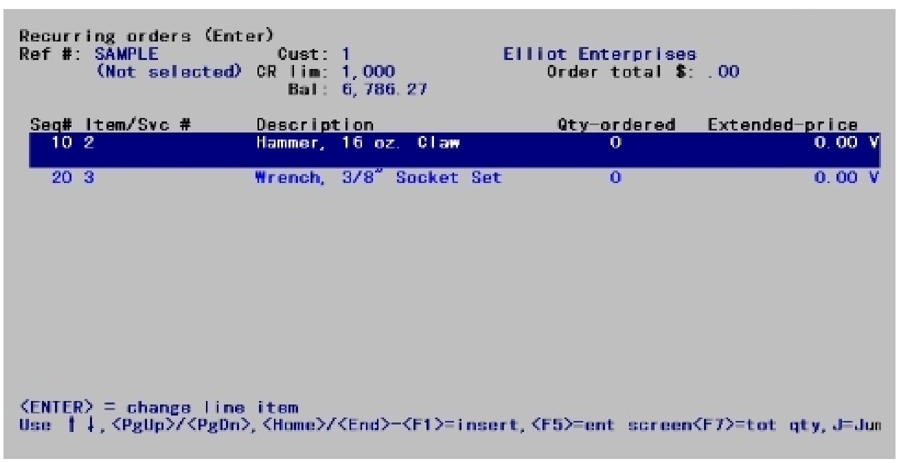
Format	999999.99999

Line Selection Screen

When initially entering the line items for a new recurring order, you may use <F5> to display the line selection screen. This screen also displays when you answer Y to *Do you wish to change the lines ?* on the order header screen for a previously entered order.

When asked, *Do you wish to change the line items ?*, you may also press <F1> to view the recurrence information for a previously entered recurring order. Recurrence information is explained in the Recurrence Information Screen section.

If you press <F5>, a screen similar to this appears:



Options

When this screen is displayed, you may use these options:

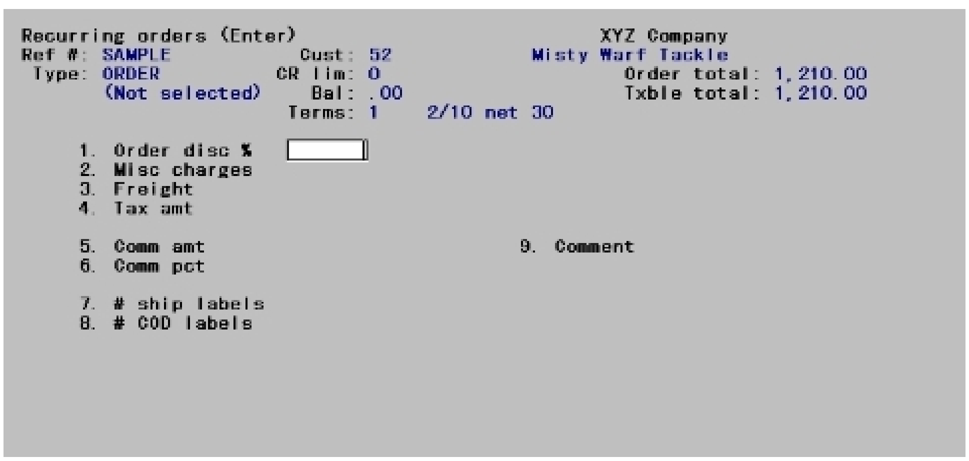
<PgUp>	For earlier line items
<PgDn>	For later line items
Arrow keys	To highlight a different line item (then press <Enter> to modify the line item)
J	Jump to a different line item by sequence number, item number, or item description
<F1>	Insert an item between two other line items
<F5>	Switch to line item entry screen
<F7>	Switch between viewing Qty-ordered/ Extended price information and Total qty/Qty-remaining information

When the line item entry screen is displayed, press <F5> to switch to the line selection screen. Press <F5> again to return to the line item entry screen.

When completed entering or changing line items for the recurring order, press <Esc> at Seq # on the line item entry screen or while the line selection screen is displayed. The totals screen then appears.

Totals Screen - Type O recurring Orders

When you have completed the totals screen for the recurring order, it appears similar to this:



For a type O order, field numbers 2 through 6 cannot be entered or changed until the recurring order is copied to Orders and is then selected for billing, using Billing.

Enter the following information in field numbers 1, 7, and 9:

1. Order disc %

Enter the discount percentage that applies to the entire order. This percentage is applied to the total amount of the order after any discounts on individual line items are given.

Options

You may also use one of the options:

<F1>	To use the customer's trade discount percentage from Customers
<Enter>	For .00 (no order discount)

Format	99.999

7. # ship labels

Enter the number of shipping labels to be printed.

If zero is entered for this field, shipping labels can still be printed using individual shipping label printing, which allows entry of an order number and the number of labels to be printed for the order.

Format	99

9. Comment

Enter any comments you want to appear on the invoice. If you leave this field blank, default comments you enter in the Invoices (Print) selection will be printed on the invoice for this order.

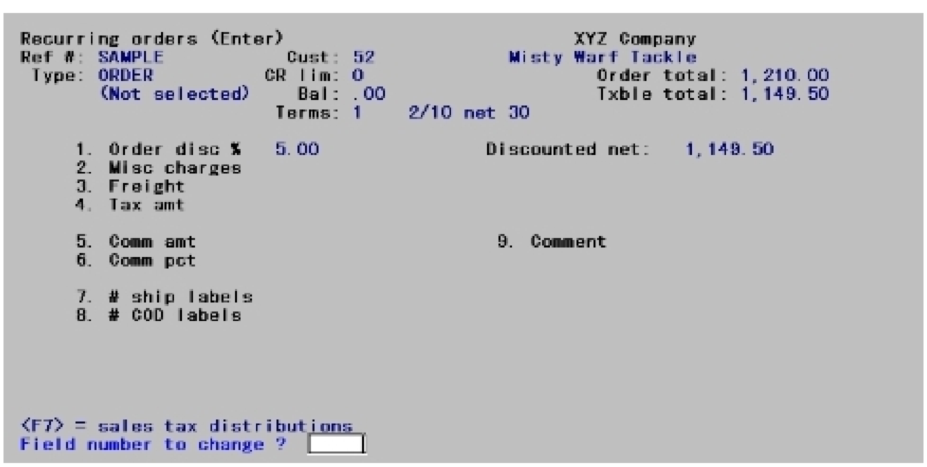
Make any changes. For a type O order, the only fields that may be changed are 1, 7, and 9.

When you press <Enter> at *Field number to change ?*, the recurrence information screen is described on the Recurrence Information Screen section.

Format	Five lines of 30 characters each

Totals Screen - Type I Recurring Orders

When you have completed the Totals screen for a type I recurring order, it appears similar to this:



Enter the information as follows:

1. Order disc %

Enter the discount percentage to be allowed on the entire order. This order discount percentage is in addition to any line item discounts given.

Format	99.999

2. Misc charges

Enter the amount of any miscellaneous charges for the order.

If A/R Control information specifies that miscellaneous charges are to be distributed, you are asked to enter the miscellaneous charges account number. Otherwise, the miscellaneous charges are automatically distributed to the default miscellaneous charges account specified in A/R Control information.

Enter the account number or press <F2> to use the miscellaneous charges account entered in A/R Control information.

Format	99999999.99-

3. Freight

Enter the freight charges for this order.

If A/R Control information specifies that freight charges are to be distributed, you are asked to enter the freight account number.

Enter the account number or <F2> press to use the default freight account specified in A/R Control information.

Format	9999999.99-

4. Tax amt

The sales tax amount is automatically calculated and displayed, using the tax code entered on the first screen, the taxable items on the order, the freight charges (if you answered Y to *Calc sales tax on freight ?* in A/R Control information), and the taxable status of miscellaneous charges.

You can use *Field number to change ?* to enter a different sales tax amount.

If you select to change this field, then change your mind, you can press <F1> to return to the amount that was automatically calculated.

Format	99999999.99-

Overriding the Calculated Tax

If you enter an amount different than the calculated sales tax, a window displays for you to distribute the sales tax if:

1. You entered a sales tax amount that is different from the displayed calculated tax, and
2. The amount entered is not 0, and
3. The tax code that applies to this sale specifies distribution to 2 or more accounts.

Enter the sales tax distributions as follows:

Amount

Options

Enter the amount to be distributed to the account, or use the option:

<F2>	For the first tax amount, to distribute the tax according to the various percentages in the tax code for this customer. This option is only available if each tax to be distributed is based on a single percentage on an amount over $0.00. For the second (or third) tax amount, to distribute the entire amount remaining.

Format	999999999.99-

5. Comm amt

If O/E Control information specifies that commissions are not used, *Not applicable* appears and an entry is not allowed.

The commission amount is automatically calculated and displayed, based on the commission codes for the inventory items on the order, if you specified in O/E Control information that commissions are to be used. If an item has no commission code, then the commission percentage associated with either the sales rep or customer is used to calculate the commission on the item, as per the setting in A/R *Control information*.

If you assign a commission code to an item with ascending prices, the commission for that item is calculated using either the commission rate associated with Price-1 (if the item sales price is price-1 or greater), or the commission rate associated with an override (if the item sales price is below price-1).

You can use *Field number to change ?* to enter a different commission amount.

If you change this field and later change your mind, you can press <F2> to return to the amount that was automatically calculated.

The message Comm calculated during posting is displayed if:

1. The commission code for one or more of the inventory items specifies a commission based on margin (gross profit), or

2. One or more inventory items have no commission code and the commission percentage associated with the sales rep or customer (as per A/R Control information setting described above) is based on margin, and
3. Standard costing is not used by I/C.

You can override this message by changing the commission amount using *Field number to change ?*.

Format	99999999.99-

6. Comm pct

If O/E Control information specifies that commissions are not used, *Not applicable* appears and an entry is not allowed.

The commission percent displays as .00. You can use *Field number to change ?* to enter an actual commission percent. The commission amount is then automatically calculated based on the discounted net.

The defaults for the commission percent and method (on price or on margin) come from one of two sources:

Customers, if you specified in A/R that commissions are calculated based on customers.

Sales Reps, if you specified in A/R that commissions are calculated based on sales reps.

If the message Comm calculated during posting is initially displayed, you may still enter a commission percentage. In this case, the percentage you enter is used to determine the commission on the order, rather than the commissions associated with the individual line items. If you specify that the commission percentage is to be based on margin, then the commission amount will be calculated during posting using the percentage that you enter here.

Note	The commission percentage and method used to calculate the commission for items that do not have commission codes are based upon what is in the Customer record or Sales Rep record at the time the line item is entered in O/E. Later changes to the Customer record or Sales Rep record, or changing the sales rep for the order, do not affect the commission amounts for these line items.

Format	99.99-

7. # ship labels

Enter the number of shipping labels to be printed.

If this field is left at zero, shipping labels can still be printed using individual shipping label printing, which allows entry of an order number and the number of labels to be printed for the order.

Format	99

8. # COD labels

Enter the number of COD labels to be printed.

Note that the terms are displayed on the totals screen so that you can determine whether COD is relevant to the entire order, or to just the freight amount, etc.

If this field is left at zero, COD labels can still be printed using individual COD label printing, which allows entry of an order number and the number of labels to be printed for the order.

Format	99

If you specify that one or more COD labels are to be printed, an additional field appears:

Cash only ?

Answer Y if only cash is acceptable for the COD (that is, checks are not accepted).

9. Comment

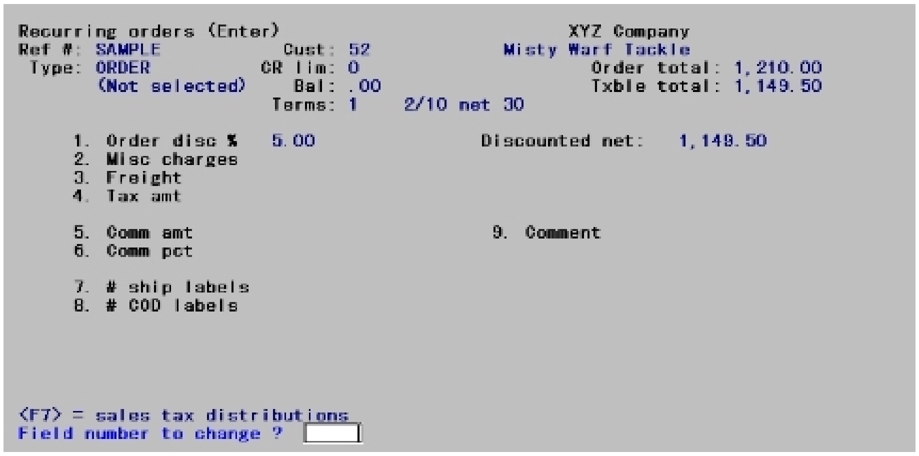
Enter any comments that you want to appear on the invoice. If you leave this field blank, any default comments you enter using Invoices are printed on the invoice.

When you are completed entering comments, press <F2>.

Format	Five lines of 30 characters each

Recurrence Information Screen

The following shows the Recurrence Information screen:



Enter the information as follows:

1. Interval

Enter a number and then the code for the time period that indicates how frequently the recurring order is charged to the customer. The time period choices are D = days, W = weeks, or M = months.

For instance, 3 W means billed every 3 weeks.

Format	Every 99 One character

2. Next date

Enter the next date the recurring order is due. If an exact date is not known, you can enter an approximate date.

Options

You can also use the option:

<Enter>	For the first recurring order, to use the system date. For subsequent recurring orders, to use the date entered for the prior recurring order.

Format	MMDDYY

After you have entered this date initially, it is automatically updated for this recurring order each time it is used as an invoice.

3. Start date

Enter the date on which you want to start charging this order to the customer, or press <F2> to use the system date.

Format	MMDDYY

4. Final date

Enter the date after which you want to stop charging this order to the customer, or press <F2> for Indefinite.

Format	MMDDYY

5. Max # of times

Enter the maximum number of times you want to charge this order to the customer, or press <F2> for Indefinite.

Format	999

Printing Recurring Orders

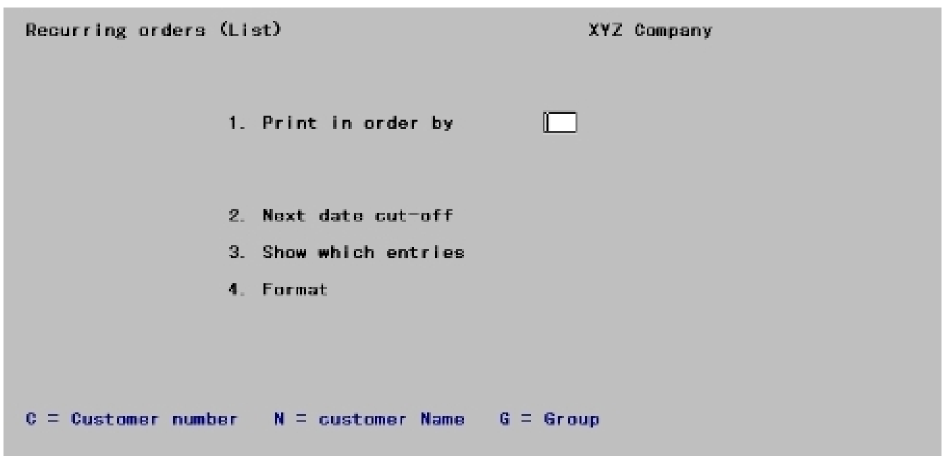
You may print a list of recurring orders you have entered in order by Customer number, Customer name or by recurring order group.

You may show only orders that will be activated before a specific cut-off date and you may limit your list to show only recurring orders that are expired or recurring orders that are currently selected for use.

See a Recurring Orders List example in the *Sample Reports* appendix.

Select

Edit list from the *Recurring orders* menu.



Enter the information as follows:

1. Print in order by

Enter the order in which you want the recurring orders shown on the list. Type C for customer number order, N for customer name order, or G for group order.

Format	1 character

The next two fields depend on your entry for *Print in order by*.

Starting (in order by entry)

Ending (in order by entry)

Enter the starting and ending in order by entries (customer number, customer name, or group). Follow the screen instructions.

2. Next date cut-off

Enter the cut-off date (next due date) of the recurring orders to be included. Recurring orders that are due to be activated as regular orders on or before this date will be shown.

Options

You may also use one of the options:

<Enter>	To use the system date
<F2>	To use the Latest date (show recurring orders regardless of when they are next due)

Format	MMDDYY

3. Show which entries

You have three choices for this field, as follows:

A	All entries All recurring orders for the range and cut-off date above are printed.
E	Expired entries only Only expired entries are printed. Expired entries are those recurring orders that either: Have been selected more than the maximum number of times, or Have a final date that is before the next date (as displayed on the recurrence information screen). When an entry has expired, it should be reviewed for deletion from Recurring Orders. Alternatively, by resetting either the maximum number of times to be used or the final date, the recurring order can continue to be used to generate regular orders.
S	Selected entries only Only selected entries are printed. An entry is selected using Select for use as described later in this chapter. Selected entries are copied to Orders, using Use selected, which is discussed at the end of this chapter.

Format	One character

4. Format

Enter the format in which to print the edit list, F for full format or B for brief format.

The brief format does not show cost center, warehouse, addresses, quantity back ordered, line discount percent, unit cost, scrap account, comments, or totals.

Format	1 character

5. Print recurrence info ?

Answer Y to have the recurrence information printed for each recurring order.

If you select to print a brief format list, the following field displays:

5. Blanket qty to print

Enter Q to print the quantity remaining for each recurring order on the list, or enter T to print the total quantity for each order.

Format	One character

6. Warehouse

This question appears only if you selected to multi-warehousing in I/C Control information.

Options

Enter the warehouse code for the orders you wish to print, or use one of the options:

<Enter>	To print orders for the Central warehouse
<F2>	To print orders for All warehouses. (Orders that are marked All in the warehouse field are included only if you select All here.)

Format	Two characters

SELECTING RECURRING ORDERS

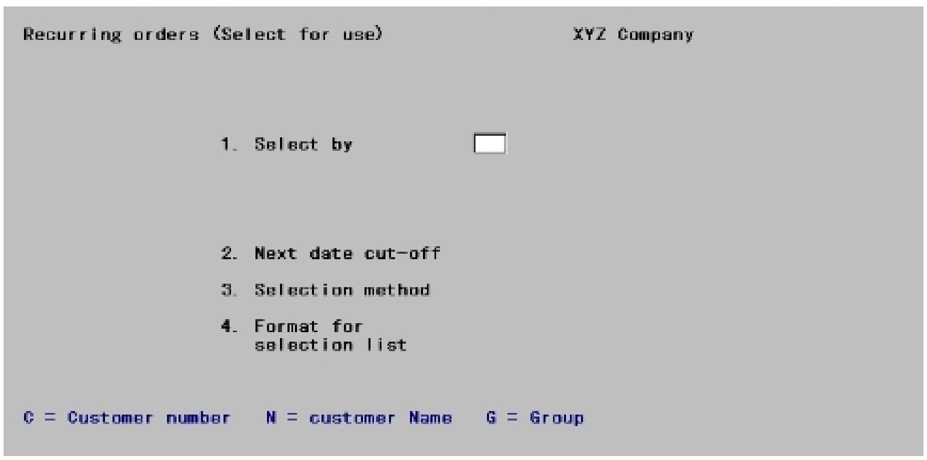
Use this selection to designate which recurring orders are to be copied to Order information for invoicing.

To use the recurring order, first use *Select for use* to select the order to be copied. Then *Use selected* to copy the selected order to Orders.

You may choose automatic or manual selection.

Select

Select for use from the *Recurring orders* menu.



Enter the following information:

1. Select by

Specify whether to select recurring orders in order by C (Customer number), N (customer Name) or G (Group).

Format	One character

The next two fields depend on your entry for Select by.

Starting (select by entry)

Ending (select by entry)

Enter the starting and ending select by entries (customer number, customer name, or group). Follow the screen instructions.

2. Next date cut-off

If you want to select only recurring orders with a next due date on or before a specific date, enter that date here.

You may also use one of the options:

<F2>	For no cut-off date
<Enter>	For the current date

Format	MMDDYY

3. Selection method

Enter the method to use when selecting orders. Enter A for automatic selection or M for manual selection.

If you specify automatic selection, recurring orders are selected automatically based on the criteria entered above.

If you specify manual selection, recurring orders meeting the criteria above are displayed, one at a time, for you to manually select which to turn into invoices. Changes to line item information or totals can be made as an order is manually selected.

Format	One character

6. Format for selection list

This field is skipped for manual selection.

For automatic selection, a list is printed of the recurring orders that are selected automatically. Enter B to print the list in brief format or F to print the list in full format.

Recurrence information and order totals are not included on the brief format.

Format	One character

Automatic Selection

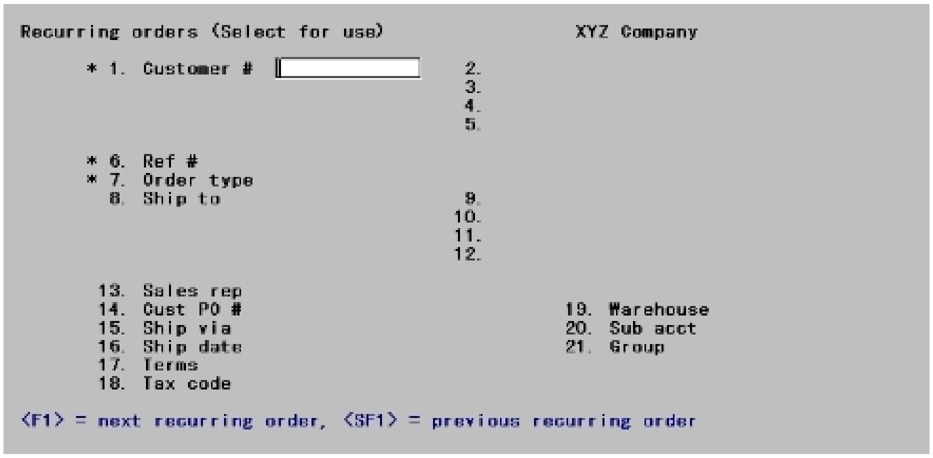
When you press <Enter> at *Field number to change ?*, a period of processing occurs while the recurring orders that you have specified are selected automatically by the computer. The Recurring Orders Automatic Selection Edit List will be printed to show you which recurring orders have been selected. The recurring orders that are selected will be turned into actual orders when you run Use selected (described later in this chapter).

Manual Selection

When you press <Enter> at *Field Number to change ?*, a screen appears for you to select recurring orders manually. Orders that are selected here will be turned into actual orders when you run Use selected.

The criteria above (cut-off date and range of customer names, customer numbers, or groups) determine which recurring orders are displayed for Recurring orders selection when you press the

<F1> key. However, you can still select orders not meeting these criteria by entering the customer number and reference number on the following screen:



Enter the information as follows:

*1. Customer

Enter the customer number, or press <F1> to display the next recurring order. If you enter a customer number, you will then be prompted for the Ref #. The recurring order displays.

If the order has not already been selected, you are asked whether you want to select it. If you answer N, the screen clears to enter another order to select.

If you reply that this order is to be selected, the order is selected unless:

1. The *Final date* is earlier than the *Next date*. In this case, you are warned that you have gone past the final date on which this recurring order is to be sent, and asked if you wish to select it anyway. Answer Y to select it, or N to not select it.
2. The *Times so far* is more than the *Max # of times*. In this case, you are warned that you have already selected this order the maximum number of times, and asked if you wish to select it anyway. Answer Y to select it, or N to not select it.

If the customer is already over his credit limit, a message appears informing you of this, and you are asked whether you want to continue selecting this order. Answer N to exit from selecting this order or Y to continue.

Make any changes.

The line selection screen appears to allow you to make any desired changes to the recurring order's line items, including the quantity or price of any variable or fixed line item.

You can press <Esc> to go directly to the totals screen.

CHANGING LINE ITEMS

After working with the first line item on an order, you may select the next line item by entering the sequence number at the Seq # field.

Options

You may also use one of these options:

<F1>	For the next line item
<F2>	For the next variable line item (the next line item for which you designated the Quantity or Price as variable)

When the right line item appears, press <Enter> to select it for changing.

Note	After pressing <Enter>, you can also delete the line item from the recurring order (and thus the new regular order) by pressing F3, then answering Y to *This line item will be deleted. Is this correct ?*.

At this point, you may change the quantity or price specified on the line item. If you make a change to the quantity or price, you are asked whether the field is to be fixed or variable in the recurring order. Answer F for fixed or V for variable.

Make any other changes. When no more changes to line items are desired, press <Esc> at the sequence number. The totals screen appears.

Make any changes to the totals. You may enter a cash amount if you wish.

USING SELECTED RECURRING ORDERS

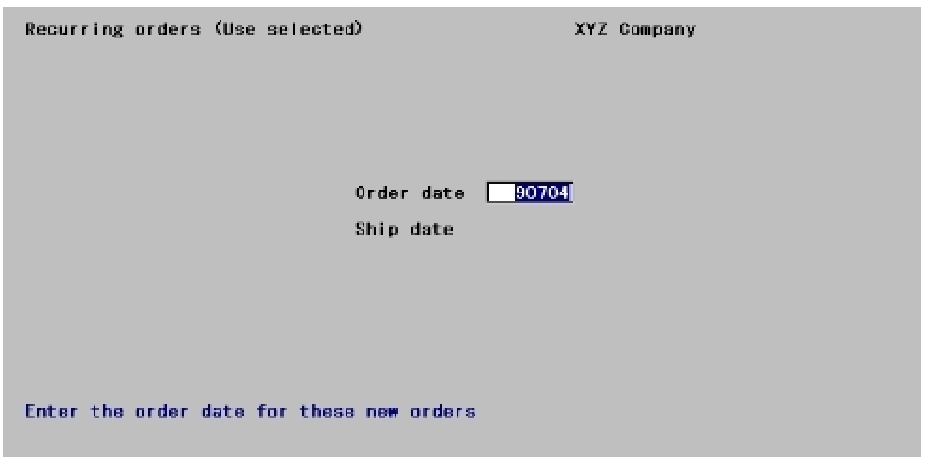
Prior to using this selection, you should always print a list showing only the recurring orders that have been selected. Use List and choose only selected orders.

When you have verified that your selection of recurring orders is correct and complete, you are ready to copy them into actual orders. (The recurring orders still remain.)

When *using* a recurring order and your system is set up to use PBS Multi-payment processing, it defaults the invoice (I type) to the customers's terms. You may change it to a specific payment type in Orders (Enter). If it is an order (O type), you do not have to enter a payment or use the customer's terms until you select it for billing. For information on the configuration of this feature, see the *PBS Multi-payment Setup* appendix in the A/R user documentation.

Select

Use selected from the *Recurring orders* menu.



You are asked to enter the order date and ship date that are to appear on these new regular orders.

Enter the dates.

Options

You may also use one of the options:

<Enter>	For the order date, to use the system date. For the ship date, to use the same date as the order date.
<Esc>	To exit without copying the orders

You are asked, *Any change ?*. Answer Y and make any desired change to the date. When it is correct, answer N.

After you answer N, one order is created in Orders for each selected recurring order. Follow the screen instructions.

You can change the new orders or print a list of them using the Orders selection. You may print the invoices and post them to A/R using *Invoices*.

Back Orders - Type O Recurring Orders

When a line item from a type O recurring order is copied into an order, it is possible that there is insufficient quantity available to fully ship the item.

If this occurs, an exception report is printed that shows each line that cannot be fully shipped. For each of these lines (as copied to Order Line Items), the quantity shipped has been set per the Back order instruction you entered for the line of the recurring order.

See a Recurring Orders Exception Report sample in the *Sample Reports* appendix.

Back Orders - Type I Recurring Orders

When a line item from a type I recurring order is copied into an order, it is possible that there is insufficient quantity available to fully ship the item.

If this occurs, an exception report is printed that shows each line that cannot be fully shipped. For each of these lines (as copied to Order Line Items), the quantity shipped has been set to the quantity ordered. However, before printing and posting an invoice that contains a line that appears on the exception report, you should take one of the following actions:

1. Obtain sufficient quantity of the item to fully ship the line and then enter a receivings in I/C for the amount received. At this point, the line can be shipped in full.
2. Use Orders to display the line item. Then change the quantity shipped so that the amount that cannot be shipped is back ordered. (Other options are also available such as shipping in stock or back ordering the entire line item until the full amount ordered is available. Refer to the Orders chapter for options information.

Picking Tickets

This chapter contains the following topic:

PRINTING PICKING TICKETS

Use this selection to print picking tickets. A picking ticket is a list of items from an order or invoice, printed in order by item location code (bin or shelf location in the warehouse or stockroom). The ticket is used for gathering (picking) the items to be shipped.

The picking ticket data may also be exported to a file.

For the CSV export double quotes (") are used as a field delimiter. Do not use a double quote in any of the data being exported. It will cause the data to be exported to an incorrect field.

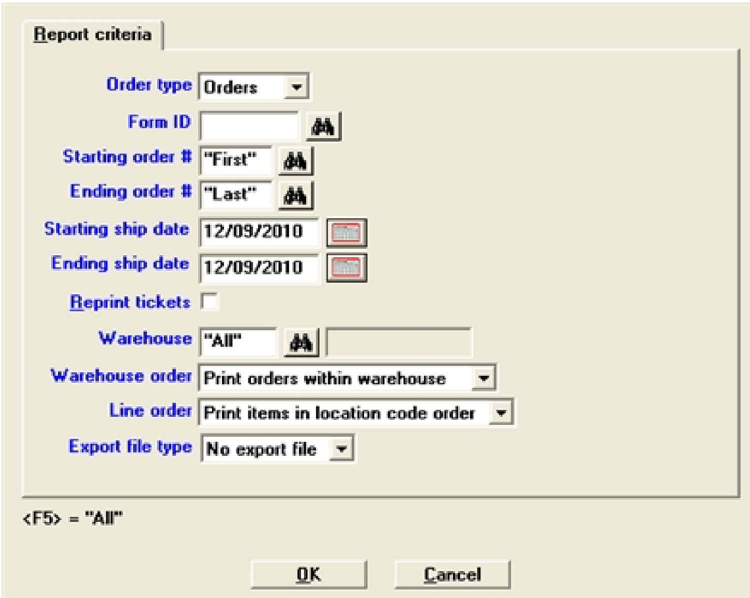
PBS Version 12.06 Layout Changes and Picking Ticket Exports

Starting with PBS version 12.06 the customer and ship-to name, address 1, address 2, city, state, zip and apply-to invoice fields were expanded when using either the CSV or TXT export. New fields were added including address 3, address 4 and county. You will need to take these changes into account when interfacing to your external system.

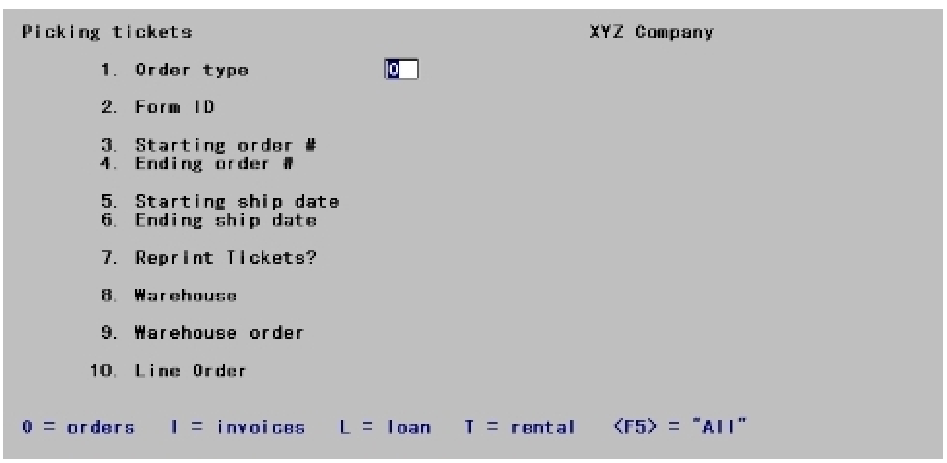
Select

Picking tickets from the O/E menu.

Graphical Mode



Character Mode



Enter the following information:

Order type

Select the type of order for which to print picking tickets. The choices are:

Graphical	Character	Description
Orders	O	By Order
Invoices	I	By Invoice
Loan	L	By Loan
Rental	T	By Rental
"All"	N/A	For printing picking tickets for "All" the above types of Orders, Invoices, Loans and Rental

Options

You have the following option in both Graphical and Character modes:

<F5>	Print picking tickets for "All" the form types of Orders, Invoices, Loans and Rental.

Format	One letter from the drop down list. The default is Orders.
Example	Select <Enter>

Form ID

Enter the Form ID for which to print picking tickets.

Options

You may can one of the options:

<F1>	For next Form ID
<SF1>	For previous Form ID

Format	Up to five characters
Example	Press <F1>

Starting order
Ending order

Enter the range of orders for which picking tickets are to be printed. Press <F2> for *"First"* and *"Last"*

Format	Up to six digits
Example	Press <F2> at both Starting and Ending order # fields

Starting ship date
Ending ship date

Enter the range of shipping dates.

The next two fields may only be entered if you are using multi-warehousing. In character mode, if you are not using multi-warehousing, the remaining screen fields are renumbered.

<F1>	For "ASAP" at the first field. Second field is skipped
<F2>	For "Earliest" and "Latest" at both fields

Format	MMDDYY
Example	Press <F2> at both Starting and Ending ship date fields

Reprint tickets

If you wish to reprint picking tickets (that have already been printed), check this box.

Format	Check box, where checked is yes and unchecked is no
Example	Leave the box unchecked for no

Warehouse

This field, and the next, can only be entered if you are using multi-warehousing.

Enter a warehouse code to print picking tickets for a specific warehouse.

You may use the options:

<F5>	To print picking tickets for *"All"* warehouses
<Enter>	For Central warehouse

Format	Up to two characters
Example	Press <F5> to select *"All"*

If serial numbers were entered for a serialized line item, they appear on the picking ticket under the line item. A blank space is also provided for writing each serial number that was not specified at the time the order was entered.

Similarly, if lot numbers were entered for a lot-controlled line item, they print under the line item along with their respective allocated quantities. Blank spaces are provided for writing additional lot numbers and quantities if the quantity to be shipped has not been fully allocated.

Warehouse order

Enter the order in which you wish to print.

If you entered a specific warehouse for the previous field or you are not using multiple warehouses, entry for this field is not allowed.

Options

You may use one of the options:

Graphical	Character	Description
Print orders within warehouse	O	To print orders within warehouse
Print warehouses within orders	W	To print warehouses within orders

Format	Drop down list with the two choices above
Example	Select Print orders within warehouse

Line Order

Enter the code in which you wish to print items.

Options

You may use one of the options:

Graphical	Character	Description
Print items in location code order	L	To print items in location order
Print items in sequence # order	S	To print items in sequence # order

Format	Drop down list with the two choices above
Example	Select Print items in location code order

Export file type

This field can only be entered if you opted to include it by checking the Activate and use picking ticket export field in O/E *Control information*.

Enter the code to determine which text file type will export. The file name that gets created is either DIOPIKxx.CSV (CSV file format) or DIOPIKxx.TXT (fixed length format) where xx indicates the PBS company. This file is overwritten each time you run the export.

The export file will contain a header line for each order and additional lines for each line item.

If you upgraded your data from a version before v12.06 see PBS Version 12.06 Layout Changes and Picking Ticket Exports.

Options

You may use one of the options:

Graphical	Character	Description
.TXT file	T	To create a fixed length text file
.CSV file	C	To create a CSV (comma separated value) file
No export file	N	No file will be created

Format	Drop down list with the choices above
Example	Select No export file

Regardless of what you select here, a picking ticket printer must also be selected.

OK or Cancel

Make any changes or select the OK button to select a printer for printing the picking tickets or select Cancel to return to the menu.

Back Orders

This chapter contains the following topics:

PRINTING BACK ORDERS

Use this selection to print three different back order reports and to automatically fill back orders by updating the quantity to ship for items that are now available in inventory.

Three different reports are provided to list those line items that are back ordered.

1. Back Orders by Customer Report

This report may be printed for all customers or selected customers. For each customer, the report shows all line items for this customer that contain a back ordered amount.

You may restrict this report so that a line item for an inventory item is only printed if the item is now available in inventory. This allows you to use this report to determine which back ordered line items (for specified customers) can now be filled.

2. Back Orders by Item Report

This report may be printed for all inventory items or selected inventory items. For each inventory item reported on, the report shows all line items that contain a back ordered amount for the inventory item.

You may restrict this report so that an inventory item (and its associated line items) is only printed if the item is now available in inventory. This allows you to use this report to determine which back ordered line items can now be filled.

3. Fill Back Orders

This report may be printed in sequence by item, order number, or customer, for one or all warehouses. For each item, order, or customer, the report shows the items that are now available in inventory and the back orders that can be filled. The shipping date of each line item is used to determine the order in which items are filled.

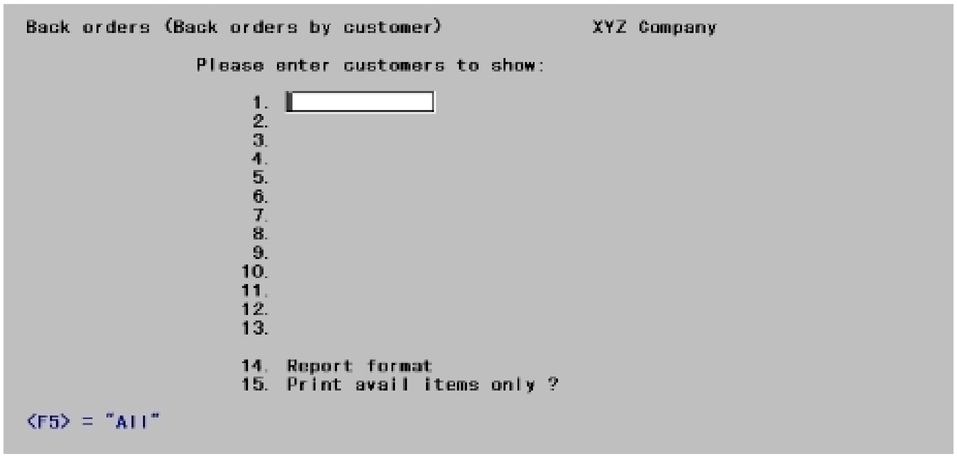
This selection can also be used to automatically update the quantity to ship for those items that are now available in inventory. Picking tickets can be automatically printed for newly filled lines.

Alternatively, you may use the Bill selected lines option in Select for billing to manually update the quantity to ship for line items that can now be shipped.

Select

Back orders by customer from the *Back orders* menu or *Back orders by customer* from the *Reports* menu.

The following screen appears:



```
Back orders (Back orders by customer)            XYZ Company

                Please enter customers to show:

                     1.
                     2.
                     3.
                     4.
                     5.
                     6.
                     7.
                     8.
                     9.
                    10.
                    11.
                    12.
                    13.

                    14.  Report format
                    15.  Print avail items only ?

<F5> = "All"
```

PRINT BACK ORDERS BY CUSTOMER

Enter the following information:

1-13. Customers to show

Enter up to 13 different customers to print on the report or press <F5> to show back orders for All customers.

If you want to print the back order report for a few customers only, you can end the selection at any time by pressing <Esc> instead of entering another customer number.

Format	Up to 13 characters per line
Example	Press <F5> for *All* Customers

14. Report format

Answer <F> for full format or <B> for brief format.

The Full format shows all details for the back orders for the selected customers. The Brief format shows only selected information about these back orders, with a single line per customer.

F	For Full format report
B	For Brief format report

Format	One letter, either F or B. The default is F.
Example	Press <Enter> to accept the default.

15. Print avail items only ?

If the Brief report format is selected in field number 14, Not applicable displays for this field and entry is not allowed.

If you answer Y, a line item appears on the report only if it contains a back ordered amount and the inventory item back ordered is now available in inventory.

If you answer N, line items appear on the report whether or not the item is available in inventory.

Format	One letter, either Y or N.
Example	Type: N

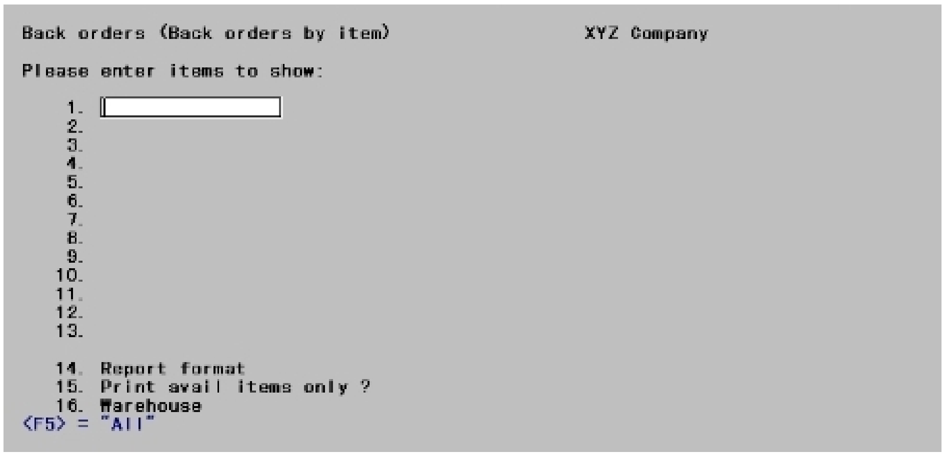
Make any needed changes. Pressing <Enter> at the *Field number to change ?* prompt will print the report. You may be asked to select a printer or to adjust the alignment. See a Back Orders by Customer sample in the *Sample Reports* appendix

Print Back Orders by Item

Select

Back orders by item from the *Back orders* menu or *Back orders by item* from the *Reports* menu.

The following screen appears:



Enter the following information:

1 - 13. Items to show

Enter up to 13 different item numbers to print on the report or press <F5> to show back orders for *All* items.

If you want to print the back order report for a few items only, you can end the selection at any time by pressing Esc instead of entering another item number.

Format	Up to 15 characters per item
Example	Press <F5> for *All* items

14. Report format

Answer F for full format or B for brief format. The Full format shows all details for the back orders for the selected items. The Brief format shows only selected information about these back orders, with a single line per item.

F	For Full format report
B	For Brief format report

Format	One letter, either F or B, the default is F.
Example	Press <Enter> to accept the default.

15. Print avail items only ?

If the Brief report format is selected in field number 14, Not applicable displays for this field and entry is not allowed.

If you answer Y, a line item appears on the report only if it contains a back ordered amount and the inventory item back ordered is now available in inventory.

If you answer N, line items appear on the report whether or not the item is available in inventory.

Format	One letter either Y or N
Example	Type: N

16. Warehouse

If you are using multi-warehousing in Inventory control, enter a warehouse code to print back orders for that warehouse only, or press <F5> to print back orders for *All* warehouses.

Format	Up to two characters
Example	Press <F5> for *All* Warehouses.

Make any needed changes. Press <Enter> at the *Field number to change ?* prompt to print the report. See a Back Orders by Item sample in the *Sample Reports* appendix

FILLING BACK ORDERS (REPORT)

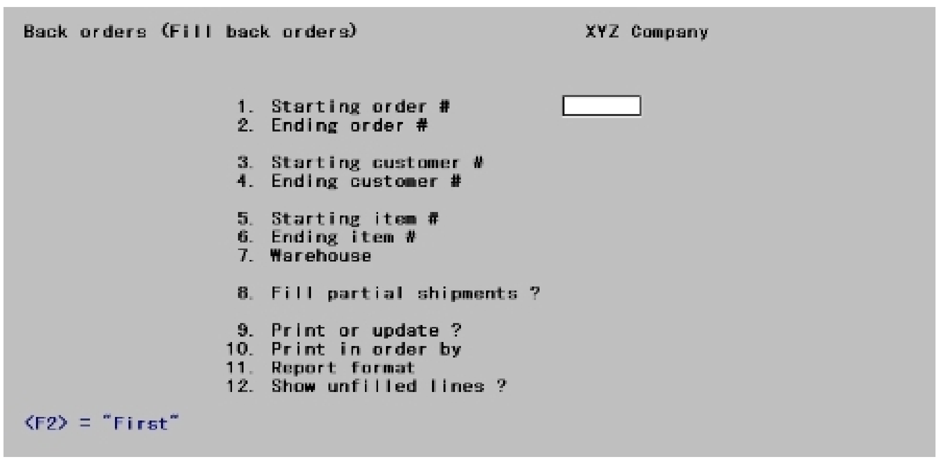
Use this selection to print a report of back ordered items that can be filled due to increased available inventory, and to optionally update the quantity to ship for those items.

Back ordered items are filled in shipping date order (the order date is used for ASAP ship dates). Partial orders can optionally be filled for customers who accept partial shipments.

You may have designed a form to be used specifically for filling back orders. If so, use the *Fill back orders* (*form*) selection instead of this selection, *Fill back orders (reports)*.

Select

Fill back orders (report) from the *Back orders* menu.



Enter the following information:

1. Starting order #
2. Ending order #

Enter the range of orders for which back ordered items are to be included. Follow the screen instructions. Press <F2> for *First* and *Last.*

Format	Up to six digits
Example	Press <F2> and then <Enter> at fields #1 and #2.

3. Starting customer #

4. Ending customer #

Enter the range of customers for which back ordered items are to be included. Follow the screen instructions. Press <F2> for *First* and *Last.*

Format	Up to 12 digits
Example	Press <F2> then <Enter> at fields #3 and #4.

5. Starting item

6. Ending item

Enter the range of items to be included. Follow the screen instructions. Press <F2> for *First* and *Last*.

Format	Up to 15 digits
Example	Press <F2> then <Enter> at fields #4 and #6.

The following field displays only if you are using multi-warehousing. If you are not using multi-warehousing, the subsequent fields will be numbered one less than shown here.

7. Warehouse

If you are using multi-warehousing, enter the warehouse code of the back ordered items to be included.

You may use one of the options:

<F5>	For *All* warehouses
<Enter>	For Central

Format	Up to two characters
Example	Press <F5>.

8. Fill partial shipments ?

Answer Y if back orders should be partially filled when a customer accepts partial shipments.

If you answer Y, as the available quantity of an item is allocated to back orders, a back order will be partially filled if the customer accepts partial shipments. The back order will not be filled if the customer does not accept partial shipments.

If you answer N, back orders are filled only if the entire quantity to ship is available, even if the customer accepts partial shipments.

Format	One letter, either Y or N. The default is Y.
Example	Press <Enter> to accept the default.

9. Print or update ?

Enter P to print a report only of the back ordered items that can be filled, enter U to update the quantity to ship for each fillable back ordered item, or enter B to both print the report and update quantity to ship.

If you enter P, the Fill Back Orders Edit List is printed, showing the items that can be filled. Back orders for an item are filled in order by ship date (the order date is used for ASAP ship dates).

If you enter U, the quantity to ship is updated for each item that can be filled. The quantity committed and quantity on back order in Items and I/C Status are also updated.

If you enter B, the Fill Back Orders Journal is printed and the quantities are updated for each item for which a back order is filled.

If you specify U to update quantities only, Not applicable displays for the following three fields and entry is not allowed.

P	To Print Back Orders reports
U	To Update the quantity to ship
B	For Both, to Print and Update

Format	One letter from the table above. The default is P.
Example	Type: B

10. Print in order by

Enter the order in which you want the Fill Back Orders report printed, either I to print by item number, O to print by order number, or C to print by customer number.

I	To Print in order by Item number
O	To Print in order by Order number
C	To Print in order by Customer number

Format	One letter from the table above. The default is I.
Example	Type: O

11. Report format

Enter the format in which to print the report, either F for full format or B for brief format.

The full format shows for each item, order, or customer the order date, ship date, quantity remaining on back order, quantity filled, and the extended price of the filled quantity. Back orders that are partially filled, or could be partially filled if partial shipments were allowed, are also indicated.

The brief format shows only the total number of lines filled, not filled, and (if selected) partially filled for each item, order, or customer.

F	To Print Full format report
B	To Print Brief format report

Format	One letter either F or B. The default is F.
Example	Press <Enter> to accept the default.

12. Show unfilled lines ?

If you selected to print a full format report, answer Y to show the back ordered lines that were not filled and the reason they were not filled. If you selected the update option, the quantity to ship, quantity on back order, and quantity committed is updated for each back ordered line item that is filled. The customer's unposted balance is also updated to reflect the value of the quantity to be shipped.

You may use the *Picking tickets* selection to print picking tickets for only those orders for which quantity to ship has been updated with *Fill back orders*. Filled back orders are invoiced in the normal manner.

Format	One letter either Y or N. The default is Y.
Example	Press <Enter> to accept the default.

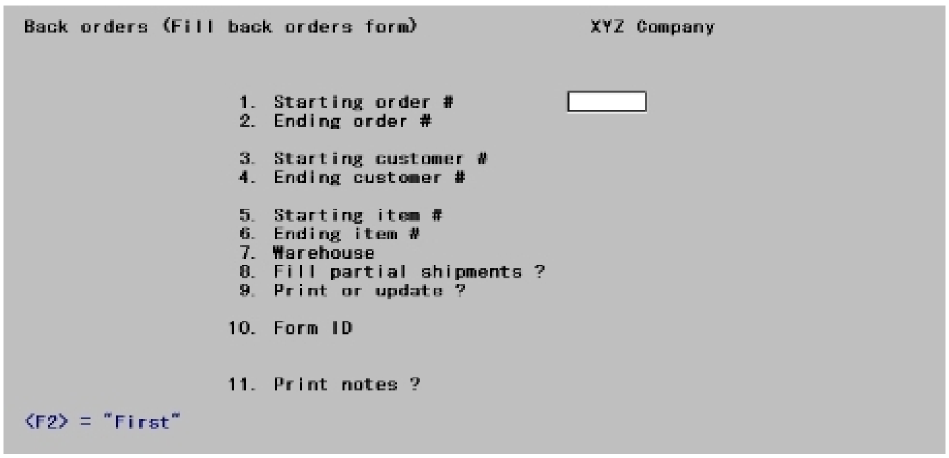
Make any needed changes. Press <Enter> at the *Field number to change ?* prompt to print the report. See a Fill Back Orders Edit List sample in the *Sample Reports* appendix

FILLING BACK ORDER (FORM)

This option enables you to specify your own form instead of the standard back order report.

Select

Fill back orders (*form*) from the *Back orders* menu.


Back orders (Fill back orders form) XYZ Company

1. Starting order #
2. Ending order #

3. Starting customer #
4. Ending customer #

5. Starting item #
6. Ending item #
7. Warehouse
8. Fill partial shipments ?
9. Print or update ?

10. Form ID

11. Print notes ?

<F2> = "First"

Fields # 1 through # 9 are identical to *Fill Back Orders*, described in the previous section.

10. Form ID

Enter the form you want to use for printing the report. The form ID must already be on file.

Options

You may use one of the following options:

<F1>	For the next form ID
<SF1>	For the previous form ID

Format	Enter a valid form ID
Example	Press <F1> for the next form ID.

11. Print notes

Answer Y if you want to print order notes on the back order report.

Format	One character, Y or N.
Example	Type: N

Printing Labels

This chapter contains the following topics:

SHIPPING LABELS

This chapter explains how you can print COD and Shipping labels.

Use the *Shipping labels* selection to print shipping labels for your orders. Prior to using this selection, you must either create shipping label layouts or install the predefined formats that are included with the software. Label layouts (formats) are created using the O/E selection, *Label formats.* Refer to the Designing and Creating Labels chapter.

Passport Order Entry (O/E) provides two methods of printing shipping labels:

Individual order mode

In this mode, you can enter a single order number and then specify the number of shipping labels to be printed.

Group mode

In this mode, you can print shipping labels for a range (group) of orders. For each order within the range, the number of shipping labels to print is taken from the order itself, as entered on the *totals* screen of the order.

This mode would be used when the proper number of labels has been specified at the time the order was entered using Orders.

For either mode, Individual or Group, the printing method is similar, and is covered in a section common to both, *Print Sequence*.

Select

Shipping labels from the *Labels* menu.

When the prompt, *Print label for one order or group of orders ?* appears.

Options

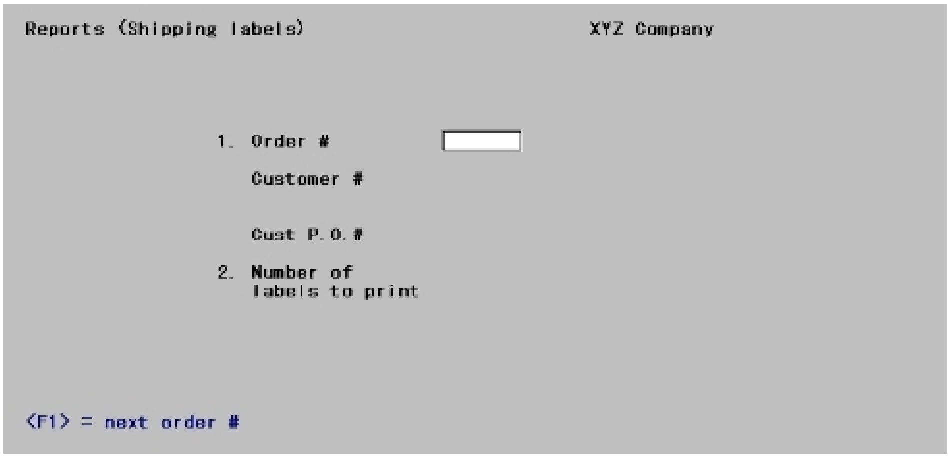
Select one of these Options:

O	Prints the shipping labels for one order at a time.
G	Prints the shipping labels for a group (or batch) of orders.

Format	One letter, either O or G
Example	Type: O

PRINTING USING INDIVIDUAL ORDER MODE

If you selected **O** to print one order at a time, the following screen appears:



Enter the following information:

1. Order

Enter the number of the order for which you wish to print shipping labels.

You may use one of the options:

<F1>	For next *Order* number
<SF1>	For previous *Order* number

Format:	Up to six digits
Example	Press <F1>

The customer number and customer's P.O. number for the order display automatically.

2. Number of labels to print

Enter the number of labels to print for this order.

Format:	Up to three digits
Example	Type: 10

Select the layout

After pressing <Enter> at *Field number to change ?*, you are requested to supply which *Label layout to print?*.

Enter the number of the shipping label layout to use.

Options

You may use the options:

<F1>	For next Label layout
<SF1>	For previous Label layout

Format:	Up to three digits
Example	Type: 10

Two additional prompts successively appear:

- At the *Right layout?* prompt, press <Enter> (unless you wish to make a change), and,
- At the *Any change ?* prompt, press <Enter> to accept the default **N** response.

When you have selected the shipping label layout to use, you are asked to mount labels on the printer.

Type: DONE when you have done this.

You are then asked to select the printer on which the forms have been mounted. You may then print one or more alignment forms. After this, the shipping labels for the order entered earlier are printed.

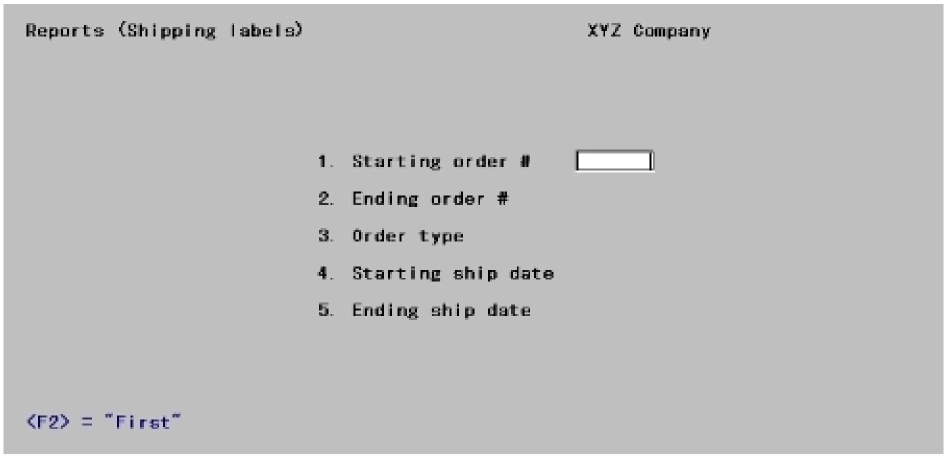
After shipping labels have been printed for the first order, you can continue to enter order numbers and the number of labels to print in the same manner.

When you have printed all labels needed, press <Esc>. You are asked to mount regular paper on the printer.

Type: DONE after mounting regular paper on the printer.

PRINTING USING GROUP MODE

The following screen appears if you selected to print shipping labels for a group (batch) of orders.



Enter the following information:

1. Starting order

2. Ending order

Enter the starting and ending order numbers for the range of orders you want to print shipping labels, or press <F2> for "First" and "Last".

Format	Up to six digits
Example	Press <F2> at fields #1 and #2.

3. Order type

Enter a code designating the type of order for which shipping labels are to be printed: **O** for *Order* type only, **I** for *Invoice* type only, or **B** for *Both* types.

O	To print the *Order* type
I	To print the *Invoice* type
B	To print *Both* types

Format	One letter from the table above.
Example	Type: B

4. Starting ship date

5. Ending ship date

Enter the date of the range that you want to start and end shipping. The date will appear on the shipping labels. Or, press <F2> to enter the *earliest* and the *latest* dates, respectively.

Format	MM/DD/YY
Example	Press <F2> at fields # 4 and # 5.

At the prompt, *Field number to change ?*, you can make modifications by selecting a field and entering the corrected data.

Select the layout

After pressing <Enter> at *Field number to change ?*, you are requested to supply which *Label layout to print?*.

Enter the number of the shipping label layout to use.

You may use the options:

<F1>	Selects the next shipping label layout.
<SF1>	Selects the previous shipping label layout.

Format	Up to three digits
Example	Type: `1`

Two additional prompts successively appear:

- At the *Right layout?* prompt, press <Enter> (unless you wish to make a change); and,
- At the *Any change ?* prompt, press <Enter> to accept the default **N** response.

When you have selected the shipping label layout to use, you are asked to mount labels on the printer.

Type: `DONE` when you have done this.

You are then asked to select the printer on which the forms have been mounted. You may then print one or more alignment forms. After this, the shipping labels for the order entered earlier are printed.

After shipping labels have been printed for the first order, you can continue to enter order numbers and the number of labels to print in the same manner.

When you have printed all labels needed, press the **<Esc>** key. You are asked to mount regular paper on the printer.

Type: `DONE` after mounting regular paper on the printer.

COD LABELS

The *COD labels* selection enables you to print COD labels for your orders. Prior to using this selection, you must either create COD label layouts or install the predefined layouts included with the software. Label layouts (formats) are created using the O/E selection, *Label formats*, refer to the chapter, COD and Shipping Label Layouts.

Passport Order Entry (O/E) provides two different methods of printing COD labels: Individual order mode and the Group mode.

1. Individual order mode

Individual order mode enables you to enter a single order number and then specify the number of COD labels to be printed.

This mode is useful when the number of COD labels needed to ship the order can be determined only after it has been picked and boxed.

In this mode, you can print the COD label even when the order has not been selected for billing; but you will have to enter the COD amount, since it has not yet been entered into O/E.

2. Group mode

Group mode enables you to print COD labels for a range (batch) of orders. For each order within the range, the number of COD labels printed comes from the order itself, as entered on the Totals screen of the order.

The group mode is useful when you know at the time that orders are entered (using *Orders)* how many COD labels will be needed to ship the order.

Labels are not printed for the following orders:

- Orders not yet selected for billing, since no invoice amount is available.
- COD labels are never printed for Return Merchandise Authorizations (RMAs).

Select

COD labels from the *Labels* menu.

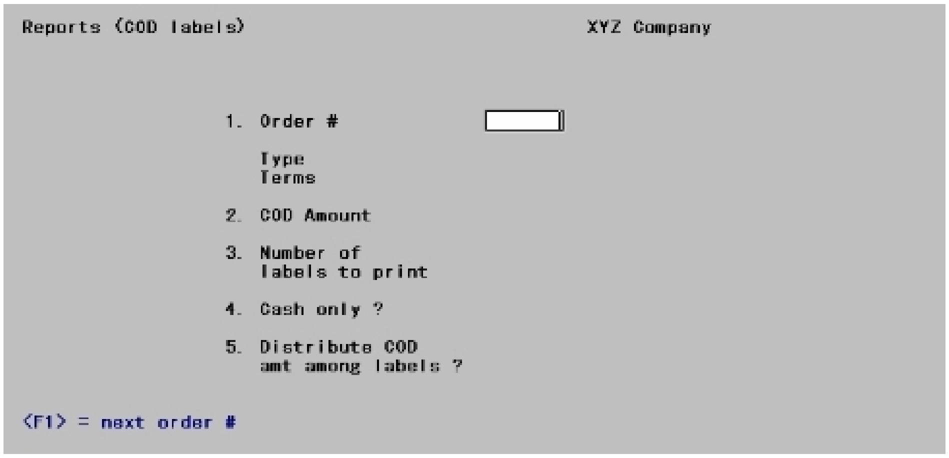
When the prompt, *Print label for one order or group of orders ?* appears, select one of these options:

O	Prints the COD labels for one order at a time.
G	Prints the COD labels for a group (or batch) of orders.

Format	One letter, either O or G.
Example	Type: O

PRINTING USING INDIVIDUAL ORDER MODE

If you selected to print COD labels for one order at a time, the following screen appears:



Enter the following information:

1. Order

Enter the order number for which to print COD labels.

When the order number is entered, the information is automatically displayed for the *Type* (order or invoice) along with its status (selected, not selected, or invoice printed). The order *Terms* fields is also displayed.

Press <F1> for next Order number.

Format:	Up to six digits
Example	Press <F1>

An order does not have to be previously selected for billing to be accepted here.

One additional prompt successively appear:

- At the *Right order number ?* prompt, press <Enter> (unless you wish to make a change).

2. COD Amount

Enter the full amount that is to be paid COD.

You may use the one of the options:

<F1>	For the balance due on the order
<F2>	For the freight amount only (available only if a freight amount was entered for the order)

Format:	999999999.99
Example	Press <F1>

Note	If the order entered above is an unselected type: O order, no options are available. You must enter a COD amount.

3. Number of labels to print

Enter the number of COD labels to print for this order.

Format:	Up to three digits
Example	Type: 10

4. Cash only ?

Answer **Y** if you will only accept cash payment for the COD amount. This information is used by the COD label format to determine if a message should be printed on the COD label regarding accepting cash only.

If you will only accept cash payment for the COD amount, enter Y. Press <F2> for No.

Format:	One letter, either Y or N.
Example	Type: N

5. Distribute COD amt among labels ?

Answer **N** if you wish to have the entire COD amount printed on the first COD label.

If you answer **Y**, the COD amount is distributed equally among the COD labels to be printed. For example, if four labels are to be printed and the amount due is $100.00, then each label would show $25.00 as the amount due.

If only one label is to be printed, Not applicable displays for this field.

If you selected to print a single label (field 3), then this field is not applicable. But if you are printing more then one label, you must now decide if the COD amount entered in field 2 will be printed only on the first label or divided equally among the labels.

Options

Select one of these options:

Y	Divides COD amount among the labels.
N	Prints COD amount only on the first label.

Select the layout

After pressing <Enter> at *Field number to change* ?, you are requested to supply which *Label layout to print*?

Enter the number of the COD label layout to use, or use the Options:

<F1>	Selects the next COD label layout.
<SF1>	Selects the previous COD label layout.

Two additional prompts successively appear:

- At the *Right layout* ? prompt, press <Enter> (unless you wish to make a change); and,
- At the *Any change ?* prompt, press <Enter> to accept the default **N**, if no changes are needed.

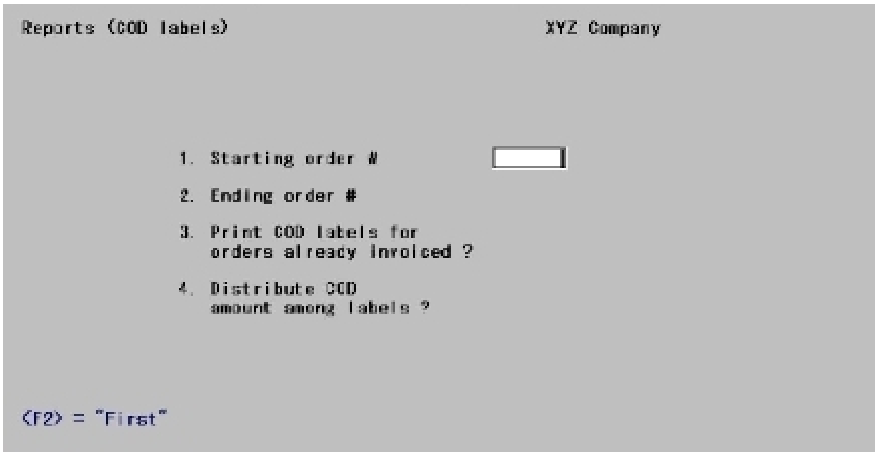
After COD labels have been printed for the first order, you can continue to enter order numbers and the other information described above.

When you have printed all labels needed, press <Esc>. You are asked to mount regular paper on the printer.

Type: `DONE` after mounting regular paper on the printer.

PRINTING USING GROUP MODE

If you elected to print COD labels for a group (batch) of orders, the following screen appears:



Enter the following information:

1. Starting order

2. Ending order

Enter the starting and ending order numbers for the range of orders that you want to print COD labels. Or press <F2> to begin the printing at the first and last COD order numbers, respectively.

For an entry to be accepted, *the order must have been previously selected for billing*. Press <F2> for "First" and "Last".

Format:	Up to six digits
Example	Press <F2> at fields # 1 and # 2

3. Print COD labels for orders already invoiced ?

Answer **N** to skip printing COD labels for orders for which invoices have already been printed.

If you answer **Y**, COD labels are printed for all type *I* orders and selected type *O* orders, whether or not an invoice has already been printed.

Your answer to this question depends upon whether you print COD labels before or after you print invoices.

Format:	One letter, either Y or N. The default is N.
Example	Press <Enter> to accept the default.

4. Distribute COD amount among labels ?

You previously entered the number of COD labels to print, and the COD amount during *Order entry*. If you selected to print a single label, then this field is not applicable. However, if you elected to print more then one label, you must now decide if the COD amount entered will be printed only on the first label or divided equally among the labels.

For example, if four labels are to be printed and the amount due is $100.00, then each label would show $25.00 as the amount due.

Options

Select one of these options:

Y	Divides the COD amount equally among the labels.
N	Prints the COD amount only on the first label.

Format:	One letter, either Y or N.
Example	Type:N

At the prompt, *Field number to change ?*, you can make modifications by selecting a field and entering the corrected data.

Select the layout

After pressing <Enter> at *Field number to change ?*, you are requested to supply which *Label layout to print?*

Enter the number of the COD label layout to use.

You may use the options:

<F1>	Selects the next COD label layout.
<SF1>	Selects the previous COD label layout.

Two additional prompts successively appear:

- At the *Right layout ?* prompt, press <Enter> (unless you wish to make a change) and,
- At the *Any change ?* prompt, press <Enter> to accept the default **N** response.

After selecting the layout, the following screens appear to guide you in the printing process respond to the prompts as needed.

- Mount labels screen: You are prompted to mount the labels on the printer. Type: DONE when this is complete.
- Select printer: applicable if you have set up more than one printer in *Control Information*.

- Alignment screen: Applicable if you selected a laser printer. You are prompted to enter top and left margins, and the number of labels to print down the page.
- Print alignment screen: If you want a sample label, printed with a test pattern of X's, to check the alignment on the printer, enter **Y**. A test sample prints, and the *Print alignment* ? prompt will again in order to repeat the test process.
- If you respond **N** to the *Print alignment* prompt, then the labels are printed.

Once COD labels have been printed for the first order, you can again enter an order number and the number of labels to print. When you press <Enter> at the *Field number to change ?* prompt, the labels will be printed.

When all labels have been printed, you will be asked to mount regular paper on the printer. Type: `DONE` when this is complete.

Printing Forms

This chapter contains the following topic:

ACCESSING PRINTING FORMS

Use this selection to print forms or to reprint invoices for a group of orders, prior to posting invoices. This includes type O orders, type I orders, credit memos, quotes and RMAs.

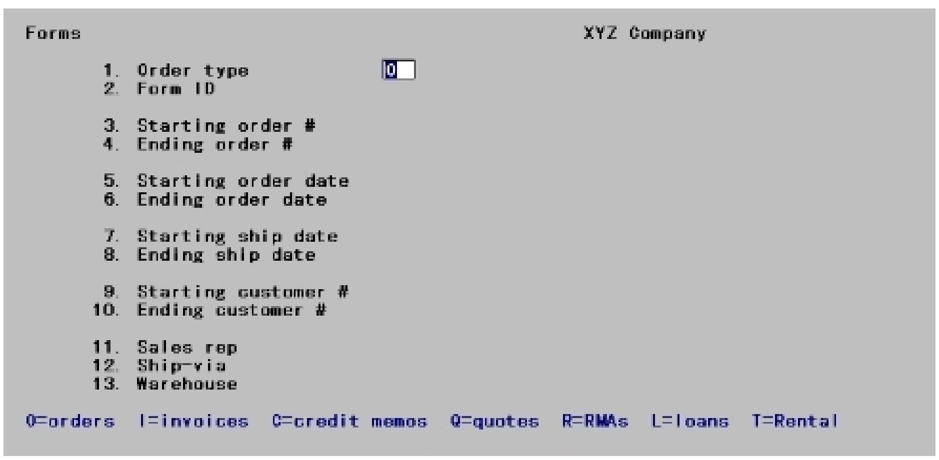
Note that even if you use this selection to print an invoice, the invoice cannot be posted until you have printed the invoice using the *Invoices* (*Print*) selection.

If you use a Picking Ticket Form, you will not have the options to Reprint, print for orders in a warehouse, warehouse in an order, or by location.

Select

Forms from the O/E menu.

The following screen appears:



1. Order type

Format 1 character

Enter the type of order for which forms are to be printed. The choices are:

O	Order type
I	Invoice type
C	Credit memos
Q	Quotes
R	RMAs
L	Loan type
T	Rental type

If you specify to print type O orders, an additional field displays:

Format	One letter from the table above.
Example	Type:O

Selected lines only ?

Answer Y if you wish only line items selected for billing to be printed, or answer N to print all line items.

Format	One letter either Y or N, the default is N.
Example	Press <Enter> to accept the default.

2. Form ID 5

Enter the ID of the form to be used to print the orders.

Options

You may use one of the options:

<F1>	For next Form ID in the Form file
<SF1>	For previous Form ID in the Form file
<Enter>	To use the default Form ID from O/E Control information

An error message is displayed if the form ID does not have a form type defined for the order type specified.

Format	Up to five characters
Example	Press <Enter> to accept the default.

If your form type prints with a graphical image, then you must either select Windows printer or a *Company information* PDF printer. To set up a PDF printer, see Company information chapter in the *PBS Administration* documentation.

When you print the forms to a PDF printer the program creates files on the system in the PDFFIL\OEINVOICES directory. In Windows and Thin client they can be viewed, printed or emailed from the *Email/view printed PDFs* menu accessible in CTL from the *PDF form file processing* menu selection.

Windows printer is only available if you are using the Windows or Thin Client versions of PBS.

3. Starting order

4. Ending order

These fields display Starting quote # and Ending quote #, or Starting RMA # and Ending RMA # if you specified an order type of Quote or RMA.

Enter the range of order numbers to be printed, press <F2> for the First order, quote, or RMA number in the starting field, or for the Last order, quote, or RMA number in the ending field.

Format	Up to six digits
Example	Enter <F2> at both fields # 3 and # 4.

5. Starting order date

6. Ending order date

Enter the range of dates of the orders, quotes, loans, rentals, or RMAs to be printed, or press <F2> for the *Earliest* date in the starting field, or for the *Latest* date in the ending field.

Press <Enter> for the System date.

Format	MMDDYY
Example	Enter <F2> at both fields # 5 and # 6.

7. Starting ship date

8. Ending ship date

Enter the range of ship dates of the orders, quotes, loans, rentals, or RMAs to be printed.

Options

You may use one of the options:

<F1>	For ASAP
<F2>	For the Earliest date in the starting field, or for the Latest date in the ending field
<Enter>	For System date

Format	MMDDYY
Example	Enter <F2> at both fields # 7 and # 8.

9. Starting customer

10. Ending customer

Enter the range of customer numbers for which orders, quotes, loans, rentals, or RMAs are to be printed, or press <F2> for the *First* customer number in the starting field, or for the *Last* customer number in the ending field

Format	Up to 12 digits
Example	Enter <F2> at both fields # 9 and # 10.

11. Sales rep

(If you specified that you are not using sales reps in O/E Control information, *Not applicable* displays for this field and entry is not allowed.)

Enter the sales rep for the orders, quotes, loans, rentals, or RMAs to be printed, or press <F5> for *All* sales reps.

Format	Up to three digits
Example	Enter <F5> for *All*.

12. Ship-via

Enter the ship via method of the orders, quotes, or RMAs to be printed, or press <F5> for *All* ship via methods.

Format	Up to three characters
Example	Enter <F5> for *All*.

13. Warehouse

This field appears only if you are using multi-warehousing.

Enter the warehouse for which orders, quotes, loans, rentals, or RMAs are to be printed.

Options

You may use one of the options:

<F5>	For All warehouses
<Enter>	For Central

Format	Up to two characters
Example	Press <Enter> for Central warehouse.

You are then asked *Print alignment form ?*. Answer Y to print a test alignment form filled out with X's and 9's. Answer N when the form alignment is correct, or if you do not wish to print an alignment form.

The orders, quotes, loans, rentals, or RMAs are then printed on the selected printer, using the form ID you have entered.

If you are printing to a *Company information* PDF printer, then each form will be printed to a file. The name of each file displays on the screen as it is being created. The PDF files are located in the PDFFIL\OEINVOICES directory. An example of a PDF file name is xx_OEI_30_1008. The xx part of the name is the company number. The OEI indicates that it is an Order entry invoice. The '30' indicates that it is for customer number 30 and the 1008 indicates the invoice number.

In Windows and Thin client the PDF documents can be viewed, printed or emailed from the *Email/view printed PDFs* menu accessible in CTL from the *PDF form file processing* menu selection.

View Orders

This chapter contains the following topics:

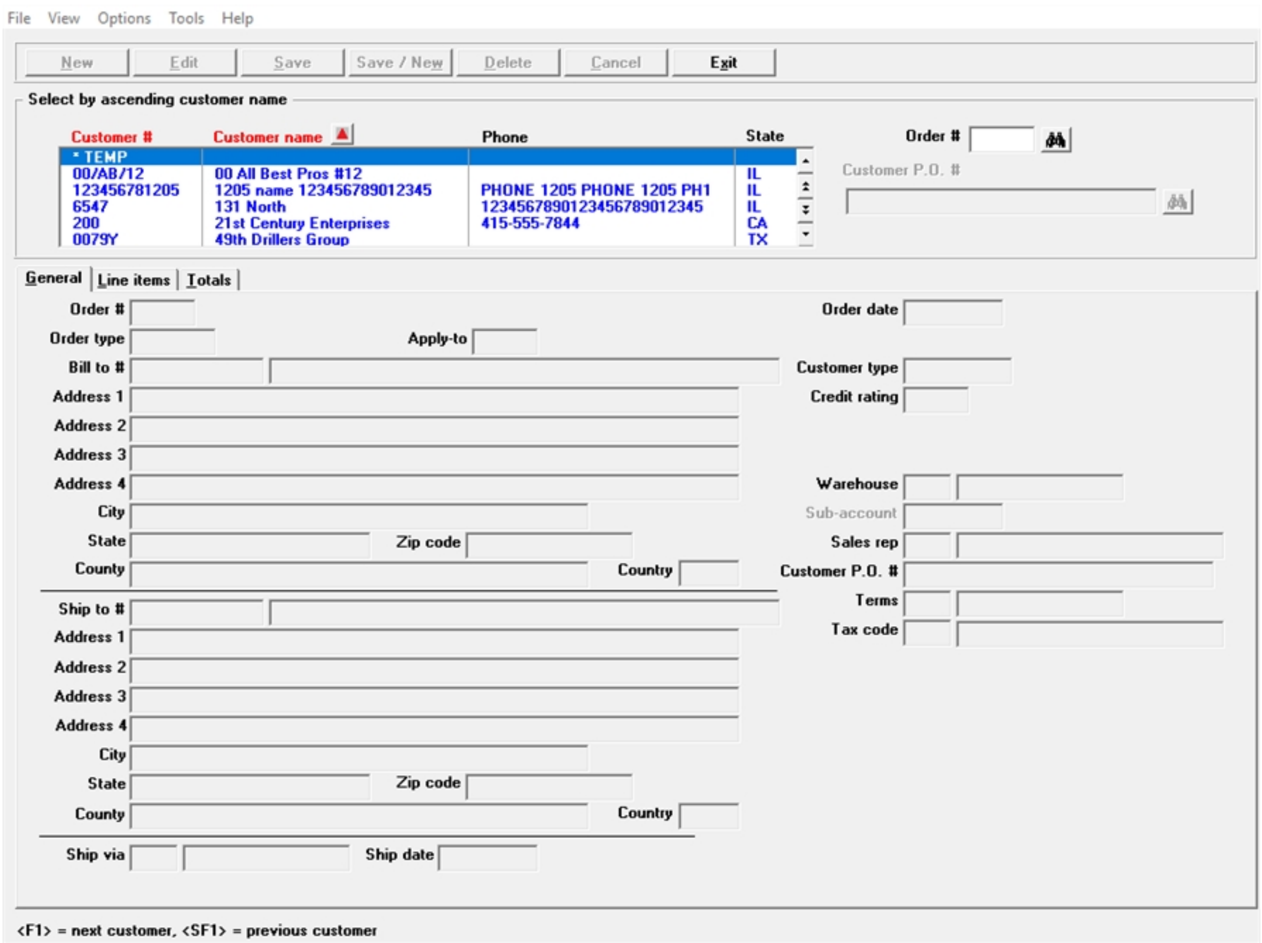
Full Order Inquiry

Use this selection to display orders for your customers. *Full order inquiry* allows you to view current order information as well as historical order information, by customer, order #, or P.O. #.

Select

Full order inquiry from the *View* menu.

Graphical Mode



The screen lists all the customers. You may sort the customer list by ascending or descending customer number and customer name.

Select a customer by typing in the number or name or use the up/down arrow keys, page up / page down or home / end keys.

Tabs

There are three tabs. The General tab contains the header information, Line items lists the order lines and Totals shows the order discount percent, freight, commission, order totals and more. The Line items tab lists all the items on the order. You may sort the lines list in ascending or descending order by the Line #, Item # and Item description fields.

Order

Once you have select a customer, then enter the Order # field. You may enter an open order number or and order that has been invoiced and is in history. After selecting the <F8> key or clicking on the Lookup button a choice displays where you can select Open order lookup or History order lookup.

<F1>	For the next order
<SF1>	For the previous order
<F2>	For the next history order
<SF2>	For the previous history order

Format	Up to six digits
Example	Press <F1> for the next order.

Customer P.O.

Options

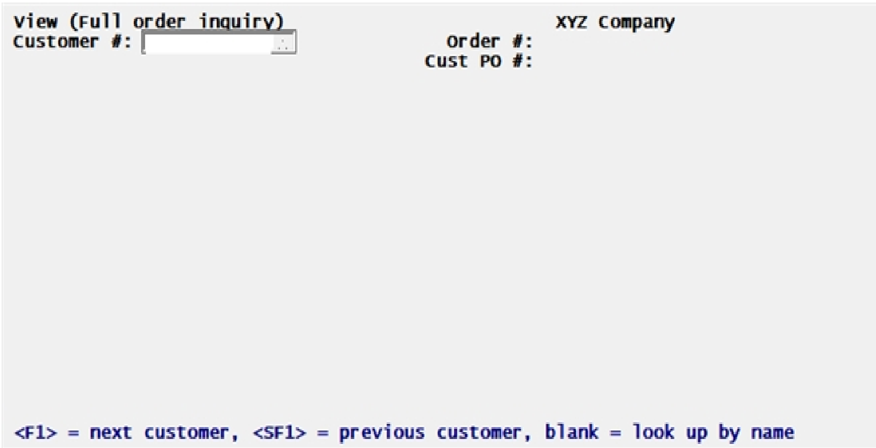
Enter the purchase order number, or use one of the options:

<F1>	For the next purchase order number on an open order
<SF1>	For the previous purchase order number on an open order
<F2>	For the next purchase order number on a history order
<SF2>	For the previous purchase order number on a history order

Format	Up to 30 characters
Example	Press <F1> for the next purchase order number.

When finished select the Exit button to return to the menu.

Character Mode



Customer

Options

Enter the customer number, or use one of the options:

<F1>	For next customer
<SF1>	For previous customer
<F8>	To access a list of customers in customer number order. Select a customer from the lookup.
<Enter>	To look up by name

Format	Up to 12 characters
Example	Press <F1> for next customer.

The customer name and address displays.

Order

Options

Enter the order number, or use one of the options

<F1>	For the next order.
<SF1>	For the previous order.
<F8>	To access a list of orders via a lookup. Select the order from the lookup.

Format	Up to six digits
Example	Press <F1> for the next order.

Cust PO

Options

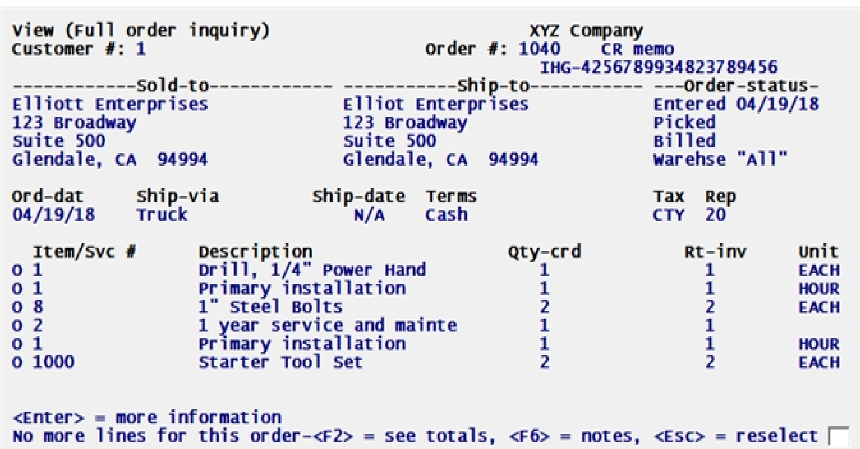
Enter the purchase order number, or use one of the options.

<F1>	For the next order
<SF1>	For the previous order

Format	Up to thirty characters
Example	Press <F1> for the next purchase order number.

When you select Enter, order header information displays.

After you confirm that this is the right order, additional order information displays.



```
View (Full order inquiry)                          XYZ Company
Customer #: 1                            Order #: 1040     CR memo
                                                    IHG-42567899348237894 56
------------Sold-to------------ -----------Ship-to----------- ---Order-status-
Elliott Enterprises              Elliot Enterprises            Entered 04/19/18
123 Broadway                     123 Broadway                  Picked
Suite 500                        Suite 500                     Billed
Glendale, CA  94994              Glendale, CA  94994           Warehse "All"

Ord-dat     Ship-via          Ship-date  Terms                 Tax  Rep
04/19/18    Truck                N/A     Cash                  CTY  20

  Item/Svc #        Description                 Qty-crd         Rt-inv     Unit
o 1                 Drill, 1/4" Power Hand         1               1       EACH
o 1                 Primary installation           1               1       HOUR
o 8                 1" Steel Bolts                 2               2       EACH
o 2                 1 year service and mainte      1               1
o 1                 Primary installation           1               1       HOUR
o 1000              Starter Tool Set               2               2       EACH

<Enter> = more information
No more lines for this order-<F2> = see totals, <F6> = notes, <Esc> = reselect
```

Options

Several options are available to view additional information.

<Enter>	To view more order information
<F2>	To view totals
<F6>	To view notes
<Esc>	To select another order

Example	Press <F2> to view totals.

```
View (Full order inquiry)                          XYZ Company
Customer #: 1                            Order #: 1040    CR memo
                                                    IHG-4256789934823789456
------------Sold-to------------ -----------Ship-to----------- ---Order-status-
Elliott Enterprises             Elliot Enterprises            Entered 04/19/18
123 Broadway                    123 Broadway                  Picked
Suite 500                       Suite 500                     Billed
Glendale, CA  94994             Glendale, CA  94994           Warehse "All"

Ord-dat      Ship-via          Ship-date  Terms               Tax  Rep
04/19/18     Truck                N/A     Cash                CTY  20

Totals:      6 Lines       Sale amt:             799.90
                           Disc net:             781.41     Disc pct:  2.311
                           Misc amt:                .00

                           Sale tax:             113.23
                           Freight:                 .00
                           Total:                894.64


End of order - <F5> = sales tax amounts, <F6> = notes, <Esc> = reselect
```

The Totals screen offers an additional option, <F5>, to view sales tax distribution amounts, if they are distributed to more than one account. Press <Esc> to return to the Order # field if you wish to select another order for viewing.

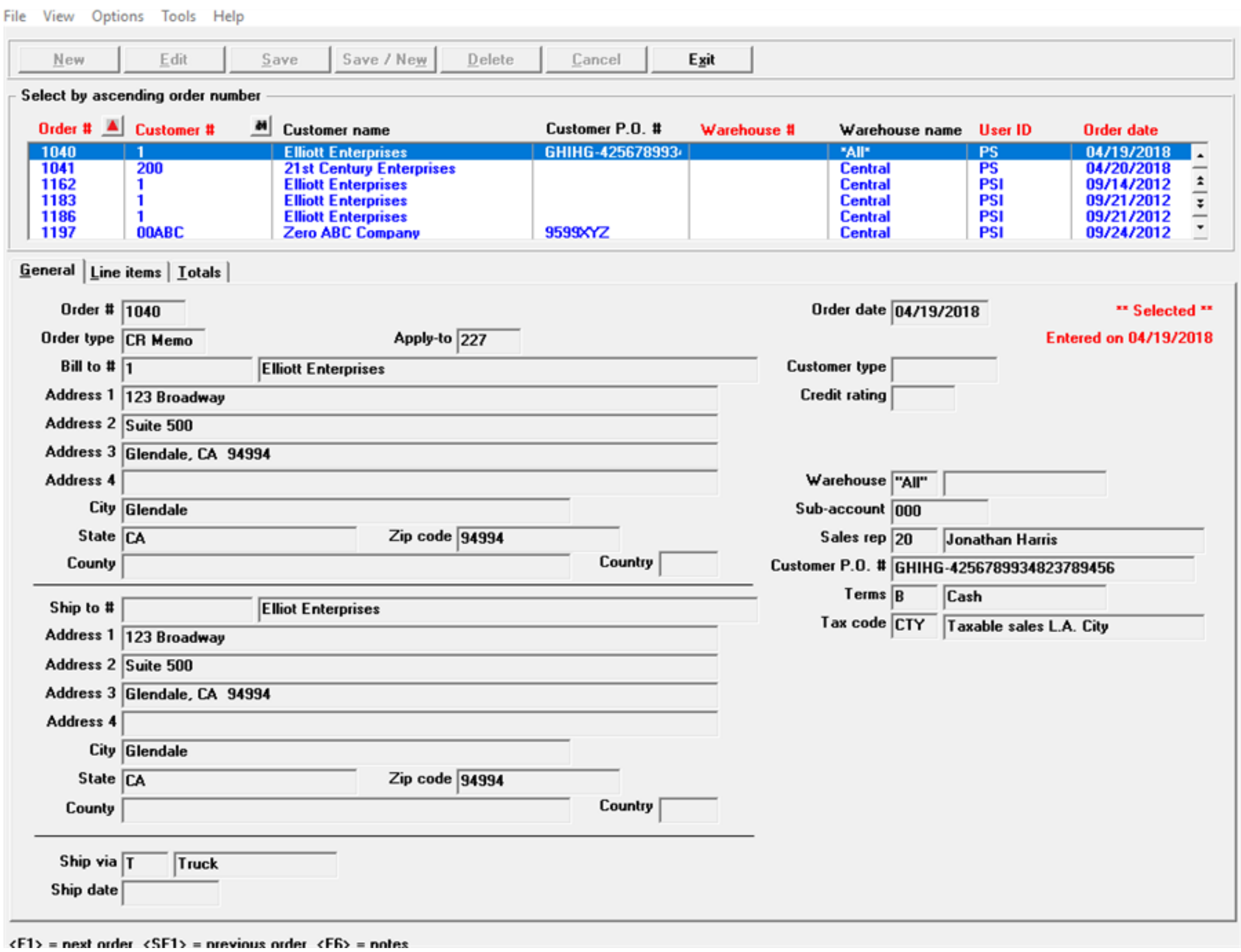
ORDERS

Orders allows you to view current open order information.

Select

Orders from the *View* menu.

Graphical Mode



View Orders List Box

The list box displays up to 6 orders at a time. When focus is on the list box, you may sort the orders by order number, warehouse number, customer number, user ID or order date all in ascending or descending order. Click on the column name or the arrow to the right of the column name to change the sort or use the View options. Only column names in red may be sorted. This view screen lists all the open orders. You may sort the orders list in ascending or descending order by order number, warehouse number, customer number, user ID or order date.

In order to find a customer by customer name and other fields there is a lookup button just to the right of the Customer # column heading. Click on that button and you may search for a customer by Customer name (the default), Customer number, Sales rep or Zip code.

To locate any type of order, start typing the order number, warehouse number, customer number, user ID or order date, depending on which sort field is selected or use the up/down arrow keys, <PgDn>/<PgUp>, and <Home>/<End> keys to find the order. The <F1> and <SF1> work the same as the down / up arrow keys.

All five entry modes, Orders Quotes, RMAs, Loans and Rentals display. The list box works the same for each mode.

Tabs

Depending on your system setup, there are three or four tabs:

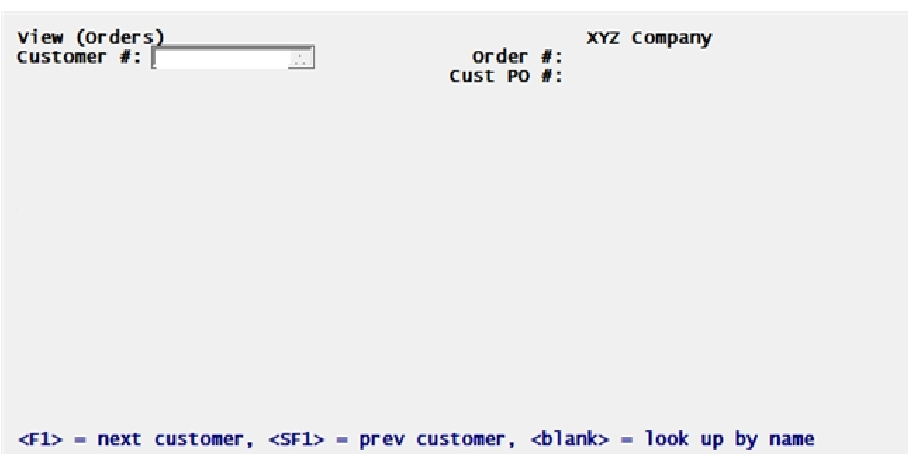
- The General tab contains the header information like the customer and address, order date, order type shipping information, customer's P.O. number and more.
- The Line items tab lists all the item. services lines and line notes on the order. You may sort the lines list in ascending or descending order by the Line #, Item # or Item description fields. However, when sorting by Item # or Description it groups the items types together.
- The Totals shows the order discount percent, freight, commission, order totals and more.
- The Payment tab only displays if you are using PBS Multi-payment processing per the A/R *Control information*. See the *PBS Multi-payment Setup* appendix in the Accounts Receivable user documentation for more information.

  The Payments tab lists each payment. A payment can include the payment code, payment amount, check number, credit card number (only last 4 digits), expiration date and authorization code.

Exit

When finished select the Exit button to return to the menu.

Character Mode



Customer

Options

Enter the customer number, or use one of the options

<F1>	For next customer
<SF1>	For previous customer
<Enter>	To look up by name

Format	Up to 12 characters
Example	Press <F1> for next customer.

The customer name and address displays.

Order

Options

Enter the order number, or use one of the options:

<F1>	For the next order
<SF1>	For the previous order
<Enter>	To enter by next P.O. #

Format	Up to six digits
Example	Press <F1> for the next order.

Cust PO

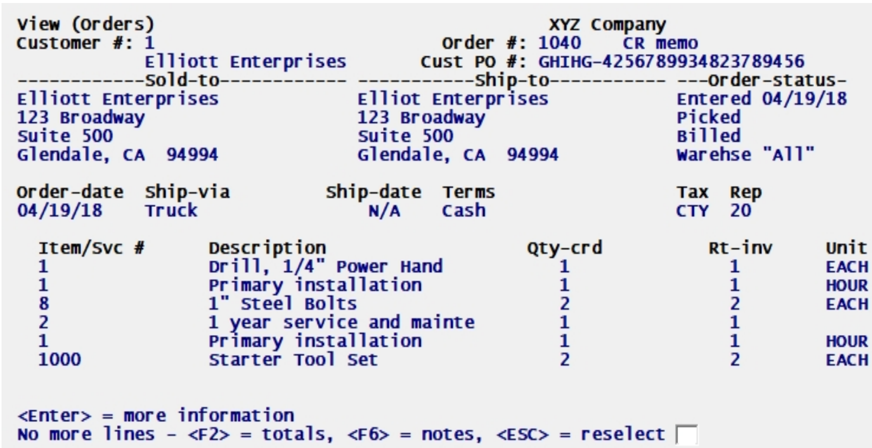
Options

Enter the purchase order number, or use one of the options:

<F1>	For the next order
<SF1>	For the previous order
<Enter>	To enter by next order number

Format	Up to thirty characters
Example	Press <F1> for the next purchase order number.

Order information displays. When you confirm that this is the right order, additional order information displays.



```
View (Orders)                                          XYZ Company
Customer #: 1                                   Order #: 1040     CR memo
            Elliott Enterprises               Cust PO #: GHIHG-4256789934823789456
------------Sold-to------------ -----------Ship-to----------- ---Order-status-
Elliott Enterprises             Elliot Enterprises             Entered 04/19/18
123 Broadway                    123 Broadway                   Picked
Suite 500                       Suite 500                      Billed
Glendale, CA  94994             Glendale, CA  94994            Warehse "All"

Order-date  Ship-via        Ship-date  Terms                   Tax  Rep
04/19/18    Truck             N/A      Cash                    CTY  20

  Item/Svc #      Description                  Qty-crd          Rt-inv     Unit
  1               Drill, 1/4" Power Hand          1                1       EACH
  1               Primary installation            1                1       HOUR
  8               1" Steel Bolts                  2                2       EACH
  2               1 year service and mainte       1                1
  1               Primary installation            1                1       HOUR
  1000            Starter Tool Set                2                2       EACH


<Enter> = more information
No more lines - <F2> = totals, <F6> = notes, <ESC> = reselect
```

The Totals screen offers an additional option, <F5>, to view sales tax distribution amounts, if they are distributed to more than one account. Press <Esc> to return to the Order # field if you wish to select another order for viewing.

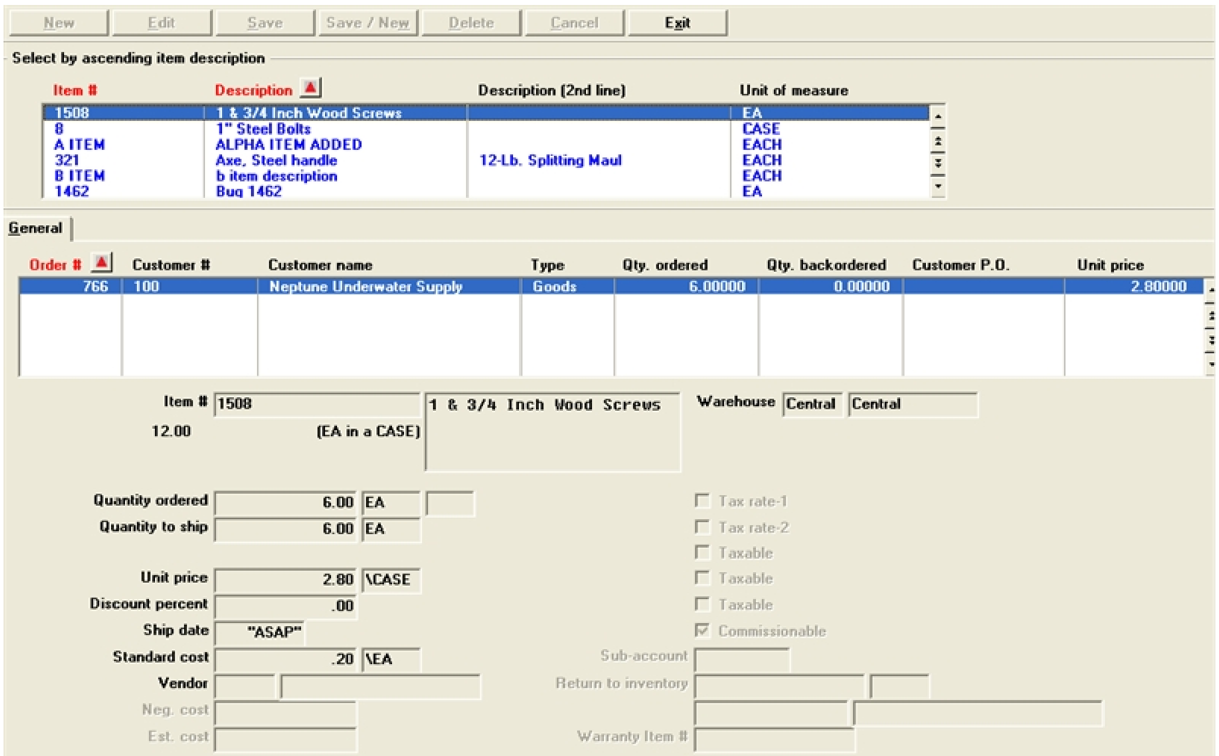
Orders for an Item

Orders for an item allows you to view current orders for items or services.

Select

Orders for an item from the *View* menu.

Graphical Mode

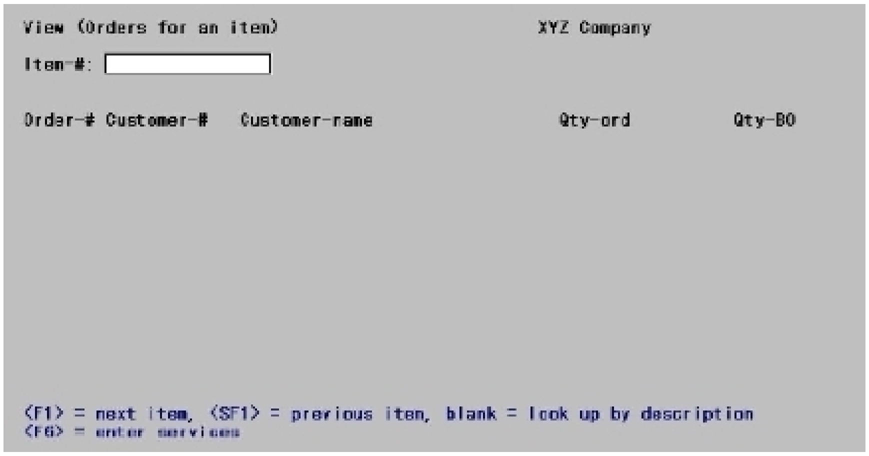


The list box at the top of this view screen lists all the items from Items. You may sort the items list in ascending or descending order by Item # and item Description.

There is one tab with a list box that displays the open order lines in which the item has been entered. You may sort the orders list in ascending or descending order by Order #.

When an order displays where an item has been entered, the fields in lower part of the window fill in from the order line. The

Character Mode



Item-#

Options

Enter the item number or use one of the options:

<F1>	For the next item
<SF1>	For the previous item
<F6>	To enter services
Blank	To look up by description

Format	Up to 15 characters
Example	Press <F1> for the next item number.

[Item description]

Options

Enter the item description or use one of the options:

<F1>	For the next item
<SF1>	For the previous item
Blank	To look up by item number

Format	Up to 25 characters
Example	Press <F1> for the next item.

Order information displays.

```
View (Orders for an item)                        XYZ company

Item-#: 1                 Drill, 1/4", Power      Blue, Red, Green and
                          Black Handles           Best in the business!

Order-# Customer-#   Customer-name                 Qty-ord          Qty-BO
C    957 600         Ariel Enterprises               1                0
C    982 100         Neptune Underwater Supply       1                0
I   1005 200         21st Century Enterprises        1                0
O   1162 1           Elliott Enterprises             1                0
C   1183 1           Elliott Enterprises             1                0
T   1186 1           Elliott Enterprises             1                0
T   1197 00ABC       Zero ABC Company                1                0
O   1203 1           Elliott Enterprises             1                0
Q   1203 1           Elliott Enterprises             1                0
Q   1213 1           Elliott Enterprises             3                0
L   1213 1           Elliott Enterprises             1                0
L   1244 325         Pete's Place                    4                0
O   1245 40          Washington, Mrs. Thomas         1                0
O   1279 800         Brazil Coffee                   1                0
T   1281 100         Neptune Underwater Supply       1                0

<F1> = more orders, <Enter> = more information, <Esc> = rese
```

The order type is the first column. The types include:

O	Order
I	Invoice
C	CR memo
L	Loan
Q	Quote
R	RMA
T	Rental

Press <Enter> for Customer PO-#/Unit-prc information or <Enter> again to return to Qty-ord and Qty-BO. Press <Esc> to return to the Item number field.

Example	Press <Esc> to return to the Item number field.

Billing and Invoicing

This chapter contains the following topics:

Introduction to Billing

These selections are used to print and post invoices.

In order to print an invoice for a type O order, you must first specify the lines that are to be billed for the order. Invoices (type I orders) and credit memos (type C orders) can be printed and posted without further processing.

Use this selection to perform billing as follows:

1. Select type O orders for billing, using Select for billing. You may select individual lines, or specify that all lines are to be billed. (Type I orders and credit memos are considered to be selected when they are initially entered.)
2. If a type O order has been incorrectly selected for billing, you may cancel the selection using Cancel selections. The order itself is not cancelled, and may be selected for billing at a later time.
3. Print an edit list of invoices, credit memos, and selected type O orders.
4. Print invoices for type I, type C and selected type O orders.
5. For type I orders and credit memos, all line items are printed. For type O orders, only selected lines are printed.

Post printed invoices to the Inventory control and Accounts Receivable modules.

The invoice date (see Printing Invoices in this chapter) is the date that invoices or credit memos affect inventory valuation in Inventory control.

Select *Billing* from the O/E menu. Then choose *Select for billing* from the Billing menu.

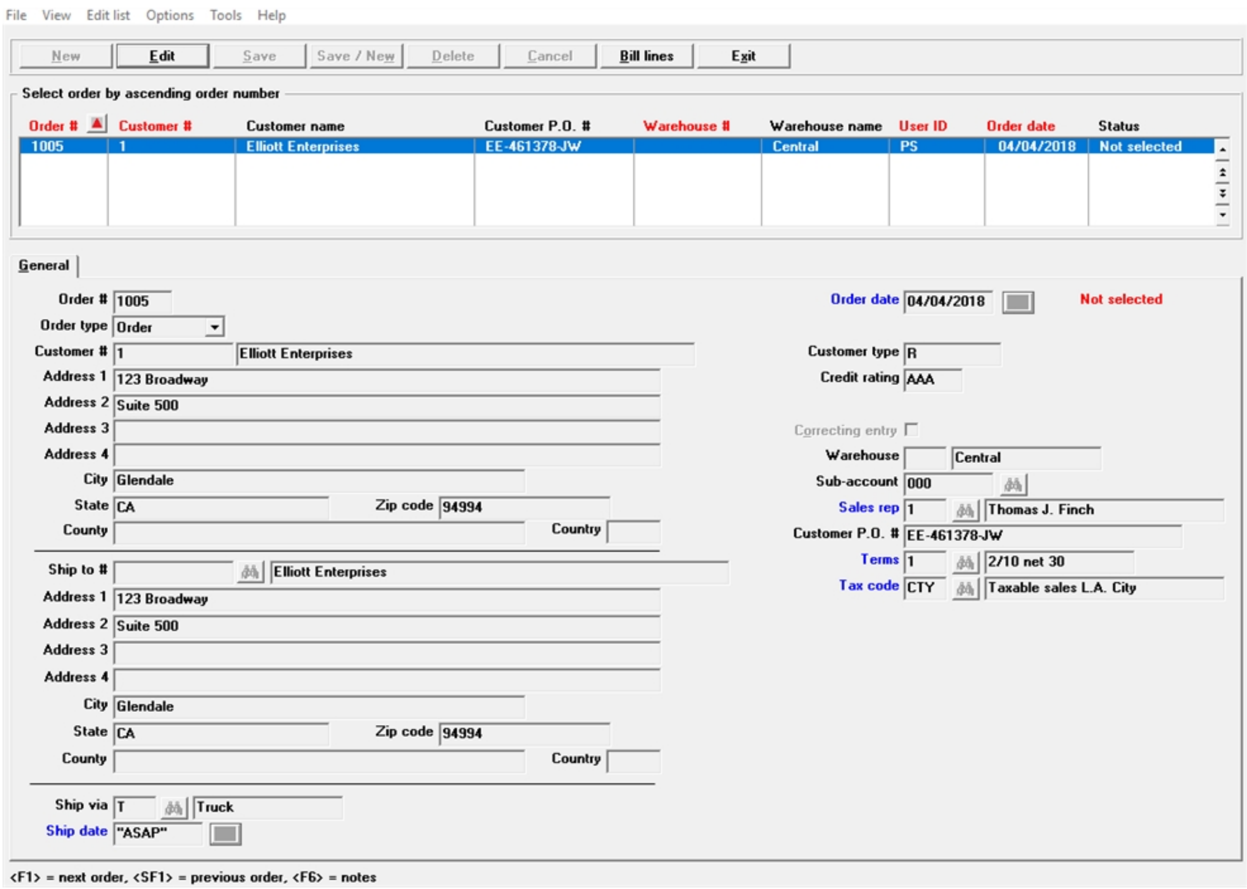
Note	When one user in a multi-user environment is printing invoices, other users are prevented from using this selection.

Selecting Orders for Billing

Use this program to select order lines for billing.

Graphical Mode

A screen similar to the following appears:



Select for Billing List Box

The list box displays up to 6 orders at a time. You may sort the orders by order number, customer number, warehouse number, user id, and order date, all in ascending or descending order. Only column names in red may be sorted. Click on the column name or the arrow to the right of the column name to change the sort or use the *View* options.

To locate a order, start typing the order number, customer number, warehouse number, user id, or order date, depending on which sort field is selected. You may also use the up/down arrows, Page up, Page down, Home and End keys to locate a order. The <F1> and <SF1> function the same as the up/down arrow keys.

Orders that display in the list box are available for changes or deletion. The fields for the selected order display in the lower part of the screen.

When the order is found, you may select the <Enter> key or Edit button to start editing.

Select for Billing Buttons

You have the following options with the buttons and keyboard equivalents:

Button	Keyboard	Description
Edit	Alt+e	To edit an existing order
Save	Alt+s	To save the new order or changes to an existing order
Cancel	Alt+c	To cancel adding a new order or editing an existing order
Bill lines	Alt+b	To bill lines for the order selected in the list box. See the Bill Line Options section below
Exit	Alt+x	To exit the screen back to the menu

Editable Fields

You may edit fields on this screen. This is a list of the editable fields with a link to the same field in Orders enter where you can read about the specifics.

Field	Link to field in Orders chapter
Order date	Order date
Customer number and name	Customer #
Address	(Billing name and address)
Ship number and name	Ship to #
Ship to address	(Ship-to name and address)
Ship via	Ship via
Ship date	Ship date
Correcting entry	Correcting entry
Cost centers or Sub account	Cost centers (or Sub account)
Sales rep	Sales rep
Customer P.O. #	Customer PO #
Terms	Terms
Tax code	Tax code

Character Mode

There are two character mode screens for displaying the header information. The first screen that displays looks similar to this:

```
Billing (Select for billing)                       XYZ Company
* Ord #          1. Date           2. Type             Stat:
 3. Cust #
 4. Name
 5. Address 1
 6. Address 2
 7. Address 3
 8. Address 4
 9. City
10. State                                   11. Zip Code
12. County                                                   13. Country
14. Ship to #
15. Name
16. Address 1
17. Address 2
18. Address 3
19. Address 4
20. City
21. State                                   22. Zip Code
23. County                                                   24. Country

<F1> = next order #, <SF1> = previous order #
```

This is the second character mode header screen:

```
Billing (Select for billing)                        XYZ Company
* Ord # 1005     1. Date  4/04/18  2. Type  Order     Stat: Not selected
 1. Sales rep   Thomas J. Finch
 2. Cust PO #   EE-461378-JW
 3. Ship via    T    Truck
 4. Ship date   ASAP
 5. Terms       1    2/10 net 30
 6. Tax code    CTY  Taxable sales L.A. City
 7. Warehouse   Central
 8. Sub acct    000









<F5> = correcting, <F6> = notes
Field number to change ?
```

Enter the following information:

Order

In the list box select the number of the order you want to select for billing or <F1> to scan through the unselected orders. You may use <SF1> to scan through previous unselected orders.

Only order type transactions can be selected here. Invoice and Credit memo type orders are selected when initially entered. Quotes and RMAs cannot be selected for billing. Rentals are selected from a separate menu selection.

If the order has already been selected, a message displays, asking if you want to reselect the order. Reselection cancels the prior selection of all lines on the order and allows you to reselect the desired lines.

If the order has not been previously selected, or if it has and you want to reselect it, you can make changes using *Field number to change ?*. (Changes to field numbers 2, 3, and 19 are not allowed.) Information requirements are the same as those in the Orders selection.

Format	999999

Make any changes.

Finished with Editing

Select the Save button to keep the changes. Select the Cancel button to remove the changes.

Once you have found the order you want to bill click on the *Bill lines* button. A window like the following displays:

Using character mode, three options display at the bottom of the screen.

Bill Line Options

Options

You are then given these options:

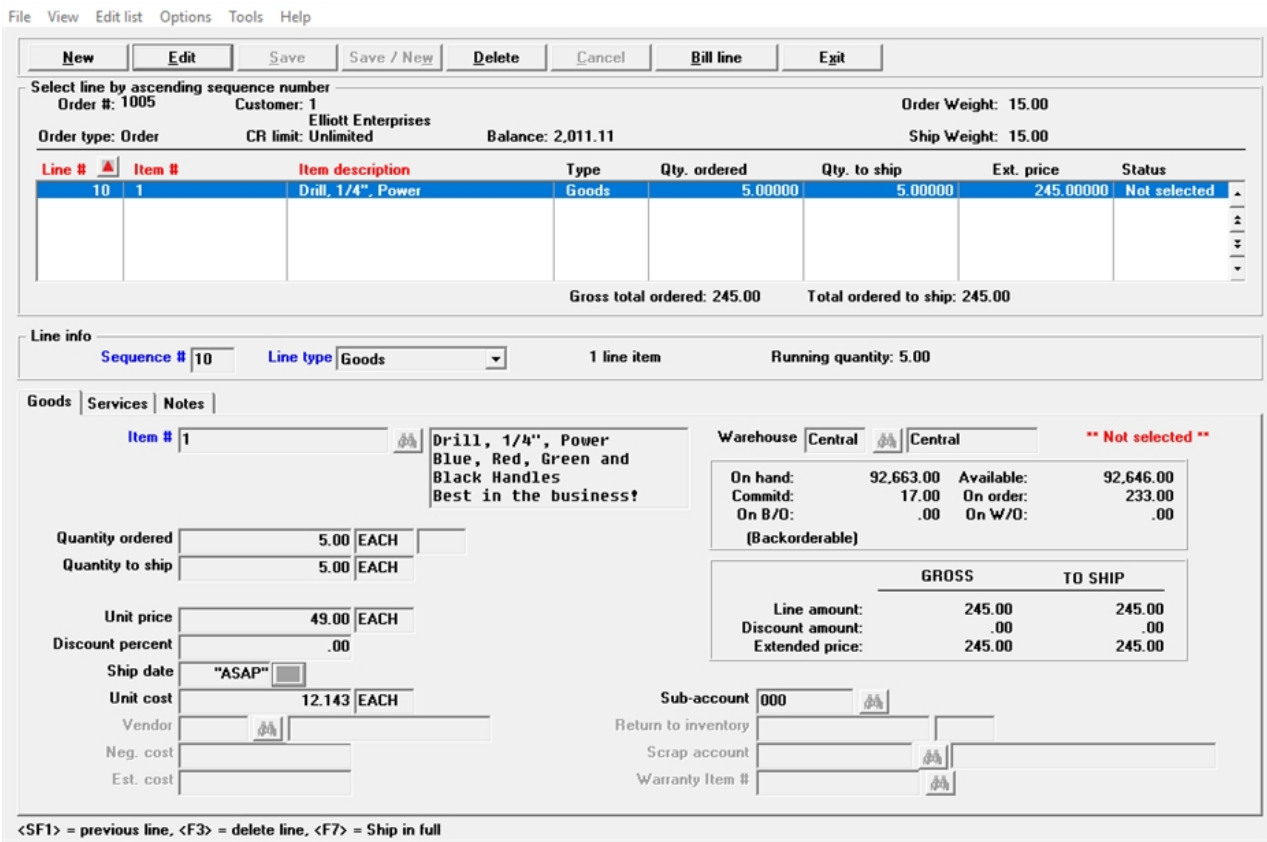
Character	Graphical	Description
1	Bill all lines	Use this option to automatically select for billing all the lines on the order.
2	Bill selected lines	Use this option to select only specific lines for billing.
3	Bill all lines except	Use this option to specifically select lines that are not to be billed (all other lines are selected for billing).
Not available	Review lines	Allows you to view the lines without selecting the order for billing. However, you may also edit, add or bill selected lines.

Billing Lines

If you select *Bill selected lines* or *Bill all lines except* for a customer who does not accept partial shipments (as noted in A/R Customers), a message appears to warn you of this and you are asked if you want to proceed anyway. You can answer Yes to continue billing, or answer No to instead select *Bill all lines*. You can also press <Esc> to unselect this order and return its status to Not selected.

When billing lines, many of the fields can be accessed and new lines can be entered. For a description of the line fields, see the Order Line Items section of the Orders chapter.

Graphical Mode



Menu

You may print the orders edit list under the Edit list selection. Under the Options menu selection there are several selections that are unique to graphical mode. They include the following:

Options Menu	Sub Menu	Description
View inventory control	Inventory history	To view the history for an item
View inventory control	Items	To information about items including
View inventory control	Lot numbers	To view lot information about a lot item
View inventory control	Serial history	To view the serial number history or a serialized item
View inventory control	Serial numbers	To view serial number information about existing items

Options Menu	Sub Menu	Description
View inventory control	Work order history	To view the work order history or kits
View inventory control	Work orders	To view open work orders
View accounts receivable	Customer invoices	To view A/R invoices for the selected customer
View accounts receivable	Customer invoice history	To view invoice history for the selected customer
View accounts receivable	Standard bills	To view standard bills as entered in A/R
View order entry	Full order inquiry	To search for open and invoiced orders
View order entry	Orders for an item	To find orders by item
View order entry	Invoice history by customer	To view invoice history by customer
View order entry	Invoice history by invoice	To view invoice history by invoice number
View order entry	Invoice history by item	To view invoice history by item
Lot assignments	N/A	To access a window where you may edit and view the lot information for lot controlled items only
Serial assignments	N/A	To access a window where you may edit and view the serial numbers for serialized items only
Warranty assignments	N/A	To edit and view the warranty information for warranty items only

Bill all lines

By selecting this option, you can bill all lines on the order without selecting them one by one. The lines are billed exactly as they were entered on the order. If any information on the order has changed since it was entered, you should either first change the order using Orders, or you should use the Bill selected lines option here.

When using the Bill all lines option, only those items that were available to be shipped at the time the order was entered are billed. Back ordered or out of stock items are not billed but appear on the invoice, showing the amounts unavailable for shipment and their status (back ordered or out of stock).

After you select Bill all lines, there is a period of processing while each line on the order is selected for billing. Then the screen is displayed to enter the final billing information.

Bill selected lines

When you select this option, the line selection screen appears. This screen is very similar to the line selection screen in Orders, except that ** Not selected ** or ** Selected ** is shown to denote its billing status.

To select a line click on the Bill line button or hit the <Alt+B> keys. The button will change to Do not bill line. You may click it again at any time to reverse the selection. You may select <F7> to ship in full. For a full explanation of ship in full see Add or Edit a Line.

You may select the Edit button to make changes to this line. You may also use the New button to add a new line. See Add or Edit a Line.

Character Mode

In character mode a **U** (for unselected) or an **S** (for selected) is shown at the right of each line to denote its billing status.

In character mode, to select a line for billing, highlight that line and then press <Enter>. The line item entry screen is displayed, showing the details for the line item you have chosen, and you are asked *Bill this line ?*.

If you answer N, the screen clears, and the line item entry screen remains displayed. You may either enter the sequence number of a different line to be selected for billing, or use <F5> to return to the line selection screen.

If you answer Y, the line is selected for billing, and you are allowed to make changes to the line item.

Bill all lines except

Select this option when most of the lines on an order are to be billed exactly as they were entered.

Enter the number of the order to be billed. Select the option *Bill all lines except*. The line selection screen is displayed, showing an S for each line item that has been selected. A "U" is displayed for each line item that cannot be selected (see Selecting Serialized and Lot Controlled Line Items below).

Highlight a line item that is not to be selected, press <Enter>, and then answer N to Bill this line ?. The status of the line is changed from selected to not selected. The screen clears and you are still positioned on the line item entry screen. You may either enter the sequence number of a different line that is to be unselected, or use <F5> to return to the line selection screen.

Use the line selection screen to review the line items to ensure that only those lines that are to be billed have actually been selected for billing.

The customer will be billed only for the amounts that were available to be shipped when the order was initially entered, at the price initially entered.

When you have specified all lines that you don't want to appear on the invoice, press <Esc> at the Seq # field on the line selection screen.

Add or Edit a Line

You may add new lines or edit existing lines.

Add a Line

Entry of new lines is the same as when entering lines in Orders (Enter). See the Order Line Items section of the *Orders* chapter for details on adding a new line. Here are a few details:

- Using graphical mode select the New button to start the entry of a new line. To insert a line enter a sequence number between the two lines where you want to insert, otherwise accept the default sequence number.
- Using character mode press <F2> to add a new line to the order. In character mode, when the line selection screen is displayed, you may add new line items to the order by using <F1> (insert). Alternatively, you can simply enter a new sequence number on the line item entry screen.
- After you enter the line, you are asked if the line should be selected for billing. Answer Yes or No, as appropriate.

Edit a Line

The only field you would normally change at this point is *Quantity to ship*. This field would require changing if the actual quantity shipped is different from the quantity ordered.

The options for handling back ordered items include:

- If you are billing items that were previously back ordered, it is possible that the price of the item has changed since the order was originally entered. You can change this field at this time.
- To select an item for billing that was back ordered on an earlier invoice (made from this order), change the *Quantity to ship* from zero to the quantity you now plan to ship.
- Whether the full quantity is available or not, you may select <F7> to ship the quantity in full and select the line. In character mode you will be asked the question "Bill in full ?". If the full quantity is not available selecting <F7> (Enter Y in character mode) will in result in a negative quantity available. Keep in mind that when the items are eventually received in inventory, the costs could be different which could result in less profit on the invoice line. If the full quantity is not available for a serialized or lot control item it cannot be selected in full.

  If you want the reverse a line selected with <F7> you must unselect the line. You may also edit the line and change the Quantity to ship back to what it was.

  In Character mode the "Bill in full ?" message displays every time. If you do not want to see the message use BreakOut to enter a value of N and skip the field.

Note	This option is not valid for text lines.

If you press <F5>, the following message is displayed:

You have selected to change the item number for this line item. Are you sure you want to do this ?

If you answer N, the message clears, and the cursor returns to Field number to change ?.

If you answer Y, the cursor moves to Item #. Enter the new item number for this line. Complete entry of all fields, as if you were entering a new line item. When completed, this new item replaces the line item that previously displayed for the sequence number.

If you enter the item number of a miscellaneous or loose kit, the item is processed as a normal item.

If you press <Esc> prior to completing entry of the new item information, the original line item is restored.

If this is an E.D.I order, you will be prompted with the following: *This is an E.D.I. order - continue with changes _?* Enter Y to make a change, or N to continue without making any modifications to this record.

When you have finished making changes to the line item, press <Enter> at *Field number to change ?*.

If the line item is serialized or lot-controlled, you are asked if you wish to make any changes to the serial or lot entries. Answer Y to change or complete entry of the serial numbers or lot allocations. When completed selecting (or unselecting) a line item, enter the sequence number of another line to be billed.

Options

You may use one of the options:

<F1>	To display the next line item on the order
<F2>	To assign a new sequence number and add a new line item to the order
<F5>	To return to the line selection screen
<Esc>	To display the final screen used in Select for billing

After all lines that are to be billed have been selected, press <Esc> at Seq #. The third screen displays.

The information requirements for the final screen are the same as those for the Totals screen of Orders when entering an Invoice order. Refer to the instructions in the Orders chapter.

Example	If you select both line items on order for billing, the final screen appears similar to this:

Selecting Serialized and Lot-Controlled Line Items

For a serialized line item, a serial number must be specified for each piece to be billed.

For a lot-controlled item, the quantity to be billed must be fully allocated to one or more lot numbers.

To change serial numbers for a serialized line item or lot numbers for a lot-controlled line item, use the *Bill selected lines* option. Enter the serial number or lot number information in the same manner as in Orders.

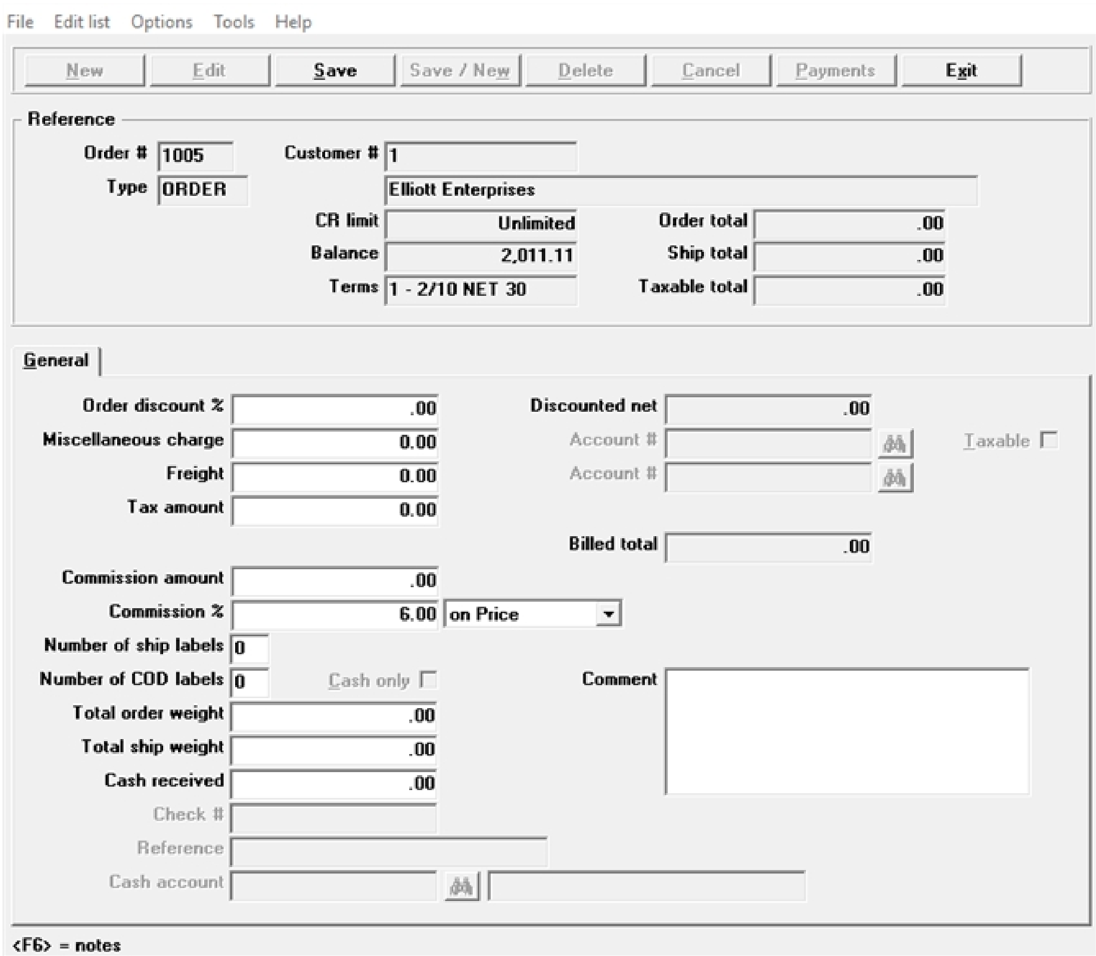
If you choose the *Bill all lines* option for an order that requires serial number entry or lot allocation, you are asked if you wish to continue with line items that are valid for selection or if the entire order should be unselected.

If you choose the *Bill all lines* except option for an order with incomplete serial number entry or lot allocation, the related line items are automatically unselected.

Totals Screen

The totals screen displays to enter additional charges and supplementary information.

Graphical Mode



Menu

There are several standard menu selections that are available from any graphical window. In addition to these you may also select one of the following:

- Edit list to print the orders edit list.
- Options > *Order notes* to edit or view notes.
- Options > *Sales tax distributions* to edit sale tax. If your sales tax has only one line of tax this will not apply to you.

- Options > *Prepayments applied* if you are using the prepayment features and pre payments have been applied.

Character Mode

```
Billing (Select for billing)                          XYZ Company
Order #: 282       Customer: 1           Elliot Enterprises
   Type: ORDER        CR lim: 0                  Order total: 588.00
                         Bal: 3,441.14              Ship tot: 588.00
                       Terms: B     Cash         Txble total: 588.00

     1. Order disc %    .00              Discounted net:    588.00
     2. Misc charges   [            ]
     3. Freight

     4. Tax amt
     5. Comm amt                         14. Cash acct
     6. Comm pct
                                         15. Comment
     7. # ship labels
     8. # COD labels
     9. Total order wt
    10. Total ship wt
    11. Cash received
    12. Check #
    13. Bank route #
```

Fields can only be entered using Field number to change ?.

Enter the information as follows:

Order discount %

Format	99.999

Options

Update the discount percentage that applies to the entire order, or use one of the options:

<F2>	To use the customer's trade discount percentage from Customers
<Enter>	For .00 (no order discount)

This discount percentage is applied to the total amount of the order after any individual line item discounts are given.

Miscellaneous charges

Enter the amount of any miscellaneous charges for the order.

Format	99999999.99-

If the A/R *Control information* specifies that miscellaneous charges are to be distributed, you are asked to enter the miscellaneous charges account number. Otherwise, the miscellaneous charges are automatically distributed to the default miscellaneous charges account specified in the A/R *Control information*.

Enter the account number or press <F2> to use the miscellaneous charges account entered in the A/R *Control information*.

Taxable

Enter Y if the miscellaneous charges are taxable and N if they are not.

Freight

Enter the freight charges for this selected order.

Format	9999999.99-

If the A/R *Control information* specifies that freight charges are to be distributed, you are asked to enter the freight account number.

Enter the account number or press <F2> to use the default freight account specified in the A/R *Control information*.

Tax amount

The sales tax amount is automatically calculated and displayed, using the tax code entered on the first screen of order information, the taxable items on the order, the freight charges (if you checked the box (answered Y) to *Sales tax calculated on (Freight)* in the A/R *Control information*), and the taxable status of miscellaneous charges.

Format	99999999.99-

The tax amount will also be effected by calculating the tax by line as setup in the A/R tax code. For an example of this type of taxation see the *Sample tax calculation* section of the *Tax codes* chapter in the *Accounts Receivable* documentation.

In character mode you can use **Field number to change ?** to enter a different sales tax amount.

If you select to change this field and later change your mind, you can press <F1> to return to the amount that was automatically calculated.

Overriding the Calculated Tax

If you enter an amount different than the calculated sales tax, a window displays for you to distribute the sales tax if:

- You enter a sales tax amount that is different from the displayed calculated tax
- The amount entered is *not 0*

The tax code that applies to this sale specifies distribution to more than one account.

Commission amount

If O/E Control information specifies that commissions are not used, this field cannot be changed or entered.

Format	99999999.99

The commission amount is automatically calculated and displayed, based on the commission codes for the inventory items on the order, if you specified in O/E Control information that commissions are to be used. If an item has no commission code the commission percentage associated with either the sales rep or customer is used to calculate the commission on the item, as per the setting in the A/R *Control information*.

If you assign a commission code to an item with ascending prices, the commission for that item is calculated using either the commission rate associated with Price-1 (if the item sales price is price-1 or greater), or the commission rate associated with an override (if the item sales price is below price-1).

If you change this field and later change your mind, you can press <F2> to return to the amount that was automatically calculated.

If the commission code for one or more of the inventory items specifies a commission based on margin (gross profit), or one or more inventory items have no commission code and the commission percentage associated with the sales rep or customer (as per A/R Control information setting described above) is on margin, and standard costing is not used by I/C, the message Comm calculated during posting is displayed. You can override this by changing the commission amount.

Commission %

If the O/E Control information specifies that commissions are not used, this field cannot be entered.

The commission percent displays as .00. You may enter or change an actual commission percent. The commission amount is then automatically calculated based on the discounted net.

The defaults for the commission percent and method (on price or on margin) come from one of two sources:

- Customers, if you specified in A/R that commissions are calculated based on customers.
- Sales Reps, if you specified in A/R that commissions are calculated based on sales reps.

If the message Comm calculated during posting is initially displayed, you may still enter a commission percentage. In this case, the percentage you enter is used to determine the commission on the order, rather than the commissions associated with the individual line items.

If you specify that the commission percentage is to be based on margin the commission amount will be calculated during posting using the percentage that you enter here.

Format	99.99

Number of ship labels

Enter the number of shipping labels to be printed.

Format	99

If zero is entered for this field, shipping labels can still be printed using individual shipping label printing, which allows entry of an order number and the number of labels to be printed for the order.

Number of COD labels

Enter the number of COD labels to be printed.

Format	99

Note that the terms are displayed on the totals screen so that you can determine whether COD is relevant to the entire order, or just the freight amount, etc.

If this field is left at zero, COD labels can still be printed using individual COD label printing, which allows entry of an order number and the number of labels to be printed for the order.

If you specify that one or more COD labels are to be printed, an additional field appears:

Cash only

Answer Y if only cash is acceptable for the COD (that is, checks are not accepted).

Total order weight

Enter the weight of the order.

Format	9999999.99

Total ship weight

The actual shipping weight may be different that the calculated weight.

Enter the total shipping weight of the order or accept the default as calculated by the system.

Format	9999999.99

Cash received

If multi-payments are used:

- Payment entry is only allowed in the PBS Multi-payment/Credit Card Processing window.
- Before the transaction can be saved, the amount in this field must equal the *Billed total*.
- This field is not editable. It can only be changed by entering a payment in the window.
- For applying terms you must also use the multi-payment window.

If multi-payments are not used:

- Entry in this field is allowed only for transaction types of Orders and Rentals.
- For Loan type transactions this is an memo information field only.

- Enter the amount of any payment received with the order, or press <Enter> if no cash was received.

Format	999999999.99

Your answer to Post cash receipts for in O/E *Control information* determines whether amounts entered on Order type transactions automatically generate *Cash receipts* transactions during invoice posting, or whether they are treated as informational only. If used as a memo information field, the payment must be entered manually into A/R, using the *Cash receipts (Enter)* menu selection and applied to the invoice after posting both the cash receipt and invoice to open items.

Applying prepaid cash is only available if you checked the *Process prepaid cash* field (entered Y) in A/R *Control information*. If you have selected *Invoice, order & prepaid* to the O/E *Control information* field Post cash receipts for and you have entered and posted at least one or more Non-A/R prepaid cash receipts (N types) for the selected customer, you can apply up to three prepaid cash amounts to an order. See Prepaid Cash Receipts Application.

If you applied prepaid cash when entering the order this field will be skipped. However, you may change the prepaid cash amounts.

PBS Multi-payment Processing

In order to use the PBS Multi-payment features, you must have an RW.LIC PBS license file that includes the credit card software subscription. If it is not active on your system, contact your PBS provider for instructions.

For configuration instructions, see the *PBS Multi-payment/Credit Card Setup* appendix in the Accounts Receivable user documentation.

PBS Multi-payment processing allows you to select payment types of cash, check and credit card(s) You may also assign all or part of the total order amount to A/R terms. You may use one or multiple payment types for each order. For example, part of the order may be paid via check and the remainder can by applied to A/R terms. Another example, you may pay an order with two credit cards. Depending on the *Allow cash/check on orders* setting in A/R *Control information* you may or may not be allowed to enter cash and check types on orders.

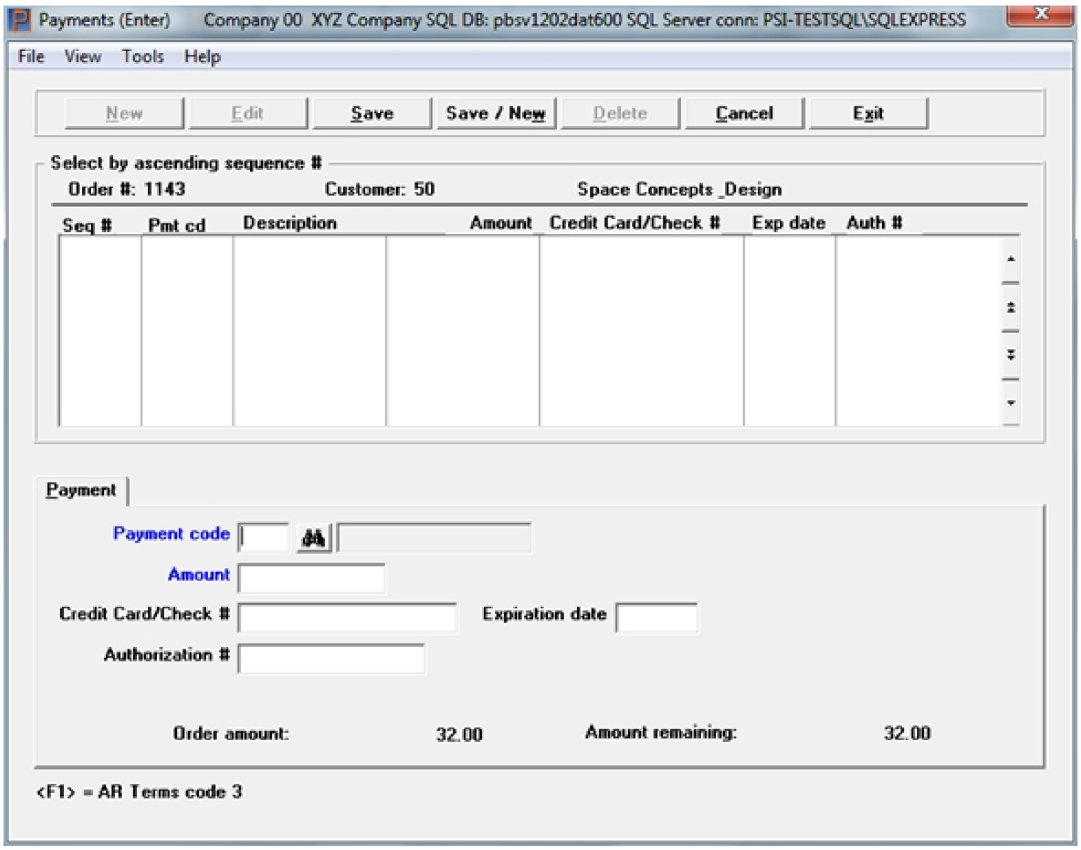
When using a credit card as a payment method, the system interfaces to a credit card processor which is XCharge. In order to provide greater security, the entry of credit card information causes a token (link) to be stored on the local server. The actual credit card information is stored remotely on the XCharge server. Later, when entering a new invoice with a credit card payment for the same customer, you select the token record which again links to the XCharge server and the payment is made. As the credit card information is stored remotely and accessed when you select the token, the data is secure and you do not have to re-enter the credit card information for new orders.

When entering a credit card payment for order type transactions in *Orders (Enter)*, a credit card payment is pre-authorized. Later, when the order is selected for billing, the credit card purchase is fully authorized.

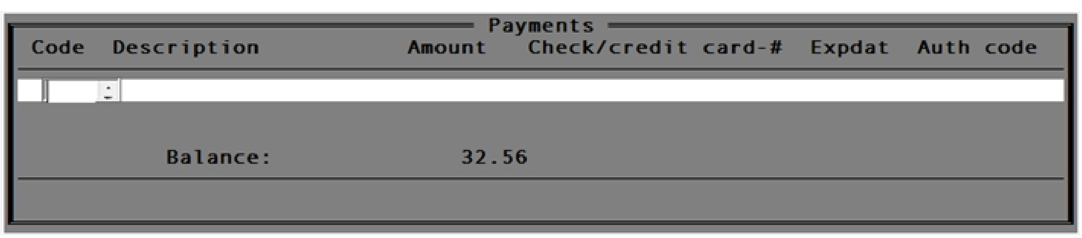
During posting payment information is written to cash history and open items. It then becomes available for generating a deposit. Following that, the deposit can be transferred to Check Reconciliation.

Payment Window

A screen similar to the following displays:



Character Mode



Using Graphical mode there are two display-only fields. They are near the bottom of the screen:

Order amount:

This is the amount that must be fully paid or applied to the customer terms.

Amount remaining:

This is the amount that has not been paid. This number will reduce when payments are entered. The amount remaining must be zero before you can exist the payment window.

Enter these fields:

Payment code

Enter the payment code. The choices are determined by what you entered in *Payment codes* found under *Setup* menu in CTL. For entering these codes see the *Payment Codes* chapter in the System user documentation.

If you select a payment code that is a credit card type the Credit Card Token Selection Lookup displays where you may enter a new credit card token or select an existing token.

You may also use the option:

<F1>	To apply the whole or any of the remaining amount to the customer's A/R terms.

Amount

Enter the amount or use the <Enter> key for the remaining balance.

After entering the amount, what happens next depends on the payment type used:

- If you selected A/R terms or a payment code of cash you are finished and you may save the entry.
- If the payment code is a check type you must enter the check number next.
- If the payment code is a credit card type, the Approval window displays and X-charge is called to process the payment. At this point you are done with the credit card payment. If there is an error with the credit card an error message will display indicating the problem.

If there is an amount remaining you must enter another pay code for the remainder.

Credit Card/Check

This field can only be entered if you are paying by check.

If you are paying by credit card, the credit card token entry/selection window opens first. After that this field is filled in automatically.

Expiration date

If you are paying by credit card, the credit card payment window opens. When finished with the credit card processing this field is automatically entered.

Authorization

This field can only be entered if you are paying by check.

If you are paying by credit card, the credit card token entry/selection window opens. After that this field is automatically filled in.

Exiting

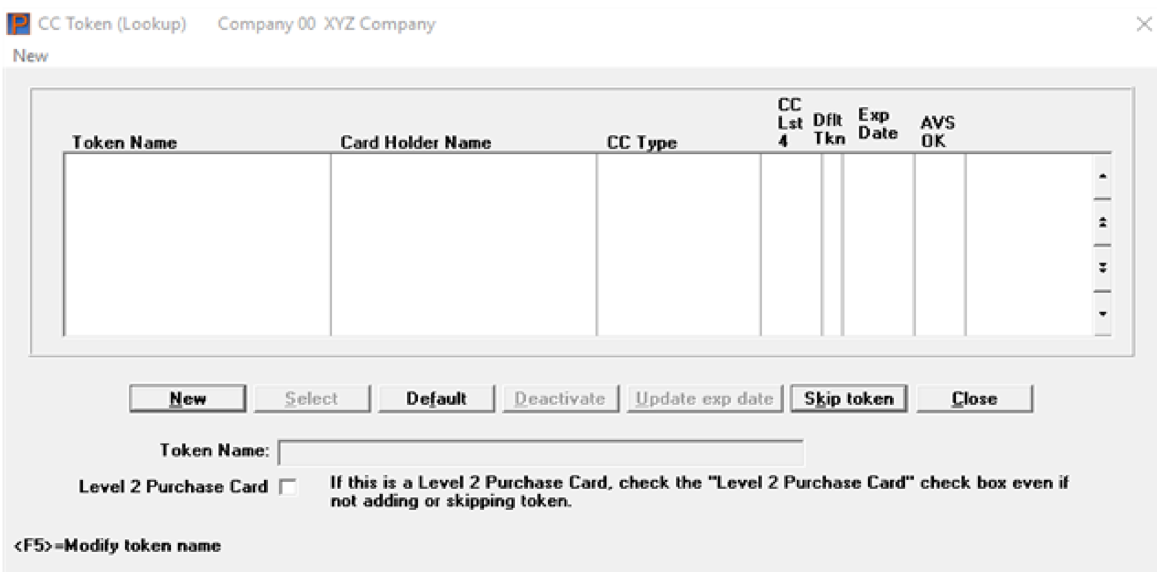
After you have finished entering the payments you may exit and then save the order, invoice or credit memo. When you exit the payments window, the Cash received field on the Totals tab becomes a total of the cash, check and credit card payments made.

If the payment amounts do not match the total invoice amount a message indicates that "Balance amount remains - cannot exit!". You must enter another payment or put the remaining amount to terms.

If you want to cancel the selection delete all the payments first. Exit the screen and a message displays indicating: Payments do not equal billed total, cancel selection? Enter Yes to cancel the selection of the order or Enter No if you want to remain on the Totals screen where you can edit those fields. At that point you can still cancel the selection by selecting Exit or re-enter the payments to finish the selection.

Credit Card Token Selection Lookup

From here you may initiate the process of entering a new credit card token or select an existing token. This is an example of the token selection window where no tokens have been entered for the customer:



New

Select this button or hit Alt+n to display the token entry window where you enter the information for a new credit card. See Credit Card Token Entry.

Select

If a token exists and it is the one you want to use, click on the Select button or Alt+s. After selecting an existing token you are returned to the Amount field.

Default

Sets the currently selected token as the default. When entering a payment for the customer's O/E order or invoice, you will be prompted to make the payment with the default token.

Deactivate

If the card is no longer being used for purchases, select this button.

Update exp date

If the expiration date requires updating select this button.

Skip token

If the credit card information does not have to be stored as a token for later use, select this button. If this field is checked, the

Level 2 Purchase Card

When a credit card transaction takes place, along with the usual credit card information, the invoice P.O. number, destination zip code, and tax amount are also included.

This field is not saved. Every time an eligible Level 2 Purchase is made with a card, this field must be checked manually.

Along with additional security, interchange fees are usually lower with a corporate card. For additional explanation in the A/R documentation, see *Level 2 Credit Cards Supported* in the *Multi-payment Setup* appendix.

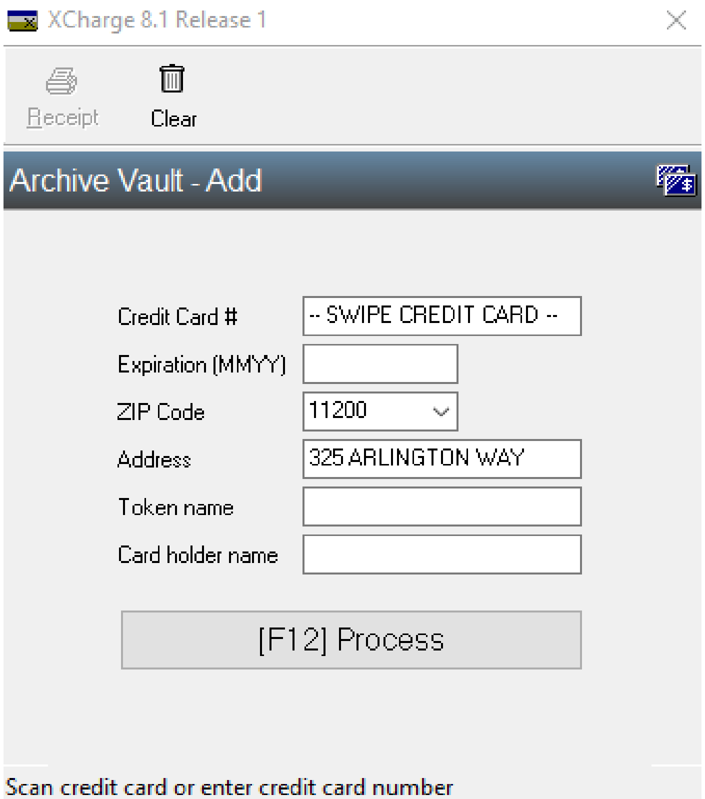
Cancel

To return to the payment window and enter a different payment type.

Credit Card Token Entry

Enter the credit card and other information. The system will create a new token record locally with the credit card information stored on the credit card service provider system. The credit card data is encrypted during transfer.

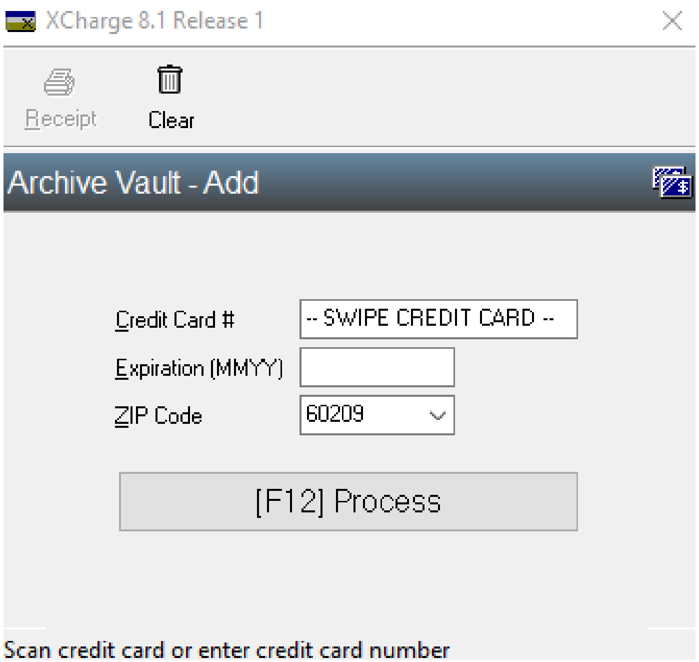
As the token is linked to the customer's credit card information, it can be used for later credit card payments for the same customer. After you select the New button on the Credit Card Token Selection Lookup, the following screen displays:



After entering the information and selecting *(F12) Process*, the verification screen displays. Select Yes if the credit card information is okay. Following that you should get an approval window.

After selecting OK on the approval window you are taken to the Amount field. You may apply the full order amount or a partial payment.

Credit Card Entry without Saving Token



After that you are taken to the Amount field.

Credit Card Payments and an Order Total Change

The order total can change if you entered new lines, modified existing lines, modified the shipping charges or miscellaneous charges and so forth. If you have a credit card payment, you have these choices for handling the change in payment when there is a change in the total:

- If the amount remaining is a positive number, enter a new credit card payment, apply some other payment type or select <F1> for A/R terms.
- The amount remaining can be a negative or positive number.

  Whether the amount remaining is a negative or positive number, you may delete the original credit card payment. Depending on the status of the credit card payment, deleting it either voids or refunds the payment with X-charge. Then you may enter a new credit card payment, use any of the other payment options or put the remainder on A/R terms.

Prepaid Cash Receipts Application

The *Process prepaid cash* field in A/R *Control information* must be turned on for this feature to be available. Also, the Post cash receipts for field in O/E *Control information* must be set to allow the application of prepayments.

Prepayments are entered in A/R Cash reciepts and are posted to A/R open items.

For an Order with an Existing Prepayment

A prepayment may have been entered previously. After selecting for billing, if the order *Billed total* is less than the prepayment amount, you must alter the prepayment amount to be the same or less than the *Billed total*.

Entering a New Prepayment

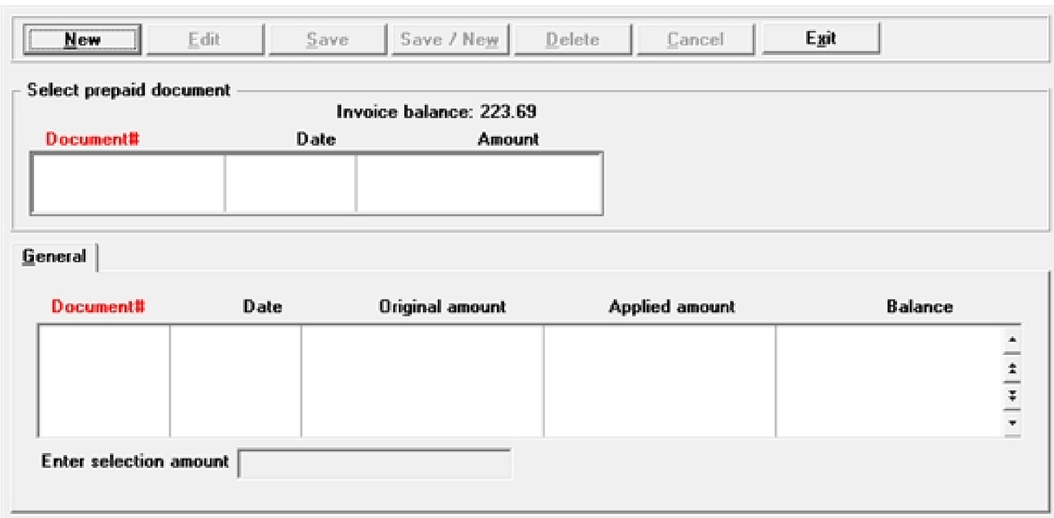
When there is a prepayment in open items for the customer the following question displays:

Apply prepaid cash?

The prepaid balance will display just above this question.

If you selected No (entered N), the cursor will go back to the Cash received field. Select Yes and the *Select Prepaid Document* window displays which is similar to the following:

Graphical Mode



Buttons

Select the New button to start the prepaid amount application or select Exit to return to the Cash received field.

To edit an existing prepaid application select the Edit button. Select the Delete button to delete an existing prepaid application.

The save the prepayment selection, select the Save button. To save the prepayment selection and enter a new one, select the Save/New button. To cancel entry, select the Cancel button.

List Boxes

The prepaid amounts from A/R Open items display in the lower list box. After selecting a prepaid amount and saving it the prepayment displays in the upper list box. Up to three prepayments may be applied to one order or invoice.

Enter selection amount

The amount in this field either defaults to the invoice total, or if less, the maximum prepaid amount available. Once you have applied a prepayment, this field defaults to the amount remaining to be paid.

Character Mode

Enter an amount or accept the default amount. The default is the prepaid cash amount remaining for the first available prepaid amount.

Enter selection amount: 250.50

After entering an amount and selecting the Enter key and the following question will display:

Find another prepaid item?

If you have more than one prepayment amount in Open items, you may select another to pay the order or invoice.

If you select Y, then the program will look for another prepaid amount in Open items for the customer. You may continue this process until you find the correct prepaid cash receipt.

If you select N, then the program will not look for another prepayment.

Once you have selected three documents the message "A maximum of 3 payments have been selected" displays.

When you are finished or when there are no more prepaid amounts to choose from the following message displays:

Selections completed - do you wish to reselect ?

You may select Y to reselect or N to complete the selection process.

Once you are finished with the selection process the **Check** # and **Bank route** # fields will be skipped.

Prepaid cash has been applied

Do you want to reselect prepaid amounts ?

If you select the **Cash received** field from **Field Number to Change ?** then this above will display. Select Y to re-enter prepaid amounts or **N** to enter a manual amount.

Check

If the amount of cash received is not zero, enter the check number or press <Enter> if currency was received instead of a check.

If no cash was received, this field is automatically skipped.

Format	99999

If you applied a prepayment amount to the order or invoice, then the order number will be written to this field.

Bank route

This field displays cannot be entered for **C** - Credit memos **Q** - Quotes and **R** - RMAs. In character mode it does not display at all for quotes.

If the payment received is zero, or if you received payment in cash, this field is skipped and is left blank.

Otherwise, enter the routing number that is on the check. This is usually in the lower left-hand portion of the check and looks something like 99-999/999. This field is informational only and may be left blank.

Format	15 characters
Example	Press <Enter> to leave this blank.

If you applied a prepayment amount to an order or invoice, then

*** * PREPAID * ***

will display in this field. See the **Cash received** field for an explanation of prepayments.

Cash account

If you entered cash received on this screen, enter the cash account number to which the cash received is to be distributed.

Options

You may also use one of the options:

<F1>	To use the default cash account entered in O/E Control information
<F2>	To scan through the cash accounts

If no cash was received, this field is automatically skipped.

Comment

Enter any comments you want to appear on the invoice.

If you are Immediately printing the order as an invoice, the only way to enter a comment is here. If you print the invoice via *Invoices (Print)* and leave this field blank , default comments you enter in that selection will be printed on the invoice for this order.

Format	5 lines of 30 characters each

Save

Click on the Save button or select <Alt+s> to save your changes and completed the selection for the order.

Character Mode

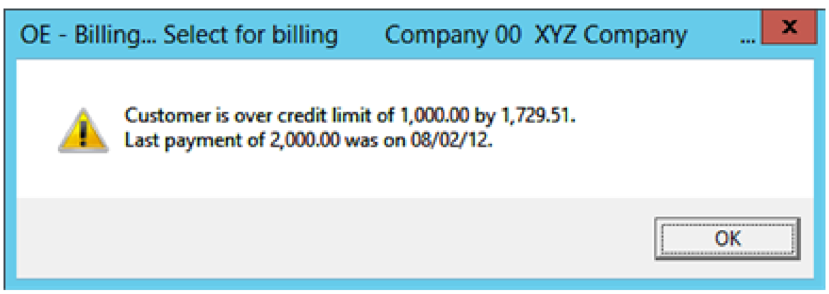
Field number to change ?

For a type O order, the fields may be changed using *Field number to change* ?. If a cash received amount is entered in field number 10, you must enter field numbers 11 through 13.

When completed selecting orders to be billed, press <Esc> at *Order #*.

Credit Limit Checking

If you are set up for credit checking per the [Do credit checking] field in O/E *Control information* and the customer is over the credit limit, a credit limit warning message will display similar to this:



When the customer is over the credit limit you have the following options:

Character	Graphical	Description
1	Delete order	This deletes the entire order. Per the O/E *Control information* you may be restricted from deleting an order. Per the O/E Control information you may be restricted from deleting orders.
2	Ignore credit limit	This allows you to ignore the credit limit for the customer and finish the selection of the order.
3	Cancel selection	This will cancel the selection of the order, after which the order can be changed, deleted or re-selected.

You will be asked *Are you sure ?*. Select Yes or No as the case may be.

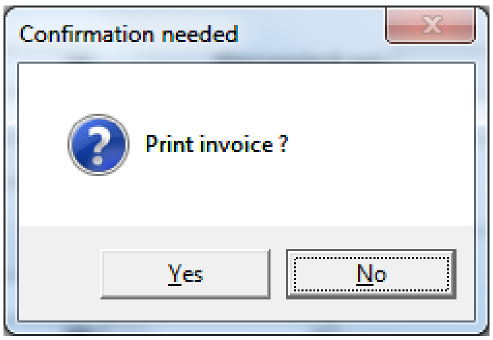
Immediate Invoice Printing of Selected Orders

This option is only available if you are set up for printing invoices immediate in O/E *Control information*. See the Default invoice form ID in the *Control Information* chapter.

You may print orders immediately as invoices. This bypasses the batch printing step.

Graphical Mode

If you are using immediate invoice printing, the following window displays:



Character Mode	Graphical Mode	Description
I	Yes	For the order printing as an invoice immediately
(ENTER)	No	To not print the invoice now. No is the default

Depending on the set up in O/E *Control information* for immediate invoice printing, you may be asked to select a printer or it may default to a pre-selected printer.

The program uses the Order form type. If there is not one available, it uses the Invoice form type.

If a *Company information* laser printer or *Windows printer* is selected you will be asked to enter the alignment and print number of copies. You may make changes or accept the defaults. When you select to print multiple copies to a Windows or *Company information* printer (not PDFP) and there are more line items than will fit on one page, the program collates the printed pages. For each copy page two follows page one, page three follows page two and so on.

If you selected a -PDF- printer the PDF invoice displays.

If the starting invoice number has already been used in invoice history or in another I type order that has not been posted, the program looks for the next available invoice number and uses that.

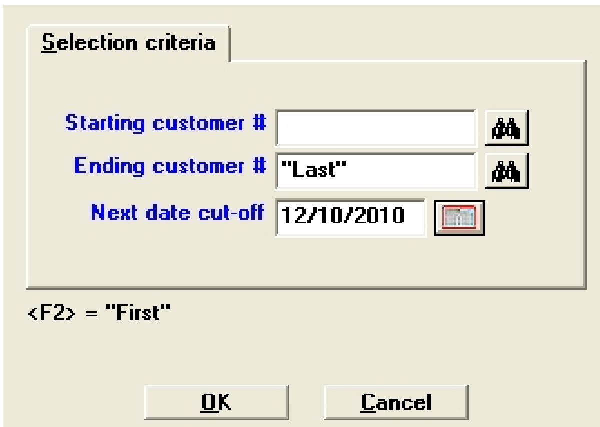
You may reprint a selected order that was immediately printed using Invoices (Print). The invoice number used for the first printing is stored and is used again for reprint an invoice.

Selecting Rentals for Billing

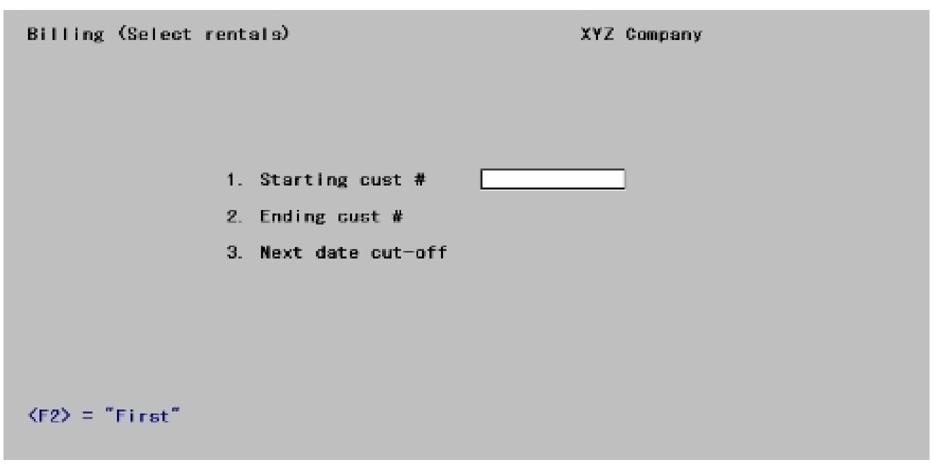
You must select rentals before they can be invoiced.

From the Billing menu, choose *Select rentals*. The following screen displays:

Graphical Mode



Character Mode



Starting customer

Ending customer

Enter the starting and ending customer.

Options

You may also use the option:

<F2>	For *First* and *Last*

Format	15 characters

Next date cut-off

Enter the latest date to include for selection.

Options

You may also use the option:

<F2>	For *Latest*

Format	MMDDYY

OK or Cancel

Select OK to select rentals or cancel to return to the menu.

The screen displays the processing status. Press <Esc> to exit.

Filling Back Ordered Items

When a back ordered item has been received into your inventory and entered through Inventory in I/C, you can use this selection to manually fill back orders. Alternatively, you can use the Fill back orders selection to automatically update the quantity to ship for back ordered line items. Refer to the Back Orders chapter, for more information on the Fill back orders selection.

To manually fill back orders, select the order with back ordered items. Then use the *Bill selected lines* option and enter the appropriate quantity to ship. Orders that still contain items on back order remain until fully shipped.

CANCELING SELECTIONS

You can cancel selection of Order type orders that have been incorrectly selected for billing. The order itself is not cancelled; only its selected status is cancelled.

Invoice and credit memo type orders entered using Orders (Enter) are selected for billing automatically and may not have their selection status cancelled. If you have permission you may delete them in Orders (Enter). If you are using PBS Multi-payment, you must remove the payments before you can delete them. Per the O/E Control information you may be restricted from deleting orders, invoices and other transaction types.

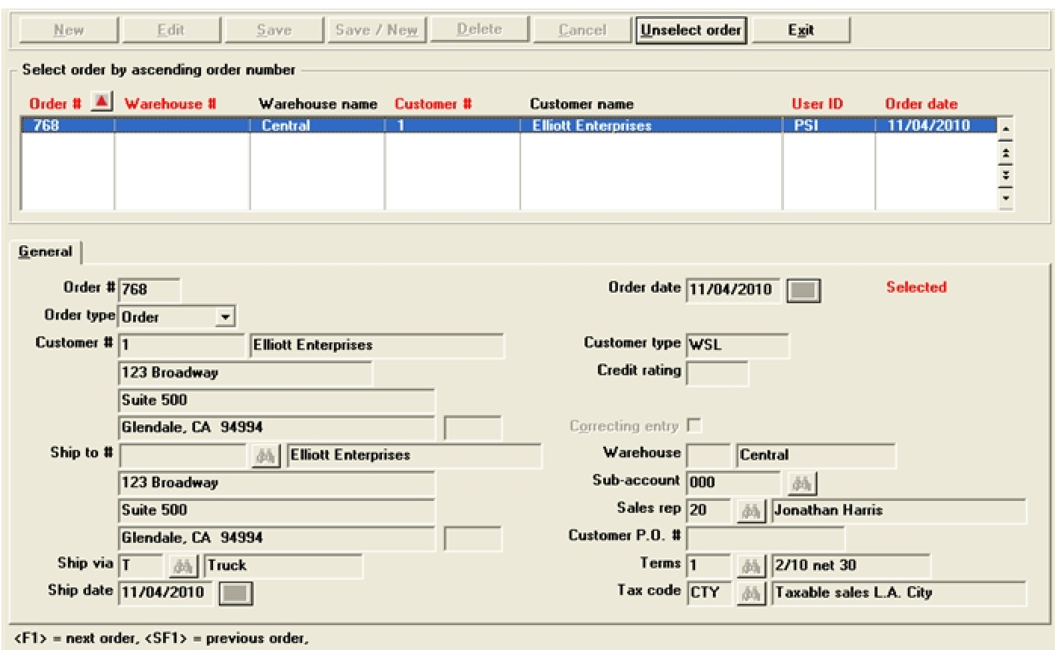
When using PBS Multi-payment and the order has a credit card payment, the order cannot be cancelled. You must print and post the order and then enter a credit memo against the invoice. If a payment type other than credit card is used it can be cancelled.

Select

Cancel selections from the *Billing* menu.

Graphical Mode

A screen similar to the following appears:



The list box displays all the orders that are selected for billing. Locate the order you want to unselect using the Up/Down arrows, Page Up/Page Down and Home/End keys.

Unselect Order

Once you have found your order, with the order line highlighted, click on this button to unselect the order. You may also double click on the line.

Cancel selection of this order ?

This window displays for verification on canceling the order. Click on Yes to cancel or No to retain the selected status for the order.

If you have applied cash or have applied prepaid cash, then one of two questions will display regarding the Cash.

If you are using PBS Multi-payment, you cannot unselect an order if it was paid via credit card. You must print and post the invoice and then write a credit memo against it. When you write the credit memo you may reverse the credit card charges then.

Order selection cancelled

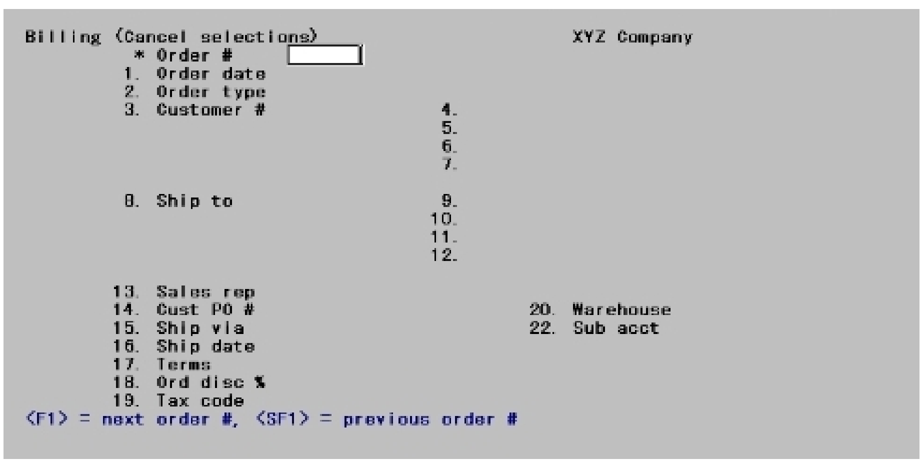
A message displays letting you know that the order is no longer selected for billing.

Exit

Select the Exit button to return to the menu.

Character Mode

A screen appears for you to enter the number of the order that is to be unselected for billing.



When the order is displayed on the screen, you are asked *Cancel selection of this order ?*. If you answer N, the screen clears and you may enter the number of another order. If you answer Y, the billing selection for the order is cancelled. Press <F1> to display the next selected order.

Cash

The Post cash receipts for field in O/E *Control information* determines if you are able to receive cash or prepaid cash amounts on an order. If the order has a cash payment applied you will be asked:

Cash has been received

Do you want to clear this amount ?

Click on Yes to clear the cash or No to allow the cash to remain with the order. When No is selected the cash cannot be applied to any other order unless you select the order for billing and cancel the selection again.

If you have applied a prepaid amount, then the following question displays:

Prepaid cash has been applied

Do you want to remove prepaid amounts ?

Click on Yes to clear the prepaid amounts or No to allow the prepaid amounts to remain with the order. When No is selected the prepaid amount cannot be applied to any other order unless you select the order for billing and cancel the selection again.

If you are using PBS Multi-payment, you cannot unselect an order if it was paid via credit card. You must print and post the invoice and then write a credit memo against it. When you write the credit memo you may reverse the credit card charges then.

When you are finished, press <Esc> at Order #.

PRINTING EDIT LISTS

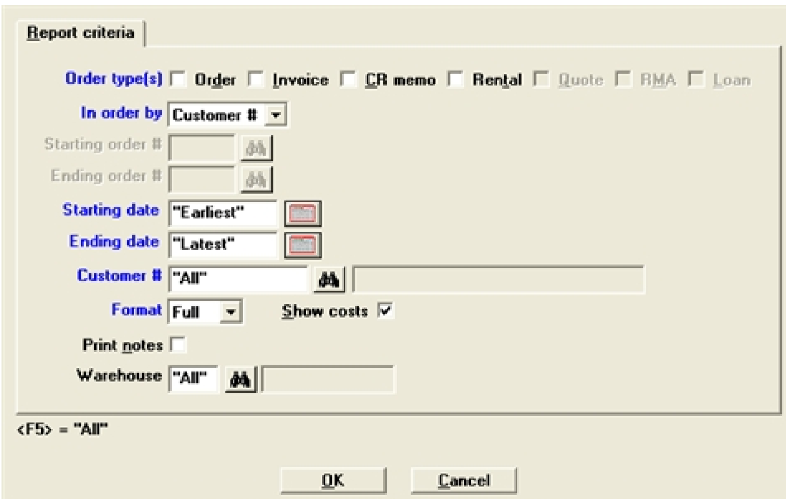
Use this selection to print a list of selected orders. Only selected Order, along with all Invoice and Credit memo types are printed on this list.

See a Billing Edit List example in the *Sample Reports* appendix

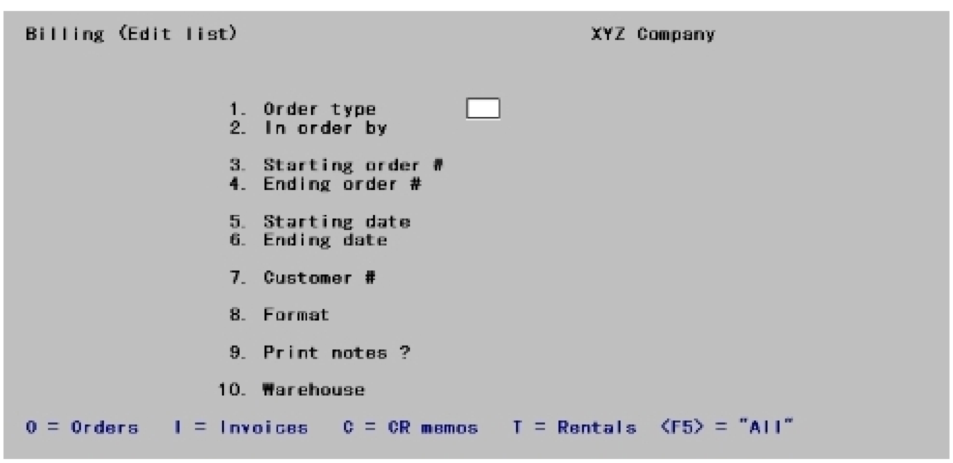
Select

Edit list from the Billing menu. You can also select *Billing edit list* from the Reports menu.

Graphical Mode



Character Mode



Enter the following information:

Order type(s)

Enter up to two types of orders to be included on the edit list, pressing <Enter> after the first type. The choices are:

Character	Graphical
O	Order
I	Invoice
C	CR memo
T	Rental
<F5> = All	<F5> = All

Format	One character

In order by

Enter the order in which you want the edit list printed, either by Order #, or by Customer #.

If you enter Order #, the Customer # field is skipped, because orders for all customers falling within the order range will be printed.

If you enter Customer #, the *Starting* and *Ending order #* fields are skipped, because all order numbers falling within the customer range will be printed.

Format	Drop down list

Starting order

Ending order

Format	999999 for both fields

Enter the range of orders to print on the list. Enter the range of orders to print on the list. Follow the screen instructions.

You may optionally select <F2> for *"First"* or <F2> for *"Last"* for the Starting and Ending order number fields respectively.

Starting date

Ending date

Enter the range of order dates to print.

You may optionally select <F2> for *"Earliest"* or <F2> for *"Latest"* for the Starting and Ending date fields respectively.

Format	MMDDYY for both fields

Customer

Enter the customer number for the orders you want to print on the list, or press <F5> to print orders for *"All"* customers. The default is *"All"*.

If you selected to print by order number for the In order by field, this field cannot be entered.

Format	12 characters

Format

Select the format in which to print the edit list, either Full for full format or Brief for brief format. The default is Full.

The brief format does not show cost center, warehouse, addresses, line discount percent, scrap account, comments, totals, distributions, or serial or lot numbers.

Format	1 character

If you select the full format, an additional field appears:

Show costs

Check this box if you wish to show costs on the edit list. The default is checked.

Print notes

Check this box to print notes for each order. Leave it unchecked to not include notes. The default is unchecked.

Format	Check box, checked is yes and unchecked is no

Warehouse

This question can only be entered if you selected to use multi-warehousing in the I/C Control information.

Enter the warehouse code for the orders you wish to print on the list.

Options

You may use one of the options:

<Enter>	To print orders only for the Central warehouse
<F5>	To print orders for All warehouses

Format	Two characters, the default is <F5> for "All" warehouses

OK or Cancel

Select OK to print the edit list or Cancel to return to the menu.

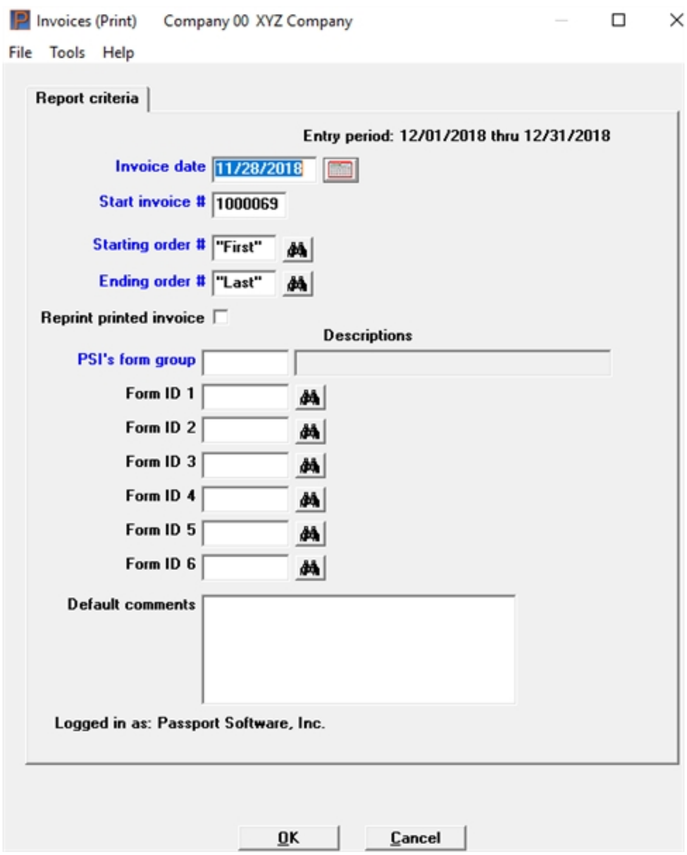
PRINTING INVOICES

After verifying the billing selections, you may print the invoices.

Select

Print from the *Invoices* menu.

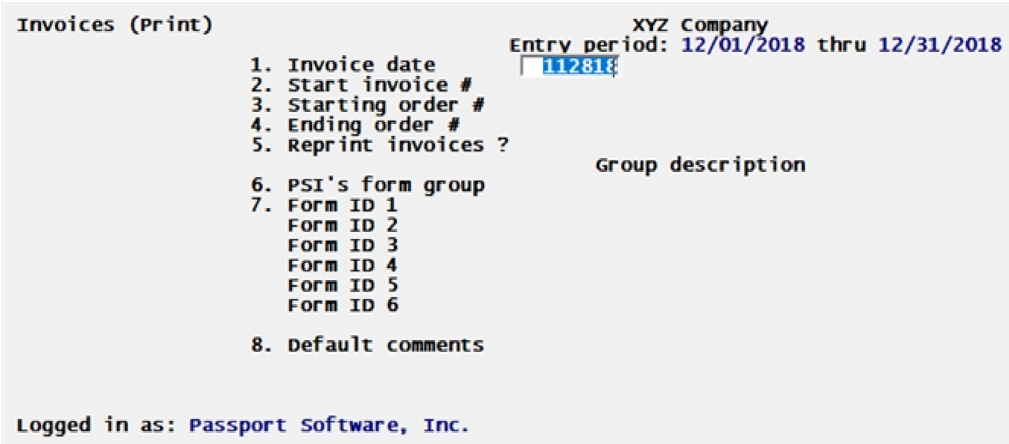
The invoice printer selection screen displays:



To avoid possible duplicate invoice numbers, this screen can<u>not</u> have default settings using MySet.

Character Mode

The screen to print invoices appears similar to this:



Date Control

If you are using date controls as setup in A/R *Control information* the entry period displays in the upper right corner of the screen. When using date controls the program will either prevent you from entering an invoice date outside the date range or warn you from entering a date outside the date range. When it is a warning you may change it to any date. For an explanation of date control settings, see the Account Receivable user documentation *Control information* chapter.

In the lower left corner of the screen displays the words Logged in as: followed by the name of the user. Form groups may be entered and they are specific to a user.

Enter the following information:

Invoice date

Enter the date you want printed on the invoices or press <Enter> for the system date.

The invoice date entered here will be the transaction date of the sale when these invoices are posted to Accounts Receivable.

The invoice date is also the transaction date for inventory posting in I/C. To decrease inventory value as of a certain date, an invoice must be dated, printed and posted on or before the valuation date.

Format	MMDDYY

You may be warned or prevented from entering a date that is outside the allowed date range. See date control above.

Start invoice

Enter the invoice number to print on the first invoice in this printing run or press <Enter> to use the next invoice number in sequence, based on the Starting invoice # field in O/E Control information.

Format	9999999

Starting order # *and* Ending order

Enter the range of orders for which invoices are to be printed. Follow the screen instructions or press <F2> for *First* to *Last*.

In a multi-user environment, if one user selects to print invoices for all orders while another user is entering an **I** type order, this new **I** order may be immediately invoiced.

To avoid this, the user who is printing invoices should select a specific range of order numbers, rather than *First* to *Last*. Invoices will print only for the selected orders within the range that you specify.

Format	999999

Reprint printed invoice

Check this box to print a previously printed invoice. When checking this box, if an unprinted order falls within the entered order range, the program will also print an invoice that was not previously printed.

Immediate invoice printing is available for Orders (Enter) and Billing (Select for billing) if set in O/E *Control information*with the Default invoice form ID field. After selecting to immediately print an invoice and the printing is not okay, you will have to print it again. You may reprint an immediate invoice using this program by checking this box.

This option will only allow you to print one previously printed invoice at a time.

Use the default of unchecked to only print invoices that were not previously printed.

Format	Graphical: Check box where checked is yes and unchecked is no. Character: Y or N.

???'s form group

A form group comprises up to six form ID's that print the same data for an invoice run all to the same printer. For example a form group could allow you to print an invoice form ID and a picking ticket form ID.

A form group can be saved and used again. Each saved form group is specific to a user. The bottom of the screen indicates who your are logged in as. The field name indicates the login ID you are using.

Enter the form group number to access a previously saved form group or select the Enter key to use a temporary form group.

If sending the invoice to a PDF file do not use form groups. Only one PDF file is saved during a invoice run.

Options

You may use one of the options:

<F1>	To scan through the form groups
<SF1>	To scan through the previous groups
blank	To use a temporary group

Format	Three characters

If you are entering a new form group number, then you will be asked this question:

Not on file. Do you wish to add this group?

If you select No, the you will be returned to the group field.

If you select Yes, then you will be prompted to enter the Group description.

Description

Enter a description that best represents the group of forms.

Format	Thirty characters

Form ID 1 - 6

Enter the ID of the form(s) to be used for invoice printing.

Options

You may use one of the options:

<F1>	To scan through the forms in the Form file
<SF1>	To scan through the previous form
<Enter>	To use the default form ID specified in O/E Control information

Format	Five characters

The program will print an **I** type form for an Invoice type, an **O** type form for an Order type, a **C** type form for a Credit memo and so on. Because of this the lookup displays the type as *Not applicable*.

If the form ID does not have an Invoice, Order, or Credit memo type defined for it, a message displays to inform you that invoices will not be printed for the orders with missing form types. If none of the three types are defined for the form, no invoices can be printed.

You must enter a Form ID number in the Form ID 1 field. The other Form ID fields may be skipped.

If your form type prints with a graphical image, then you must either select Windows printer or a *Company information* PDF printer. Windows printer is only available if you are using the Windows or Thin Client versions of PBS. You may read more about PDF Invoice Generation and Emailing below.

Default comments

Enter any comments to be printed on invoices that do not already have comments specified earlier.

Format	5 lines of 30 characters

OK or Cancel

You may select <Cancel> to return to the menu without printing invoices. Make any changes and then select <OK> to print your invoices. The following message will display.

Please mount invoice forms on printer and check this box when ready

Check the box and select OK to continue. Select Cancel to return to the menu without printing.

If you are using a Laser printer then put the forms in the proper tray.

If you are using a format that merges the data with a graphical file then you are finished because mounting forms is not required.

If you are using a dot matrix printer, mount the invoice forms on the printer so that the print head is at the top of the form. Adjust the printing pressure according to the thickness of the invoice forms.

Invoice Alignment

You are then asked: *Print alignment ?*. Answer Yes to print a test alignment form filled out with X's and 9's. Answer No when the form alignment is correct or if you do not wish to print an alignment form.

Alignments may be used for any of the following:

- Company information laser printer
- Company information -PDF- or -PDFP- printer
- Windows printer
- Company information dot matrix printer

If you have aligned the form in the past the default alignment settings are recalled from the last time done. You should only generate an alignment if the form has changed, the printer has changed or the driver on your computer has changed.

If you select a *Company information* -PDF- printer the program displays the alignment image as long as Adobe Acrobat or Adobe Reader is installed on your system. You may also view the alignment again from the CTL menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing*. The alignment for a PDF file cannot be adjusted here. You must either alter the jpg file to match the data or go to Forms and change the data fields to match he jpg form.

If you select *Windows printer* a Windows printer alignment screen displays. To change the alignment for *Windows printer* enter a number greater than the *Default top margin* or the *Default left margin* as the case may be.

Alignments to a Company information non-laser printer, like dot matrix, is done manually by adjusting the form on the printer.

Invoice Printer Selection

If you are on UNIX or Linux and you have set up only one printer in Company information, you will get the alignment screen next.

If you are on Windows or Thin client or you are using multiple printers in UNIX/Linux, select the printer on which the invoice forms are mounted. You may select Windows printer. This is essential if you want to print the invoice with a corresponding graphical form file. See the Forms chapter on how to set this up.

If you are generating a PDF file for each invoice, select a -PDF- or -PDFP- printer.

PDF Invoice Generation and Emailing

When you print the invoice with a *Company information* -PDF- printer, the program generates a PDF file for each invoice You will find a definition of PDF in the Understanding Order Entry chapter. The name of each file will momentarily display on the screen as it is being generated.

You may also print and generate PDF files simultaneously using a -PDFP- printer.

Because this is a batch process and many files could be generated at the same time they will *not* display here. However, you may view the generated PDF files from the Ctl menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing*. Either Adobe™ Acrobat™ and Adobe Reader™ must be installed on your system. From that same menu selection you may also email PDF files. To learn more about the viewing and emailing PDF features read the *PDF Form File Processing* chapter in the *PBS System* documentation.

To setup emailing in PBS see the appendix *Email Configuration* in the *PBS Administration* documentation.

O/E invoice PDF files and alignments are created in the PDFFIL\OEINVOICES directory. An example of the O/E invoice PDF file name is xx_OEI_100_001113.PDF. The xx indicates the company number. The OEI means it is an invoice printed from Order Entry. The ‘100’ is the company number and the ‘001113’ is the invoice number.

Number of Copies, Invoice Labels and Collate

If you entered this information previously the program will recall the last settings for copies and labels.

Number of copies

A screen displays that asks for the number of copies and a label for each copy. A label is not required for any of the copies. Make changes as needed.

The invoices are then printed.

Collate forms

Check this box if you want to collate invoices with multiple pages and when printing multiple copies. When you select to print multiple copies to a Windows or *Company information* printer and there are more line items than will fit on one page, the program will collate the printed pages. Collate means: for each copy page two follows page one, page three follows page two and so on. When it does not collate it prints all the page one copies first, then it prints all page twos and so on.

Invoice Number Already Used

If the starting invoice number has already been used in invoice history, the program looks for the next available invoice number and uses that. This would happen if someone sets the *Starting invoice #* to a number already used. See the *Starting invoice #* field in Starting invoice #.

Printing Confirmation

When the invoices have been printed, you are asked *Are the invoices just printed OK ?*.

When to answer No to *Are the invoices just printed OK ?*

Answer No if the invoices just printed are wrong due to:

- An incorrect billing date
- Wrong selection of the series of orders to be billed
- Inappropriate default comments
- Wrong lines billed on invoices
- Wrong printer group is selected
- Wrong form is selected, or
- Printer malfunction that has ruined the majority of the invoices.

If you answer No, all invoices printed for this specific range of orders are considered to be not OK. Any previously printed ranges of orders are still considered to be OK if you answered Yes to *Are the invoices just printed OK ?* after printing those ranges.

If you answer No to *Are the invoices just printed OK ?*, you are asked a second question: *Restart invoice printing ?*.

Answer Yes to the Restart question if you wish to reprint all of the invoices that were bad at this time, without making any other changes to the orders concerned. If you answer Yes, the invoice printing screen reappears to enter another range of orders.

Answer No to the *Restart* question if you need to make changes to the orders prior to reprinting invoices. If you answer No, on the next screen you are asked to *Please mount regular paper on printer and check box when ready*.

Check the box when you have mounted the paper. Select OK to return to the menu.

When to answer Yes to *Are the invoices just printed OK ?*

Answer Yes to *Are the invoices just printed OK ?* if all of the invoices just printed are OK, or the majority are OK but a few have been damaged during printing. (The invoices being referred to here are the invoices for the range of orders just entered on the invoice printing screen.)

If you answer Yes to *Are the invoices just printed OK ?*, you are asked a second question: *Reprint selected invoices ?*.

If all of the invoices just printed are OK, answer No to this question and the invoice printing screen reappears to select another range of orders to print. Answer Yes to the Reprint question if the majority of the invoices are OK, but a few require reprinting due to being damaged during printing.

If you answer Yes to the Reprint question, a screen appears for you to enter the range to be reprinted. Enter the invoice numbers as printed on the invoice forms (rather than order numbers).

You are also asked for the starting invoice number for the reprint. This number defaults to the starting invoice number of the range specified so that you can reprint the invoices using the same numbers. (Be sure to destroy or otherwise void the first versions of these invoices.)

You may reprint as many different ranges of invoices as needed. You may reprint a specific range of invoices as many times as needed. However, you must always refer to an invoice by the number that appeared on the invoice the first time it was printed, and not the number that appeared on the invoice due to a reprint.

Whether the invoice printing is successful or not, the invoice number used is stored in the order header. Reprinting invoices will use the same invoice number as the first printing.

When reprinting invoices, you may also press <F1> for the starting invoice number to use the invoice number that is one greater than the last invoice printed. This is useful if you have preprinted invoice numbers on your forms and need to number invoices so that they correspond to the preprinted numbers on the forms.

When you have completed reprinting invoices, press <Esc> and the invoice printing screen reappears for you to select another range of orders to print.

Reprinting Invoices

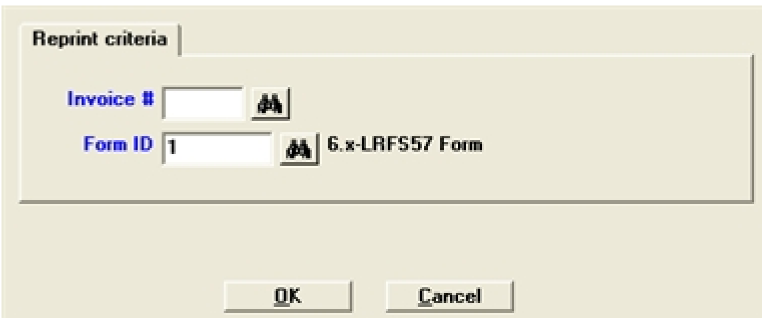
You may elect to reprint invoices from invoice history.

Select

Reprint posted invoices from the *Invoices* menu.

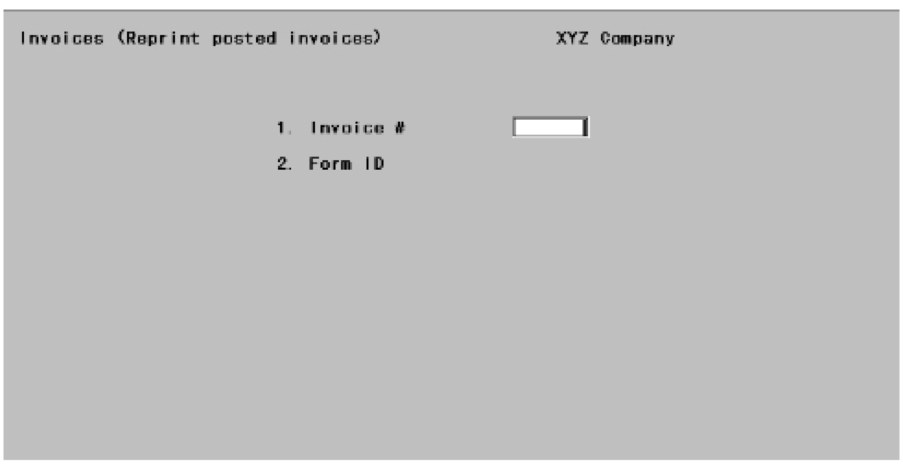
Graphical Mode

The screen to print invoices appears similar to this:



Character Mode

The screen to print invoices appears similar to this:



Enter the following information:

Invoice

Enter the invoice number.

This number is from invoice history.

Format	999999

Form ID

Enter the ID of the form to be used for invoice printing.

Options

You may use one of the options:

<F1>	To scan through the forms in the Form file
<Enter>	To use the default form ID specified in O/E Control information

Format	Five characters

If the form ID does not have an Invoice, Order, or Credit memo type defined for it, a message displays to inform you that invoices will not be printed for the orders with missing form types. If none of the three types are defined for the form, no invoices can be printed.

OK or Cancel

Make any changes. Select OK to and select a printer to print the invoice or select Cancel to return to the menu.

Mount Forms

You will be asked to mount the forms or when finished to mount the regular paper. Check the box and select OK to continue or Cancel to return to the menu.

PDF Reprint Invoice Generation

When you print the invoice with a *Company information* -PDF- printer, the program generates a PDF file on the system in the PDFFIL\OEINVOICES directory. You will find a definition of PDF in the Understanding Order Entry chapter. You may also print and generate PDF files using a -PDFP- printer. Because you are reprinting one invoice at a time, the file will display. Also you may view the generated PDF file from the CTL menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing*. Either Adobe Acrobat and Adobe Reader must be installed on your system. From that same menu selection you may also email PDF files. To understand these features see *PDF Form File Processing* chapter in the *PBS System* documentation.

To setup emailing in PBS see the appendix *Email Configuration* in the *PBS Administration* documentation.

If the PDF invoice you are generating has the same invoice number as a PDF that already exists the file will be overwritten. It will have the same amounts as the original and it should look the same as the original as long as you use the same invoice format.

Note	You do not do a posting after reprinting an invoices from history.

Print alignment ?

Select Yes to print an alignment or No to skip the alignment printing.

Alignments may be used if you are printing to one of the following:

- Company information laser printer
- Company information -PDF- or -PDFP- printer
- Windows printer

Alignments to a Company information non-laser printer, like dot matrix, is done manually.

If you select a *Company information* PDF printer the program will display the alignment image as long as Adobe Acrobat or Adobe Reader is installed on your system and you are using the Windows version of PBS. You may also view the alignment again from the Ctl menu selection *Email/view printed PDF's,* located under the main menu selection *PDF form file processing*. Each time you run an alignment it will replace the previous PDF.

If you select *Windows printer* a Windows printer alignment screen displays. To change the alignment for *Windows printer* enter a number greater than the *Default top margin* or the *Default left margin* as the case may be.

(Printer selection window)

Select the printer that you want to print the invoice.

Windows printer is only available if you are using the Windows or Thin Client versions of PBS.

If you have UNIX/Linux and only one printer is entered in *Company information* it skips the printer selection screen.

POSTING INVOICES

After you have printed invoices and designated them as OK, you can post them to the I/C and A/R modules.

Note	If you are using Purchase Order, any P/O receivings must be posted before posting invoices.)

Select

Post from the *Invoices* menu.

In multi-user environments, when one user is posting invoices, other users may not use the Inventory selection in I/C or the Sales or Cash receipts selections in A/R. Conversely, while one user is using one of those three selections, invoice posting is not allowed.

If there are any unposted sales or cash receipts or inventory transactions, you are advised that they will be posted, as well as the invoices you have printed. Select Yes to proceed with posting; otherwise, select No.

There is a period of processing while sales and inventory transactions are created from the invoices. Then the orders that were partially billed are cleared of all fully shipped and billed items. Orders with unbilled items or back ordered items remain for future completion. An O type order is created for any I type order that contains back ordered items.

If there are any drop shipped or miscellaneous items on the invoices, the Miscellaneous/Drop Ship Item Register prints.

The Inventory Transaction Register then prints and the inventory transactions are posted to inventory history and other tables (Refer to the *Inventory Control* user documentation).

After inventory transactions have posted in I/C, the Sales Journal is printed and the sales transactions are posted in A/R open items and invoice history. The customer record is updated.

If a cash, check or credit card payment was received with an invoice or order type order, the Cash Receipts Journal prints and the cash receipts are posted to A/R open items (see the *Accounts Receivable* User documentation). Cash is posted depending on your selection for Post cash receipts for in O/E *Control information* or if you selected to use PBS Multi-payment in A/R *Control information*. When PBS Multi-payment is used the Bank route # and Reference fields print *Payment Code:* followed by the pay code ID.

See a Miscellaneous Charges Journal sample in the *Sample Reports* appendix.

Interrupting Register Printing

If you interrupt the printing of a register, you must use the corresponding module for that register (O/E, I/C, or A/R) and complete the posting steps for each module, in this sequence:

1. I/C inventory
2. A/R sales

3. Misc. charges
4. A/R cash

Updating Invoice History

If you specified to retain invoice history in the O/E Control information, invoice history is updated when invoices are posted.

Invoice history is located in A/R. If you specified to retain A/R history in A/R *Control information* and you are using both A/R invoices and O/E orders, during posting the history from both modules are merged.

Duplicate Invoice Numbers

When posting invoices, you may see the message *Duplicate sales or entry - see instructions*. Press <Enter> to continue. If you see this message, check if there is a duplicate order or if invoices have already been printed for the orders currently being processed.

During invoice posting, a previously used invoice number might be assigned in one of two ways:

- The starting invoice number in the O/E *Control information* might have been reset to a lower number before printing invoices.
- A sales transaction with a conflicting invoice number was entered through Sales in Accounts Receivable.

If the software detects this condition, the order for which the invoice was printed remains, and the billing information is not posted to the A/R and I/C data. An invoice must be printed again for this order after the duplicate invoice number has been removed by changing the next invoice number to one that has not be used.

POSTING INVENTORY ITEMS

G/L distributions generated for line items are as follows:

Sales

- Debit item's expense account (Items)
- Credit item's inventory account (Items)

Credit memos

- Debit item's inventory account (Items)
- Debit scrap account (entered when credit memo is entered)
- Credit Item's credit memo account (Items)

If you are using cost centers, the cost center for the expense and credit memo accounts is assigned as specified in O/E Control information. The cost center can be taken from either the order header, the line item, or the inventory item itself.

Note	Negative quantity line items on type I and type O orders are handled the same as lines on credit memos.

For drop shipped items, distributions are generated as follows:

Sales

- Debit item's expense account (Items)
- Credit drop-ship clearing account (O/E Control information)

Distributions for drop shipped and miscellaneous items are generated by Order entry. Distributions for other items are made by Inventory control when inventory transactions are posted. See an Inventory Transaction Register sample in the *Sample Reports* appendix.

E.D.I. INVOICE EXPORT

This function exports valid E.D.I. unposted invoices, exports valid E.D.I. posted invoices from invoice history, creates an invoice export file, prints any required Error and Export reports, and updates the E.D.I. Audit status of the E.D.I. orders processed to EXPORTED. (You can see this on the E.D.I. Status Report.)

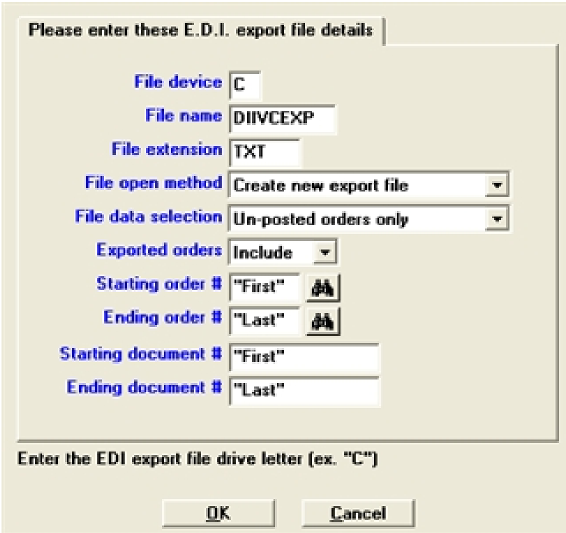
You should export E.D.I. invoiced orders before they are posted. Certain information such as order notes will not be exported from posted orders. Unposted invoices may be exported as often as required. To export an unposted invoice again, select the correct Exported order ? option.

PBS Version 12.06 E.D.I. Layout Changes

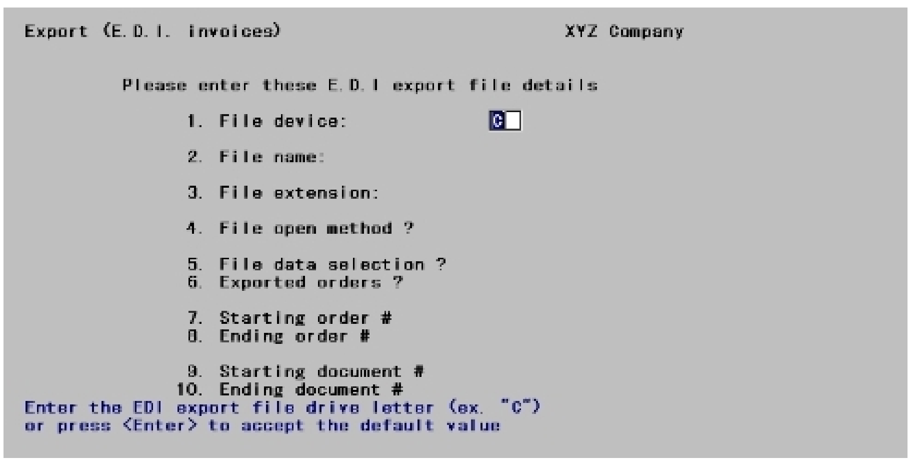
Starting with PBS version 12.06 the customer and ship-to name, address 1, address 2, city, state, zip and apply-to invoice fields were expanded when using either the E.D.I. import or export. New fields were added including address 3, address 4 and county. You will need to take these changes into account when interfacing to your external system.

Select

E.D.I. invoice export from the *Invoices* menu.



Character Mode



File device

Enter the E.D.I. export file drive letter. The default is drive C.

File name

Enter a file name, or press <Enter> to accept the default.

File extension

Enter the file extension for the export file, or press <Enter> to accept the default.

File open method

If you want to create a new export file, select *Create new export file* or **C** in character mode. If you want to append data to an existing export file, select *Add to existing export file* or enter **A** in character mode.

File data selection

You may use the following options:

Character	Graphical
U	Un-posted orders only
P	Posted orders only

Exported orders

You may use the following options:

Character	Graphical	Explanation
I	Include	To include previously exported invoices.
S	Skip	To skip previously exported invoices.
O	Only	To export only previously exported invoices.

Starting order

Enter the starting order #, or press <F2> to use the *"first"* E.D.I. Order number of an unposted E.D.I. invoice.

Ending order

Enter the last order number, or press <F2> to use the *"last"* E.D.I. Order number of an unposted E.D.I. invoice.

Starting document

Enter the *starting* E.D.I. document number of an unposted invoice, or press <F2> to use the *first* E.D.I. order number of an unposted E.D.I. invoice. When exporting Posted invoices, this field will be *Invoice* #.

Ending document

Enter the ending E.D.I. document number, or press <F2> to use the last E.D.I. document number of an unposted E.D.I. invoice. When exporting Posted invoices, this field will be *Invoice* #.

OK or Cancel

Select OK to export the data or Cancel to return to the menu.

If there were not errors found, when the export is finished a message displays indicating:

```
EDI export has finished, verify the EXP Report.
```

An E.D.I. Invoice Export Report is printed to disk. To view or print the report Print a report in the CTL menu selection of Print reports from disk.

An E.D.I. Invoice Export Report is similar to an E.D.I. Order Export Report. See an E.D.I. Order Export Report sample in the *Sample Reports* appendix.

If there is nothing to export then the message indicates:

```
No E.D.I. export data in range selected.
```

There is no report printed in this case.

E.D.I. Status Report

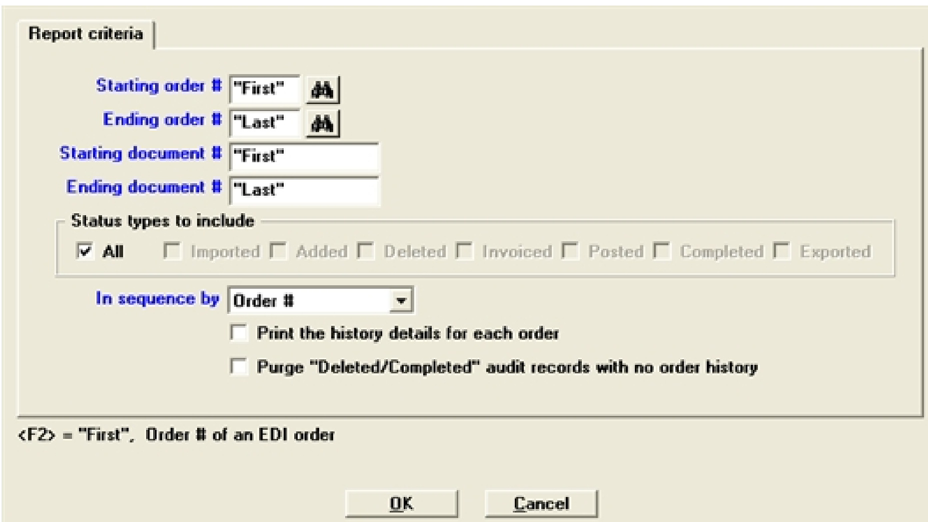
E.D.I. orders and their current and previous status can be reviewed by using the E.D.I. status report.

Reporting can be done at any time in the processing cycle.

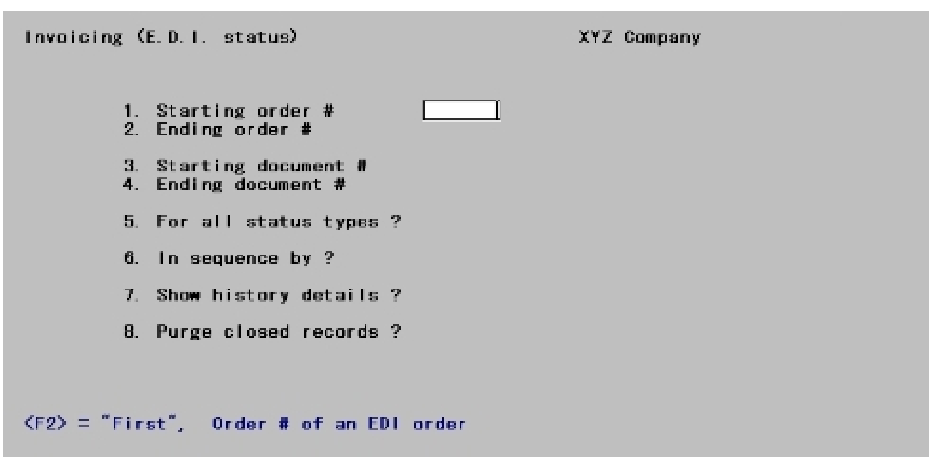
Select

E.D.I. Status report from the *Invoices* menu.

Graphical Mode



Character Mode



Starting Order

Enter the order or press <F2> to use the first order # of an E.D.I. order.

Ending Order

Enter the order or press <F2> to use the last order of an E.D.I. order.

Starting document

Enter the E.D.I. Document number or press <F2> to use the first E.D.I. document #.

Ending document

Enter the E.D.I. Document number or press <F2> to use the last E.D.I. document # of a E.D.I. order.

Status types to include

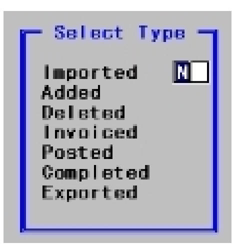
In graphical mode check the boxes of the status types you want to include.

Check the "All" box to include all status types. Uncheck it to select specific status types. Specific status types include the following date types:

- Imported
- Added
- Deleted
- Invoiced
- Posted
- Completed
- Exported

In character mode enter Y to include all status types.

Enter N to display the following window:



Enter Y or N to exclude the types of status to output on the report.

In sequence by

Enter the sequence type, select either:

Character	Graphical
O	Order #
D	E.D.I. document

Print the history details for each order

Check this box to print the history details for each order. Leave it unchecked to suppress the history details.

Purge "Deleted/Completed" audit records with no order history

Check this box to purge Deleted/Completed audit records. Leave it unchecked to suppress this action.

OK or Cancel

Select OK to print the report and purge records if the last field is checked. Select Cancel to return to the menu.

You then have the option to output the report to a printer, disk file, or the screen.

See an E.D.I. Status Report sample in the *Sample Reports* appendix

Orders Report

This chapter contains the following topics:

PRINTING THE ORDERS REPORT

Use this selection to print a report of open and orders to optionally include posted orders. You may also print open quotes, loans, rentals, and RMAs. Several different reporting sequences are provided.

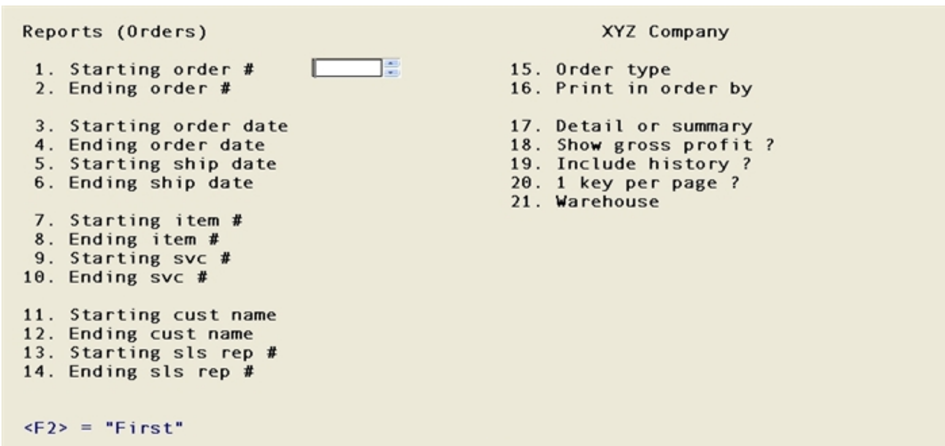
Because it can include history it may be used as a daily sales report.

See an Orders by Order Number Detail example in the *Sample Reports* appendix

Select

Orders from the *Reports* menu.

The following screen is displayed.



Enter the information as follows:

1. Starting order

2. Ending order

Enter the range of open order numbers to be included on the report. Follow the screen instructions.

Options

You may use the following option:

<F2>	For “First” and “Last” order number at fields #1 and #2

Format	Up to six digits
Example	Press <F2> at both fields #1 and #2

3. Starting order date

4. Ending order date

Enter the range of dates of the orders to be included in the report. The dates refer to the date the order was created.

Options

You may use the following option:

<F2>	For Earliest and Latest at fields #3 and #4

Format	MMDDYY
Example	Press <F2> at both fields #3 and #4

5. Starting ship date

6. Ending ship date

Enter the range of ship dates of the orders to be included in the report. Follow the screen instructions.

You may use one of the options:

<F1>	For ASAP. When selected, it will fill in both the starting and ending ship date with ASAP.
<F2>	For Earliest

Format	MMDDYY
Example	Press <F1> at both fields #5 and #6

7. Starting item

Format	15 characters

8. Ending item

Format	15 characters

Enter the range of item numbers to be included in the report. Follow the screen instructions.

If a specific item number range is entered, only orders containing the specified items are shown.

You may use the option:

<F2>	For First and Last at fields #7 and #8

Format	Up to 15 digits
Example	Press <F2> at both fields #7 and #8

9. Starting svc #

10. Ending svc #

Enter the range of service #s or press <F2> for *First* and *Last* or use the option:

Example	Press <F2> at both fields.

11. Starting cust name

12. Ending cust name

or

11. Starting customer #

12. Ending customer #

Enter the range of customer names or numbers for whom orders are to be printed.

You may use one of the options:

<F1>	To specify customer # range
<F2>	For “First” and “Last” at fields #9 and #10

Format	Up to 25 characters for customer name Up to 12 characters for customer number
Example	Press <F2> at both fields #11 and #12

13. Starting sales rep #

14. Ending sales rep #

Enter the range of sales rep for whom orders are to be printed.

You may use one of the options:

<F1>	To specify customer # range
<F2>	For “First” and “Last” at fields #13 and #14

Format	Up to 25 characters
Example	Press <F2> at both fields #13 and #14

15. Order type

Enter the letter corresponding to the type of orders to be included in the report.

O	To include type O (orders) and I (invoices) orders and credit memos.
Q	To include only quotes.
R	To include only RMAs.
L	To include only loans.
T	To include only rentals.

Format	One letter from the table above. The default is O
Example	Press <Enter> to accept the default

If you are intending to include history on the report, you must select **O**.

16. Print in order by

Enter the letter corresponding to the sequence in which the report is to be printed.

O	To print the report by order number
C	To print the report by customer number
N	To print the report by customer name
I	To print the report by item number
L	To print the report by sales rep number
A	To print the report by sales rep name
S	To print the report by ship date
D	To print the report by order date

Format	One letter from the table above
Example	Type O then press <Enter>

17. Detail or summary

Enter **D** to print item detail, or **S** to print order information only.

If you enter **D**, a report printed in sequence by order number, customer number, customer name, ship date, sales rep number, or sales rep name shows line item detail. For each item on an order, the item number, description, quantity ordered (or credited), unit, quantity to ship (or returned to inventory), quantity back ordered, unit price, and extended price are shown.

A detailed report printed in sequence by item number shows information on each order that contains the item. For each order, the information includes: quantity ordered (or credited), quantity to ship (or returned to inventory), unit, warehouse, unit price, extended price, order number and date, order type, bill-to customer, ship via method and date, sequence number, and sales rep.

If you enter **S**, a report printed in sequence by order number, customer number, customer name, ship date, sales rep number, or sales rep name shows order totals only, with no line item detail.

A summary report printed in sequence by item number shows, for each warehouse, individual item totals from all orders for: quantity ordered, quantity to ship, quantity back ordered, extended price, number of lines, oldest order date, and earliest ship date.

D	For detail report
S	For summary report

Format	One letter either D or S. The default is D.
Example	Press <Enter> to accept the default.

18. Show gross profit ?

Answer Y to print the approximate dollar margin of each open order (the exact profit margin on each posted order), or answer N if you do not wish the dollar margin to appear.

Format	One letter, either Y or N. The default is N.
Example	Type Y then press <Enter>.

19. Include history ?

Answer Y to include invoices from A/R history that were originally generated from O/E.

Format	One letter, either Y or N. The default is N.
Example	Type Y then press <Enter>.

This field is skipped if you selected to print either quotes, RMAs, loans or rentals in field 15.

20. 1 (order) per page ?

Answer Y to print one record type (order, customer, item number, ship date, or sales rep) per page, or press <Enter> to default to N.

If you answer Y, each new order (customer, etc.) begins on a new page.

Format	One letter, either Y or N. The default is N.
Example	Press <Enter> to accept the default.

If you are using multi-warehousing, the following field appears:

21. Warehouse

Enter the warehouse for which you want information shown on the report.

In field 19, if you selected Y to print invoice history, then this field will be auto-entered as “All” warehouses and cannot be changed.

Enter a code or you may use one of these options:

<F5>	For “All” warehouses
<Enter>	For the Central warehouse

Format	Up to two characters
Example	Press <Enter> for Central warehouse

22. Starting next date

23. Ending next date

These fields only display if you select an order type of Rentals.

Enter the range of next dates for the rental order type to be included on the report.

You may use the option:

<F2>	For “Earliest” and “Latest”

Format	MMDDYY
Example	Press <F1> at both fields #22 and #23

An order is printed on the report if it falls within the ranges entered in the fields above, and the warehouse for the order is the same as that entered here.

There is a status field that prints on the report with the following indicators:

Type	Description
Blank	Open order
Selected	Selected for billing
Invoiced	Invoice printed but not posted
Posted	Invoice in history

Invoices from history always print as an Invoice type, no matter what they were as an open order transaction.

Field Number To Change ?

Make changes as needed. When finished select the <Enter> key to print the Orders Report.

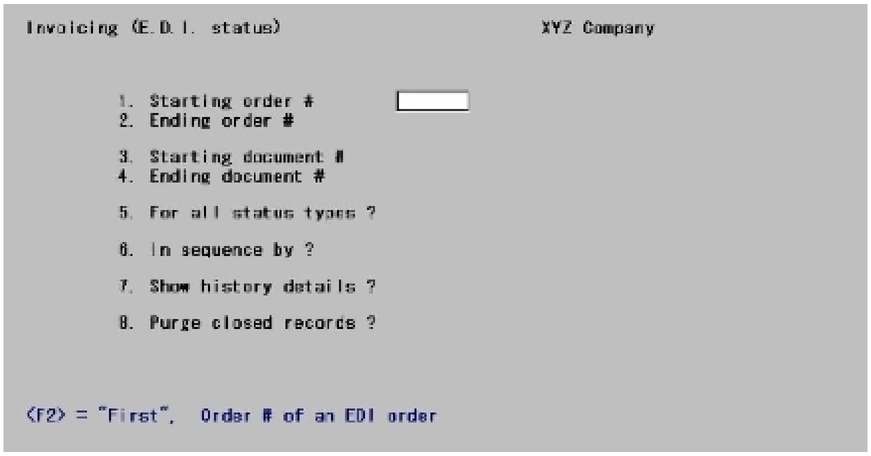
See an Orders by Order Number Detail sample in the *Sample Reports* appendix

E.D.I. Status Report

Select

E.D.I. status report from the *Reports* menu

The following screen will be displayed.



1. Starting Order

Enter the order or press <F2> to use the first order # of an EDI order.

2. Ending Order

Enter the order or press <F2> to use the last order of an EDI order.

3. Starting document

Enter the EDI Document number or press <F2> to use the first EDI document # of an EDI order.

4. Ending document

Enter the EDI Document number or press <F2> to use the last EDI document # of a EDI order.

5. For all status type?

Y	To include all status types:
N	To displays the following screen

You then have the option to output the report to a printer, disk file, or the screen.

Enter Y or N to exclude the types of status to output on the report.

6. In sequence by?

Enter the sequence type, either:

O	Order #
D	E.D.I. document

7. Show history details ?

Enter Y to print the history details for each order. The default is N.

8. Purge closed records ?

Enter Y to Purge Deleted/Completed audit records with no order history. The default is N.

You then have the option to output the report to a printer, disk file, or the screen.

E.D.I. Import Errors

The following table lists E.D.I. Import errors:

EDI Import Errors	
Error	**Description**
	The 1st record type for an import order is not the Header type.
”Audit record missing for order deletion”	Delete type import order not in the trigger EDIAUD file.
”Audit status does not allow order deletion”	The order has been already processed (deleted, invoiced, posted, or exported).
”Order header record missing for order deletion”	Delete type import order not in the Order Header ORDHDR file.
”Order date is not a valid date”	Import order date is not a valid date.
”Order ship date is not a valid date”	Import order ship date is not a valid date
”Order ship date is before order date”	Import order ship date is earlier than order date.
”Customer number not on file”	Customer on the import order does not exist.
”Customer name is not the same as master record”	Customer name on the import order does not match master data.
”Customer address 1 is not the same as master record”	Customer address 1 on the import order does not match master data.
”Customer address 2 is not the same as master record”	Customer address 2 on the import order does not match master data.
”Customer city is not the same as master record”	Customer city on the import order does not match master data.
”Customer state is not the same as master record”	Customer state on the import order does not match master data.
”Customer zip code is not the same as does master record”	Customer zip code on the import order not match master data.
”Ship to number not on file”	Ship to number on the import order does not match master data.
”Deliver to name is not the same as not master record”	Deliver-to name on the import order does match master data.

EDI Import Errors	
Error	**Description**
”Deliver to address 1 is not the same as does master record”	Deliver-to address 1 on the import order not match master data.
”Deliver to address 2 is not the same as does master record”	Deliver-to address 2 on the import order not match master data.
”Deliver to address 3 is not the same as does master record”	Deliver-to address 3 on the import order not match master data.
”Salesman is not on file”	Salesman code on the import order does not exist.
”Ship via not on file”	Ship-via code on the import order does not exist.
”Ship via description not the same as does master record”	Ship-via description on the import order not match master data.
”Terms code not on file”	Terms code on the import order does not exist.
”Tax code not on file”	Tax code on the import order does not exist.
”Warehouse is not on file”	Warehouse code on the import order does not exist.
”Item not on file”	Item number does not exist.
”Bar code not on file”	Bar code does not exist.
”No such status record on file for item”	Status record missing for item.
”Line warehouse not on file”	Warehouse for line item does not exist.
”Line ship date is not a valid date”	Line ship date is not a valid date.
”Line ship date is before order date”	Line ship date is earlier than order date.
”Line ship date is before order ship date”	Line ship date is earlier than order ship date.
”Line order unit not on file”	Line order unit does not exist for item.
”Line qty ordered is zero or negative”	Line item quantity is zero or negative.
”Line price is zero or negative”	Line item price is zero or negative.
”Number of order lines has exceeded 1999”	Maximum number of line items (1999) has been exceeded, order must be broken up.
”This E.D.I. doc set is incomplete”	The E.D.I. document set for this order is incomplete, there are not line item type records.
”This E.D.I. doc set is not in the correct order”	The order of the document types is not in the correct order or the document type is missing.

EDI Import Errors	
Error	**Description**
”Customer is over credit limit”	Order customer has exceed their available credit limit.
”Order has back ordered items”	One or more of the imported line items has back ordered quantities.
”Order has serialized or lot items”	One or more of the imported line items requires the serialization.

E.D.I. Export Errors

The following lists E.D.I. export errors.

E.D.I. Export Errors

Error	Description
"Order is missing"	Unposted invoiced order does not exist.
"Order type is wrong for export"	Unposted invoiced order type is inconsistent for export. Type is not an I or an O.
"Incomplete order"	Unposted order selection code indicates order as incomplete.
"Order not selected for billing"	Unposted order selection code indicates order as not selected for billing.
"Order selected for billing"	Unposted order selection code indicates order as selected for billing.
"Order has no current invoice"	Unposted order has no current invoice.
"Order has been invoiced, but not accepted"	Unposted order has been invoiced but not accepted.
"Order does not have an invoice date"	Unposted invoiced order missing an invoice date.
"Order does not have an invoice number"	Unposted invoiced order missing an invoice number.
"Order does not have any lines"	Order does not does not have any line items.
"Invoice does not have any lines"	Posted invoice does not have any line items.
"Order does not have any invoiced line any items"	Unposted invoiced order does not have line items.
"Order was deleted"	Order has been recorded as deleted.

Invoice History

This chapter contains the following topics:

INTRODUCTION TO INVOICE HISTORY

Use this selection to view or print invoice history information from Invoice History.

Invoice history information is available after posting invoices only if you selected to keep an invoice history in O/E Control information.

This chapter describes the three different ways in which invoice history can be viewed and printed, as follows:

- by customer
- by invoice
- by item

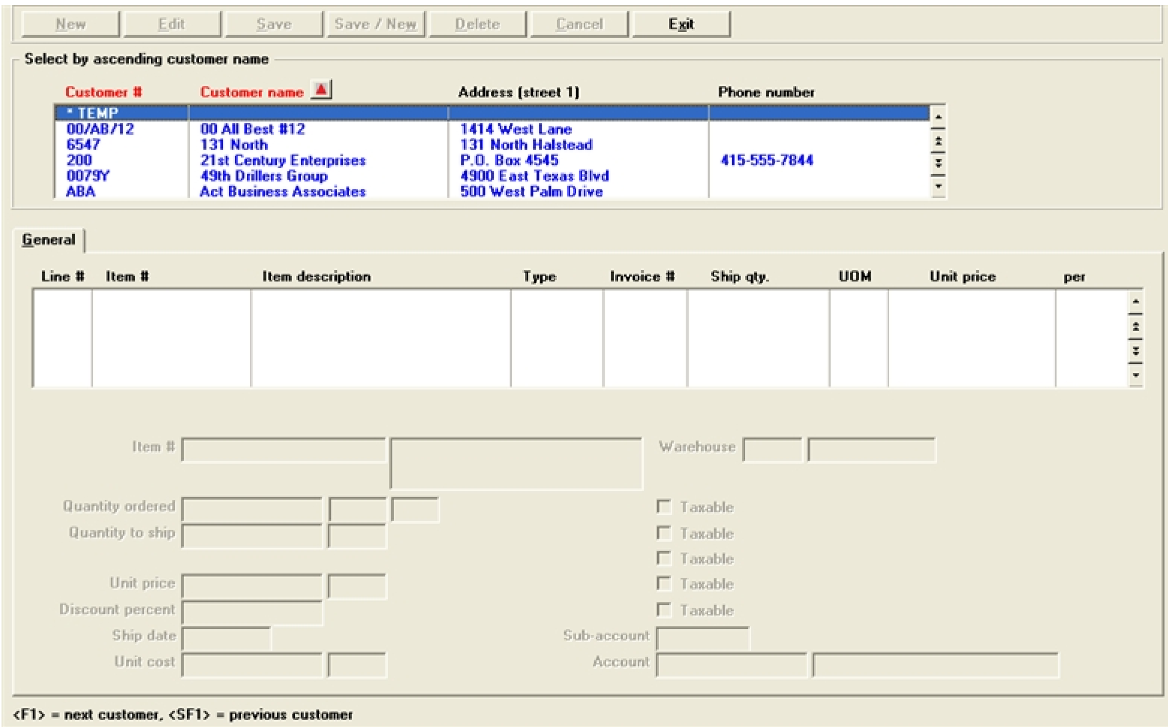
VIEWING INVOICE HISTORY BY CUSTOMER

Use this selection to view all invoice lines that have been printed and posted for a customer, starting from a specified item number.

Select

Invoice history by customer from the *View* menu.

Graphical Mode



Upper List Box

The list box at the top of the screen lists the customers. You may sort the customer list by ascending or descending customer number and customer name.

Select a customer by typing in the number or name or use the up/down arrow keys, page up/page down or home/end keys.

Lower List box

Once a customer is selected, then the items that the customer purchased displays in the lower list box. You may sort the lines by item by ascending or descending item number.

When you put the focus on the lower list box you may select a line by typing the item number or use the up/down arrow keys, page up/page down or home/end keys. You have the option of searching for either an item number or service number. Select the <F6> key to toggle back and forth from an item number search to a service number search.

Exit

When finished select the Exit button to return to the menu.

View Customer History Menu Selections

There are menu selections at the top of the screen. Most menu selections are the same from one screen to another. The following menu selections are unique to this screen:

Print

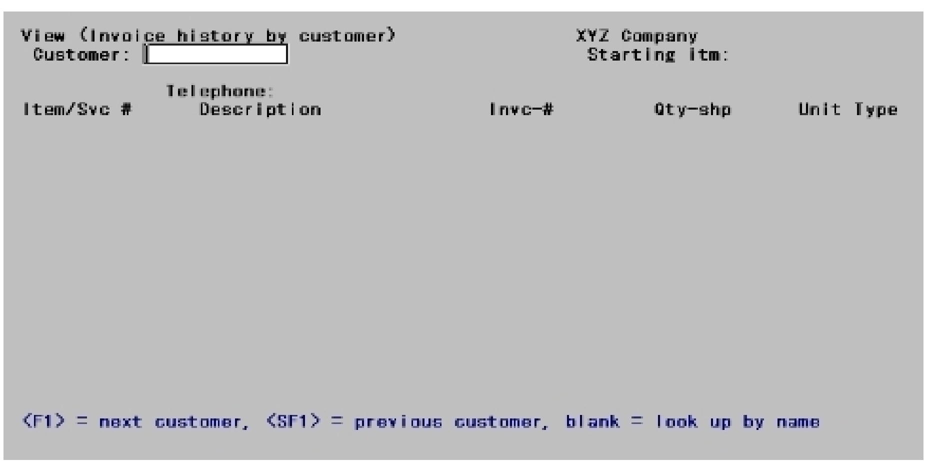
This selects the O/E Invoice history by customer report. See Printing the Invoice History Report by Customer

Options

The options menu allows you to view other data or the same data in another way. They include:

Selection	Description
Lot assignments	Allows you to view lot numbers assigned to the line
Serial assignments	Allows you to view serial numbers assigned to the line
View invoice history	This links you to the A/R View invoice history screen. When selected it displays the invoice highlighted in the upper list box

Character Mode



Enter the following information:

Customer (number/name)

Options

Enter the number of the customer you wish to view, or use one of the options

<F1>	For next customer
<F1>	For previous customer
<Enter>	To look up by name. On the name field you can type in all or any part of the customer's name and the program will display the first customer it finds that matches your entry.

Format	Up to 12 digits for number field
	Up to 25 letters for name field
Example	Press <F1> then <Enter> at both fields

Starting itm (number/description)

Options

Enter the number of the first item you wish to view, or use one of the options:

<F1>	For next item number
<F1>	For previous item number
<Enter>	To look up by description. Type in the description. The program will search items and display the first match it finds.

Format	Up to 15 digits for number field
	Up to 25 letters for description field
Example	Press <F1> then <Enter> at both fields

All invoice lines for this customer display for items beginning with the starting item number. Press <Enter> to view additional information about the items, such as description line two. If there is more than one screen of information available.

Options

You have these options:

<F1>	To view the next page of items
<SF1>	To view the previous page of items
<Esc>	To select a different customer number and starting item number

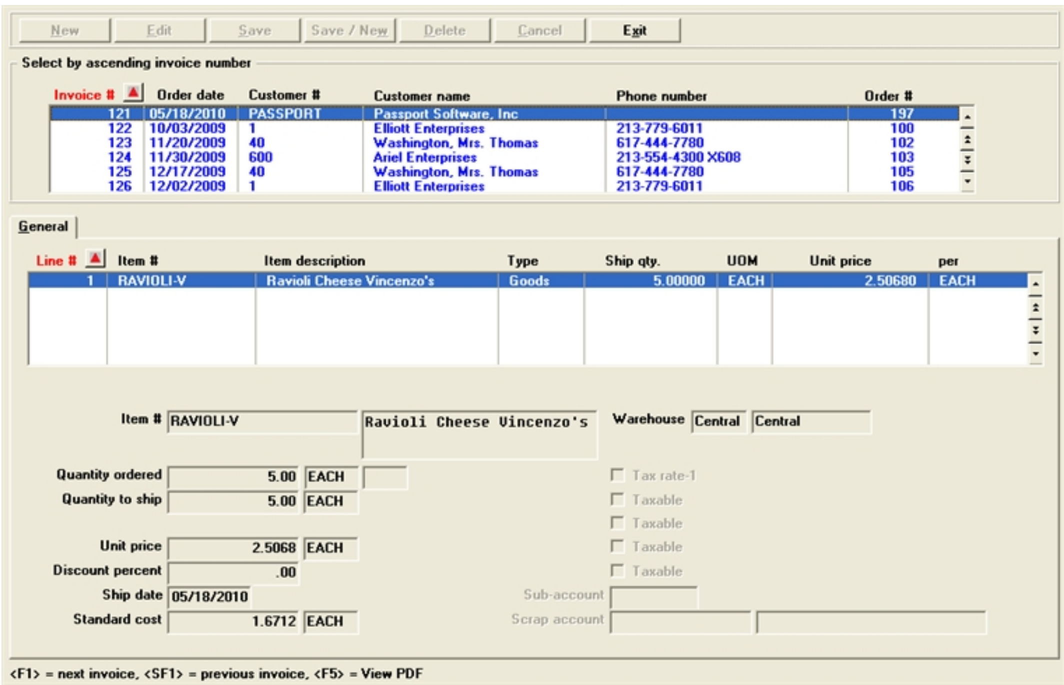
VIEWING INVOICE HISTORY BY INVOICE

Use this selection to look at any specific invoice in Invoice History.

Select

Invoice history by invoice from the *View* menu.

Graphical Mode



Upper List Box

The list box at the top of the screen lists the invoices in history. You may sort the invoice list by ascending or descending invoice number.

Select a invoice by typing in the number or use the up/down arrow keys, page up/page down or home/end keys.

Lower List box

Once a invoice is selected, then the lines on invoice display in the lower list box. You may sort the lines by ascending or descending line number order.

Select an line by typing in the line number or use the up/down arrow keys, page up/page down or home/end keys.

Exit

When finished select the Exit button to return to the menu.

View Invoice History Menu Selections

There are menu selections at the top of the screen. Most menu selections are the same from one screen to another. The following menu selections are unique to this screen:

Print

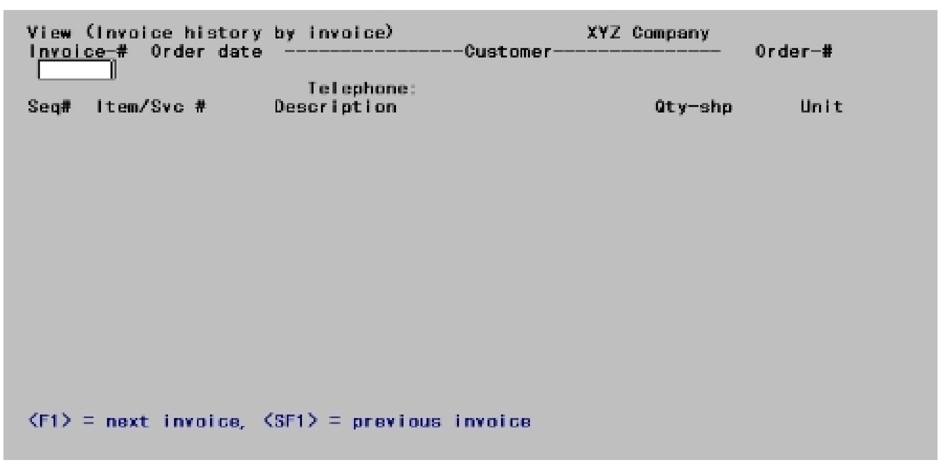
This selects the O/E Invoice history by invoice report. See Printing Invoice History Report by Invoice

Options

The options menu allows you to view other data or the same data in another way. They include:

Selection	Description
<F5> View PDF	This allows you to view the PDF file of the invoice selected in the upper list box if it was written that way when invoices were printed.
Lot assignments	Allows you to view lot numbers assigned to the line.
Serial assignments	Allows you to view serial numbers assigned to the line.
View invoice history	This links you to the A/R View invoice history screen. When selected it displays the invoice highlighted in the upper list box.

Character Mode



Enter the following information:

Invoice-#

Enter the number of the invoice for which you wish to view history.

Options

You may also use the options:

<F1>	For next invoice
<SF1>	For previous invoice

Format	Up to seven digits
Example	Press <F1> then <Enter>.

After locating an invoice, the following question displays:

Right invoice ?

If not the right invoice, you may continue using the <F1> or <SF1> keys to locate an invoice or you may select N to go back to the beginning of the list of invoices. If it is the invoice you are looking for, select Y to display additional information about the invoice.

A brief delay may occur prior to displaying all the line items on this invoice. Press <Enter> to view additional information about the items, such as quantity to ship and unit.

Options

You have these options:

<F1>	To view the next page of line items
<Esc>	To select a different invoice number
<F5>	To display the PDF file. This option will only display if a PDF file was previously generated for the invoice and if it is listed in the PDF file.

If there are no more lines, then “End of lines” will be indicated.

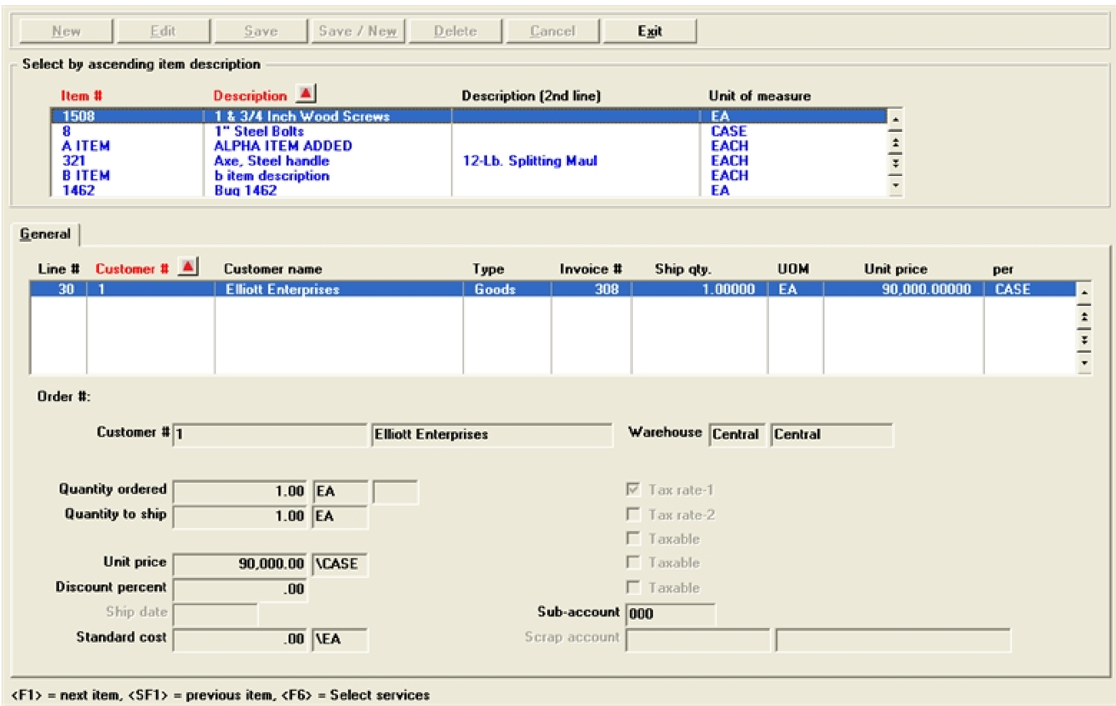
VIEWING INVOICE HISTORY BY ITEM

Use this selection to look at invoice lines that have been posted for an item, starting with a specified customer who bought this item.

Select

Invoice history by item from the *View* menu.

Graphical Mode



Upper List Box

The list box at the top of the screen lists the items in I/C Items. You may sort the item list by ascending or descending item number or item description.

Select an item by typing in the number/description or use the up/down arrow keys, page up/page down or home/end keys.

You have the option of searching for either an item number or service number. Select the <F6> key to toggle back and forth from an item number search to a service number search.

Lower List Box

Once an item is selected the lines of the customers who purchased the item display in the lower list box. You may sort the lines by ascending or descending customer number order.

Select an line by typing in the customer number or use the up/down arrow keys, page up/page down or home/end keys.

Exit

When finished select the Exit button to return to the menu.

View Item History Menu Selections

There are menu selections at the top of the screen. Most menu selections are the same from one screen to another. The following menu selections are unique to this screen:

Print

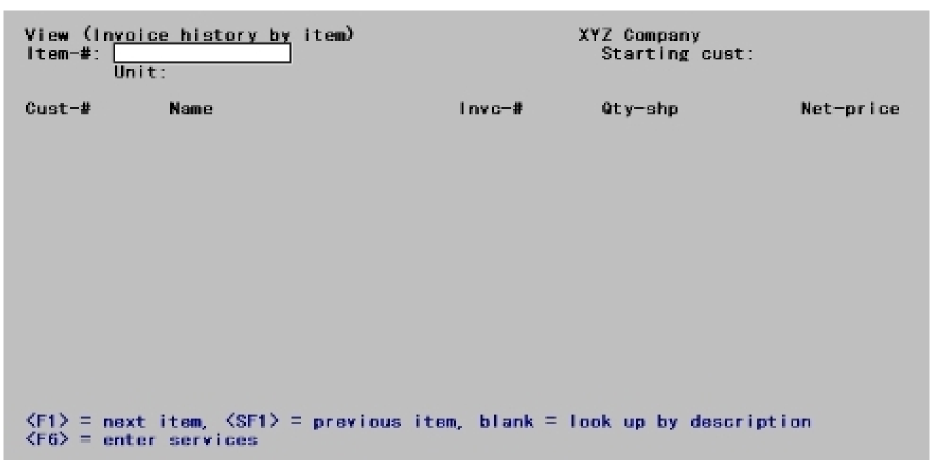
This selects the O/E Invoice history by item report. See Printing Invoice History Report by Item.

Options

The options menu allows you to view other data or the same data in another way. They include:

Selection	Description
<F6> Select services	Allows you to search for services.
Lot assignments	Allows you to view lot numbers assigned to the line.
Serial assignments	Allows you to view serial numbers assigned to the line.
View invoice history	This links you to the A/R View invoice history screen. When selected it displays the invoice that contains the item highlighted in the lower list box.

Character Mode



Enter the following information:

Item

Enter the number of the item for which you wish to view invoices.

Options

You may use one of the options:

<F1>	For next item
<SF1>	For previous item
<Enter>	To look up by description. To look up by description the software will search the I/C Items and display the first item whose description matches the typed entry.

Format	Up to 15 digits
Example	Press <F1> then <Enter>.

Starting cust (number/name)

Enter the number of the starting customer for this item, or use one of the Options

Options

You may use one of the options:

<F1>	For next customer number
<SF1>	For previous customer number
<Enter>	To look up by name

Format	Up to 12 digits for customer number
Format	Up to 25 letters for customer name
Example	Press <F1> then <Enter>

All invoices for this item display for customers beginning with the starting customer number entered. Press <Enter> to view additional information about this customer and invoice.

Options

You may use one of the options:

<F1>	To view the next page of customers
<SF1>	To view the previous page of customers
<Esc>	To select a different item number and starting customer number

Printing Invoice History

You may print invoice history reports by customer, by invoice, and by item.

Printing the Invoice History Report by Customer

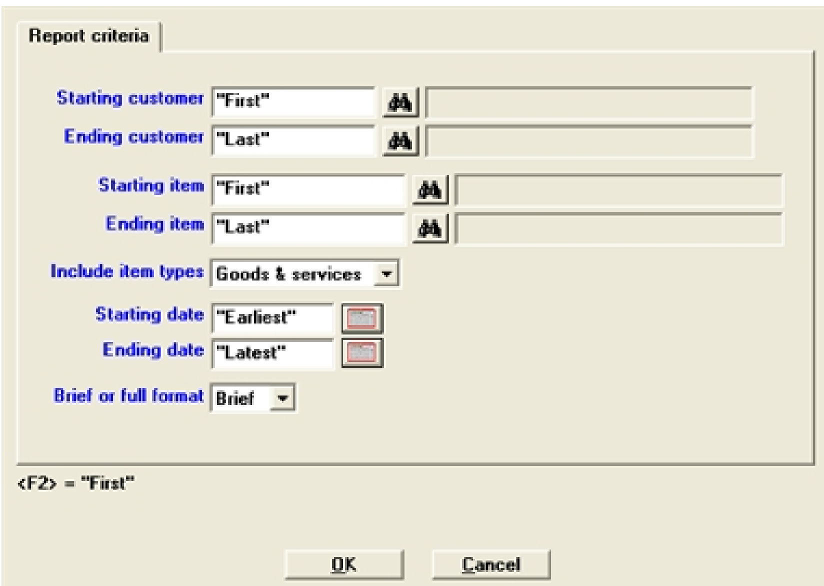
Use this selection to print a report of invoice lines for a specific customer or range of customers.

See an Invoice History by Customer sample in the *Sample Reports* appendix

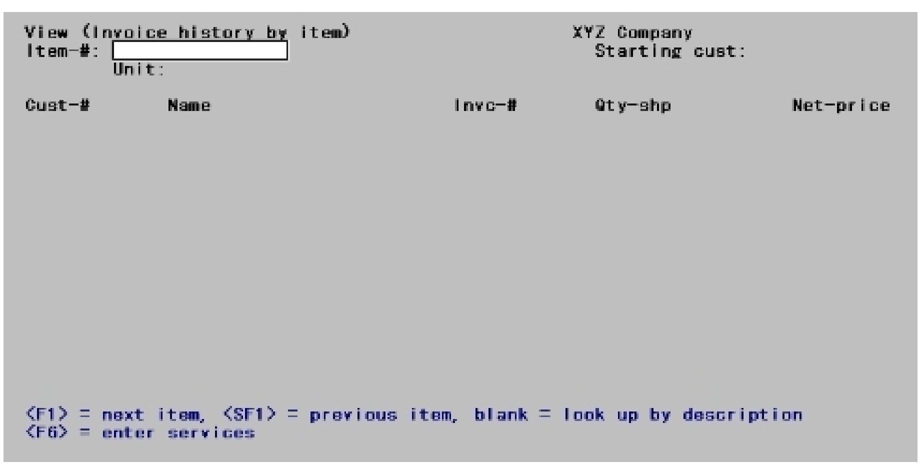
Select

Invoice history by customer from the *Reports* menu.

Graphical Mode



Character Mode



Enter the following information:

Starting customer

Ending customer

Enter the range of customers whose invoices you want to print. Follow the screen instructions.

Options

You may use the following option:

<F2>	For First and Last at both fields

Format	Up to 12 digits
Example	Press <F2> at both fields

Starting item

Ending item

Enter the range of item numbers to print for the customers selected above. Press <F2> for *"First"* and *"Last"* at both fields.

Format	Up to 15 digits
Example	Press <F2> at both fields

Include item types

Select either goods only, services only or both goods and services.

Character	**Graphical**
G	Goods only
S	Services only
<F5>	Goods & services

Format	Drop down list
Example	Select Goods & services

Starting service

Ending service

Enter the range of the service to be printed.

Options

You may use the options:

<F2>	For "First" and "Last" at both fields

Format	Up to three digits
Example	Press <F2> at both fields

Starting date

Ending date

Enter the range of dates for the service to be printed, or press <F2> for *"Earliest"* and *"Latest"* at both fields.

Format	MMDDYY
Example	Press <F2> at both fields

Brief or full format

Select either a brief or full format.

The brief format does not show order number or date, unit cost, sales rep, warehouse, order discount percent, extended cost, or gross margin percent.

Character	Graphical	Description
B	Brief	For brief format
F	Full	For full format

Format	Drop down list
Example	Select full format

OK or Cancel

Select OK to print the report or Cancel to not print the report and return to the menu.

Printing Invoice History Report by Invoice

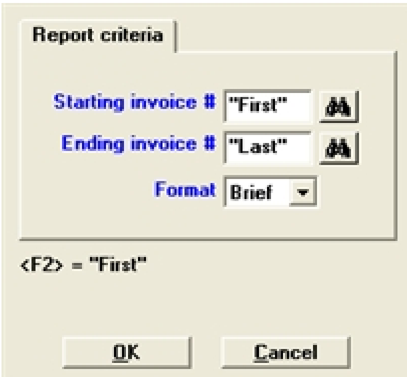
Use this selection to print a report of the invoices in Invoice History, in order by invoice number.

See an Invoice History by Invoice sample in the *Sample Reports* appendix

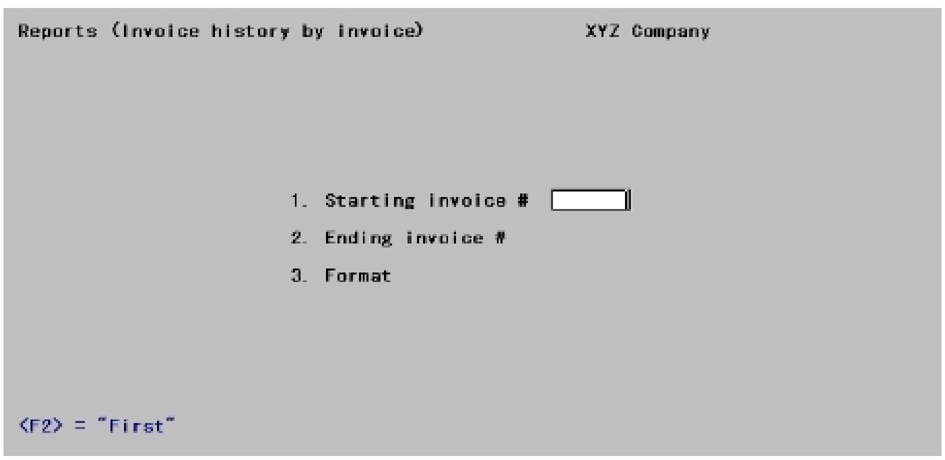
Select

Invoice history by invoice from the *Reports* menu.

Graphical Mode



Character Mode



Enter the following information:

Starting invoice

Ending invoice

Enter the range of invoice numbers to print. Follow the screen instructions.

Options

You may use the option:

<F2>	For "First" and "Last" at both fields

Format	Up to six digits
Example	Press <F2> at both fields

Format

Enter the format you want for this report.

The brief format does not show order number or date, address, unit cost, warehouse, order discount percent, extended cost, or margin percent.

Character	Graphical	Description
B	Brief	For brief format
F	Full	For full format

Format	One letter from the table above
Example	Select Full

OK or Cancel

Select OK to print the report or Cancel to not print the report and return to the menu.

Printing Invoice History Report by Item

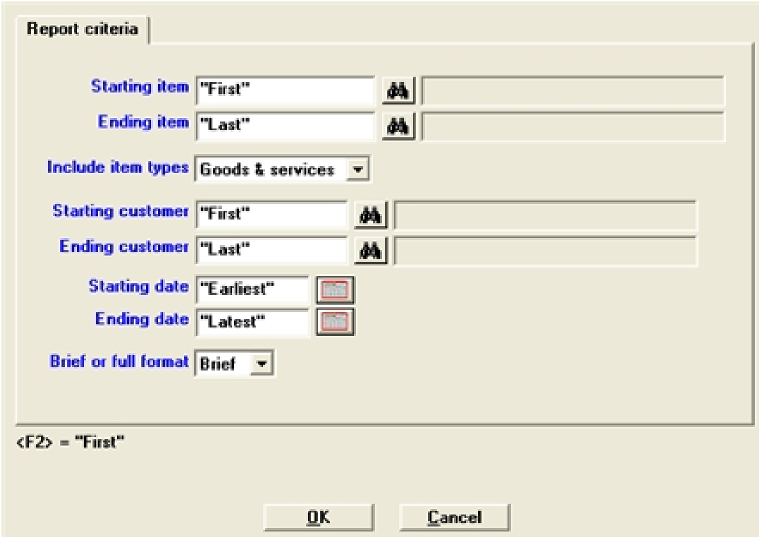
Use this selection to print a report of invoice lines for a specific item or range of items.

See an Invoice History by Item sample in the *Sample Reports* appendix

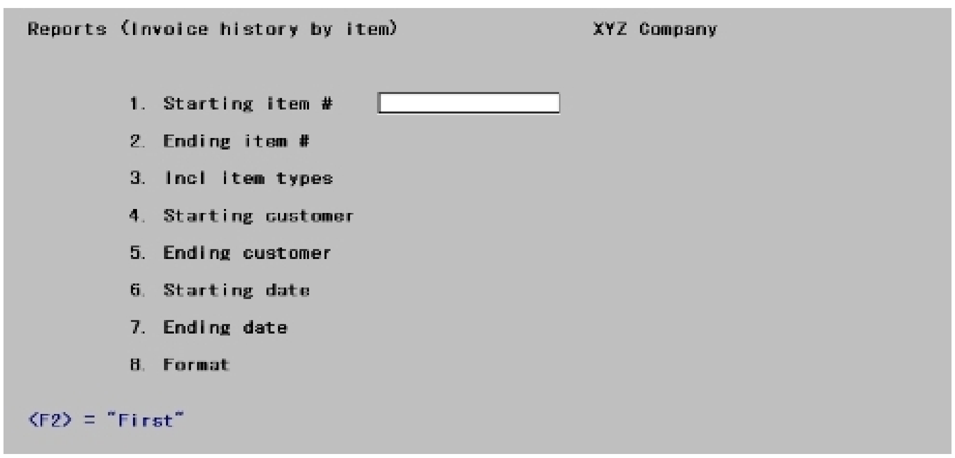
Select

Invoice history by item from the *Reports* menu.

Graphical Mode



Character Mode



Enter the following information:

Starting item
Ending item

Enter the range of item numbers to print. Follow the screen instructions.

Options

You may use the option:

<F2>	For "First" and "Last" at both fields

Format	Up to 15 characters
Example	Press <F2> at both fields

Include item types

Select either goods only, services only or both goods and services.

Character	Graphical
G	Goods only
S	Services only
<F5>	Goods & services

Format	Drop down list
Example	Select Goods & services

Starting customer

Ending customer

Enter the range of customers to print for the range of items entered above. Follow the screen instructions.

Options

You may use the option:

<F2>	For "First" and "Last" at both fields

Format	Up to 12 letters
Example	Press <F2> at both fields

Starting date

Ending date

Enter the range of dates of the tickets and invoices to be included in the report. The dates refer to the invoice date for Order entry invoices.

Options

You may use the option:

<F2>	For "Earliest" and "Latest" at both fields

Format	MMDDYY
Example	Press <F2> at both fields

Format

Select either a brief or full format.

Character	Graphical	Description
B	Brief	For brief format
F	Full	For full format

Format	Drop down list
Example	Select full format

The brief format does not show the customer address or telephone number, order number or date, unit cost, sales rep, warehouse, order discount percent, extended cost, or gross margin percent.

OK or Cancel

Select OK to print the report or Cancel to not print the report and return to the menu.

Form Fields

Introduction to Form Fields

O/E comes with several predefined invoice forms. If none of the predefined forms meet your needs, you can select an existing form, make a copy, and modify the copy. You may also design your form from scratch, but this is not recommended.

The *Master information* (*Forms*) selection allows you to define an unlimited number of forms and to print almost all of the information fields in the O/E Order Header, Order Line, and Order Line Serial Numbers. See the Forms chapter for designing and assigning fields to forms.

This appendix describes each information field that is available for printing on a form. The field descriptions are arranged in two groups: Header and Total fields, and Line Item/Payment fields.

Header fields are those that print at the top part of the form, while Total fields print at the bottom part. Header and Total fields are fields that relate to the order in general, such as order number, date, customer name, tax, and total order amount.

Line Item / Payment fields print in the middle part of the form, between the Header and Total fields. Most line item fields relate to each line on the order, such as item number, description, quantity, and price. Some line item fields are the payment details. Payment details may only be used with multi-payments. The payment details print after all the line items and only print once per invoice.

HEADER AND TOTAL FIELDS

This section contains screen shots the selectable fields. It also has a table that includes the name and description of each field.

The following are screen shots that list the available header and total fields:

```
                              Headers and Totals Fields
Fld# Description             Fld# Description             Fld# Description
  1. Blank line               10. Bill-to city             19. Check number
  2. Apply-to number          11. Bill-to state            20. Comment line 1
  3. Apply-to type            12. Bill-to zip code         21. Comment line 2
  4.*Balance due              13. Bill-to county           22. Comment line 3
  5.*Bill-to address 1        14. Bill-to country          23. Comment line 4
  6.*Bill-to address 2        15.*Bill-to name             24. Comment line 5
  7.*Bill-to address 3        16.*Cash amount rcvd         25. Commis amount
  8. Bill-to address 4        17. Cash only flag           26. Commis grs pft flag
  9. Bill-to city,st zip      18. Cash reference           27. Commis override amt
```

```
                              Headers and Totals Fields
Fld# Description             Fld# Description             Fld# Description
 28. Commis override flag     37. Compress all addr.       46.*Cust number
 29. Commis percent           38. Correction flag          47. Cust part ship flag
 30. Commis percent type      39. Cust backorder flag      48. Cust phone 1
 31. Company address 1        40. Cust balance             49. Cust phone 2
 32. Company address 2        41. Cust comment             50. Cust tax exempt no
 33. Company address 3        42. Cust contact 1           51. Cust type
 34. Company display name     43. Cust contact 2           52. Date entered
 35. Company phone number     44. Cust credit rating       53. Default comment 1
 36. Company report name      45. Cust language            54. Default comment 2
```

```
                              Headers and Totals Fields
Fld# Description             Fld# Description             Fld# Description
 55. Default comment 3        64.*Invoice date             73.*Misc amount
 56. Default comment 4        65.*Invoice number           74. Misc chg txble flag
 57. Default comment 5        66. Label address 1          75. Misc customer flag
 58. Discount amount          67. Label address 2          76. Misc+freight amount
 59. Discount percent         68. Label address 3          77. Net sale amount
 60. Due date                 69. Label company name       78. No. COD labels
 61.*Freight amount           70. Label shipper #          79. No. line items
 62. Freight terms            71. Laser form label         80. No. shipping labels
 63. Freight terms desc       72. Last pick tkt date       81. Order comments flag
```

```
                              Headers and Totals Fields
Fld# Description             Fld# Description             Fld# Description
 82.*Order date               91.*Sales rep                100. Ship-to address 4
 83.*Order net total amt      92. Sales rep name           101. Ship-to city,st zip
 84.*Order number             93. Selection code           102. Ship-to city
 85. Order total amount       94. Set to compressed        103. Ship-to state
 86. Order type               95. Set to normal            104. Ship-to zip code
 87.*PO number                96.*Ship date                105. Ship-to county
 88.*Page number              97.*Ship-to address 1        106. Ship-to country
 89. Quote/RMA number         98.*Ship-to address 2        107.*Ship-to name
 90.*Sale amount              99.*Ship-to address 3        108. Ship-to phone
```

```
                              Headers and Totals Fields
Fld# Description             Fld# Description             Fld# Description
109. Ship-via code           118. Tax code description    127. Taxable amount 3
110.*Ship-via description    119. Tax description 1       128. Taxable amount 4
111. System date             120. Tax description 2       129. Taxable amount 5
112. Tax amount 1            121. Tax description 3       130. Terms code
113. Tax amount 2            122. Tax description 4       131. Terms description
114. Tax amount 3            123. Tax description 5       132. Terms discount
115. Tax amount 4            124.*Tax total amount        133. Terms discount date
116. Tax amount 5            125. Taxable amount 1        134. Terms discount pct
117. Tax code                126. Taxable amount 2        135. Terms due date
```

```
                              Headers and Totals Fields
Fld# Description               Fld# Description             Fld# Description
136. Terms type                145. Warehouse adrs 3
137. Total ord weight          146. Warehouse adrs 4
138. Total order cost          147. Warehouse adrs 5
139. Total qty                 148. Warehouse name
140. Total qty to ship         149. Order # barcode
141. Total shp weight
142. Warehouse (order)
143. Warehouse adrs 1
144. Warehouse adrs 2
```

Maximum Field Size

The Maximum Field Size column is for all field types. A numeric field type can have decimals and when they do they are written as 9.2. This example indicates there are 9 digits to the left of the decimal and 2 to the right. Keep in mind that numeric fields can also be assigned commas. When this is the case the field size will be longer than the maximum provided here. Some numeric fields may also be assigned a sign symbol which can be - or + making it even one digit longer.

The following table lists Header and Total fields along with a maximum field size and description:

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
Blank line	N/A	When this field is selected, no other data is printed on the line, even if it is defined.
Apply-to-number	7	Apply to number for credit memos.
Apply-to type	1	Type of apply-to number on order: Blank = one O = open credit N = apply to number
Balance due	9.2	Amount that remains due on order.
Bill-to address 1	60	Bill to address line 1. When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters.
Bill-to address 2	60	Bill to address line 2. When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters.
Bill-to address 3	60	Bill to address line 3. When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters.
Bill-to address 4	60	Bill to address line 4. When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters.

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
Bill-to city, st zip	90	This prints the city, state and zip code for the customer all on one line. You must set the length to be greater than a combination of any city, state and zip code that you have on file for a customer. If the total length of the data is greater than the set maximum, the zip code and possibly the state and part of the city will be cut off when printing. When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters.
Bill-to city	45	When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters. When you combine the city, state, zip and country on one line the combined number of characters must be 35 or less to not print compressed.
Bill-to state	23	If the length is set at 35 characters or less the data will not print compressed on the form. When you combine the city, state, zip and country on one line the combined number of characters must be 35 or less to not print compressed.
Bill-to zip code	15	If the length is set at 35 characters or less the data will not print compressed on the form. When you combine the city, state, zip and country on one line the combined number of characters must be 35 or less to not print compressed.
Bill-to county	45	If the length is set at 35 characters or less the data will not print compressed on the form.
Bill-to country	3	If the length is set at 35 characters or less the data will not print compressed on the form. When you combine the city, state, zip and country on one line the combined number of characters must be 35 or less to not print compressed.
Bill-to name	50	Customer bill-to name. Entered as line 1 for miscellaneous customer. When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters.
Cash amount rcvd	9.2	Amount of cash (or check) received with the order.
Cash only flag	1	Y = cash only for COD shipments.
Cash reference	25	Reference text if check number = zero (cash).
Check number	6	Zero = cash

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
Comment line 1-5	30	Entered when order is entered.
Commis amount	8.2	Order commission amount, net after discount.
Commis grs pft flag	1	Y = one or more line items have commission based on gross profit.
Commis override amt	8.2	Commission override amount .
Commis override flag	1	Type of override entered for commission amount: N = not overridden, A = amount, P = percent.
Commis percent	2.3	Order commission percent.
Commis percent type	1	For customer or sales rep default: P = price, M = margin. For percent override: D = directly entered.
Company address 1-3	30	Company address lines 1 through 3.
Company display name	30	Company display name.
Company phone number	12	Company phone number.
Company report name	50	Company report name.
Compress name/ addr	60	This is a group of fields that includes both the bill-to and ship-to addresses. The program prints the data as compressed only. The city, state and zip fields are truncated at 60 characters. The program will only print the name and address lines that have data with no blank lines between address fields. As many as 7 lines can print on the form. For both the bill-to and ship-to addresses the program prints these fields: 1. name 2. through 5. address 1-2-3-4 6. city state, zip 7. country
Correction flag	1	Y = correcting entry to G/L.
Cust backorder flag	1	Y = customer allows back orders.
Cust balance	10.2	Customer balance, including unposted balance.

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
Cust comment	65	Comment from A/R Customers.
Cust contact 1	50	Contacts are separately entered and assigned to customers. This is data is from Contacts (CONTAC) and is the name for this customer's contact number 1.
Cust contact 2	50	Contacts are separately entered and assigned to customers. This data is from the Contacts (CONTAC) and is the name for this customer's contact number 2.
Cust credit rating	4	Credit rating from A/R Customers.
Cust number	12	Customer number.
Cust part ship flag	1	Customer accepts partial shipments.
Cust phone 1	25	Phone 1. Contacts with phone numbers are separately entered and assigned to customers. This data is from the Contacts (CONTAC) and is the office phone 1 for this customer's contact number 1.
Cust phone 2	25	Phone 2. Contacts with phone numbers are separately entered and assigned to customers. This data is from the Contacts (CONTAC) and is the office phone 1 for this customer's contact number 2.
Cust tax exempt no	20	Tax exempt number from A/R Customers.
Cust type	5	Customer type from A/R Customers.
Date entered	Dates	Date as entered on the order.
Default comment 1-5	30	Comment lines 1 through 5 entered when invoices are printed.
Discount amount	9.2	Order discount amount.
Discount percent	2.3	Order discount percent.
Due date	Dates	Blank until invoice is printed.
Freight amount	7.2	Freight amount.
Freight terms desc	25	Freight terms description.
Invoice date	Dates	Date assigned to invoice when printed. System date used if blank.

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
Invoice number	7	Number assigned to invoice when printed. Blank if invoice not printed.
Label address 1-3	25	Address from O/E Control information.
Label company name	25	Name from O/E Control information.
Label shipper #	15	Number from O/E Control information.
Laser form label	25	This is the form label when entering number of copies information. This applies when printing to a *Company information* printer. Otherwise, when using *Windows printer* the form label prints regardless.
Last pick tkt date	Dates	Date picking ticket was last printed.
Misc customer flag	1	Y = miscellaneous customer.
Misc amount	8.2	Miscellaneous charges amount.
Misc taxable flag	1	Y = taxable miscellaneous charges.
Net sale amount	9.2	Order shipping amount, net after discount.
No. line items	3	Number of lines on order, including text lines.
No. COD labels	2	Number of COD labels entered. Zero for unselected orders.
No. shipping labels	2	Number of shipping labels entered.
Order comments flag	1	Y = order has comments.
Order date	Dates	Entered order date.
Order net total amt	9.2	Order shipping amount, net after order discount, plus tax, freight and misc charges.
Order number	6	Order number, Quote number, or RMA number.
Order total amount	9.2	Undiscounted order shipping amount, plus tax, freight and misc charges.
Order type	1	O = order, I = invoice, C = credit memo, Q = quote, R = RMA.
Page number	3	Form page number.
PO number	30	Purchase order number.

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
Quote/RMA number	6	For order or credit memo converted from a quote or RMA, its original number as a quote or RMA. Zero = was never a quote or RMA.
Sale amount	9.2	Undiscounted order shipping amount.
Sales rep	3	Sales rep ID for order.
Sales rep name	25	Order sales rep name.
Selection code	1	Blank = order entry in progress, C = complete, not selected for billing, S = complete, selected for billing, I = invoice printed, X = invoice printing in progress.
Set to compressed	1	This changes the text from a normal large font to a smaller compressed font. If using compressed printing on an 8.5 x 11 piece of paper, you may change the form 4. Width field from 80 to 132 columns. This setting does not correspond to any one field and can affect one or multiple fields including the row and following the row where it is set. You may use a printer that is PCL 5 compatible for this setting with a *Company information* printer. You may also use *Windows printer* or a *PDF* printer. For specific settings and recommendations also see Compressed Print defintion in the Forms chapter.
Set to normal	1	The forms font default is non compressed which is normal. Normal is up to 80 columns per line. This setting is used after *Set to compressed* to bring the font setting back to normal. This sets the text font to the larger non compressed font size, from the point where this field is entered in the document. You do not need to use this setting if the entire form is set to compressed.
Ship date	Dates	Order ship date.
Ship-to address 1	60	Ship to address line 1. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Ship-to address 2	60	Ship to address line 2. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Ship-to address 3	60	Ship to address line 3. When setting the maximum length to more than 35 characters the ship-to address prints

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
		compressed when the data exceeds 35 characters.
Ship-to address 4	60	Ship to address line 4. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Ship-to city, st, zip	90	This prints the ship-to city, state and zip code all on one line. You must set the length to be greater than a combination of any city, state and zip code that you have on file for the ship-to address. If the total length of the data is greater than the set maximum, the zip code and possibly the state and part of the city will be cut off when printing. When setting the maximum length to more than 35 characters the bill-to address prints compressed when the data exceeds 35 characters.
Ship-to city	45	Ship to city. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Ship-to state	23	Ship to state. The USA postal service only requires a 2 character state.
Ship-to zip code	15	Ship to zip code or postal code.
Ship-to county	45	Ship-to county.
Ship-to country	3	Ship-to country. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Ship-to name	50	Ship to address name. When setting the maximum length to more than 35 characters the ship-to address prints compressed when the data exceeds 35 characters.
Ship-to phone	15	Ship-to addresses have contacts that are stored in (CONTAC) This is the office phone number 1 for contact 1.
Ship-via code	3	Ship via code.
Ship-via description	15	Ship via description.
System date	Dates	System date.
Tax amount 1	8.2	Tax amount associated with A/R tax code Tax percent 1.
Tax amount 2	8.2	Tax amount associated with A/R tax code Tax percent 2.

Header and Total Fields		
Field Name	Maximum Field Size	**Description**
Tax amount 3	8.2	Tax amount associated with A/R tax code Tax percent 3.
Tax amount 4	8.2	Tax amount associated with A/R tax code Tax percent 4.
Tax amount 5	8.2	Tax amount associated with A/R tax code Tax percent 5.
Tax code	3	Order A/R tax code.
Tax code description	25	Order A/R tax code description.
Tax total amount	8.2	Order tax amount, net after discount (Tax amount 1 + Tax amount 2 + Tax amount 3).
Taxable amount 1-5	9.2	Order taxable amount 1-5, net after discount.
Terms code	3	Order A/R terms code.
Terms description	15	Order A/R terms code description.
Terms discount	9.2	Calculated early payment discount amount based on A/R terms code.
Terms discount date	Dates	Date on which early payment discount will be given; Zero = invoice not printed.
Terms discount pct	2.3	Early payment discount percent from order A/R terms code.
Terms due date	Dates	Date on which invoice payment is due; Zero = invoice not printed.
Terms type	1	D = days, P = proximo.
Total ord weight	7.2	Total order weight of all items on the order regardless if the item is shipping.
Total order cost	9.2	Total cost of all line items to be shipped.
Total qty	8.5	Total quantity ordered of all line items.
Total qty to ship	8.2	Total quantity to ship.
Total shp weight	7.2	Total shipping weight.
Warehouse (order)	2	Order warehouse code. ** = All warehouses.
Warehouse adrs 1-5	25	Warehouse address lines 1 through 5.
Warehouse name	10	Order warehouse name.
Order # barcode	35	Order number bar code.

Dates

Sizes of date fields vary depending on the format selected. It can as short as 6 characters and as long as 17 characters.

LINE ITEM AND PAYMENT FIELDS

This section contains screen shots of the available fields and a table with a name and description of each field.

For Text lines you enter, printing is only available for:

- Sequence number
- Description 1
- Description 2
- Text line flag

The following are screen shots that list the available line item and payment fields:

Line Item and Payment Fields

Fld#	Description	Fld#	Description	Fld#	Description
1.	Blank line	10.	Description 3	19.	Extended item weight
2.	Blank line ser/lot	11.	Description 4	20.	Item alt unit 1
3.	Backorder code	12.	Discount amount	21.	Item alt unit 2
4.	Commission amount	13.*	Discount percent	22.	Item category
5.	Commission method	14.	Drawing number	23.	Item commission code
6.	Commission percent	15.	Drawing rev. date	24.	Item depth
7.	Date created	16.	Drawing rev. number	25.	Item depth unit
8.*	Description 1	17.	Extended cost	26.	Item/Svc disc. price
9.*	Description 2	18.	Extended price	27.	Item height

Line Item and Payment Fields

Fld#	Description	Fld#	Description	Fld#	Description
28.	Item height unit	37.*	Item stocking unit	46.	Job cost category
29.*	Item/Svc number	38.	Item sub-category	47.	Line item type
30.	Item/Svc price 1	39.	Item/Svc type	48.	Location code
31.	Item price 2	40.	Item vendor	49.	Lot no. reference
32.	Item price 3	41.	Item vendor item no	50.	Lot number
33.	Item price 4	42.	Item weight	51.	Lot number literal
34.	Item price 5	43.	Item weight unit	52.	Lot quantity
35.*	Item/Svc prcng unit	44.	Item width	53.	Misc item flag
36.	Item status	45.	Item width unit	54.*	Net extended price

Line Item and Payment Fields

Fld#	Description	Fld#	Description	Fld#	Description
55.	Order unit	64.	Qty ret to inv/stk	73.	Ship date
56.	Out of stock flag	65.*	Qty to ship	74.	Taxable flag 1
57.	Pricing unit	66.	Qty to ship/stk	75.	Taxable flag 2
58.*	Qty backord	67.	Selection code	76.	Taxable flag 3
59.	Qty backord/stk	68.	Sequence number	77.	Taxable flag 4
60.	Qty filled	69.	Serial no. literal	78.	Taxable flag 5
61.*	Qty ordered	70.	Serial no. reference	79.	Text line flag
62.	Qty ordered/stk	71.	Serial number	80.	Tracked flag
63.	Qty ret to inv	72.	Service vendor	81.	Tracking method

Line Item and Payment Fields

Fld#	Description	Fld#	Description	Fld#	Description
82.	Unit cost	91.	Warehouse name	100.	Payment check/CC #
83.*	Unit price	92.	Warranty date 1	101.	Payment auth code
84.	User date-1	93.	Warranty date 2	102.	Payment CC exp date
85.	User date-1	94.	Warranty days 1	103.	Payment date
86.	User description-1	95.	Warranty days 2	104.	Payment trx id
87.	User description-2	96.	Warranty item no.		
88.	User quantity-1	97.	Payment code		
89.	User quantity-2	98.	Payment type desc		
90.	Warehouse (item)	99.	Payment amount		

Maximum Field Size

The Maximum Field Size column is for all field types. A numeric field type can have decimals and when they do they are written as 9.2. This example indicates there are 9 digits to the left of the decimal and 2 to the right. Keep in mind that numeric fields can also be assigned commas. When this is the case the field size will be longer than the maximum provided here. Some numerics may also be assigned a sign symble which can be - or + making it even one digit longer.

The following table lists Line item and Payment fields along with a description:

Line Item and Payment Fields		
Field Name	Maximum Field Size	**Description / Notes**
Blank line	N/A	When this field is selected, no other data is printed on the line, even if it is defined
Blank line ser/lot	N/A	Blank line that follows printing of serial numbers and lot numbers
Backorder code	1	Item backorder code: Y = backorderable, N = not backorderable, X = backorders not tracked, D = drop shipped
Commission amount	8.2	Line item commission amount, net after discount.
Commission method	1	P = price, G = gross profit.
Commission percent	2.3	Item commission percent.
Component flag	1	Y = line is a kit component.
Comp item-# mod flag	1	Y = item number is modifiable for component.
Comp literal-pre	N/A	Literal printed prior to first component line.
Comp literal-post	N/A	Literal printed below last component line.
Comp qty mod flag	1	Y = quantity is modifiable for component.
Comp printable flag	1	Y = component is printable.
Date created	Dates	Date the line is created.
Description 1-2-3-4	25	Item description lines 1, 2, 3 and 4, or text for Text line
Discount amount	9.2	Line discount amount. Calculated by multiplying discount percent by line extended price.
Discount percent	2.3	Entered discount percent.

Line Item and Payment Fields		
Field Name	Maximum Field Size	**Description / Notes**
Extended cost	9.2	Item cost multiplied by quantity to ship.
Extended price	9.2	Undiscounted line extended price.
Extended item weight	7.2	Combined weight of shipping items. Qty-shipped * conversion factor * item weight
Item alt unit 1	4	Alternate unit 1 from I/C Items.
Item alt unit 2	4	Alternate unit 2 from I/C Items.
Item category	5	Item category.
Item commission code	2	Item commission code.
Item depth	5.3	Item depth.
Item depth unit	4	Item depth unit of measure.
Item/Scv disc. price	7.3	Item and service discount price.
Item height	5.3	Item height.
Item height unit	4	Item height unit of measure.
Item/Scv number	15	Item and service number.
Item/Svc price 1-5	7.5	Price-1, 2, 3, 4 and 5 from I/C Items or if a service number was entered, one service price from services.
Item/Svc pricing unit	4	Pricing unit from I/C Items.
Item status	1	Item status.
Item stocking unit	4	Stocking unit from I/C Items.
Item sub-category	5	Item sub-category.
Item /Svc type	1	Item or service type.
Item vendor	6	Item vendor.
Item vendor item no	15	Vendor item number.
Item weight	5.2	Item weight.
Item weight unit	4	Item weight unit of measure.

Line Item and Payment Fields		
Field Name	Maximum Field Size	**Description / Notes**
Item width	5.2	Item width.
Item width unit	4	Item width unit of measure.
Job cost category	N/A	Not used.
Line item type	1	Line item type.
Location code	4	Location code for line item warehouse.
Lot number	32	Lot number (See Note 1).
Lot number literal	80	Literal printed on first lot number line (See Note 1).
Lot no. reference	20	Lot number reference text (See Note 1).
Lot quantity	8.5	Lot quantity (See Note 1).
Misc item flag	1	Y = miscellaneous item.
Net extended price	9.2	Line extended price, net after line discount.
Order unit	4	Selling unit for the line.
Out of stock flag	1	Y = quantity not shipped is out of stock.
Pricing unit	4	Pricing unit for the line.
Qty backord	8.5	Line quantity on backorder.
Qty backord/stk	8.5	Line quantity on backorder, expressed in stocking units.
Qty ordered	8.5	Quantity ordered.
Qty ordered/stk	8.5	Quantity ordered, expressed in stocking units.
Qty out of stk	8.5	Quantity ordered-Quantity available, if you specified to ship available.
Qty out of stk/stk	8.5	Quantity ordered-Quantity available, if you specified to ship available, expressed in stocking units.
Qty ret to inv	8.5	Quantity returned to inventory.
Qty ret to inv/stk	8.5	Quantity returned to inventory, expressed in stocking units.
Qty to ship	8.5	Quantity to ship.

Line Item and Payment Fields		
Field Name	Maximum Field Size	**Description / Notes**
Qty to ship/stk	8.5	Quantity to ship, expressed in stocking units.
Selection code	1	Line selection code: S = selected, blank = not selected.
Sequence number	4	Sequence number.
Serial number	32	Serial number. Do not put another non-serial number related field on the same line. (See Note 2).
Serial no. literal	80	Literal printed on first serial number line (See Note 2).
Serial no. reference	20	Serial number reference (See Note 2).
Service vendor	6	Item service vendor.
Ship date	Dates	Line ship date.
Taxable flag 1-5	1	Item taxable indicator. Y = line is taxable.
Text line flag	1	Y = line is text only.
Tracked flag	1	Y = line is serialized or lot-controlled.
Tracking method	1	A = always serial, S = sometimes serial, B = lot balance, D = lot detail, G = gridded, N or blank = normal. Note: Lot balance and gridded is currently not being used.
Unit cost	6.5	Item unit cost per selling unit.
Unit price	7.5	Selling unit price.
Warehouse (item)	2	Line item warehouse.
Warranty date 1	Dates	Warranty date for first warranty.
Warranty date 1	4	Number of days in first warranty period.
Warranty date 2	Dates	Warranty date for second warranty.
Warranty days 2	4	Number of days in second warranty period.
Warranty item number	15	Warranty item number.
		The next 8 fields are the payment fields. They only print once per invoice per payment and they print after the line items fields.

Line Item and Payment Fields		
Field Name	Maximum Field Size	**Description / Notes**
Payment code	3	This is the payment code from the payment codes file/table.
Payment type desc	15	Payment type description from the payment codes file/table.
Payment amount	9.2	Payment amount.
Payment check/CC#	20	This is the payment check number or credit card number. All of the 16 digit credit card number is masked except the last four digits.
Payment auth code	15	Payment authorization number. This field may or may not have any data. It depends on how you set up your payment codes. Cash never requires an authorization.
Payment CC exp date	Dates	Credit card expiration date.
Payment date	Dates	This is the payment date.
Payment trx id	25	Transaction identification number.
Item number barcode	45	Item number barcode,
Item UPC barcode	45	Item UPC barcode

Note

Note 1

These four Lot fields are for printing lot numbers. They may only be defined once on each form. If the Lot quantity or Lot no. reference field is also defined, lot numbers are printed one per line. If Lot number is the only Lot field defined, lot numbers print across the line, separated by commas.

Note

Note 2

The following three Serial fields are for printing serial numbers. They may only be defined once on each form. Serial numbers print across the line, separated by commas, if *Serial no. reference* is not defined. If *Serial no. reference* is defined, serial numbers are printed one per line.

Sample Reports

This appendix contains sample reports.

LABEL LAYOUT EDIT LIST

```
Date 05/25/2019  Time 10:25:17                      XYZ Company                           Report #0125   Page 0001

                                             L A B E L   L A Y O U T   E D I T   L I S T

"COD" label layouts

-------------------------------------------------------------------------------------------------------------------------------------
 #-lines    #-cols     #-labels     Beg-col    Beg-col    Beg-col    Beg-col
per-label  per-label  across-page  1st-label  2nd-label  3rd-label  4th-label
-------------------------------------------------------------------------------------------------------------------------------------

Label # 1  COD Label                      Type: COD
====================================================

    7        55         1             1

  Fld-#  Description                      Row  Col  Length  Type    Format

    6    Ship-to name                       1    1    25    Alpha   Justify left

   10    Shipping date                      1   35     8    Date    09/30/19

    7    Ship-to address line 1             2    1    25    Alpha   Justify left

    8    Ship-to address line 2             3    1    31    Alpha   Justify left

    9    Ship-to address line 3             4    1    31    Alpha   Justify left

         ** TEXT **                         6    1    10    Text    Invoice #:

   13    Invoice number                     6   13     6    Num     999999

         ** TEXT **                         6   26    11    Text    COD Amount:

   34    COD dollar amount                  6   40    14    Num     999,999,999.99

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                                             L A B E L   L A Y O U T   E D I T   L I S T

-------------------------------------------------------------------------------------------------------------------------------------
 #-lines    #-cols     #-labels     Beg-col    Beg-col    Beg-col    Beg-col
per-label  per-label  across-page  1st-label  2nd-label  3rd-label  4th-label
-------------------------------------------------------------------------------------------------------------------------------------

Label # 5  Label Test #1                  Type: COD
====================================================

   21        33         4             1         34          67         100

  Fld-#  Description                      Row  Col  Length  Type    Format

         ** TEXT **                         1    1    17    Text    Sample label text

   32    System date                        4    4     8    Date    09/30/19

    1    Company name                      10    5    25    Alpha   Justify left

   34    COD dollar amount                 12    8    14    Num     999,999,999.99
```

-- End of report --

FORMS LIST

Date 05/25/2019 Time 11:27:11 XYZ Company Report #0126 Page 0001

F O R M S L I S T

Form ID range: "First" to "Last"
Type: "All"

Print format: Z = no leading zeros, F = floating decimal, "*field name" = not valid for handles selection

Form ID	Type	Description	Paginated	Width	Handles	Length	1st Line Hdrs	Hdrs 1st Pag?	1st Line Item	Last Line Item	1st Line Totals
1	Credit memo	6.x-LRFS57 Form	Y	80	Items and Services	66	1	N	26	55	59
1	Invoice	6.x-LRFS57 Form	Y	80	Items and Services	66	1	N	26	55	59
1	Loan	6.x-LRFS57 Form	Y	80	Items and Services	66	1	N	26	55	59
1	Order	6.x-LRFS57 Form	Y	80	Items and Services	66	1	N	26	55	59
1	Quote	6.x-LRFS57 Form	Y	80	Items and Services	66	1	N	26	55	59
1	RMA	6.x-LRFS57 Form	Y	80	Items and Services	66	1	N	26	55	59
1	Rental	6.x-LRFS57 Form	Y	80	Items and Services	66	1	N	26	55	59
10	Credit memo	6.x-LRFS59 Form	Y	80	Items and Services	66	1	N	22	55	57
10	Invoice	6.x-LRFS59 Form	Y	80	Items and Services	66	1	N	22	55	57
10	Loan	6.x-LRFS59 Form	Y	80	Items and Services	66	1	N	22	55	57
10	Order	6.x-LRFS59 Form	Y	80	Items and Services	66	1	N	22	55	57
10	Quote	6.x-LRFS59 Form	Y	80	Items and Services	66	1	N	22	55	57
10	RMA	6.x-LRFS59 Form	Y	80	Items and Services	66	1	N	22	55	57
10	Rental	6.x-LRFS59 Form	Y	80	Items and Services	66	1	N	22	55	57
20	Credit memo	6.x-LRFS56 Form	Y	80	Items and Services	66	1	N	26	57	59
20	Invoice	6.x-LRFS56 Form	Y	80	Items and Services	66	1	N	26	57	59
20	Loan	6.x-LRFS56 Form	Y	80	Items and Services	66	1	N	26	57	59
20	Order	6.x-LRFS56 Form	Y	80	Items and Services	66	1	N	26	57	59
20	Quote	6.x-LRFS56 Form	Y	80	Items and Services	66	1	N	26	57	59
20	RMA	6.x-LRFS56 Form	Y	80	Items and Services	66	1	N	26	57	59
20	Rental	6.x-LRFS56 Form	Y	80	Items and Services	66	1	N	26	57	59
30	Credit memo	Picking Ticket	Y	80	Items and Services	66	1	N	24	56	58
30	Invoice	Picking Ticket	Y	80	Items and Services	66	1	N	24	56	58
30	Loan	Picking Ticket	Y	80	Items and Services	66	1	N	24	56	58
30	Order	Picking Ticket	Y	80	Items and Services	66	1	N	24	56	58
30	Quote	Picking Ticket	Y	80	Items and Services	66	1	N	24	56	58
30	RMA	Picking Ticket	Y	80	Items and Services	66	1	N	24	56	58
30	Rental	Picking Ticket	Y	80	Items and Services	66	1	N	24	56	58
40	Order	Sample form	Y	90	Items and Services	66	1	N	3	55	58

29 forms on file

-- End of report --

FORMS LIST

Date 05/25/2019 Time 11:27:47 XYZ Company Report #0127 Page 0001

F O R M S L I S T

Form ID range: 1 to 1
Type: Order

Print format: Z = no leading zeros, F = floating decimal, "*field name" = not valid for handles selection

Form ID	Type	Description	Paginated	Width	Handles	Length	1st Line Hdrs	Hdrs 1st Pag?	1st Line Item	Last Line Item	1st Line Totals
1	Order	6.x-LRFS57 Form	Y	80	Items and Services	66	1	N	26	55	59

Field group	Line	Column	Field	Print when	Cond	Value	Print format
Headers	4	10	Company report name				Len: 25
	5	10	Company address 1				Len: 30
	6	10	Company address 2				Len: 30
	7	10	Company address 3				Len: 30
		58	Invoice date				05/25/19
		69	Invoice number				ZZZZZZ
		77	Page number				ZZZ
	11	31	Literal				"*** Order *** "
	14	7	Bill-to name				Len: 25
		47	Ship-to name				Len: 25
	15	7	Bill-to address 1				Len: 25
		47	Ship-to address 1				Len: 25
	16	7	Bill-to address 2				Len: 31
		47	Ship-to address 2				Len: 31
	17	7	Bill-to address 3				Len: 31
		47	Ship-to address 3				Len: 31
	22	1	Order number				ZZZZZZ
		9	Order date				05/25/19
		18	Cust number				Len: 12
		32	Sales rep				Len: 3
		37	PO number				Len: 15
		54	Ship date				05/25/19
		65	Ship-via description				Len: 15
Line items	1	2	Qty ordered				ZZZZZ9.999-
		15	Item stocking unit				Len: 4
		21	Item/Svc number				Len: 11
		34	Description 1				Len: 23
		60	Item/Svc prcng unit				Len: 4
		68	Unit price				ZZZZZZ9.99-
	2	2	Qty to ship				ZZZZZ9.999-
		21	Qty backord				ZZZZZZZ9.999-
		34	Description 2				Len: 23
		60	Discount percent				Z9.99-
		67	Net extended price				ZZZZZZZ9.99-
Totals	1	64	Sale amount				ZZZZZZ9.99-
	2	64	Misc amount				ZZZZZZ9.99-
	3	64	Freight amount				ZZZZZZ9.99-
	4	64	Tax total amount				ZZZZZZ9.99-
	5	64	Order net total amt				ZZZZZZ9.99-

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F O R M S L I S T

Field group	Line	Column	Field	Print when	Cond	Value	Print format
	6	64	Cash amount rcvd				ZZZZZZ9.99-
	7	64	Balance due				ZZZZZZ9.99-

41 fields defined

1 form printed

-- End of report --

ORDER EDIT LIST

```
Date 05/25/2019  Time 15:29:57                    XYZ Company                    Report #0128   Page 0001

                                          O R D E R   E D I T   L I S T

OVERRIDE next to “Commission” means that commission depended on gross profit but was overridden.
Ord-#: 1       Date: 05/25/19    Cust-#1            Elliot Enterprises              Ship-to      Elliot Enterprises
Type: Order                                         123 Broadway                                 123 Broadway
Sub acct: 100                                       Suite 500                                    Suite 500
Warehouse: All                                      Glendale, CA  94994                          Glendale, CA  94994
                                             Country: USA                                 Country: USA


  ---Cust-PO#---- ---Ship-via----  Ship-date  -----Terms----- Ord-disc% --------Tax codes-------- --------Sales rep--------  Status
                  Truck             05/25/19  Cash              0.000   Taxable Sales L.A. City   Thomas J. Finch

------------------------------------------------------------------------------------------------------------------------------------
Seq-#  Qty-ordered    Unit   Qty-to-ship     Item/Svc #                  Unit price              Extend-price  Shp-date    Whse
                      Type   Qty-backord     Description-1               Line disc%                             Scrap/Sls-acct
                                             Description-2
------------------------------------------------------------------------------------------------------------------------------------

  10        1        EACH       1          1                               49.00         EACH          49.00    5/25/19  1
                     Goods                 Drill, 1/4” Power Hand

  1 line

 Total weight:          3.00

                                 Ordr total:           49.00     Misc amt:            0.00
                                 Ship total:           49.00     Freight:             0.00
                                 Txbl total:           49.00     Tax amt:             0.00
                                 Discnt net:           49.00     Tot sale:           49.00
                                                                 Amt recd:            0.00
                                                                 Bal due:            49.00

  Tax rate-1         0.00
```

Date 05/25/2019 Time 15:29:57 XYZ Company Report #0128 Page 0002

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

Ord-#: 2       Date: 05/25/19    Cust-#10           Harris, Goldberg & Jones        Ship-to      Harris, Goldberg & Jones
Type: Invoice                                       456 W. 7th Street                            456 W. 7th Street
Sub acct: 100                                       Suite 100                                    Suite 100
Warehouse: All                                      San Diego, CA  92100                         San Diego, CA  92100
                                             Country: USA                                 Country: USA


  ---Cust-PO#---- ---Ship-via----  Ship-date  -----Terms----- Ord-disc% --------Tax codes-------- --------Sales rep--------  Status
                  Parcel Post       05/25/19  Normal Terms      0.000   District tax code         Thomas J. Finch           SELECTED

------------------------------------------------------------------------------------------------------------------------------------
Seq-#  Qty-ordered    Unit   Qty-to-ship     Item/Svc #                  Unit price              Extend-price  Shp-date    Whse
                      Type   Qty-backord     Description-1               Line disc%                             Scrap/Sls-acct
                                             Description-2
------------------------------------------------------------------------------------------------------------------------------------

  10        4        EACH       4          4                               56.00         EACH         224.00    5/25/19  1
                     Goods                 Saw, 2hp 7 1/4” Circular

                                                              ------------------------Serial-Information-------------------------
                                                              Serial-#            Reference           Warranty
```

```
                                                                           100                                        EXTEND Extended Warranty
                                                                           102            thru 104                    EXTEND Extended Warranty
                                                                           ---------------------------------------------------------------------

  1 line

                                            Ordr total:          224.00     Misc amt:             0.00
                                            Ship total:          224.00     Freight:              0.00
                                            Txbl total:          224.00     Tax amt:             13.49
                                            Discnt net:          224.00     Tot sale:           237.49
                                                                            Amt recd:             0.00
                                                                            Bal due:            237.49

  Tax rate-1         6.57   Tax rate-2         6.92




Date 05/25/2019  Time 15:29:57                              XYZ Company                                    Report #0128   Page 0003

                                                      O R D E R   E D I T   L I S T

Ord-#: 3       Date: 05/25/19    Cust-#1             Elliot Enterprises              Ship-to      Elliot Enterprises
Type: CR Memo     Apply-to:   1018                   123 Broadway                                 123 Broadway
Sub acct: 000                                        Suite 500                                    Suite 500
Warehouse: All                                       Glendale, CA  94994                          Glendale, CA  94994
                                             Country:                                      Country:


  ---Cust-PO#---- ---Ship-via----  Ship-date  -----Terms----- Ord-disc% --------Tax codes-------- --------Sales rep--------  Status
                  Truck               N/A     Cash              0.000   Taxable Sales L.A. City   Thomas J. Finch            SELECTED

-------------------------------------------------------------------------------------------------------------------------------------
Seq-#  Qty-creditd    Unit   Qty-returnd     Item/Svc #                Unit price            Extend-price  Shp-date    Whse
                      Type                   Description-1             Line disc%                           Scrap/Sls-acct
                                             Description-2
-------------------------------------------------------------------------------------------------------------------------------------

  10         1        EACH        1          1                           49.00         EACH          49.00CR   N/A     Central
                     Goods                   Drill, 1/4" Power Hand

  20         2        EACH        2          3                           23.50         EACH          47.00CR   N/A     Central
                     Goods                   Wrench, 3/8" Socket Set                                          7030-000

  2 lines

 Total weight:          3.00

                                            Ordr total:           96.00CR   Misc amt:             0.00
                                            Ship total:           96.00CR   Freight:              0.00
                                            Txbl total:           96.00CR   Tax amt:              6.72CR
                                            Discnt net:           96.00CR   Tot sale:           102.72CR


  Tax rate-1         6.72
```

O R D E R E D I T L I S T

S U M M A R Y

Order # range: “First” to “Last”
Order date range: “Earliest” to “Latest”
Warehouse: All

Order totals:	1 Orders	1 Line items	Sale amt:	49.00
			Misc chg:	0.00
			Tax amt:	0.00
			Freight:	0.00
			Total:	49.00
			Amt recd:	0.00
			Bal due:	49.00
Invoice totals:	1 Invoices	1 Line items	Sale amt:	224.00
			Misc chg:	0.00
			Tax amt:	13.49
			Freight:	0.00
			Total:	237.49
			Amt recd:	0.00
			Bal due:	237.49
Cr memo totals:	1 CR memos	2 Line items	Sale amt:	96.00CR
			Misc chg:	0.00
			Tax amt:	6.72CR
			Freight:	0.00
			Total:	102.72CR
Grand totals:	3 Documents	4 Line items	Sale amt:	177.00
			Misc chg:	0.00
			Tax amt:	6.77
			Freight:	0.00
			Total:	183.77
			Amt recd:	0.00
			Bal due:	183.77

-- End of report --

E.D.I. IMPORT ERROR REPORT

```
Date 05/25/2019  Time 15:37:09                              XYZ Company                                        Report #0130   Page 0001

                                              E . D . I .   I M P O R T   R E P O R T

-----------------------------------------------------------------------------------------------------------------------------------
O/E order #  E.D.I. document #  Number of order lines  Pages of order notes    Messages
-----------------------------------------------------------------------------------------------------------------------------------

Total orders processed:            1     Total orders in error:             1     Total orders imported:             0



                                                        -- End of report --
```

Recurring Orders List

```
Date 05/26/2019  Time 10:46:00                       XYZ Company                            Report #0131   Page 0001

                                            R E C U R R I N G   O R D E R S   L I S T

Next date cut-off: “Latest”
The costs shown on this list are the current value of the replacement costs.
OVERRIDE next to “Commission” means that commission depended on gross profit but was overridden.
Costs and Margins are approximate.

Ref-#: 974B            (Not sel)   Cust: 40           Washington, Mrs. Thomas         Ship-to      Washington, Mrs. Thomas
Type: Order                                           350 Hillcrest Circle                         350 Hillcrest Circle
Group:                                                Dallas, TX  75201                            Dallas, TX  75201
Sub acct: 100
Warehouse: All

  ---Cust-PO#---- ---Ship-via---- Ship-date -----Terms----- Ord-disc% --------Tax codes-------- --------Sales rep--------  Status
  974B            Parcel Post       ASAP     Net 30          0.000   Out of State Sales Tax    Thomas J. Finch

-----------------------------------------------------------------------------------------------------------------------------------
Seq-#   Qty-ordered   Unit      Total-qty    Item/Svc #                  Unit price              Extend-price    Ship date
                               Qty-remain    Description-1               Line disc%                 Unit cost    B/O-instr
                                             Description-2
-----------------------------------------------------------------------------------------------------------------------------------

  10         3        EACH     INDEFINITE    3                             23.50     EACH               70.50      ASAP
                                   N/A       Wrench, 3/8” Socket Set                                     8.50       N/A

  1 line

   Commission:          0.00

                                 Ordr total:           70.50     Misc amt:            0.00
                                 Txbl total:           70.50     Freight:             0.00
                                 Discnt net:           70.50     Tax amt:             0.00
                                 Apprx cost:           25.50     Tot sale:           70.50
                                 Apprx mrgn:           45.00



       Recurrence information:  Interval:   every  1 month   Already billed:             0.00   Previous order #:   NONE YET
                                Next date:   5/25/19        Max # of times: INDEFINITE         Previous invoice #: NONE YET
                                Start date:  5/25/19          Times so far:   0                Previous invc date:
                                Final date: INDEFINITE


Date 05/26/2019  Time 10:46:00                       XYZ Company                            Report #0131   Page 0002

                                            R E C U R R I N G   O R D E R S   L I S T

Ref-#: 948H            (Not sel)   Cust: 50           Space Concepts & Design         Ship-to      Space Concepts & Design
Type: Invoice                                         3901 Ave. of the Americas                    3901 Ave. of the Americas
Group:                                                Suite 360                                    Suite 360
Sub acct: 100                                         New York, NY  10052                          New York, NY  10052
Warehouse: All

  ---Cust-PO#---- ---Ship-via---- Ship-date -----Terms----- Ord-disc% --------Tax codes-------- --------Sales rep--------  Status
  948H            Parcel Post     NONE YET   5/10 net 25     0.000   Out of State Sales Tax    Avram Goldberger

-----------------------------------------------------------------------------------------------------------------------------------
Seq-#   Qty-ordered   Unit      Total-qty    Item/Svc #                  Unit price              Extend-price    Ship date
                               Qty-remain    Description-1               Line disc%                 Unit cost    B/O-instr
                                             Description-2
-----------------------------------------------------------------------------------------------------------------------------------

  10         0        EACH        1          5                             17.59     EACH                0.00    NONE YET
                                  1          Chisel, 5 pc Set                                            5.00     Override
```

1 line

Commission: 0.00

Ordr total:	0.00	Misc amt:	8.00	Dist-to:	4040-000
Txbl total:	0.00	Freight:	4.00	Dist-to:	4030-300
Discnt net:	0.00	Tax amt:	0.00		
Apprx cost:	0.00	Tot sale:	12.00		
Apprx mrgn:	0.00				

Recurrence information:	Interval:	every 1 week	Already billed:	0.00	Previous order #:	NONE YET
	Next date:	5/25/19	Max # of times:	INDEFINITE	Previous invoice #:	NONE YET
	Start date:	5/25/19	Times so far:	0	Previous invc date:	
	Final date:	INDEFINITE				

-- End of report --

Recurring Orders Exception Report

```
Date 05/26/2019  Time 11:04:05                          XYZ Company                                Report #0132   Page 0001

                                 R E C U R R I N G   O R D E R S   E X C E P T I O N   R E P O R T

"*" after qty-ordered indicates item is drop shipped.

-------------------------------------------------------------------------------------------------------------------------------------
Cust-#       Name                      Ref-#           Order-#  Type     Order-date  Ship-date
-------------------------------------------------------------------------------------------------------------------------------------

50           Space Concepts & Design   948H            4        Invoice   5/26/19     5/26/19

      Seq-#   Qty-ordered    Unit  Qty-remaining   Item-number     Description                 Unit-price    Extend-price  Ship-date
        10         0         EACH         1        5               Chisel, 5 pc Set               17.59              0.00   5/26/19
                             Qty-ordered is zero - line item not created.


                                                        -- End of report --
```

Back Orders by Customer

```
Date 05/26/2019  Time 12:27:22                           XYZ Company                                Report #0133   Page 0001

                                           B A C K   O R D E R S   B Y   C U S T O M E R

For all customers

-----------------------------------------------------------------------------------------------------------------------------------
Customer-#                 Item number                Cust-PO#        Ordr-# Ord-date         Qty-BO  Unit        Unit-price
Customer-name              Description-1                                     Shp-date         Disc-%  Whse        Ext-price
                           Description-2
-----------------------------------------------------------------------------------------------------------------------------------

40                         2                                               5  5/26/19      182        EACH          26.50     EACH
Washington, Mrs. Thomas    Hammer, 16 oz. Claw                                5/26/19          0.000  Cen          4,823.00

                                          B/O's for customer 40              1 orders with extended price of             4,823.00

                                                             Grand total extended price of backordered items:             4,823.00


                                                        -- End of report --
```

BACK ORDERS BY ITEM

```
Date 05/26/2019  Time 12:29:58                              XYZ Company                                    Report #0134   Page 0001

                                               B A C K   O R D E R S   B Y   I T E M

For all items
Warehouse: "All"

-------------------------------------------------------------------------------------------------------------------------------------
Item-number                 Customer-#   Customer-name              Ordr-#  Ord-date         Qty-BO   Unit        Unit-price
Description-1                            Customer-PO#                       Shp-date         Disc-%   Whse         Ext-price
Description-2
-------------------------------------------------------------------------------------------------------------------------------------

2                           40           Washington, Mrs. Thomas         5   5/26/19        182       EACH          26.50     EACH
Hammer, 16 oz. Claw                                                          5/26/19          0.000   Central       4,823.00

 B/O's for item 2                    1 orders with total quantity of         182       EACH and extended price of           4,823.00

                                                              Grand total extended price of backordered items:              4,823.00


                                                         -- End of report --
```

FILL BACK ORDERS EDIT LIST

```
Date 05/26/2019  Time 12:48:32                           XYZ Company                                Report #0135   Page 0001

                                        F I L L   B A C K   O R D E R S   E D I T   L I S T

Order range: “First” to “Last”                    D E T A I L   B Y   I T E M   #
Customer range: “First”      to “Last”
Item range: “First”         to “Last”
Warehouse: “All”

“P/F” indicates a line partially filled
“P/N” indicates a line which could be partially filled, but customer doesn’t accept partial shipments

-----------------------------------------------------------------------------------------------------------------------------------
       Cust-#       Cust-name                 Ordr-# Cust-PO-#       Ord-date Shp-date   Qty-backord    Qty-filled     Ext-price
-----------------------------------------------------------------------------------------------------------------------------------

Item-#: 2                Description: Hammer, 16 oz. Claw        Warehouse: Central

       40           Washington, Mrs. Thomas        5                  5/26/19  5/26/19      182             0             0.00
                                                                         *** Warehouse out of stock, but qty available at another warehouse ***

       Totals for item 2              Warehouse Central           0 Lines filled           0             0             0.00
                                                                  1 Lines not filled      182       remain on BO       4823.00


Grand totals:                                                     0 Lines filled           0             0             0.00
                                                                  1 Lines not filled      182       remain on BO       4823.00



                                                   -- End of report --
```

BILLING EDIT LIST

```
Date 05/26/2019  Time 17:06:16                    XYZ Company                       Report #0136   Page 0001

                                          B I L L I N G   E D I T   L I S T

OVERRIDE next to "Commission" means that commission depended on gross profit but was overridden.
Ord-#: 6      Date: 05/26/19    Cust-#40            Washington, Mrs. Thomas          Ship-to      Washington, Mrs. Thomas
Type: Order                                         350 Hillcrest Circle                          350 Hillcrest Circle
Sub acct: 100                                       Dallas, TX  75201                             Dallas, TX  75201
Warehouse: All
                                             Country: USA                              Country: USA


  ---Cust-PO#---- ---Ship-via----  Ship-date  -----Terms----- Ord-disc% --------Tax codes--------- --------Sales rep--------  Status
                  Parcel Post       05/26/19  Net 30            0.000   Out of State Sales Tax    Thomas J. Finch           SELECTED

-----------------------------------------------------------------------------------------------------------------------------------
Seq-#  Qty-ordered    Unit   Qty-to-ship     Item/Svc #                    Unit price             Extend-price  Shp-date    Whse
                      Type   Qty-backord     Description-1                 Line disc%                              Scrap/Sls-acct
                                             Description-2
-----------------------------------------------------------------------------------------------------------------------------------

  10         1        EACH       1           1                               55.00         EACH          55.00    5/26/19  Central
                     Goods                   Drill, 1/4" Power Hand

  20         1        EACH       1           3                               23.50         EACH          23.50    5/26/19  Central
                     Goods                   Wrench, 3/8" Socket Set

  2 lines

 Total weight:          3.00

                                 Ordr total:           78.50     Misc amt:            0.00
                                 Ship total:           78.50     Freight:             0.00
                                 Txbl total:           78.50     Tax amt:             0.00
                                 Discnt net:           78.50     Tot sale:           78.50
                                                                 Amt recd:            0.00
                                                                 Bal due:            78.50

  Tax rate-1         0.00


Date 05/26/2019  Time 17:06:16                    XYZ Company                       Report #0136   Page 0002

                                          B I L L I N G   E D I T   L I S T

                                                   S U M M A R Y


Order # range: "First" to "Last"
Order date range: "Earliest" to "Latest"
Warehouse: All


Order totals:        1 Orders          2 Line items   Sale amt:             78.50
                                                      Misc chg:              0.00
                                                      Tax amt:               0.00
                                                      Freight:               0.00
                                                      Total:                78.50
                                                      Amt recd:              0.00
                                                      Bal due:              78.50


Grand totals:        1 Documents       2 Line items   Sale amt:             78.50
                                                      Misc chg:              0.00
                                                      Tax amt:               0.00
                                                      Freight:               0.00
                                                      Total:                78.50
```

Amt recd:	0.00
Bal due:	78.50

-- End of report --

INVENTORY TRANSACTION REGISTER

```
Date 05/26/2019  Time 17:31:22                          XYZ Company                              Report #0138   Page 0001

                                   I N V E N T O R Y   T R A N S A C T I O N   R E G I S T E R

Current period ending date:  1/31/19
Inventory valuation method: LIFO

-----------------------------------------------------------------------------------------------------------------------------------
Item-#          Description                 Date   Type     Doc-#          Trans-qty        Price-1       Price-2       Price-3
Level-#                                     Actual-cost     Whs Loc      Comment                          Price-4       Price-5
-----------------------------------------------------------------------------------------------------------------------------------

1               Drill, 1/4" Power Hand     5/26/19 CRme 5                  1              49.00
                                                  12.00     Cen       From O/E order: 000003
                                                                Sub account:   000
                                                                                              Running-qty-oh:         396
                                                            Total actual cost: 12.00
                                                        Layer added:  5/26/19         1       EACH at        12.00    cost

                                              1 CR memo   Total quantity credited:         1
                                           ----------------------------------------------------------------------------------------

                                            5/26/19 Sale 7                  1              55.00
                                                  12.00     Cen       From O/E order: 000006
                                                                Sub account:   100
                                                                                              Running-qty-oh:         395
                                                            Total actual cost: 12.00
                                                     Layers removed:  5/26/19         1       EACH at        12.00    cost


                                              1 Sale   Total quantity sold:         1
                                           ----------------------------------------------------------------------------------------

3               Wrench, 3/8" Socket Set    5/26/19 CRme 5                  2              23.50
                                                   8.50     Cen       From O/E order: 000003
                                                                Sub account:   000
                                                                                              Running-qty-oh:         447
                                                            Total actual cost: 17.00
                                                        Layer added:  5/26/19         2       EACH at         8.50    cost

                                              1 CR memo   Total quantity credited:         2
                                           ----------------------------------------------------------------------------------------

                                            5/26/19 Sale 7                  1              23.50
                                                   8.50     Cen       From O/E order: 000006
                                                                Sub account:   100
                                                                                              Running-qty-oh:         446
                                                            Total actual cost: 8.50
                                                     Layers removed:  5/26/19         1       EACH at         8.50    cost


                                              1 Sale   Total quantity sold:         1
                                           ----------------------------------------------------------------------------------------

4               Saw, 2hp 7 1/4" Circular   5/26/19 Sale 4                  4              56.00
                                                  18.00     1         From O/E order: 000002
                                                                Sub account:   100
                                                                                              Running-qty-oh:         187
                                                            Total actual cost: 72.00
                                                                 ------------------------Serial-Information-------------------------
```

Date 05/26/2019 Time 17:31:22 XYZ Company Report #0138 Page 0002

I N V E N T O R Y   T R A N S A C T I O N   R E G I S T E R

Item-#	Description	Date Type	Doc-#	Trans-qty	Price-1	Price-2	Price-3
Level-#		Actual-cost	Whs Loc	Comment		Price-4	Price-5

Serial-#	N/U	Customer-#	Invc-#	Inv-date	Warnty-1	Warnty-2
100	N	10	4	5/26/19		
102	N	10	4	5/26/19		
103	N	10	4	5/26/19		
104	N	10	4	5/26/19		

Layers removed: 1/27/19 1 EACH at 18.00 cost

Negative layer added: 5/26/19 3- EACH at 18.00 cost

1 Sale Total quantity sold: 4

Date 05/26/2019 Time 17:31:22 XYZ Company Report #0138 Page 0003

I N V E N T O R Y   T R A N S A C T I O N   R E G I S T E R

Total receiving entries:	0	Total qty received:	0	Total actual cost of receivings:	0.00
Total credit memo entries:	2	Total credit memo qty:	3	Total value of credit memos:	96.00
				Total actual cost of credit memos:	29.00
				Credit memo margin:	67.00
Total transfer entries:	0	Total qty transferred:	0		
Total up adj entries:	0	Total qty adjusted:	0	Total actual cost of upward adj:	0.00
Total down adj entries:	0	Total qty adjusted:	0	Total actual cost of downward adj:	0.00
Total sale entries:	3	Total sale qty:	6	Total value of sales:	302.50
				Total actual cost of sales:	92.50
				Sales margin:	210.00
Total component usage entries for kit assembly:	0	Total comp qty used:	0	Total actual cost of inventory used as components:	0.00
Total kit assembly entries:	0	Total kit qty assmbled:	0	Total actual cost of kit assembly:	0.00

-- End of report --

MISCELLANEOUS CHARGES JOURNAL

```
Date 05/26/2019  Time 17:31:22                     XYZ Company                              Report #0139   Page 0001

                                    M I S C E L L A N E O U S   C H A R G E S   J O U R N A L

Sales entries are printed in document number order
Current period end date:  1/31/19
Document types: CR = credit memo, DR = debit memo, FIN = finance charge, INVC = invoice

------------------------------------------------------------------------------------------------------------------------------------
Cust-#       Name                      Doc-#   Tx-Cd Apply-to          Sale-amt       Freight         Total-amt   P.O.-#
Doc-type     Reference                 Doc-date Terms Due-date        Misc-chgs      Sales-Tax              Cost Sls-rep Commission
------------------------------------------------------------------------------------------------------------------------------------

10           Harris, Goldberg & Jones  4        DST                     224.00          0.00           237.49
INVC         From O/E order: 000002    05/26/19 A   06/25/19              0.00         13.49            72.00  1          15.20

      Automatic distributions: 2210-000  County sales taxes payable                    6.57
                               2220-000  City sales taxes payable                      6.92

       Optional distributions: 4010-100  Sales - tools                               224.00


1            Elliot Enterprises        5        CTY 1018                 96.00-         0.00           102.72-
CR           From O/E order: 000003    05/26/19 B   05/26/19              0.00          6.72-           29.00- 1           0.00

      Automatic distributions: 2210-000  County sales taxes payable                    6.72-

       Optional distributions: 4010-000  Equipment income/expense                     96.00-


50           Space Concepts & Design   6        OST                       0.00          4.00            12.00  948H
INVC         From O/E order: 000004    05/26/19 3   06/20/19              8.00          0.00             0.00  789         0.00

       Optional distributions: 4030-300  Freight - shipping                            4.00
                               4040-000  Misc. charges on sales                        8.00


40           Washington, Mrs. Thomas   7        OST                      78.50          0.00            78.50
INVC         From O/E order: 000006    05/26/19 2   06/25/19              0.00          0.00            20.50  1           3.65

       Optional distributions: 4010-100  Sales - tools                                78.50



Date 05/26/2019  Time 17:31:22                     XYZ Company                              Report #0139   Page 0002

                                    M I S C E L L A N E O U S   C H A R G E S   J O U R N A L

Grand totals

------------------------------------------------------------------------------------------------------------------------------------
                                                            Sale-amt            Freight            Total-amt
                                                           Misc-chgs          Sales-Tax                 Cost        Commission
------------------------------------------------------------------------------------------------------------------------------------

     4 entries                    Grand totals:              206.50               4.00               225.27
                                                               8.00               6.77                63.50             18.85

                      Acct-#            Description                            Debits             Credits
 Distribution summary: 1100-000         Accounts receivable                    327.99              102.72
                       2210-000         County sales taxes payable               6.72                6.57
                       2220-000         City sales taxes payable                  .00                6.92
                       4010-000         Equipment income/expense                96.00                 .00
                       4010-100         Sales - tools                             .00              302.50
                       4030-300         Freight - shipping                        .00                4.00
                       4040-000         Misc. charges on sales                    .00                8.00
                                                                    ------------------------------------------
```

Totals:	430.71	430.71

**** One or more entries are dated beyond the current period ending date ****

**** Please be sure to run Period/Year End Closing at your earliest opportunity ****

-- End of report --

E.D.I. Order Export Report

```
Date 05/27/2019  Time 10:01:13                          XYZ Company                                    Report #0140   Page 0001

                                        E . D . I .   O R D E R   E X P O R T   R E P O R T

Order # range: First  to Last
E.D.I. document # range: First        to Last
Export file name: C:DIORDEXP.TXT
Export file method: Create

-----------------------------------------------------------------------------------------------------------------------------------
O/E order #  E.D.I. document #  Number of order lines  Lines of order notes    Messages
-----------------------------------------------------------------------------------------------------------------------------------

     7       789                           1                      0

Total orders processed:            1     Total orders in error:              0     Total orders exported:             1




                                                        -- End of report --
```

E.D.I. Status Report

```
Date 05/27/2019  Time 10:01:42                           XYZ Company                                Report #0141   Page 0001

                                              E . D . I .   S T A T U S   R E P O R T

Order # range: First  to Last
E.D.I. document # range: First        to Last
For status types: All
In sequence by: Order #
Show history details: No
Purge closed records: No

-----------------------------------------------------------------------------------------------------------------------------------
Ordr #   EDI doc #       Order         Imported     Added       Deleted     Invoiced     Process      Posted     Complete     Exported
                         Status          date        date         date        date         date        date        date         date
-----------------------------------------------------------------------------------------------------------------------------------

     7   789             Added                      5/27/19


       Totals:                                            1


                                                        -- End of report --
```

ORDERS BY ORDER NUMBER DETAIL

```
Date 05/27/2019  Time 10:30:39                        XYZ Company                              Report #0143   Page 0001

                                           O R D E R S   B Y   O R D E R   N U M B E R

Order range: "First" to "Last"                              D E T A I L
Order date range: "Earliest" to "Latest"
Ship date range: "Earliest" to "Latest"
Customer # range: "First"      to "Last"
Customer name range: "First"                   to "Last"
Item range: "First"         to "Last"                   Service range: "First" to "Last"
Warehouse: "All"

-----------------------------------------------------------------------------------------------------------------------------------
 Order-#  Type      Cust-#    Apply-to  Slp  Shp-date  Warehse Ordr-total  Discnt-net  Misc-chgs            Total-sale   Amt-rec'd
Ord-date  Status    Bill-to                  Ship-via          Ship-total               Freight Tax amount             Balance-due
-----------------------------------------------------------------------------------------------------------------------------------

       1   Order    1                   001  5/25/19   All          49.00       49.00       0.00       49.00       0.00
 5/25/19          Elliot Enterprises       Truck                    49.00                   0.00       0.00                  49.00

          Seq# Item/Svc #      Description               Whse  Qty-ordered  Unit       Qty-to-ship     Unit-price         Ext-price
            10 1               Drill, 1/4" Power Hand    1          1       EACH           1           49.00              49.00


       5   Order    40                  001  5/26/19   All      19,875.00   15,052.00       0.00   15,052.00       0.00
 5/26/19          Washington, Mrs. Thomas  Parcel Post          15,052.00                   0.00       0.00              15,052.00

          Seq# Item/Svc #      Description               Whse  Qty-ordered  Unit       Qty-to-ship     Unit-price         Ext-price
            10 2               Hammer, 16 oz. Claw       Cen      750       EACH         568           26.50          15,052.00
                                                                                         182       on B/O


       7   Order    50                  789  5/27/19   All          55.00       55.00       0.00       55.00       0.00
 5/27/19          Space Concepts & Design  Parcel Post              55.00                   0.00       0.00                  55.00

          Seq# Item/Svc #      Description               Whse  Qty-ordered  Unit       Qty-to-ship     Unit-price         Ext-price
            10 1               Drill, 1/4" Power Hand    Cen        1       EACH           1           55.00              55.00
```

```
Date 05/27/2019 Time 10:30:39 XYZ Company Report #0143 Page 0002

                                           O R D E R S   B Y   O R D E R   N U M B E R

Order range: "First" to "Last"                              D E T A I L

-----------------------------------------------------------------------------------------------------------------------------------
 Order-#  Type      Cust-#    Apply-to  Slp  Shp-date  Warehse Ordr-total  Discnt-net  Misc-chgs            Total-sale   Amt-rec'd
Ord-date  Status    Bill-to                  Ship-via          Ship-total               Freight Tax amount             Balance-due
-----------------------------------------------------------------------------------------------------------------------------------

Order totals:        3 Orders           3 Line items            19,979.00                   0.00             15,156.00
                                                                            15,156.00                                         0.00
                                                                15,156.00                   0.00
                                                                                                       0.00              15,156.00


Grand totals:        3 Documents        3 Line items            19,979.00                   0.00             15,156.00
                                                                            15,156.00                                         0.00
                                                                15,156.00                   0.00
                                                                                                       0.00              15,156.00

                                                     -- End of report --
```

INVOICE HISTORY BY CUSTOMER

```
Date 05/27/2019  Time 11:37:43                         XYZ Company                                Report #0144   Page 0001

                                       I N V O I C E   H I S T O R Y   B Y   C U S T O M E R

     Customer: 1            Elliot Enterprises
                            123 Broadway
                            Suite 500
                            Glendale, CA 94994
                 Telephone: 213-779-6010
“CM” next to invoice number and order number indicates a Credit Memo.
“Qty-shipped” is shown in the item’s “stock unit”.
Margins reflect actual costs based on invoice posting.

-----------------------------------------------------------------------------------------------------------------------------------
   Item/Svc #                Invc-#   Invc-date     Qty-shipped           Unit price              Lin-disc%      Ext-price
   Description-1             Ordr-#   Ordr-date      Unit cost            Sales rep    Warehouse  Ord-disc%      Ext-cost
   Description-2                                                                                              Gross-margin  Margin-%
-----------------------------------------------------------------------------------------------------------------------------------

   1                              5CM 05/26/19         1       EACH        49.00    per EACH         0.000          49.00-
   Drill, 1/4” Power Hand         3CM 05/25/19        12.00    EACH         1         Central        0.000          12.00-
                                                                                                                    37.00-    75.5


             Item     1             totals:            1-                                                           49.00-
                                                                                                                    12.00-
                                                                                                                    37.00-    75.5


   3                              5CM 05/26/19         2       EACH        23.50    per EACH         0.000          47.00-
   Wrench, 3/8” Socket Set        3CM 05/25/19         8.50    EACH         1         Central        0.000          17.00-
                                                                                                                    30.00-    63.8


             Item     3             totals:            2-                                                           47.00-
                                                                                                                    17.00-
                                                                                                                    30.00-    63.8


             Customer 1             totals:            3-                                                           96.00-
                                                                                                                    29.00-
                                                                                                                    67.00-    69.8


                                                        -- End of report --
```

INVOICE HISTORY BY INVOICE

```
Date 05/27/2019  Time 11:43:16                        XYZ Company                              Report #0145   Page 0001

                                        I N V O I C E   H I S T O R Y   B Y   I N V O I C E

Invoice #:   1020   Invoice date: 01/25/19   Customer: 30           W.J. Bjornfreg A/G        Sales rep: 20
  Order #:     34     Order date: 01/25/19                          1 Wilshire Blvd.
                                                          Telephone: 213-886-7722

Margins reflect actual costs based on invoice posting.

-----------------------------------------------------------------------------------------------------------------------------------
Seq# Item/Svc #      Description-1                 Qty-shipped          Unit price            Lin-disc%       Ext-price
                     Description-2                  Unit cost           Warehouse             Ord-disc%       Ext-cost
                                                                                                           Gross-margin  Margin-%
-----------------------------------------------------------------------------------------------------------------------------------

 10  2               Hammer, 16 oz. Claw              2       EACH        26.50    per EACH        0.000           53.00
                                                    9.00    EACH      Central                    0.000           18.00
                                                                                                                  35.00     66.0

 20  1000            Starter Tool Set                 1       EACH       110.00    per EACH        0.000          110.00
                     Kit Item                      34.50    EACH      Central                    0.000           34.50
                                                                                                                  75.50     68.6


                                                                                   Invoice totals:           163.00
                                                                                                              52.50
                                                                                                             110.50     67.8
```

```
Date 05/27/2019 Time 11:43:16 XYZ Company Report #0145 Page 0002

                                        I N V O I C E   H I S T O R Y   B Y   I N V O I C E

Invoice #:   1021   Invoice date: 01/25/19   Customer: 40           Washington, Mrs. Thomas    Sales rep: 1
  Order #:     35     Order date: 01/25/19                          350 Hillcrest Circle
                                                          Telephone: 617-444-7780

Margins reflect actual costs based on invoice posting.

-----------------------------------------------------------------------------------------------------------------------------------
Seq# Item/Svc #      Description-1                 Qty-shipped          Unit price            Lin-disc%       Ext-price
                     Description-2                  Unit cost           Warehouse             Ord-disc%       Ext-cost
                                                                                                           Gross-margin  Margin-%
-----------------------------------------------------------------------------------------------------------------------------------

 10  6               Motor, 2hp Submersible           5       EACH       135.00    per EACH        0.000          675.00
                                                   55.00    EACH      Central                    0.000          275.00
                                                                                                                 400.00     59.3

 20  4               Saw, 2hp 7 1/4" Circular         5       EACH        56.00    per EACH        0.000          280.00
                                                   18.00    EACH      Central                    0.000           90.00
                                                                                                                 190.00     67.9


                                                                                   Invoice totals:           955.00
                                                                                                             365.00
                                                                                                             590.00     61.8
```

I N V O I C E H I S T O R Y B Y I N V O I C E

Invoice #: 1022 Invoice date: 01/25/19 Customer: 50 Space Concepts & Design Sales rep: 789
Order #: 36 Order date: 01/25/19 3901 Ave. of the Americas
Telephone: 212-220-9981

Margins reflect actual costs based on invoice posting.

Seq#	Item/Svc #	Description-1 Description-2	Qty-shipped Unit cost		Unit price Warehouse		Lin-disc% Ord-disc%	Ext-price Ext-cost Gross-margin	Margin-%
10	3	Wrench, 3/8” Socket Set	10	EACH	23.50	per EACH	0.000	235.00	
			8.50	EACH	Central		0.000	85.00	
								150.00	63.8
							Invoice totals:	235.00	
								85.00	
								150.00	63.8

-- End of report --

INVOICE HISTORY BY ITEM

```
Date 05/27/2019  Time 11:50:02                          XYZ Company                                    Report #0146   Page 0001

                                              I N V O I C E   H I S T O R Y   B Y   I T E M

  Item:    1               Drill, 1/4" Power Hand     Stocking unit: EACH


"CM" next to invoice number and order number indicates a Credit Memo.

Margins reflect actual costs based on invoice posting.

------------------------------------------------------------------------------------------------------------------------------------
Customer-#   Name                     Invc-#  Invc-date  Qty-shipped       Unit price          Lin-disc%     Ext-price
             Address-1                Ordr-#  Ordr-date   Unit cost        Sales rep    Warehse  Ord-disc%     Ext-cost
                                                                                                           Gross-margin Margin-%
------------------------------------------------------------------------------------------------------------------------------------

1            Elliot Enterprises            5CM 05/26/19       1      EACH     49.00    per EACH      0.000          49.00-
             123 Broadway                  3CM 05/25/19     12.00    EACH       1       Central      0.000          12.00-
      Phone: 213-779-6010                                                                                           37.00-   75.5

                                      1018   01/25/19       5      EACH     49.00    per EACH      0.000         245.00
                                        32   01/25/19     12.00    EACH       1       Central      0.000          60.00
                                                                                                                 185.00    75.5


                       Customer 1           totals:          4                                                   196.00
                                                                                                                   48.00
                                                                                                                 148.00    75.5


40           Washington, Mrs. Thomas        7   05/26/19       1      EACH     55.00    per EACH      0.000          55.00
             350 Hillcrest Circle           6   05/26/19     12.00    EACH       1       Central      0.000          12.00
      Phone: 617-444-7780                                                                                            43.00    78.2


                       Customer 40          totals:          1                                                    55.00
                                                                                                                   12.00
43.00 78.2



200          21st Century Enterprises   1025   01/25/19      10      EACH     55.00    per EACH      0.000         522.50
             P.O. Box 4545                39   01/25/19     12.00    EACH      10       Central      5.000         120.00
      Phone: 415-555-7844                                                                                          402.50    77.0


                       Customer 200         totals:         10                                                   522.50

  Date 05/27/2019  Time 11:50:02                          XYZ Company                                    Report #0146   Page 0002

                                              I N V O I C E   H I S T O R Y   B Y   I T E M

  Item:    1               Drill, 1/4" Power Hand     Stocking unit: EACH


"CM" next to invoice number and order number indicates a Credit Memo.

Margins reflect actual costs based on invoice posting.

------------------------------------------------------------------------------------------------------------------------------------
Customer-#   Name                     Invc-#  Invc-date  Qty-shipped       Unit price          Lin-disc%     Ext-price
             Address-1                Ordr-#  Ordr-date   Unit cost        Sales rep    Warehse  Ord-disc%     Ext-cost
                                                                                                           Gross-margin Margin-%
------------------------------------------------------------------------------------------------------------------------------------
```

600	Ariel Enterprises	1027	01/25/19	5	EACH	55.00	per EACH	0.000	275.00	
	555 N. Grand Blvd.	41	01/25/19	12.00	EACH	23	Central	0.000	60.00	
	Phone: 213-554-4300								215.00	78.2
	Customer 600		totals:	5					275.00	
									60.00	
									215.00	78.2
	Item 1		totals:	24					1,268.50	
									288.00	
									980.50	77.3

-- End of report --

E.D.I. Import\Export Layout

INTRODUCTION TO E.D.I IMPORT\EXPORT LAYOUT

Electronic Data Interchange (E.D.I.) is the electronic exchange of business documents using computers. Data is exchanged between trading partners. Using E.D.I. reduces resources required to manually process orders, invoices, etc. by enabling an import feature into the accounting application.

There is more information on the purpose of E.D.I. and the Order Entry E.D.I. interface in the E.D.I. Overview section of the Orders chapter.

The following section contains a list of the fields available for the E.D.I. import layout.

There can be several record types in an E.D.I. import file: Header, Notes, Line and a Comment record. Each type is documented separately below. Here are some line and record import requirements:

- The PBS system defaults to DIORDIMP.TXT for the import file name, but you can name the file anything you want as long as the file name is no more than 8 characters plus 3 characters for the extension.
- All lines in the import file should be padded with spaces or zeroes as appropriate to the end of the line. Each line should be terminated with a carriage return - line feed (CR/LF) character set.
- For one order the sequence of lines in the import file should be Header record, Line record(s), Comment record, and finally Note Record(s). Comments and Notes are optional. Repeat as necessary for additional orders. There can be multiple orders in one import file.
- There can be only one Header record and one Comment record to multiple Note and Line records.
- An order should consist of at least one Header and one Line.
- Comment and Note records are optional.

Some fields are described as *This field is not imported* or *calculated during the import process*. These fields are generated when importing; therefore values should not be included in the import file. To account for the length of those fields, blank or zeros should be inserted.

PBS Version 12.06 Layout Changes

Starting with PBS version 12.06 the customer and ship-to name, address 1, address 2, city, state, zip and apply-to invoice fields were expanded when using either the E.D.I. import or export. New fields were added including address 3, address 4 and county. You will need to take these changes into account when interfacing to your external system.

Export Layout

The layout of the export file is essentially the same as the import file layout. However, some fields will exist in the export layout that are not required for the import layout; like the order number and invoice number. Some fields are calculated during the import, but will exist in the export. These are noted in the \E.D.I. field notes below.

PBS v12.06 Layout Change

Due to the expansion of the name field, address fields and purchase order number the export and import layouts changed for v12.06 as compared to older versions of PBS.

These changes occur in the expanded bill-to and ship-to name and address fields. The city, state and zip are now three separate fields. There are now new address 3, address 4 and county fields. The purchase order number is now up to 30 characters. The invoice number and credit memo apply-to number are both expanded from 6 to 7 digits.

E.D.I FIELDS

Many of the fields have specific import formatting requirements and here are some of them:

- Numeric format with assumed decimal places. The V character assumes the decimal place. The LIN-QTY-ORD field is designated as 13 bytes with sign trailing separate. The format of the field is 8 integers, 4 decimal, and the sign, for a total of 13 bytes. This is denoted as 99999999V9999+. in the file. The imported field should not contain the V character and will look like the following; 999999999999+.
- Date format, CCYYMMDD, where CC = Century, YY = Year, MM = Month, and DD = Day of the month. 20180901 = January 09, 2018.
- Time format, HHMMSSTT, where H = Hour, M = Minute, S = Second, and T = Hundredths of a second.
- Alphanumeric fields that are not imported should be padded with spaces. Numeric fields that are not imported should be padded with zeroes and a +/- sign if the number is signed.

Header Record

There must be one and only one header record per order. The following table lists the E.D.I. header import fields:

CSV field name	Description	LENGTH	Starting TXT column	Type	Layout	Notes
"HDR-REC-TYP	Record Type	1	1	Alpha		Required. The value H denotes Header record.
HDR-ORD-NO	Order number, this is assigned during import process	6	2	Numeric	999999	This is the order number and is required *only* if deleting an existing order. Otherwise the program will create the number.
HDR-EDI-DOC-NO	E.D.I. document number	12	8	Alpha		Required. This is the EDI document number.
HDR-ORD-TYP	Order type	1	20	Alpha		This field must contain either a space or "D". If

CSV field name	Description	LENGTH	Starting TXT column	Type	Layout	Notes
						this has a value of "D" it will delete a previously imported order as long as it has not been processed and it has a matching HDR-ORD-NO (order number).
HDR-ORD-DAT	Order date	8	20	Numeric	99999999 (CCYYMMDD)	Required
HDR-SLS-MAN-NO	Sales rep code for the order	3	29	Alpha		Required. It must match a sales rep that is on file in PBS.
HDR-PO-NO	Customer's purchase order number for this order	30	32	Alpha		
HDR-SHIP-DAT	Order ship date	8	62	Numeric	99999999 (CCYYMMDD)	This date cannot be earlier than the order date.
HDR-CANCEL-DAT	This field is not imported	8	70	Numeric	99999999 (CCYYMMDD)	Use zeros.
HDR-SHIP-VIA-COD	Ship via code	3	78	Alpha		Required
HDR-SHIP-VIA-DES	Ship via description	15	81	Alpha		Required. It must match the description. of the Ship Via Code description in PBS.
HDR-SHIP-ZONE-COD-COD	Ship zone code	3	96	Alpha		
HDR-SHIP-ZONE-DESC	This field is not imported	25	99	Alpha		

CSV field name	Description	LENGTH	Starting TXT column	Type	Layout	Notes
HDR-TERMS-CODE	Customer's order terms code	3	124	Alpha		Required
HDR-TAX-COD	Customer's order tax code	3	127	Alpha		Required. It must match a tax code in PBS.
HDR-LOC	Warehouse code for the order	2	129	Alpha		This field is required if multi-warehouses are used in Inventory Control. Otherwise it can be blank. See the I/C *Control information* doc.
HDR-PFT-CTR	This field is not imported	8	132	Numeric	99999999	This is defaulted from O/E *Control information*.
HDR-APPL-TO-NO	This is the apply to invoice number if the order is a credit memo	7	140	Numeric	9999999	This field is required if the order is a credit memo. It must match an invoice in invoice history.
HDR-COMMIS-PCT	This field is not imported	7	141	Numeric	999V999+	This field is populated based on the commission percent on the salesman or customer record.
HDR-FREIGHT-AMT	This field is not imported	11	154	Numeric	99999999V99+	
HDR-MISC-AMT	Imported	11	165	Numeric	99999999V99+	
HDR-DISC-PCT	Discount percent	6	176	Numeric	99V999+	
HDR-DISC-AMT	This field is not imported	11	182	Numeric	99999999V99+	

CSV field name	Description	LENGTH	Starting TXT column	Type	Layout	Notes
HDR-TAX-AMT	This field is not imported	11	193	Numeric	99999999V99+	This field is calculated based on the tax code in PBS.
HDR-TOT-QTY-BO	This field is not imported	13	204	Numeric	99999999V9999+	
HDR-NO-SHIP-LBLS	Number of shipping labels for order	2	217	Numeric	99	
HDR-NO-COD-LBLS	Number of Cash on Delivery labels for order	2	218	Numeric	99	
HDR-TOT-WEIGHT	This field is not imported	12	221	Numeric	99999999V999+	This field is calculated based on each item's weight.
	The next 14 fields contain the customer, number, name and address					
HDR-CUST-NO	Customer number	12	233	Alpha		Required. if the number is numeric it must have leading zeros.
HDR-CUST-NAM	Customer name	50	245	Alpha		Required
HDR-CUST-MID_INIT	Middle initial	1	295	Alpha		
HDR-CUST-SUFFIX	Suffix	20	295	Alpha		
HDR-CUST-NAME-FLAG	Name flag	1	316	Alpha		

CSV field name	Description	LENGTH	Starting TXT column	Type	Layout	Notes
HDR-CUST-ADRS-1	Billing address line one	60	317	Alpha		Required
HDR-CUST-ADRS-2	Billing address line two	60	377	Alpha		Required
HDR-CUST-ADRS-3	Billing address line three	60	437	Alpha		
HDR-CUST-ADRS-4	Billing address line four	60	497	Alpha		
HDR-CUST-CITY	Billing city	45	557	Alpha		Required
HDR-CUST-STATE	Billing state	23	302	Alpha		Required
HDR-CUST-ZIP-COD	Billing zip code	15	625	Alpha		Required
HDR-CUST-COUNTY	Billing county	45	640	Alpha		
HDR-CUST-COUNTRY	Billing country	3	685	Alpha		
	This section starts the Ship-to address					
HDR-SHIP-TO-NO	Ship to number set up in PBS	8	772	Alpha		If a customer ship to number is not provided for the order it is set to zeros. This means the customer address is used for the shipping address.
HDR-SHIP-TO-NAM	Ship to Name	50	780	Alpha		Required
HDR-SHIP-TO-ADRS-1	Ship-to address 1	60	852	Alpha		Required
HDR-SHIP-TO-ADRS-2	Ship-to address 2	60	912	Alpha		Required

CSV field name	Description	LENGTH	Starting TXT column	Type	Layout	Notes
HDR-SHIP-TO-ADRS-3	Ship-to address 3	60	972	Alpha		
HDR-SHIP-TO-ADRS-4	Ship-to address 4	60	1032	Alpha		
HDR-SHIP-TO-CITY	Ship-to city	45	1092	Alpha		
HDR-SHIP-TO-STATE	Ship-to state	23	1137	Alpha		
HDR-SHIP-TO-ZIP-COD	Ship-to zip code	15	1168	Alpha		
HDR-SHIP-TO-COUNTY	Ship-to county	45	1175	Alpha		
HDR-SHIP-TO-COUNTRY	Ship-to coun-try	3	1220	Alpha		
HDR-SHIP-TO-CONTAC-SEQ-NO	Ship-to contact sequence num-ber	8	1223	Numeric	99999999	This field is not used and is for future development.
HDR-SHIP-TO-CONTAC-LAST-NAME	Ship-to contact last name	35	1231	Alpha		This field is not used. it is for future development.
HDR-SHIP-TO-CONTAC-FIRST-NAME	Ship-to contact first name	20	1266	Alpha		This field is not used and is for future development.
HDR-SHIP-TO-CONTAC-MID-INIT	Ship-to contact middle initial	1	1286	Alpha		This field is not used and is for future development.
HDR-SHIP-TO-CONTAC-SUFFIX	Ship-to contact suffix	20	1287	Alpha		This field is not used and is for future development.

CSV field name	Description	LENGTH	Starting TXT column	Type	Layout	Notes
HDR-USER-DEF-1	This field is not imported	25	1307	Alpha		This field is not used and is for future development.
HDR-USER-DEF-2	This field is not imported	25	1332	Alpha		This field is not used and is for future development.
HDR-USER-DEF-3	This field is not imported	25	1357	Alpha		This field is not used and is for future development.
HDR-USER-DEF-4	This field is not imported	25	1382	Alpha		This field is not used and is for future development.
HDR-USER-DEF-5	This field is not imported	25	1407	Alpha		This field is not used and is for future development.
HDR-RESERVED-INFO	This field is not imported	128	1432	Alpha		This field is not used and is for future development.
HDR-INVC-INFO						
HDR-INVC-METH	This field is not imported	1	1560	Alpha		
HDR-INVC-NO	This field is not imported	7	1561	Numeric	–9999999	
HDR-INVC-DAT	This field is not imported	8	1568	Numeric	–99999999 (CCYYMMDD)	
HDR-SLS-AMT	This field is not imported	12	1576	Numeric	999999999V99+	This field is not imported because the order total is calculated during the import process.

CSV field name	Description	Length	Starting TXT column	Type	Layout	Notes
HDR-PMT-RECD	This field is not imported	12	1588	Numeric	999999999V99+	
HDR-AMT-DUE	This field is not imported	12	1600	Numeric	999999999V99+	
HDR-TOT-NO-LINS	This field is not imported	6	1612	Numeric	999999	This field is calculated during the import process.
HDR-TOT-QTY	This field is not imported	14	1618	Numeric	99999999V99999+	This field is calculated during the import process.
HDR-TIME-STAMP-DAT	This field is not imported	8	1632	Numeric	99999999 (CCYYMMDD)	
HDR-TIME-STAMP-TIM	This field is not imported	8	1640	Numeric	99999999	

Notes Record

There may be multiple notes records per order. Here are the fields:

Field name	Description	Length	Type	Layout	Notes
NOTES-REC-TYP	Note record type	1	Alpha		Required. The value N denotes a Comment / Note record.
NOTES-ORD-NO	Order number	6	Numeric	999999	The number is assigned during the import process. Do not import this field.
NOTES-EDI-DOC-NO	EDI document number	12	Alpha		Required. This is the EDI Document Order number. It must match the HDR-EDI-DOC-NO field in the header record.
NOTES-NOTES-ID	Comment ID	20	Alpha		This field is not used.

NOTES-NOTES-LIN	Comment text	78	Alpha		Required
NOTES-TIME-STAMP-DAT	This field is not imported	8	Numeric	99999999 (CCYYMMDD)	
NOTES-TIME-STAMP-TIM	This field is not imported	8	Numeric	99999999	

Line Record

There may be multiple line records per order. Here are the fields:

Field name	Description	Length	Starting column	Type	Layout	Notes
LIN-REC-TYP	Line Item indicator; see notes column	1	1	Alpha		Required. The value L denotes a Line record.
LIN-ORD-NO	Order Number	6	2	Numeric	999999	This is assigned during the import process. Do not import this field.
LIN-EDI-DOC-NO	EDI Document number	12	8	Alpha		Required. This is the EDI Document Order number, It should match HDR-EDI-DOC-NO.
LIN-LIN-NO	Line number	5	20	Numeric	99999	This field is not imported. The order line numbers are calculated during the import process.
LIN-ITEM-NO	Item number	15	25	Alpha		Required. If numeric you must have leading zeros.

Field name	Description	LENGTH	Starting column	Type	Layout	Notes
LIN-UPC-CODE	Item UPC code	20	40	Alpha		If this field is blank it will be skipped, if this field has a non-space value it will be verified against the I/C Item keyword file.
LIN-DESC-1	Line item description 1	25	60	Alpha		If this field is blank it will be defaulted from the item file record.
LIN-DESC-2	Line Item description 2	25	85	Alpha		If this field is blank it will be defaulted from the item file record.
LIN-LOC	Warehouse code for the line item	2	110	Alpha		This field is required if multiple warehouses are being used in I/C, otherwise leave it blank.
LIN-DROP-SHIP-FLG	Drop ship flag	1	112	Alpha		If the item is to be drop shipped to the customer this field should be set to *Y*.
LIN-SPEC-ORD-FLG	This field is not imported	1	113	Alpha		
LIN-DISC-PCT	Order line discount percent	6	114	Numeric	99V9999	
LIN-SHIP-DAT	Order line ship date	8	120	Numeric	99999999 (CCYYMMDD)	
LIN-SLS-MAN-NO	This field is not imported	3	128	Alpha		

Field name	Description	LENGTH	Starting column	Type	Layout	Notes
LIN-PFT-CTR	This field is not imported	8	131	Numeric	99999999	
LIN-REF	Line reference	15	139	Alpha		
LIN-ORD-UNIT	Stocking unit of measure	4	154	Alpha		This must match the item's stocking unit of measure or one of the alternate units of measure.
LIN-QTY-ORD	Quantity ordered	13	158	Numeric	99999999V9999+	
LIN-QTY-SHIP	This field is not imported	13	171	Numeric	99999999V9999+	
LIN-QTY-BO	This field is not imported	13	184	Numeric	99999999V9999+	
LIN-QTY-RTN	This field is not imported	13	197	Numeric	99999999V9999+	
LIN-PRC	Line extended amount. This field is not imported	13	210	Numeric	99999999V9999+	This is calculated during import. This is price times quantity
LIN-PRC-1	Line item unit price	13	223	Numeric	99999999V9999+	Required.
LIN-UNIT-COST	This field is not imported	12	236	Numeric	9999999V99999	
LIN-TIME-STAMP-DAT	This field is not imported	8	248	Numeric	99999999	
LIN-TIME-STAMP-TIM	This field is not imported	8	256	Numeric	99999999	

Comment Record

There can be one comment per order. Here are the fields:

Field name	Description	LENGTH	Type	Layout	Notes

LIN-REC-TYP	Comment indicator, see notes	1	Alpha		Required. The value C denotes a Comment record.
LIN-ORD-NO	Order number, this is assigned during import process	6	Numeric	999999	Zero fill
LIN-EDI-DOC-NO	EDI document number should match HDR-EDI-DOC-NO	12	Alpha		Required. This is the EDI Document Order number.
LIN-LIN-NO	This field is not imported	5	Numeric	9999	The order comment line number is defaulted to 9999 with zero fill.
LIN-DATA	Comment data	150	Alpha		

Picking Ticket Export Layout

Introduction to Picking Ticket Export Layout

This appendix provides the csv and txt export layouts for the picking ticket exports.

See the Picking Tickets chapter for the details on running the export process.

When printing picking tickets you have the option to export the picking ticket data to a txt file or a csv file.

Type	Description
.TXT file	The DIOPIKxx.TXT file has fields with a fixed length
.CSV file	The DIOPIKxx.CSV file has comma separated values

The following section contains a list of the field layouts for the picking ticket exports.

PBS v12.06 Layout Change

Due to the expansion of the name field, address fields and purchase order number the layout change for v12.06 compared to older versions of PBS.

These changes occur in the expanded bill-to and ship-to name and address fields. The city, state and zip are now three separate fields. There are now new address 3, address 4 and county fields. The purchase order number is now up to 30 characters. The invoice number and credit memo apply-to number are both expanded from 6 to 7 digits.

Picking Ticket Fields

Many of the fields have specific import formatting requirements and here are some of them:

- Numeric format with assumed decimal places. The V character assumes the decimal place. The L-QTY-ORD field is designated as 13 bytes with sign trailing separate. The format of the field is 8 integers, 4 decimal, and the sign, for a total of 13 bytes. This is denoted as 99999999V9999+. in the file. The imported field should not contain the V character and will look like the following; 999999999999+.
- Date format, CCYYMMDD, where CC = Century, YY = Year, MM = Month, and DD = Day of the month. 20180901 = January 09, 2018.
- Time format, HHMMSSTT, where H = Hour, M = Minute, S = Second, and T = Hundredths of a second.
- Alphanumeric fields that are not imported should be padded with spaces. Numeric fields that are not imported should be padded with zeroes and a +/- sign if the number is signed.

Header Record

There must be one and only one header record per order. The following table lists the picking ticket.header import fields:

CSV Field name	Description	TXT LENGTH	TXT starting column	Type	Layout	Notes
"H-REC-TYP	Record Type	1	1	Alpha		Required. The value H denotes Header record.
H-ORD-NO	Order number, this is assigned during import process	6	2	Numeric	999999	This is the order number and is required *only* if deleting an existing order. Otherwise the program will create the number.
H-EDI-DOC-NO	E.D.I. document number	12	8	Alpha		This is the EDI document number.
H-ORD-TYP	Order type	1	20	Alpha		This field must contain either a space or "D". If

CSV Field name	Description	TXT LENGTH	TXT starting column	Type	Layout	Notes
						this has a value of "D" it will delete a previously imported order as long as it has not been processed and it has a matching H-ORD-NO (order number).
H-ORD-DAT	Order date	8	20	Numeric	99999999 (CCYYMMDD)	Required
H-SLS-MAN-NO	Sales rep code for the order	3	29	Alpha		Required. It must match a sales rep that is on file in PBS.
H-PO-NO	Customer's purchase order number for this order	30	32	Alpha		
H-SHIP-DAT	Order ship date	8	62	Numeric	99999999 (CCYYMMDD)	This date cannot be earlier than the order date.
H-CANCEL-DAT	Cancellation date	8	70	Numeric	99999999 (CCYYMMDD)	Use zeros.
H-SHIP-VIA-COD	Ship via code	3	78	Alpha		Required
H-SHIP-VIA-DES	Ship via description	15	81	Alpha		Required. It must match the description. of the Ship Via Code description in PBS.
H-SHIP-ZONE-COD-COD	Ship zone code	3	96	Alpha		
H-SHIP-ZONE-DESC	Ship-zone description	25	99	Alpha		

CSV Field name	**Description**	TXT LENGTH	TXT starting column	**Type**	**Layout**	**Notes**
H-TERMS-CODE	Customer's order terms code	3	124	Alpha		Required
H-TAX-COD	Customer's order tax code	3	127	Alpha		Required. It must match a tax code in PBS.
H-LOC	Warehouse code for the order	2	129	Alpha		This field is required if multi-warehouses are used in Inventory Control. Otherwise it can be blank. See the I/C *Control information* doc.
H-PFT-CTR	Profit center	8	132	Numeric	99999999	This is defaulted from O/E *Control information*.
H-APPL-TO-NO	This is the apply to invoice number if the order is a credit memo	7	140	Numeric	9999999	This field is required if the order is a credit memo. It must match an invoice in invoice history.
H-COMMIS-PCT	Commission percentage	7	141	Numeric	999V999+	This field is populated based on the commission percent on the salesman or customer record.
H-FREIGHT-AMT	Freight amount	11	154	Numeric	99999999V99+	
H-MISC-AMT	Misc charge amount	11	165	Numeric	99999999V99+	
H-DISC-PCT	Discount percent	6	176	Numeric	99V999+	
H-DISC-AMT	Discount amount	11	182	Numeric	99999999V99+	

CSV Field name	Description	TXT LENGTH	TXT starting column	Type	Layout	Notes
H-TAX-AMT	Tax amount	11	193	Numeric	99999999V99+	This field is calculated based on the tax code in PBS.
H-TOT-QTY-BO	Total quantity on back order	13	204	Numeric	99999999V9999+	
H-NO-SHIP-LBLS	Number of shipping labels for order	2	217	Numeric	99	
H-NO-COD-LBLS	Number of Cash on Delivery labels for order	2	218	Numeric	99	
H-TOT-WEIGHT	The total order weight	12	221	Numeric	99999999V999+	This field is calculated based on each item's weight.
	The next 14 fields contain the customer, number, name and address					
H-CUST-NO	Customer number	12	233	Alpha		Required. if the number is numeric it must have leading zeros.
H-CUST-NAM	Customer name	50	245	Alpha		Required
H-CUST-MID_INIT	Middle initial	1	295	Alpha		
H-CUST-SUFFIX	Suffix	20	295	Alpha		
H-CUST-NAME-TYP	Name flag	1	316	Alpha		

CSV Field name	Description	TXT LENGTH	TXT starting column	Type	Layout	Notes
H-CUST-ADRS-1	Billing address line one	60	317	Alpha		Required
H-CUST-ADRS-2	Billing address line two	60	377	Alpha		Required
H-CUST-ADRS-3	Billing address line three	60	437	Alpha		
H-CUST-ADRS-4	Billing address line four	60	497	Alpha		
H-CUST-CITY	Billing city	45	557	Alpha		Required
H-CUST-STATE	Billing state	23	302	Alpha		Required
H-CUST-ZIP-COD	Billing zip code	15	625	Alpha		Required
H-CUST-COUNTY	Billing county	45	640	Alpha		
H-CUST-COUNTRY	Billing country	3	685	Alpha		
	This section starts the Ship-to address					
H-SHIP-NO	Ship to number set up in PBS	8	772	Alpha		If a customer ship to number is not provided for the order it is set to zeros. This means the customer address is used for the shipping address.
H-SHIP-NAM	Ship to Name	50	780	Alpha		Required
H-SHIP-ADRS-1	Ship-to address 1	60	852	Alpha		Required
H-SHIP-ADRS-2	Ship-to address 2	60	912	Alpha		Required
H-SHIP-ADRS-3	Ship-to address 3	60	972	Alpha		

CSV Field name	Description	TXT LENGTH	TXT starting column	Type	Layout	Notes
H-SHIP-ADRS-4	Ship-to address 4	60	1032	Alpha		
H-SHIP-CITY	Ship-to city	45	1092	Alpha		
H-SHIP-STATE	Ship-to state	23	1137	Alpha		
H-SHIP-ZIP-COD	Ship-to zip code	15	1168	Alpha		
H-SHIP-COUNTY	Ship-to county	45	1175	Alpha		
H-SHIP-COUNTRY	Ship-to country	3	1220	Alpha		
H-USER-DEF-1	This field is not exported	25	1307	Alpha		This field is not used and is for future development.
H-USER-DEF-2	This field is not exported	25	1332	Alpha		This field is not used and is for future development.
H-USER-DEF-3	This field is not exported	25	1357	Alpha		This field is not used and is for future development.
H-USER-DEF-4	This field is not exported	25	1382	Alpha		This field is not used and is for future development.
H-USER-DEF-5	This field is not exported	25	1407	Alpha		This field is not used and is for future development.
H-RESERVED-INFO	This field is not exported	128	1432	Alpha		This field is not used and is for future development.
HDR-INVC-INFO						
H-INVC-METH	Invoice	1	1560	Alpha		

CSV Field name	Description	TXT LENGTH	TXT starting column	Type	Layout	Notes
	method					
H-INVC-NO	invoice number, if printed	7	1561	Numeric	–9999999	
H-INVC-DAT	Invoice date, if printed	8	1568	Numeric	–99999999 (CCYYMMDD)	
H-SLS-AMT	Sales amount	12	1576	Numeric	999999999V99+	This field is not imported because the order total is calculated during the import process.
H-PMT-RECD	Payment received amount	12	1588	Numeric	999999999V99+	
H-AMT-DUE	Amount due	12	1600	Numeric	999999999V99+	
H-TOT-NO-LINS	Total order number of lines	6	1612	Numeric	999999	This field is calculated during the import process.
H-TOT-QTY	Total order quantity	14	1618	Numeric	99999999V99999+	This field is calculated during the import process.
H-TIME-STAMP-DAT	Date stamp	8	1632	Numeric	99999999 (CCYYMMDD)	
H-TIME-STAMP-TIM	Time stamp	8	1640	Numeric	99999999	

Line Record

There may be multiple line records per order. Here are the fields:

Field name	Description	TXT LENGTH	TXT starting column	Type	Layout	Notes
L-REC-TYP	Line Item indicator; see notes column	1	1	Alpha		Required. The value L denotes a Line record.
L-ORD-NO	Order Number	6	2	Numeric	999999	This is assigned during the import process. Do not import this field.
L-EDI-DOC-NO	EDI Document number	12	8	Alpha		This is the EDI Document Order number, It should match H-EDI-DOC-NO.
L-LIN-NO	Line number	5	20	Numeric	99999	This field is not imported. The order line numbers are calculated during the import process.
L-ITEM-NO	Item number	15	25	Alpha		Required. If numeric you must have leading zeros.
L-UPC-CODE	Item UPC code	20	40	Alpha		If this field is blank it will be skipped, if this field has a non-space value it will be verified against the I/C Item keyword file.
L-DESC-1	Line item description 1	25	60	Alpha		If this field is blank it will be defaulted from the item file record.
L-DESC-2	Line Item description 2	25	85	Alpha		If this field is blank it will be defaulted from the item file record.

Field name	Description	TXT LENGTH	TXT starting column	Type	Layout	Notes
L-LOC	Warehouse code for the line item	2	110	Alpha		This field is required if multiple warehouses are being used in I/C, otherwise leave it blank.
L-DROP-SHIP-FLG	Drop ship flag	1	112	Alpha		If the item is to be drop shipped to the customer this field should be set to *Y*.
L-SPEC-ORD-FLG	Special order flag	1	113	Alpha		
L-DISC-PCT	Order line discount percent	6	114	Numeric	99V9999	
L-SHIP-DAT	Order line ship date	8	120	Numeric	99999999 (CCYYMMDD)	
L-SLS-MAN-NO	Sales rep	3	128	Alpha		
L-PFT-CTR	Profit center	8	131	Numeric	99999999	
L-REF	Line reference	15	139	Alpha		
L-ORD-UNIT	Stocking unit of measure	4	154	Alpha		This must match the item's stocking unit of measure or one of the alternate units of measure.
L-QTY-ORD	Quantity ordered	13	158	Numeric	99999999V9999+	
L-QTY-SHIP	Quantity to ship	13	171	Numeric	99999999V9999+	
L-QTY-BO	Quantity on back order	13	184	Numeric	99999999V9999+	

Field name	Description	TXT LENGTH	TXT starting column	Type	Layout	Notes
L-QTY-RTN	Quantity returned	13	197	Numeric	99999999V9999+	
LIN-PRC	Line extended amount. This field is not imported	13	210	Numeric	99999999V9999+	This is calculated during import. This is price times quantity
LIN-PRC-1	Line item unit price	13	223	Numeric	99999999V9999+	Required.
LIN-UNIT-COST	This field is not imported	12	236	Numeric	9999999V99999	
LIN-TIME-STAMP-DAT	This field is not imported	8	248	Numeric	99999999	
LIN-TIME-STAMP-TIM	This field is not imported	8	256	Numeric	99999999	

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