



ATTACHMENTS

Our Attachments function is a new ACS/MASTER 8.1 feature that allows the user to create and maintain an Attachment Folder for any of the following files:

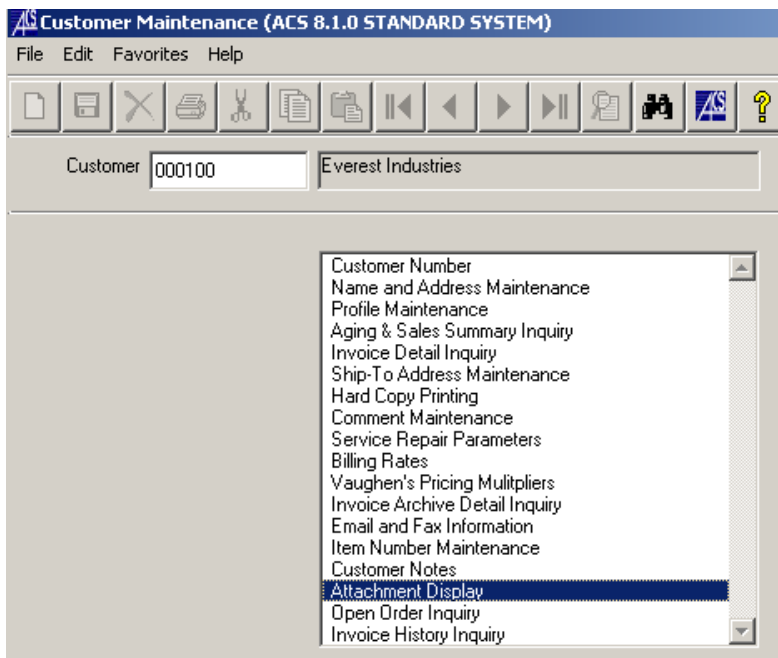
Customers / Vendors / Inventory items / Sales Orders / Employees

Offered as one of our Bolt On products, this feature functions much the same way as our current Job Folders. The attachment folder can be utilized to store a wide variety of file types and can be maintained indefinitely.

Customer Attachments

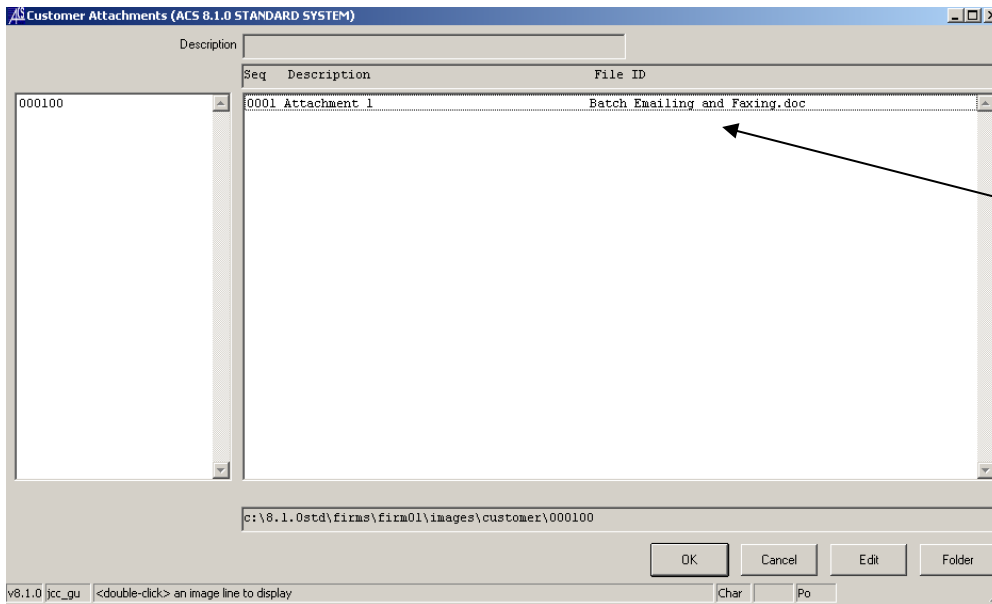
Accounting → Accounts Receivable → Maintenance → Customer Maintenance

The Customer Attachments folder can be accessed through Customer Maintenance.



Select Attachment Display.

Application Computer Systems, Inc. Attachments

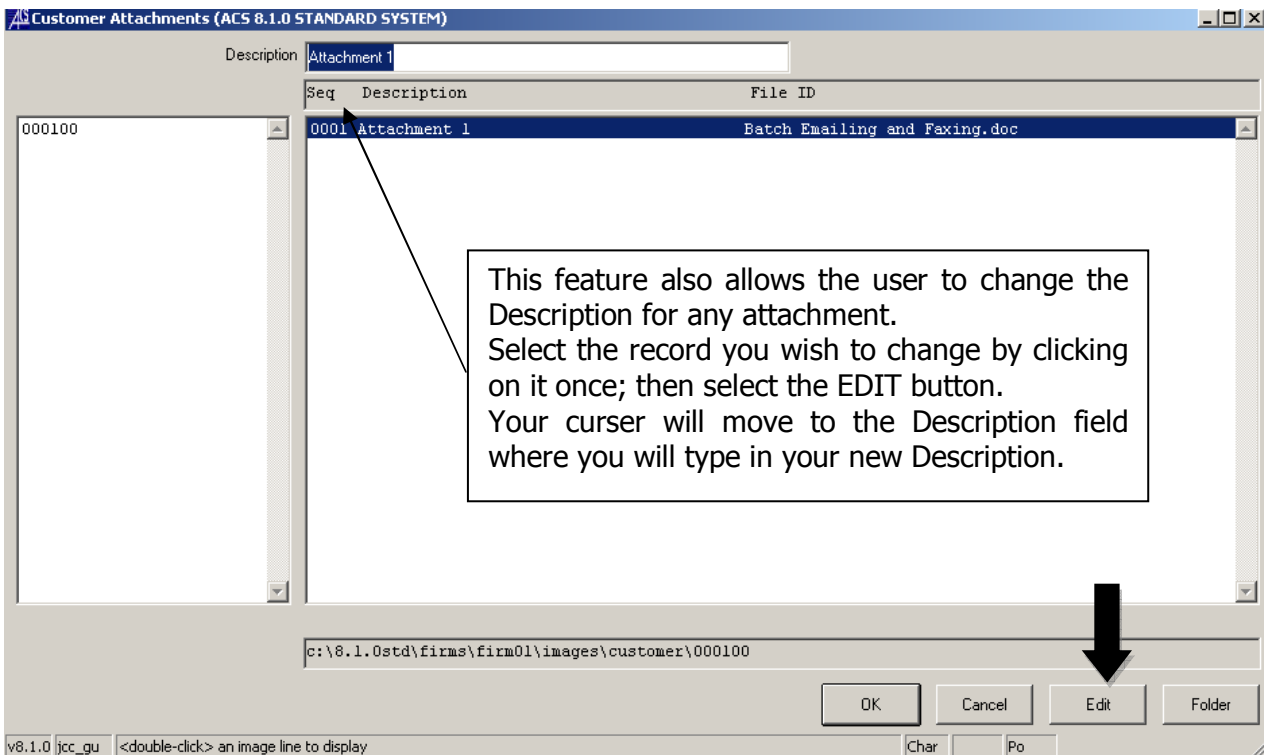


Your System will display all records currently in the attachments folder.

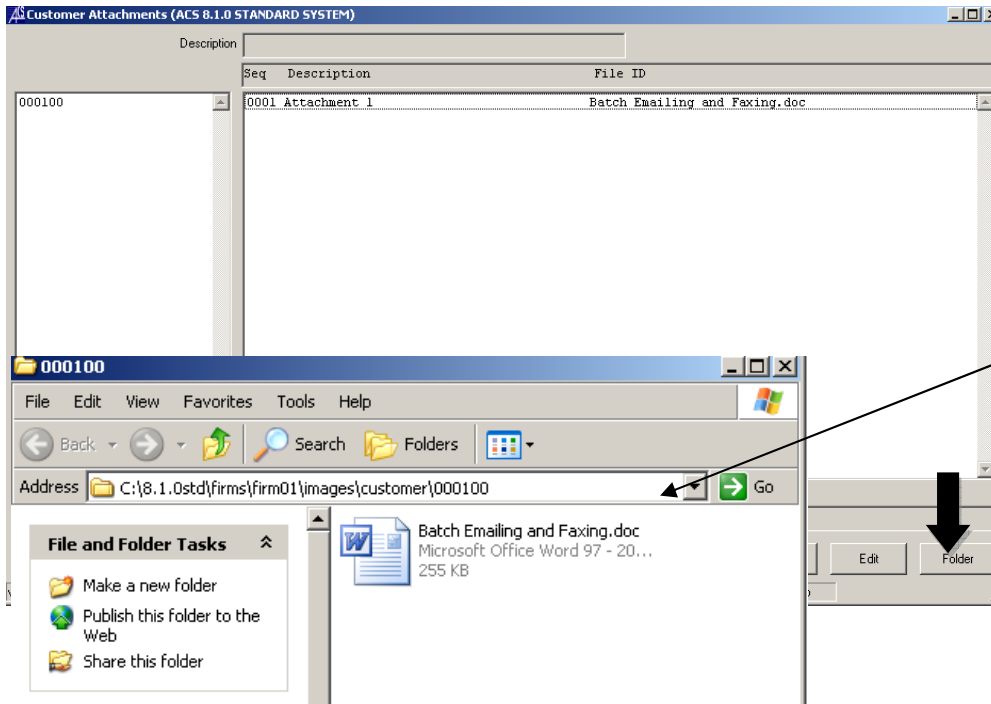
To display any existing item, simply double click on your selection to view it.

NOTE: This folder does not restrict the type of file that can be saved, HOWEVER, it will require the user to have sufficient software to open the file type.

EXAMPLE: If the attachment is a JPEG file, you will have to have software that will allow you to display this type of file.



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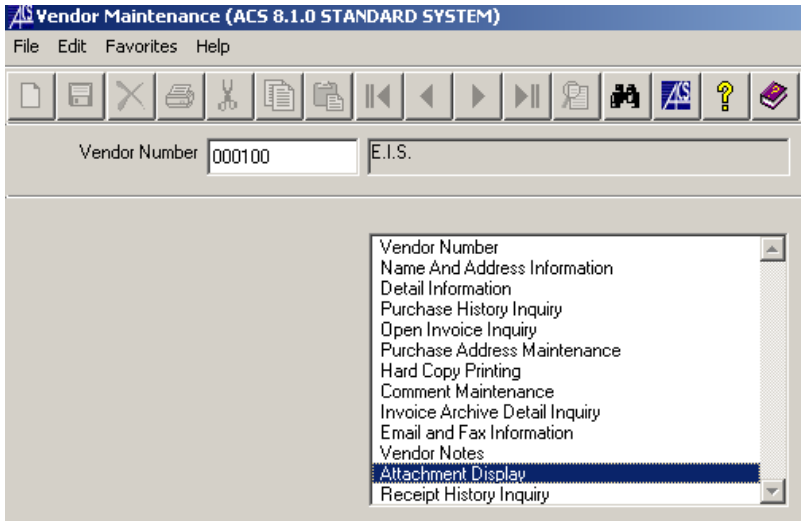
If you have a file you wish to save as an attachment, select the **FOLDER** button and perform a COPY/PASTE to place it in the attachment folder.

The same steps can be used to access existing attachments and add new attachments throughout your system.

Application Computer Systems, Inc. Attachments

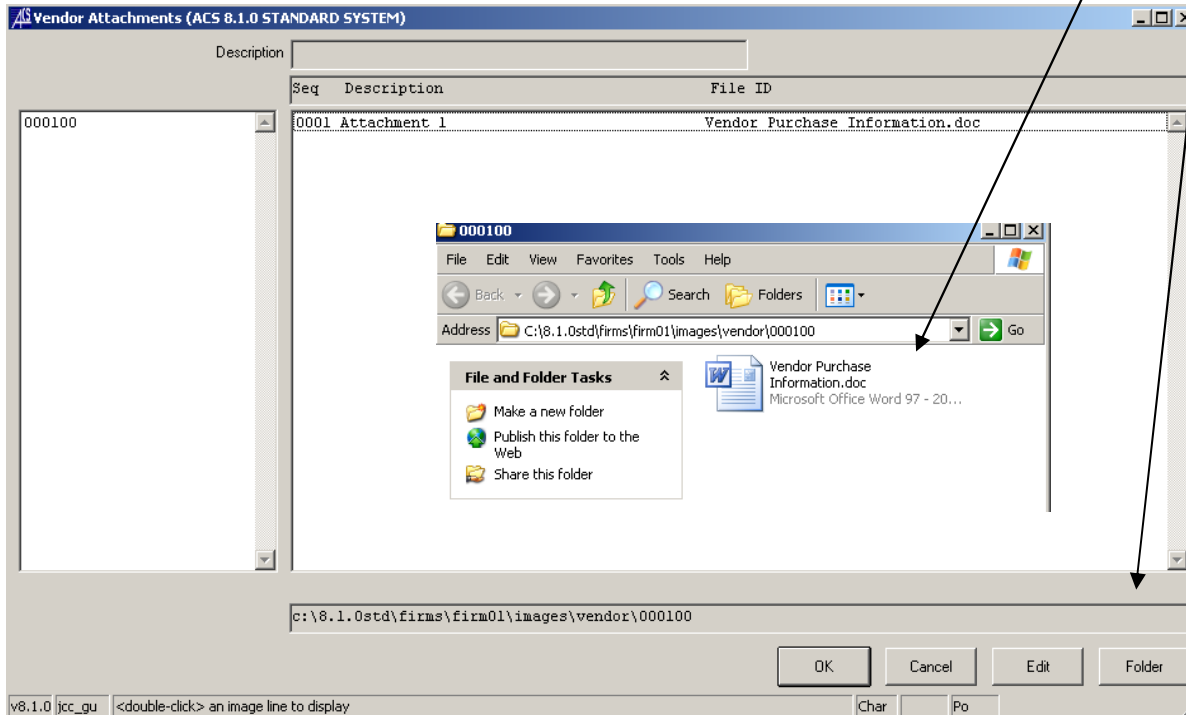
Vendor Attachments

Accounting → Accounts Payable → Maintenance → Vendor Maintenance



In Vendor Maintenance select the Attachment Display option.

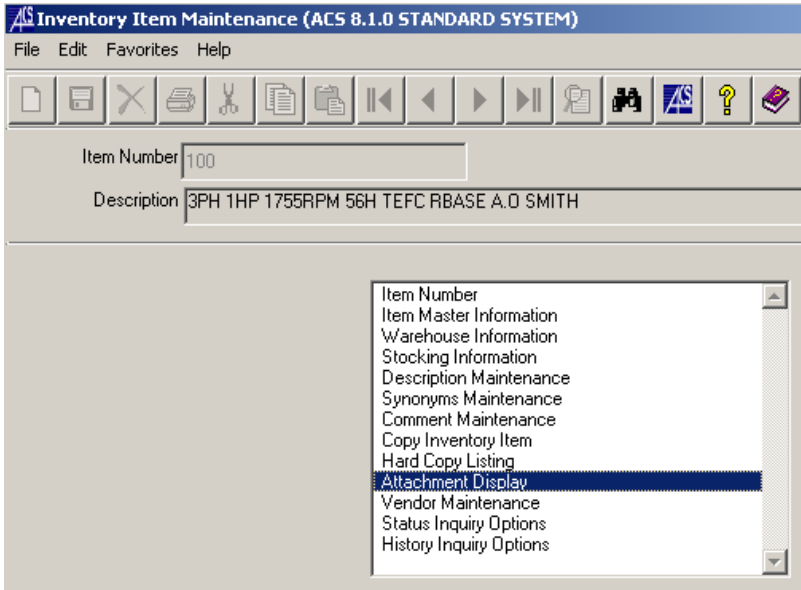
From here you can access existing attachments or select the FOLDER option and perform a copy and paste.



Application Computer Systems, Inc. Attachments

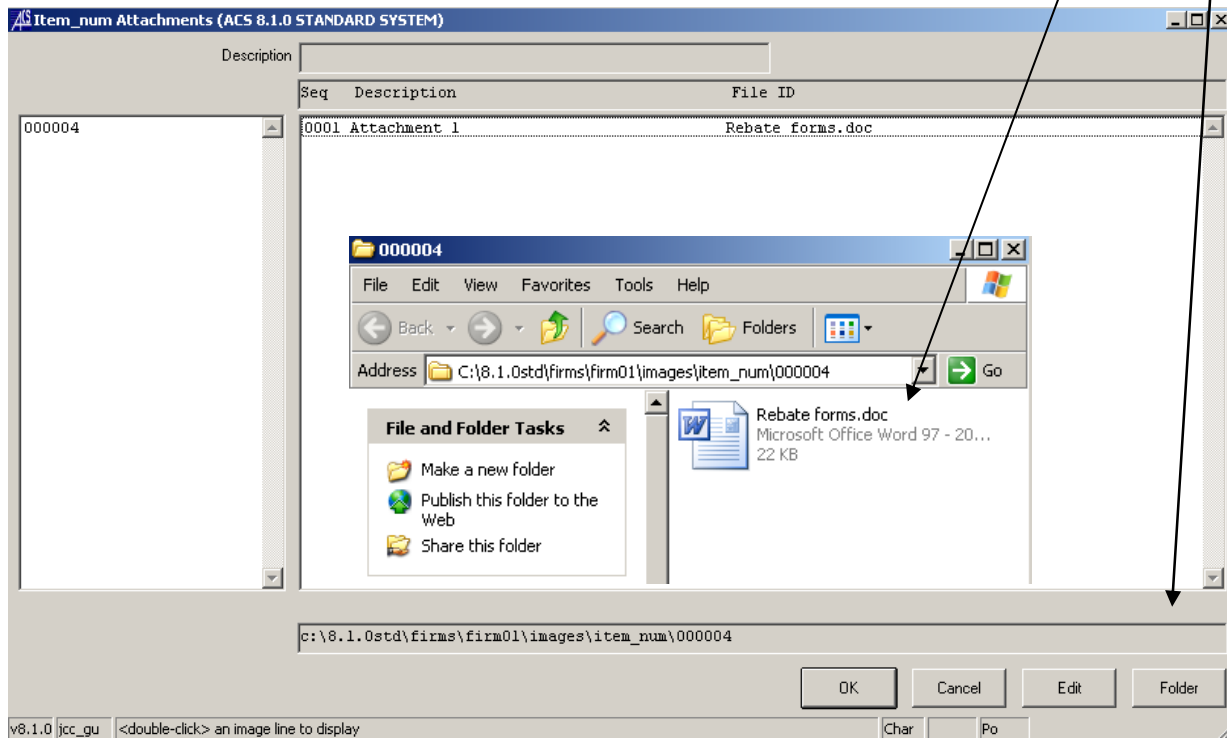
Inventory Attachments

Distribution → Inventory → Maintenance → Item Maintenance



In Inventory Item Maintenance select the Attachment Display option.

From here you can access existing attachments or select the FOLDER option and perform a copy and paste.



Application Computer Systems, Inc. Attachments

Sales Order Attachments Distribution → Order Processing → Order Entry

The Order Attachment option is accessible while in the Order Entry process.

Customer: 000100 Order: 0001152 Ship-To: 000001 By: +ON Invoice:

Name: Everest Industries Name: Everest Industries

123 Main St. 403 Old Towne Road

B/O Suite 111

San Bernardino CA 93121-0000 Rockville MD 48833

Seq	Cd	Type	Wh	Item Number	Description	Cost	Order	Price	B/D	Ship	Extension
070	S		01	100	3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH		1.00	204.70	1.00	0.00	0.00
080	N	A	01	AS Query				204.70	2.00	0.00	0.00
090	N	A	01					1,232.00	2.00	0.00	0.00
110	S		01					3.00	6.00	0.00	0.00
120	N	A	01					3,610.00	3.00	0.00	0.00
130	N	A	01					300.00	1.00	0.00	0.00

Notes/Attachments/Folder?

Notes Attachments Folder

v8.1.0 | syc_xo

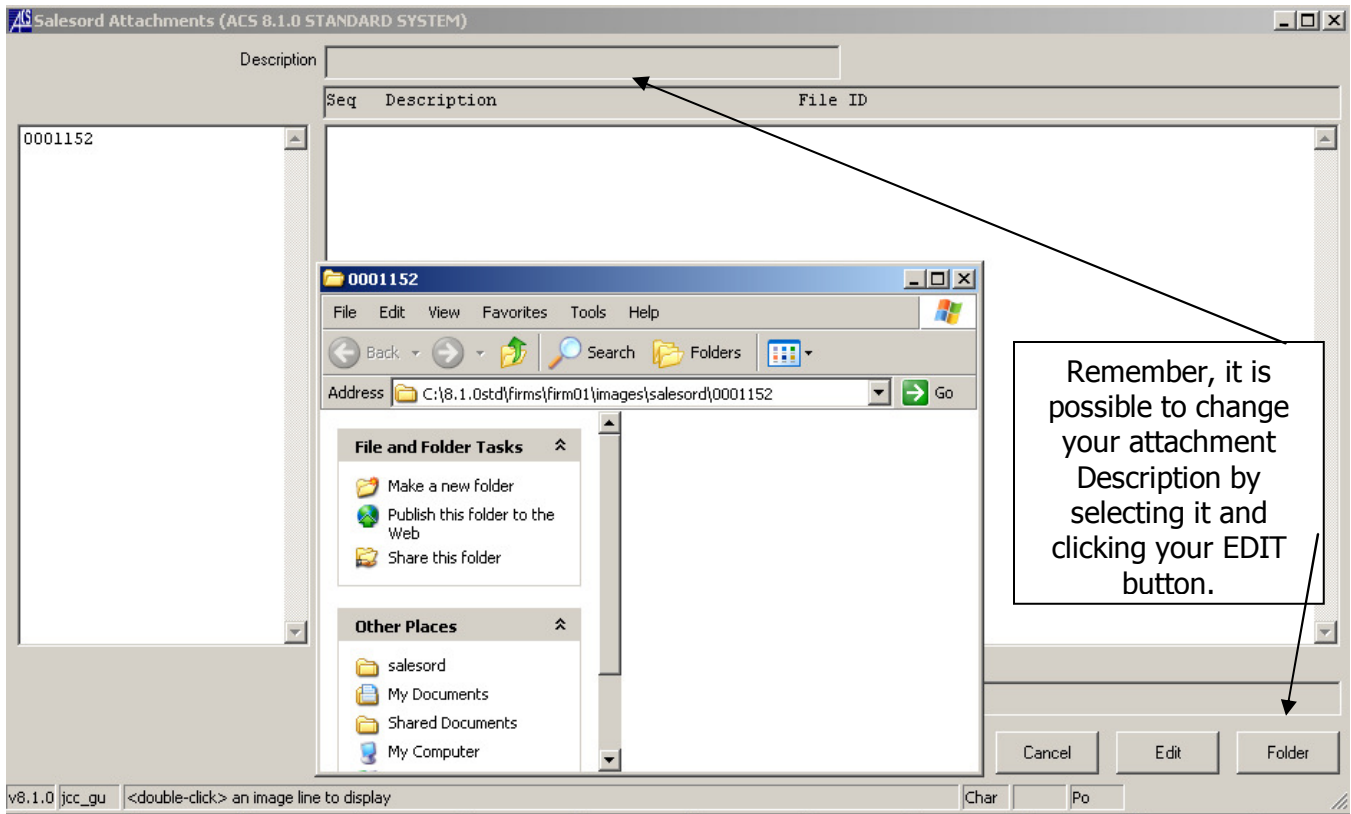
OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Ing Notes/ATT Kitting

v8.1.0 | ope_dd Char

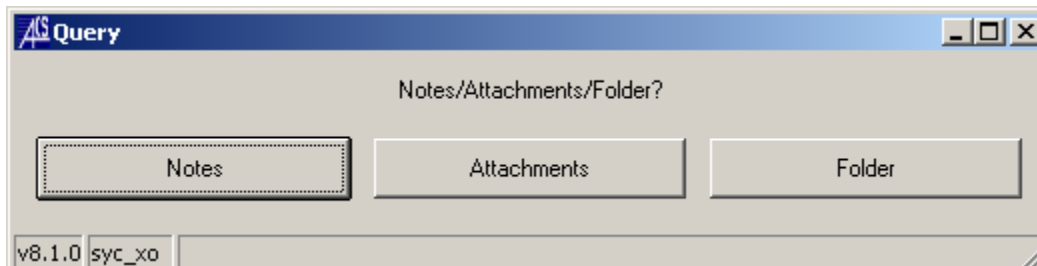
Select the Notes/ATT button at the bottom of your screen and your system will display options that are available.

Select Attachments to display a list of items in the attachments folder. Double click on any existing attachment to view it. Select the FOLDER button from this screen to perform a Copy and Paste function to add a file to your attachments folder.

Application Computer Systems, Inc. Attachments



It is also possible to select the FOLDER option directly.



This allows you to quickly perform a Copy and Paste directly to the Folder.

Application Computer Systems, Inc. Attachments

Order Entry (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Customer 000100 Order 0001152 Ship-To 000001 By +DN Invoice

Name Everest Industries Name Everest Industries

172 Main St

B/O

MD 48833

Total 0.00

Seq	Cl	Cost	Order	Price	B/O	Ship	Extension
070	S		1.00	204.70	1.00	0.00	0.00
080	N	1.00	2.00	204.70	2.00	0.00	0.00
090	N	400.00	2.00	1,232.00	2.00	0.00	0.00
110	S		6.00	3.00	6.00	0.00	0.00
120	N	1,759.74	3.00	3,610.00	3.00	0.00	0.00
130	N	295.00	1.00	300.00	1.00	0.00	0.00

OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Inq Notes/ATT Kitting

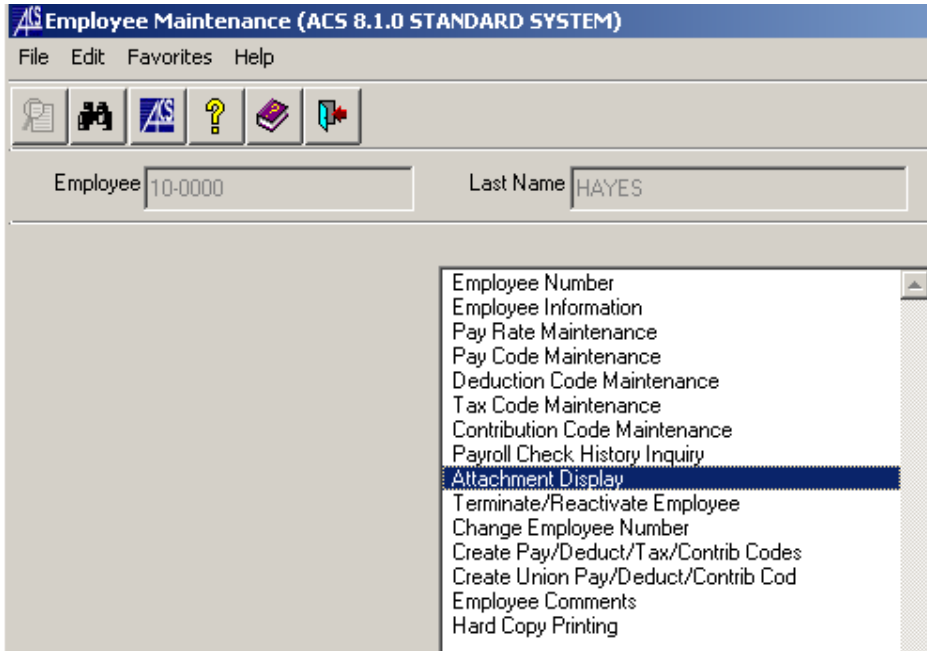
v8.1.0 ope_dd Is The Above Information Correct? Char

Your last Attachment option is the Employee function in Payroll. Depending on user access to your Payroll files, it is suggested that your Network Administrator or IT Department password protect these files for security reasons.

Application Computer Systems, Inc. Attachments

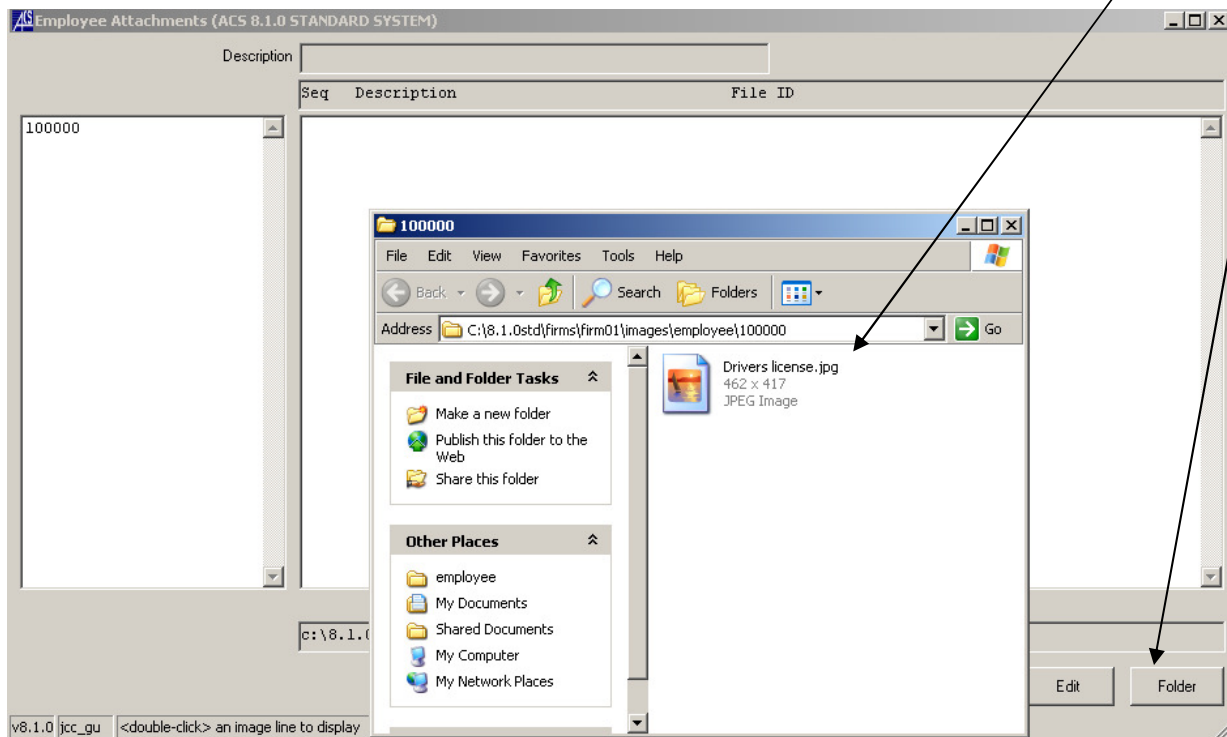
Employee Attachments

Accounting → Payroll → Maintenance → Employee Maintenance



In Payroll Employee Maintenance select the Attachment Display option.

From here you can access existing attachments or select the FOLDER option and perform a copy and paste.





Batch Emailing and Faxing

Our Batch Emailing and Faxing process is a new ACS/MASTER 8.1 feature that allows the user to Email or Fax Customer Statements and Customer Invoices directly to the customer from the printing process.

Offered as one of our Bolt On products, this process makes quick work of sending the documents as part of the Invoice Print and Statement Print functions.

BATCH EMAILING SYSTEM CONFIGURATION

Because this process is not a Microsoft Outlook function, it does not require the user to change email providers, however, it will require configuration maintenance in your system.

1. Service Repair Parameter

ACS will perform all necessary Parameter File configuration at the time of installation.

2. Customer Name and Address Maintenance

Customer Maintenance (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Customer 000100 Everest Industries

Name and Address

Name Everest Industries

Address 123 Main St.
Suite 111

City San Bernardino

State CA ZIP/Postal 93121-0000

Country

Telephone (714)-832-8113 Ext 0234

Fax Phone (714)-931-9220

Contact Mr. James Rockville

Alternate Sequence EVEREST

Date Opened 02/15/03

Ship-Via UPS GCD

FOB

Resale Number SR-EW399291

DB Number

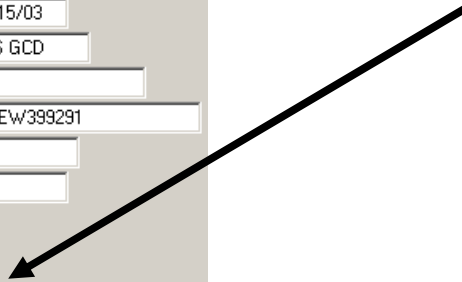
SIC

Retain Customer

Inactive

Batch Email/Fax E

The Batch Email/Fax flag must be "turned on" in each Customer's Name and Address Maintenance



Application Computer Systems, Inc. Batch Emailing and Faxing

3. Customer Email and Fax Printing Defaults

The screenshot shows the 'Customer Maintenance' window for 'Everest Industries' (Customer ID: 000100). The 'Email and Fax Printing Defaults' section contains the following fields:

Email To	helenm@acsmaster.com
Email Cc	
Fax To	Mr. James Rockville
Fax No	714-931-9220
Web Page	

Buttons: OK, Cancel, Delete

Customer Email and Fax Printing Defaults must be provided as part of Customer Maintenance.

NOTE: Fax numbers should include Numbers and Dashes only.

4. Invoice/Customer Statement Email RETURN Email Address

When E-mailing these two documents to your Customer, your system will obtain your RETURN Email address from two sources:

The screenshot shows the 'User Maintenance' window for user 'ACS'. The 'User Preferences' section contains the following fields:

Char Input Field Type	B	Maximum PF Files	99	Interface	<input type="checkbox"/>
Case Conversion Key	12	PF File ID	ACS		
Upper Case Key	09	Allow Menu Jumping	<input checked="" type="checkbox"/>		
Favorites Menu	mb_fav_ACS	Favorites Menu			

Other fields in the window include: User ID (ACS), Name (ACS), Security Level (9), Valid Firms (All), Printers (P1, PC, PF, PP, PS, PU, PZ, Pa, Pe, Po), Password (checkbox), Default Menu (SYS, ACS / MASTER Electric / Apparatus), Default Firm (01, ACS 8.1.0 STANDARD SYSTEM), and Email Address (Helenm@acsmaster.com).

First, the system will check the User Maintenance information for the user logged onto the workstation printing the documents.

If the user has a valid Email address, the system will use this as the return Email address.

Application Computer Systems, Inc. Batch Emailing and Faxing

If your system does not find a valid Email address in User Maintenance, it will look to the Email Parameter Maintenance information located in System → System Maintenance → Email Parameter Maintenance

For assistance determining your SMTP and Port, please contact ACS Customer Support

5. FORM Configuration

A. If using **MATERSFORMS** it will also be necessary to determine the number of Invoice Copies that are to be "printed".

System → New Installation → Company → Master Form Number of Copies Maintenance

FORM ID	PRINT FORM	FORM DESCRIPTION
CUSTOMER STATEMENT-1	<input checked="" type="checkbox"/>	CUSTOMER
CUSTOMER STATEMENT-2	<input checked="" type="checkbox"/>	INHOUSE
CUSTOMER STATEMENT-3	<input type="checkbox"/>	
CUSTOMER STATEMENT-4	<input type="checkbox"/>	
CUSTOMER STATEMENT-5	<input type="checkbox"/>	
INVOICE PRINT-1	<input checked="" type="checkbox"/>	CUSTOMER
INVOICE PRINT-2	<input checked="" type="checkbox"/>	FILE COPY
INVOICE PRINT-3	<input type="checkbox"/>	
INVOICE PRINT-4	<input type="checkbox"/>	
INVOICE PRINT-5	<input type="checkbox"/>	
JOB CARD PRINT-1	<input type="checkbox"/>	
JOB CARD PRINT-2	<input type="checkbox"/>	
JOB CARD PRINT-3	<input type="checkbox"/>	
JOB CARD PRINT-4	<input type="checkbox"/>	
JOB CARD PRINT-5	<input type="checkbox"/>	
JOB DELV TICKET-1	<input type="checkbox"/>	
JOB DELV TICKET-2	<input type="checkbox"/>	
JOB DELV TICKET-3	<input type="checkbox"/>	
JOB DELV TICKET-4	<input type="checkbox"/>	
JOB DELV TICKET-5	<input type="checkbox"/>	
JOB ESTIMATE PRINT-1	<input type="checkbox"/>	
JOB ESTIMATE PRINT-2	<input type="checkbox"/>	
JOB ESTIMATE PRINT-3	<input type="checkbox"/>	
JOB ESTIMATE PRINT-4	<input type="checkbox"/>	
JOB ESTIMATE PRINT-5	<input type="checkbox"/>	
JOB MTL PICK LIST-1	<input type="checkbox"/>	

From this maintenance menu you will determine how many Invoice Print copies are to be generated.

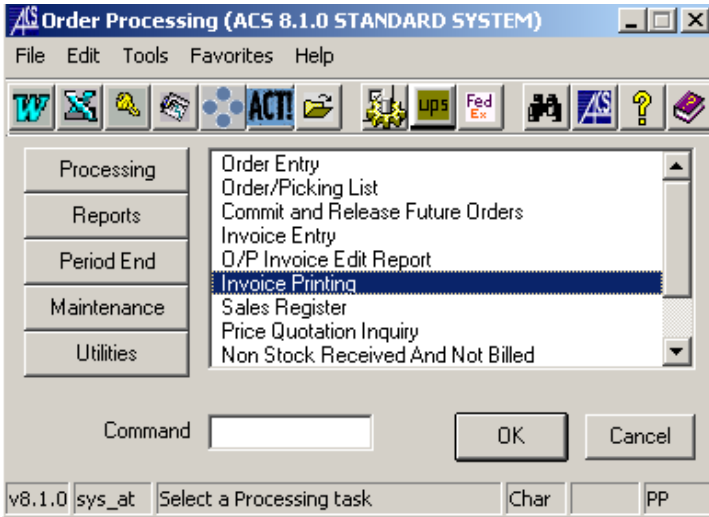
Invoice Print 1 will be your EMAIL copy.

The remaining Invoice Print options will be sent to your designated printer.

If Customer Statements are to be E-mailed, again, Customer Statement 1 will be your EMAIL copy and the remaining Customer Statement options will be sent to your designated printer.

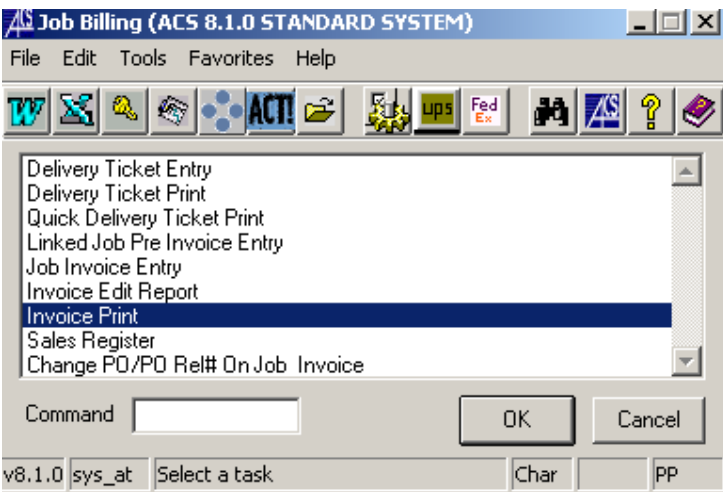
B. IF using **UNFORM** No configuration is necessary, UNFORM will automatically send the first form page to your Fax or Email recipient.

Application Computer Systems, Inc. Batch Emailing and Faxing



Batch invoice printing can be completed from
Order Processing

OR FROM



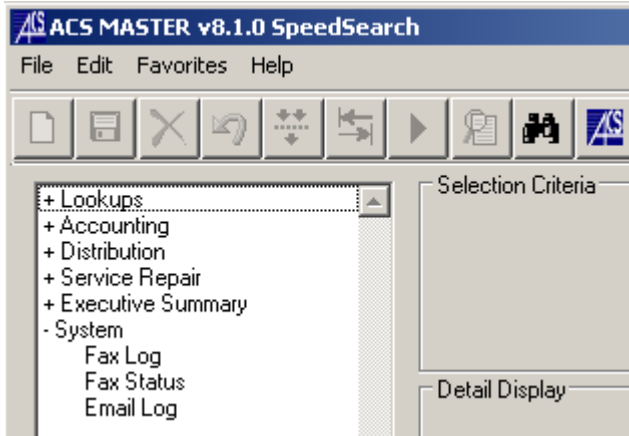
Job Billing

Select the printer you would normally use to print your Customer Invoices. If the correction configuration has been set up (see above instructions), all customers having a valid email address or fax number will have the Customer copy of their invoice sent directly to them. The remaining invoice copies (if any) will be sent to your designated printer.

After the batch Invoice Print process is complete, you can determine which invoices were Emailed or Faxed successfully by accessing the Email log or Fax log from your System Speedsearch function.

Once Email/Fax status has been verified, it will be necessary to run and update the Sales Register as you normally would.

Application Computer Systems, Inc. Batch Emailing and Faxing



EMAIL LOG

Speedsearch → System → Email Log

Your System Speedsearch options include an Email Log that allows the user to review a list of Emailed invoices.

Once the Invoice Print option has been completed, select the Email Log and you will receive the following prompt:



```

03/22/11                                     ACS 8.1.0 STANDARD SYSTEM
03:38 PM                                     SpeedSearch
  Date   Time   Status   Source   Doc Type   Doc#   Email From   Email To
03/22/11 15.61 Sent     000100 INVOICE   0005216   Helenm@acsmaster.com   helenm@acsmaster.com
03/22/11 15.61 Sent     000100 INVOICE   0005217   Helenm@acsmaster.com   helenm@acsmaster.com
02/11/11 15.81 Error    000100 INVOICE   0005212   Helenm@acsmaster.com   helenm@acsmaster.com
  
```

Email Log will include:

Date document was Emailed
Time document was Emailed
Status of Email
Source / Customer

Document Type: Invoice or Statement
Document Number
Email From: Sender Email Address
Email To: Recipient Email Address

Application Computer Systems, Inc. Batch Emailing and Faxing

After you have printed the Email Log you will be issued the following prompt:



Please review the Email Log BEFORE you answer this question YES.

NOTE: This log is the only notification your system will generate to verify Email status. Once purged, the email status record is gone.

FAX LOG

Similarly, your Speedsearch System Fax log will provide a detail listing of all items FAXED from your system. The data appearing on your Fax log as well as how to maintain this information will be different for each company as Faxing configurations will vary.

Please contact ACS to review your Fax configuration.

EMAILING AND FAXING CUSTOMER STATEMENTS

As with the Invoice Print option, this process is triggered by the PRINTING of Customer Statements. Any customer that has an Email of Fax designation in their Customer Maintenance configuration will have the first copy of their Customer Statement sent directly to them.

Process your monthly customer statements as you normally would and select your printer. Once you begin the print process, your system will automatically send the statements that have been "flagged" to your customer and print the remaining statements as they normally would.

Again, the Speedsearch Email and Fax logs will be the only notifications your system will generate to verify Email/Fax status.



CUSTOMER RELATIONSHIP MANAGEMENT (CRM)

Introduction

CRM is a strategy for managing a company's interactions with clients and sales prospects. The CRM streamlines all phases of the sales process for tracking and recording every stage in the sales process, including email, telephone and direct mail contact.

This section of the manual will take the user through an overview of the Customer Relationship Management or CRM Module, the setup process that is required to implement the module, the file maintenance and training on the mechanics of the software.

A. CRM System Administration

B. File Maintenance Training

C. Processing

D. Advanced Process Training

Distribution → CRM System



Application Computer Systems, Inc. CRM

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- Populate CRM Contact File
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- Cross Reference Rebuild

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- Activities
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Application Computer Systems, Inc. CRM

Email

Output Doc

D. Advanced Process Training

CRM Contact Reports

Contact Report

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Salesperson Mileage Report

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Group Comprehensive Report

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Blast

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Swift Page

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Calendar

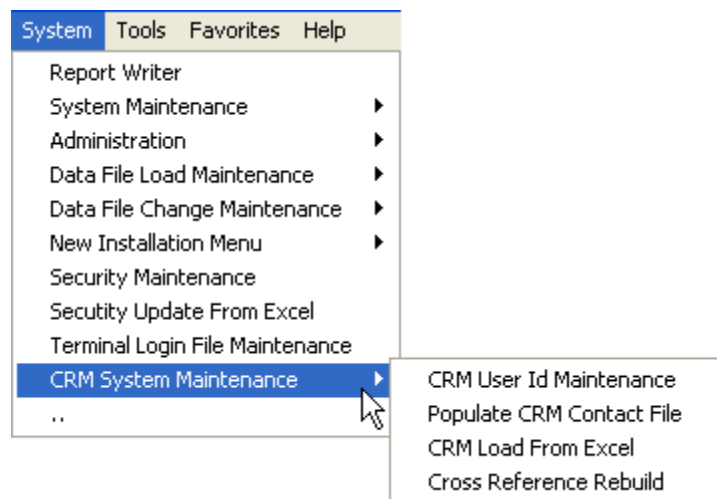
Application Computer Systems, Inc. CRM

A. CRM SYSTEM ADMINISTRATION

In this section we will train the System Administrator on how to set up the CRM System.

Items to be covered in this section:

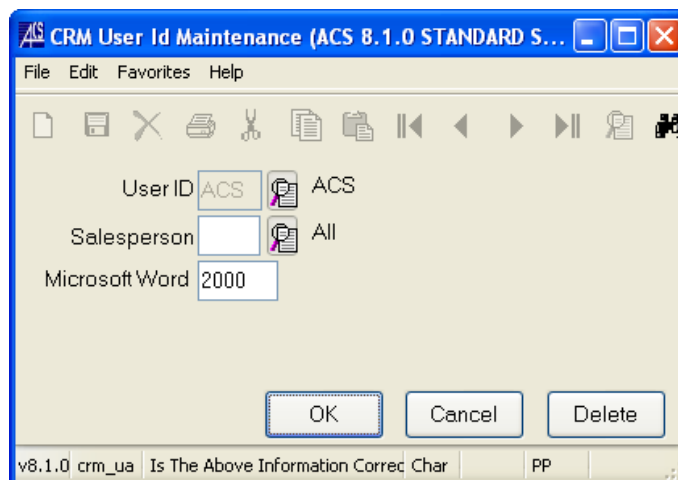
1. CRM User ID Maintenance
2. Populate CRM Contact File
3. CRM Load From Excel
4. Cross Reference Rebuild



System → CRM System Maintenance → CRM User ID Maintenance

CRM User ID Maintenance

A user must be established in the CRM User ID Maintenance screen in order for the user to start using the CRM Module.



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CRM User ID Maintenance Field Options:

User ID: Enter the user's three character alphanumeric User ID and hit the "Enter" key or use "F3" or the magnifying glass to see your options.

Salesperson: – Enter the Salesperson to be associated with this User ID, if applicable, or use "F3" or the magnifying glass to see your options. If you leave this field blank, the user will have access to all Salespersons information.

Microsoft Word: Enter the user's Microsoft Word version.

OK/Cancel/Delete

OK – Accepts data, clears screen, and return to the User ID field.

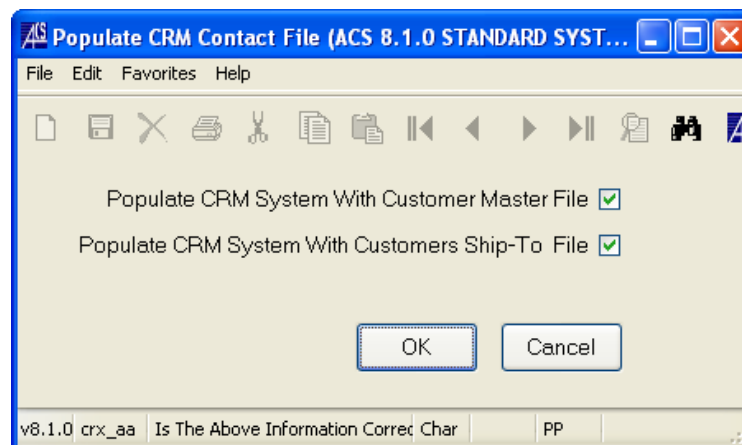
Cancel – Do not accept what has been entered, and asks the user if they wish to print a list of all records.

Delete – Delete the entry from the file.

System → CRM System Maintenance → Populate CRM Contact File

Populate CRM Contact File

The Populate CRM Contact File allows the System Administrator to easily update and populate the CRM Module from the current customer information, current ship-to file, or both.



Populate CRM Contact File Field Options:

Populate CRM System With Customer Master File: This selection, will update the current listing of all customers primary information setup in Customer Maintenance.

Application Computer Systems, Inc. CRM

Populate CRM System With Customer Ship-To File: This selection, will update the current listing of all customers Ship-To information setup in Customer Maintenance, Ship-To Address Information.

OK/Cancel

OK – Updates based on selection.

Cancel – Do not accept what has been entered, and returns user to menu.

NOTE: If ran multiple times the program will not duplicate Customers or Ship-To's already in the CRM system.

System → CRM System Maintenance → CRM Load From Excel

Prerequisite

1. The CRM Load From Excel requires that the user have Microsoft Excel installed on their workstation.
2. The security level Setting found at Excel Tools → Macro → Security should be set to Medium or Low.

CRM Load From Excel

The CRM Load From Excel is used to upload new data in the CRM system using Microsoft Excel workbooks. The workbooks have preset columns the user enters data into. The workbook is then used to update new company and contact information into the CRM System.

Field Heading -->	Company	Contact Name	Salutation	Telephone Number	Phone Ext	Mobile Number	Fax Number	Reference By
Opt/Man/Default/Validated -->	M M	M	O	O	O	O	O	O
Text/Number/Date/Zip/Phone -->	N T	T	T	T	T	T	T	T
Length -->	2 30	30	30	18	7	18	18	30
Valid Data Option -->								

Opt/Man/Default/Validated:

- O:** Data in column is optional
- M:** Data in column is mandatory
- D:** Data in column has a preset default value if no data entered
- V:** Data in column is validated to codes created in the ACS Master System
- P:** Data in column is protected and no changes can be made

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Text/Number/Date/Zip/Phone:

T: Data in column can be alphanumeric

N: Data in column must be numeric

D: Data in column must be in a date format (Hover above Field Heading for valid formats)

Z: Data in column must be in zip code format (Hover above Field Heading for valid formats)

P: Data in column must be in phone format (Hover above Field Heading for valid formats)

Length: Maximum character field length for the column, including spaces, dashes, slashes, etc. Numeric values will be rounded up or down according to the decimal place length noted for that column, if exceeded.

Valid Data Option: This tells the user what valid responses are allowed in the cell.

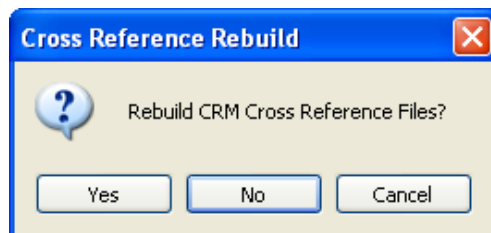
Click To Save Spreadsheet: Click this button to save data on spreadsheet and to exit the spreadsheet.

Click To Validate Data: Click this button to validate data on the spreadsheet before exiting. The following items are validated; maximum field lengths, mandatory fields not entered, incorrect data format, and incorrect valid data option.

System → CRM System Maintenance → Cross Reference Rebuild

Cross Reference Rebuild

This task rebuilds the links between the customers and their contact information. It also rebuilds the links between customers and their sales information. ACS may run this task when it appears the cross-reference files are incorrect.



Yes/No/Cancel

Yes: Selecting "Yes" will rebuild the customer Cross Reference File.

No: Returns user to menu.

Cancel: Returns user to menu.

Note: This is for ACS personnel only.

Application Computer Systems, Inc. CRM

B. FILE MAINTENANCE TRAINING

In this section we will train the user on how to add and maintain the codes for the CRM Module.

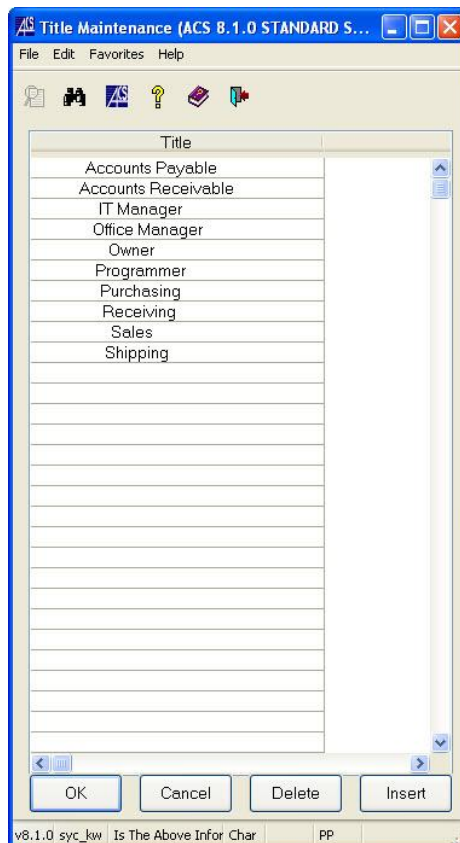
Items to be covered in this CRM Code Maintenance section:

1. Title Maintenance
2. Group Maintenance
3. ID/Status Maintenance
4. Priority Maintenance
5. Status Maintenance
6. Stage Maintenance
7. Type Maintenance

NOTE: You must make a Company and Contact selection before having access to these screens. All fields are validated.

Title Maintenance

Title Maintenance is used to separate and determine the contact's position in their company. When accessing Title Maintenance you will see a list of all existing customer Titles.



Application Computer Systems, Inc. CRM

Title Maintenance Field Options:

To enter a new Title code, click the "Insert" button.

Title: Enter up to a 30-character Title. When the Title has been entered you will hit the "Enter" key.

OK/Cancel/Delete

OK: Once all Title codes have been entered you will select your "OK" button and you will be taken to the maintenance screen menu.

Cancel: Select "Cancel" to exit.

Delete: To delete, select a Title code and select "Delete".

Group Maintenance

Group Maintenance is used for identifying and linking contacts who have a common business characteristic such as their location, region or organization they are associated with. The Group code is used to select contacts for reporting purposes. When accessing the Group Maintenance you will see a list of all existing Groups. A contact can be assigned 10 different groups.



Application Computer Systems, Inc. CRM

Group Maintenance Field Options:

To enter a new Group, click the "Insert" button.

Group: Enter up to a 30-character Group description. When the Group has been entered you will hit the "Enter" key.

OK/Cancel/Delete

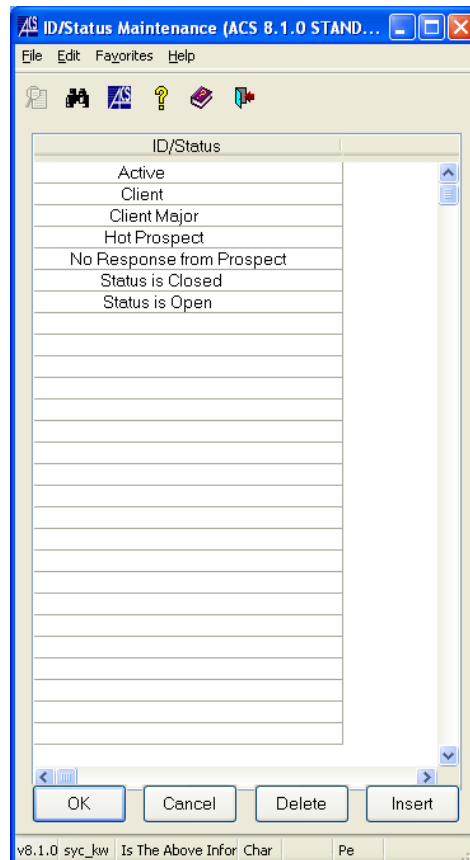
OK: Once all Groups have been entered you will select your "OK" button and you will be taken to the maintenance screen menu.

Cancel: Select "Cancel" to exit. The system will ask if you would like to save your changes.

Delete: To delete, select a Group and select "Delete".

ID/Status Maintenance

I/D Status defines the contact or prospect interest level at a specific moment in time in the sales process. When accessing the ID/Status Maintenance you will see a list of all existing ID/Status'.



ID/Status Maintenance Field Options:

Application Computer Systems, Inc. CRM

To enter a new ID/Status, click the "Insert" button.

ID/Status Field: Enter up to a 30-character ID/Status description and select the "Enter" key.

OK/Cancel/Delete

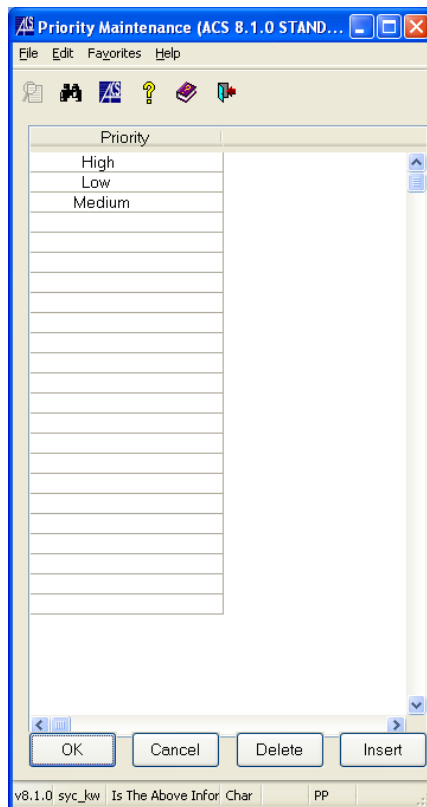
OK: Once all ID/Status descriptions have been entered you will select your "OK" button and you will be taken to the maintenance screen menu.

Cancel: Select "Cancel" to exit. The system will ask if you would like to save your changes.

Delete: To delete, select an ID/Status and select "Delete".

Priority Maintenance

Priority Maintenance is used to flag a activities in order of importance. When accessing the Priority Maintenance you will see a list of all existing codes.



Priority Maintenance Field Option:

To enter a new Priority description, click the "Insert" button.

Priority Field: Enter up to a 20-character Priority description and select the "Enter" key.

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OK/Cancel/Delete

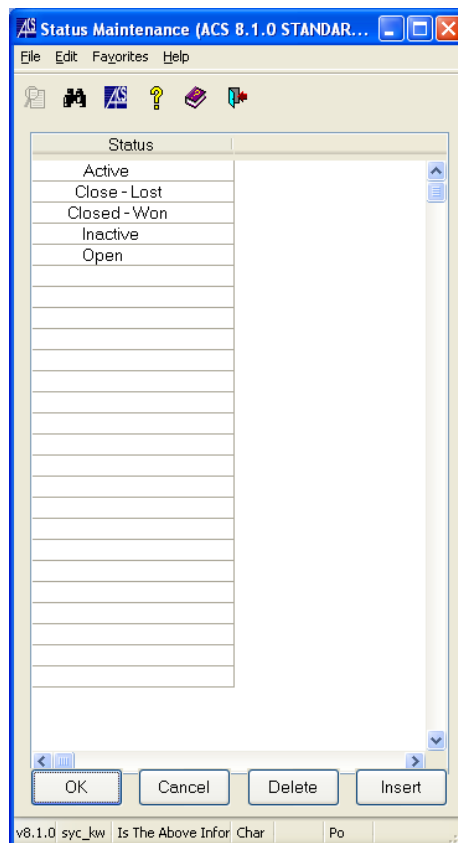
OK: Once all Priority descriptions have been entered you will select your "OK" button and you will be taken to the maintenance screen menu.

Cancel: Select "Cancel" to exit. The system will ask if you would like to save your changes.

Delete: To delete, select the Priority code and select "Delete".

Status Maintenance

Status Maintenance is used to describe the Opportunity phase. (i.e. active, closed, inactive) of a contact or prospect. An Opportunity is what the salesperson goal is for this specific contact or prospect. When accessing the Status Maintenance you will see a list of all existing codes.



Status Maintenance Field Option:

To enter a new Status code, click the "Insert" button.

Status Field: Enter up to a 20-character Status description and select the "Enter" key.

OK/Cancel/Delete

OK: Once all Status descriptions have been entered you will select your "OK" button and you will be taken to the maintenance screen menu.

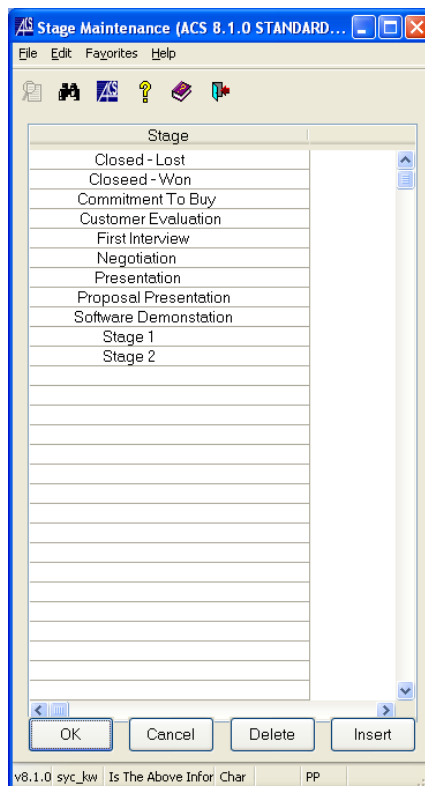
Application Computer Systems, Inc. CRM

Cancel: Select "Cancel" to exit. The system will ask if you would like to save your changes.

Delete: To delete, select the Status code and select "Delete".

Stage Maintenance

Stage Maintenance is used to describe the various steps involved in the sales process (i.e. presentation, follow up, closed). When accessing the Stage Maintenance you will see a list of all existing codes.



Stage Maintenance Field Option:

To enter a new Status description, click the "Insert" button.

Stage Field: Enter up to a 30-character Stage description and select the "Enter" key.

OK/Cancel/Delete

OK: Once all Stage descriptions have been entered you will select your "OK" button and you will be taken to the maintenance screen menu.

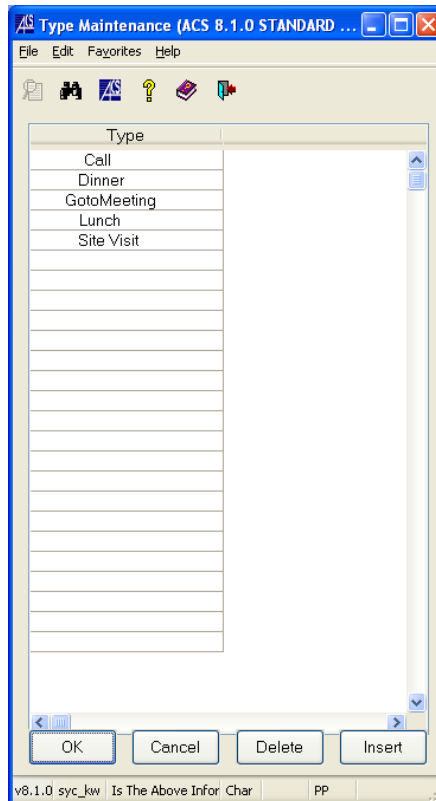
Cancel: Select "Cancel" to exit. The system will ask if you would like to save your changes.

Delete: To delete, select the Stage code and select "Delete".

Application Computer Systems, Inc. CRM

Type Maintenance

Type Maintenance refers to the activity type when scheduling activities for the contact. When accessing the Type Maintenance you will see a list of all existing codes.



Type Maintenance Field Option:

To enter a new Type description, click the "Insert" button.

Stage Field: Enter up to a 20-character Type description and select the "Enter" key.

OK/Cancel/Delete

OK: Once all Type descriptions have been entered you will select your "OK" button and you will be taken to the maintenance screen menu.

Cancel: Select "Cancel" to exit. The system will ask if you would like to save your changes.

Delete: To delete, select the Type code and select "Delete".

Application Computer Systems, Inc. CRM

C. PROCESSING

This focus of the training will focus on basic, day-to-day, CRM functions. The CRM System's main screen fields consist of the following fields:

The screenshot shows the CRM System (ACS 8.1.0 STANDARD SYSTEM) main screen. The window title is "CRM System (ACS 8.1.0 STANDARD SYSTEM)". The menu bar includes "File", "Edit", "Favorites", and "Help". The toolbar contains various icons for file operations and navigation. The status bar at the top right shows "Status: Prospect" and buttons for "Company", "Contact", "Customer", and "Ship-to".

The main form is divided into several sections:

- Company:** Electrical Repair Company
- Contact:** Zach Smith
- Salutation:** Mr. Smith
- Title:** Sales
- Group:** Eastern Region
- Phone:** (804) 868-5980
- Mobile:**
- Fax:** (804) 868-5987
- ID/Status:** Status is Open
- Referred:** Energy Inc.
- Slsp:** KMM Kevin Martin
- Mail-To:** Electrical Repair Company
- Address:** 122 Low Street, P.O. Box 2233
- City:** Richmond
- State:** VA
- Zip Code:** 23282
- Country:** USA
- Web Site:** www.electricalrepaircompany.com
- Email:** zachs@electricalrepaircompany.com
- Customer#:**
- Ship-To #:**
- Inactive:**

At the bottom of the form, there are several buttons: OK, Cancel, Delete, Co. Notes, Contact Notes, History, Activities, Opportunities, Customer Info, Order Entry, Email, and Output Doc.

The status bar at the bottom left shows "v8.1.0 crm_ma Enter Email Address" and the bottom right shows "Char PP".

CRM System Entry

When entering a new prospect the following fields will be reviewed.

Company: Enter a company, select the magnifying glass or enter "F3" to select from a list of all valid companies, "F1" to pull information from the Customer Master, or enter a new prospect company.

Contact: Enter a valid contact name, select the magnifying glass or enter "F3" to select from a list of all valid customers, "F1" to override information from the Ship-To File, or enter a new contact for the company. System allows multiple contacts for the same company.

Salutation: Enter the contact's salutation. It can be their first name only or you can add Mr./Mrs./Ms. and the contact's last name. This field is important because it determines what name will print on all mail merge materials.

Title: Enter a valid contact title. Select the magnifying glass or use "F3" to select from a list of all valid titles.

Application Computer Systems, Inc. CRM

Group: If using Groups, enter the group assigned to this contact or use F3 to look up the available groups. Each contact can have up to ten Groups assigned to them.

Contact Phone / Ext, Mobile, Fax – Enter the contact information.

ID/Status: Determines what Status or phase the contact is in. Use F3 to look up the available ID/Status'.

Referred: Reference field only. Determines who the contact was referred by.

Slsp: The default Salesperson setup for current customers will automatically display here. If entering a new prospect, enter the code for the Salesperson assigned to this contact.

Mail-To: Defines the mailing address for the contact, which could include an alternate company name.

Address: Three lines are available (24 characters each) for customer mailing address.

City: Can be up to 22 characters to identify the name of the city associated with the customer billing address.

State: 2-character field to identify the name of the state or province associated with the customer billing address.

Zip Code: The customer's zip code can consist of either a 5 or 9 digit zip code, depending on how the parameter is set in Accounts Receivable Parameter Maintenance.

Country: This optional field is up to 24 characters representing the name of the country associated with the customer.

Web Site: Presently, this is a reference field that gives you a place to store the contact's website.

Email: Enter the email address for this contact.

Customer#: Each existing Customer will bring their 6 character Customer Number that is assigned to them in the Customer Master File. If this is a prospect customer, the Customer # will be grayed out.

Ship-To: It may become necessary to establish different Ship To addresses for some of your contacts.

Inactive: You can mark this contact as Inactive if you want to be sure that they cannot be contacted or included on reports.

Application Computer Systems, Inc. CRM

YR/Sales: The CRM Module will display the company's Sales Analysis information for the current year and past three years, if the company is setup in the ACS System. These fields will not display for prospects.

OK / Cancel / Delete

OK: Once all fields have been entered you will select your "OK" button and you will be taken to the next company's information.

Cancel: Select "Cancel" to return to the Company field and select or enter a new company.

Delete: To delete a contact, select "Delete".

Additional Options

Status: <input type="text" value="Customer"/>	<input type="text" value="Company"/>	<input type="text" value="Contact"/>	<input type="text" value="Customer"/>	<input type="text" value="Ship-to"/>
---	--------------------------------------	--------------------------------------	---------------------------------------	--------------------------------------

Status: Indicates if the contact is a customer in the ACS system, prospect or inactive in the CRM.

Company: Used to change the contact's company name only in the CRM System for all contacts associated with this company.

Contact: Used to change the contact name in the CRM.

Customer: Used to link a company and contact to a valid Customer Number.

Ship-to: Used to link a company and contact to a valid Ship-To.

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>	<input type="button" value="Co. Notes"/>	<input type="button" value="Contact Notes"/>	<input type="button" value="History"/>
<input type="button" value="Activities"/>	<input type="button" value="Opportunities"/>	<input type="button" value="Customer Info"/>	<input type="button" value="Order Entry"/>	<input type="button" value="Email"/>	<input type="button" value="Output Doc"/>

Co. Notes

You can enter detailed information related to the company using Note Pad. For example the number of employees, sales information, etc.

Application Computer Systems, Inc.

CRM

Contact Notes

Contact Notes describe in a date and time stamp entry the results of any communication, phone calls, and face-to-face meetings with a contact. Contact Notes uses Word Pad, which will display the first 60 characters. Mileage can also be entered on this screen.

History

History compiles in a date and time stamp format all activities and communications made by mail or email with this contact.

Activities

Activities are scheduled events that will occur at a date and time specified with a contact. For example scheduled phone conferences, demos, or mailings. To enter in a new activity, select "Add". Activities will automatically display on the Calendar.

- Enter a valid Type by select the magnifying glass or "F3" to select from a list of all valid Types.
- Enter the scheduled date or select "F3" to lookup the date on the calendar.
- Enter the time of the activity using military time. Defaults to current time.
- Enter the duration of the activity.
- Enter the Priority of the activity or "F3" to select from a list of valid Priority codes.
- Enter a valid Status by selecting the magnifying glass or "F3" to select from a list of all Status codes or select History to move an item to History.

Opportunities

Opportunities define a sales objective with a contact. For example the salesperson may be able to sell a service contract or trial order to this contact.

- Enter a valid Status by selecting the magnifying glass or "F3" to select from a list of all Status codes.
- Enter a name or description of the Opportunity.
- Enter in the estimate close/expiration date.
- Enter a valid Stage by selecting the magnifying glass or "F3" to select from a list of all Stages setup for the sales process.
- Enter the probability of closing this sale.
- Enter the estimated total amount of the sale.

Customer Info

This links a customer to their ACS Customer Sales and Repair information along with displaying their customer maintenance information, allows access to Jobs, Invoice Inquiry, Open Aging, Check Detail Display, Open Orders, and Aging and Sales information. This option is only available if the contact is linked to an ACS Master customer.

Application Computer Systems, Inc.

CRM

Order Entry

This will launch ACS Order Entry and will populate the customer number. This is only available if the contact is linked to an ACS customer number; this is not available for contacts whose Status is set to Prospect.

Email

Takes you directly to Microsoft Outlook to send the contact an email. This activity will be automatically added to the contacts history.

Output Doc

Templates or letters that can be sent by Salesperson; the document can be printed, emailed, or faxed.

D. ADVANCED PROCESS TRAINING

This section will review the following:

1. CRM Contact Reports
 - Contact Report
 - Contact Phone List
 - Salesperson Mileage Report
 - Opportunities By Status
 - Group Membership Report
 - Group Comprehensive Report
 - Pipeline Report
 - Notes/History Report
2. Word
3. Blast
 - Create Blast Output Contact List
 - Blast Document Output
 - Swift Page
 - Email Log
4. Calendar

CRM CONTACT REPORTS

Contact Report

A report of contact activity, both those scheduled and those recorded in history.

Application Computer Systems, Inc. CRM

Contact Phone List

A list of contacts by company, contact name and phone number.

Salesperson Mileage Report

Mileage Report is by Salesperson by date. It lists the date, company name, contact person and mileage associated with an activity.

Opportunities By Status

This creates a list of opportunities by salesperson showing the current stage of the sales process.

Group Membership Report

Group Membership Report list members by group; listing the company, contact and phone number.

Group Comprehensive Report

The Group Comprehensive Report is by Group and it lists the company, contact and scheduled activities and history.

Pipeline Report

The Pipeline Report lists opportunities by Stage in the sales process.

Notes/History Report

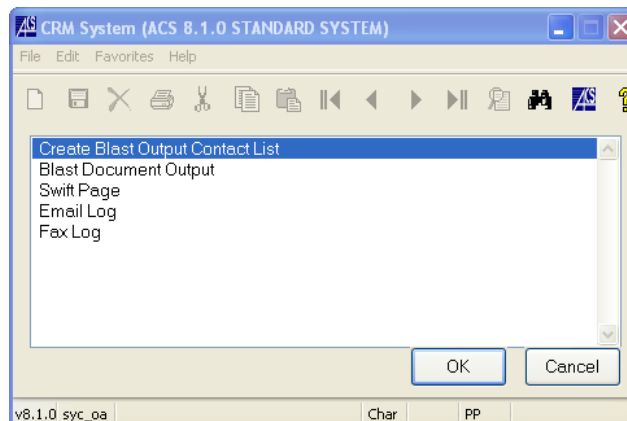
Notes / History Report can be run by contact, by group, by salesperson and lists all activities for a contact within a specified date range.

WORD

Gives you access to edit the Word documents and templates setup.

BLAST

The Blast generates mass mailings or emailing.



Application Computer Systems, Inc. CRM

Create Blast Output Contact List

This option allows you to select which contacts you would like to send an email or fax blast to. The contact list can be filtered by State and Group.

Blast Document Output

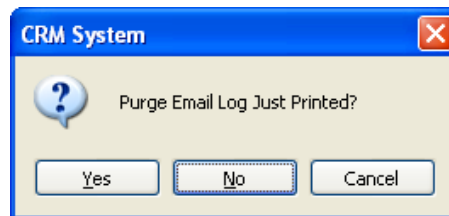
This option allows you to select which document or template you would like to use when sending the blast email or fax.

Swift Page

This third party, free software, enables you to send highly professional emails to leads, contacts and groups within the ACS CRM Module. Swift Page allows you to create new templates or select from a template gallery.

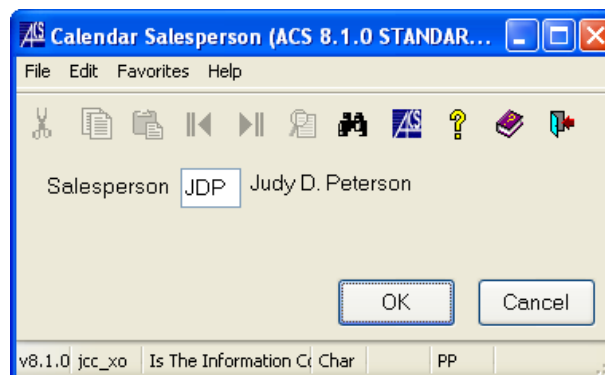
Email Log

This report will display all emails sent out including the date, time, company/contact information, email from/to, and subject line. After printing the Email Log the system will ask you if you would like to "Purge the Email Log Just Printed?"



Calendar

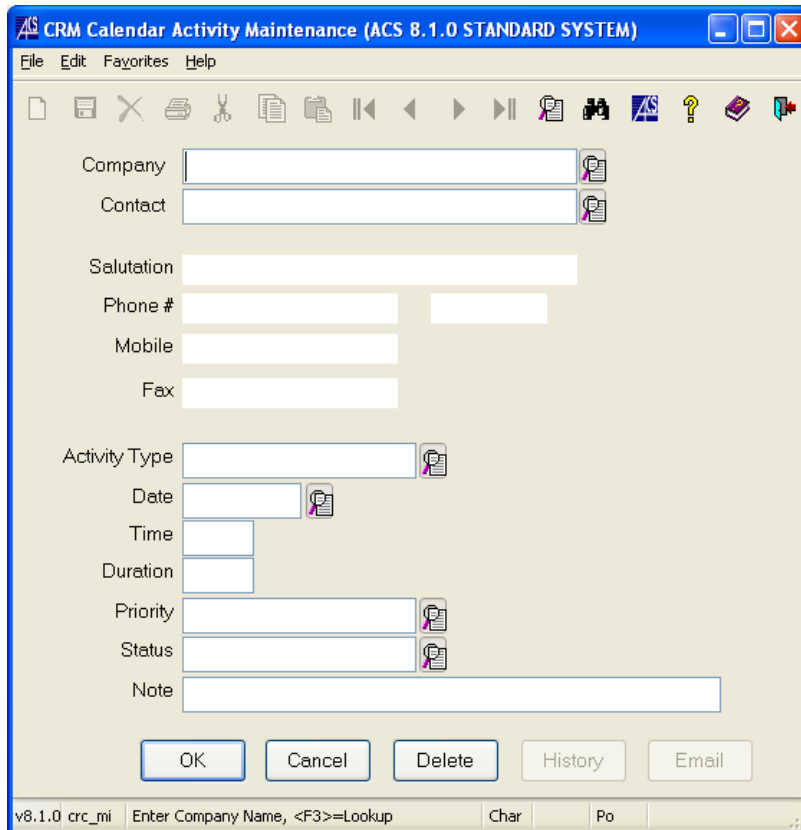
Creating and scheduling appointments with customers is a central activity of most customer-oriented businesses. A scheduled activity can be viewed by Salesperson.



The calendar allows the user to view all activities for a week's time. Activities in red show a conflict during the timeslot.

Application Computer Systems, Inc. CRM

Users can add new activities by selecting the date and timeslot on the calendar and then double clicking on the field. The system will display the following screen:



The screenshot shows a window titled "CRM Calendar Activity Maintenance (ACS 8.1.0 STANDARD SYSTEM)". The window contains a form with the following fields and controls:

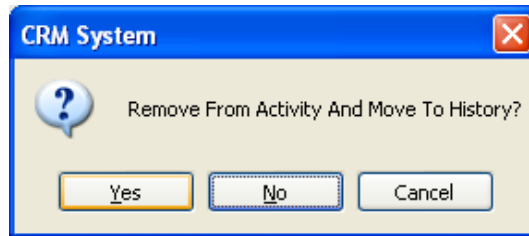
- Company: Text input field with a magnifying glass icon.
- Contact: Text input field with a magnifying glass icon.
- Salutation: Text input field.
- Phone #: Text input field.
- Mobile: Text input field.
- Fax: Text input field.
- Activity Type: Text input field with a magnifying glass icon.
- Date: Text input field with a magnifying glass icon.
- Time: Text input field.
- Duration: Text input field.
- Priority: Text input field with a magnifying glass icon.
- Status: Text input field with a magnifying glass icon.
- Note: Text input field.

At the bottom of the form are buttons for "OK", "Cancel", "Delete", "History", and "Email". The status bar at the bottom of the window displays "v8.1.0 crc_mi" and "Enter Company Name, <F3>=Lookup".

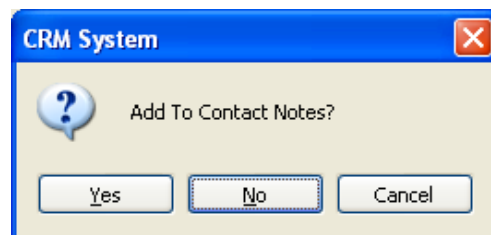
- The Company and Contact information is required when scheduling an activity. The next fields, Salutation, Phone #, Mobile, and Fax will automatically populate based on the contact's information in the CRM.
- Enter a valid Activity Type by select the magnifying glass or "F3" to select from a list of all valid Types.
- Enter the scheduled date or select "F3" to lookup the date on the calendar.
- Enter the time of the activity using military time.
- Enter the duration of the activity.
- Enter the Priority of the activity or "F3" to select from a list of valid Priority codes.
- Enter a valid Status by selecting the magnifying glass or "F3" to select from a list of all Status codes or select History to move an item to History.
- Enter any notes for this scheduled activity.

The Calendar allows you to move activities to "History" and Contact Notes.

Application Computer Systems, Inc. CRM



After selecting to move a Calendar Activity to History the system will then ask the user if they would like to add Contact Notes.



OK / Cancel / Delete

OK: Once all fields have been entered you will select your "OK" button and the information will be saved and you will be taken to the Calendar.

Cancel: Select "Cancel" to return to Calendar

Delete: To delete an Activity, select "Delete".



Equipment Storage

The Equipment Storage System was designed to provide a method to maintain a database of a customer's equipment.

Offered as one of our Bolt On products and purchased separately; once the data base has been established, the system provides an interface with the Job costing system so all repairs against equipment defined in the database can be tracked. The system also allows for preventive maintenance scheduling and repetitive billing.

Application Computer Systems, Inc. Equipment Storage

TABLE OF CONTENTS

- Equipment Storage Entry
 - Header
 - Nameplate Data
 - Extended Data Set
- Equipment Storage Extended Data Setup
- Customer Billing
 - Ribbon
 - Detail
- Equipment Storage Line Code
- Update Repetitive Billing
- Expired Repetitive Billing Report
- Expired Repetitive Billing Purge
- Job Entry Interface
- Equipment Storage Reporting
 - Equipment Storage Report
 - Equipment Storage Job History Report
 - Equip Storage Report By Job Type
 - Equip Storage Schedule To Do List
 - Equipment Storage Customer Mailer

Application Computer Systems, Inc. Equipment Storage

Service Repair → Equipment Storage → Equipment Storage Entry

Equipment Storage Entry allows the user to enter and maintain detail information for each Equipment ID#

Equipment Storage Entry (ACS 8.1.0 STANDARD SYSTEM)

Customer: 000100 Everest Industries
Ship To: 000001 Everest Industries
Equipment ID: SR214554-21335-12U

Header: Nameplate Data | Extended Data Set | Ribbon | Detail

Equip No: AEM2237-4
Desc 1: 7.5HP 460VAC 3PH 254U 1800 TEFC
Desc 2:
Desc 3:
Equip Ty: MP MOTOR/PUMP REPAIR
Category: SERVO SERVO MOTOR

Plant: BROADWAY
Dept: MAINTENANCE
Process: BOILER
Machine: S447
Machine Loc: SOUTH BLDB
Location: WIP
Next Follow-Up Date: 06/30/11 Days: 90

Rpl Equip: AEM2237-4
Rpl Part: BL7742114 MOUNTING BRACKET
ER1245 GASKETS
6202ZZ BEARINGS

OK Cancel Delete Insert Notes

v8.1.0 mme_ac Is The Above Information Correct? Char Po

Customer:

- Enter a valid Customer #
- Perform a look up to select from a list of current customers

Ship To:

- Enter a valid Customer Ship To Address
- Select F1 to leave this field blank
- Perform a look up to select from a list of Ship To Addresses for this customer.

NOTE: When setting up Equipment Storage Customer information, it is important to remember that any Jobs created for this Equipment ID# MUST HAVE THE SAME SHIP TO designation.

Application Computer Systems, Inc. Equipment Storage

EXAMPLE: The above information lists a Ship To address of 01. When a job is entered for this Equipment ID# the Ship To address **MUST** also be 01 for the data stored for this item to populate the job information correctly.

Equipment ID: Enter a number to identify this piece of equipment. This can be any number of your choosing. However, the Serial number, if available, can provide an excellent means of accurate tracking.



Upon entering these three fields you will be asked:

Select Yes to proceed to the Header information

The **Header** fields give you a way to define the equipment by Type, Category, Location

Header	Nameplate Data	Extended Data Set	Ribbon	Detail
Equip No	AEM2237-4			Plant BROADWAY
Desc 1	7.5HP 460VAC 3PH 254U 1800 TEFC			Dept MAINTENANCE
Desc 2				Process BOILER
Desc 3				Machine S447
Equip Ty	MP MOTOR/PUMP REPAIR			Machine Loc SOUTH BLDB
Category	PUMP PUMP			Location CUSTOMER
				Next Follow-Up Date 06/30/11 Days 90

and establish Follow-up Dates.

Equip No: Enter a number of your choosing (i.e. Item Catalog# or Serial#)

Desc1 The 3 description fields are free standing fields that can be used to define
Desc2 nameplate data or any other information for this item
Desc3

Equip Ty: The Equip TY field uses your **existing Job Types** and their Nameplate data
-Enter a valid Job Type
-Perform a look up to select from a list of Valid Job Types

Application Computer Systems, Inc. Equipment Storage

Category:

- Enter a valid Category
- Perform a lookup to select from a list of valid Categories
- Leave this field blank if no Categories exist.

Categories are set up to define your **Extended Data Setup** and will be covered later.

The next 5 fields are used to identify the CUSTOMER'S LOCATION for this item

Plant

Dept

Process

Machine

Machine Loc

Location: Can be used to determine if the equipment is currently "in house" or "on site"

NOTE: If the item has an active job# assigned to it, this field will display "WIP" automatically.

Next Follow-Up Date: Enter the Next Follow up Date for this item

NOTE: This date is utilized by your TO DO LIST report.

Days: Enter the number of Cycle Days

The lower section of your screen is used to record Replacement Equipment and Parts for this item.

Rpl Equip	AEM2237-4	
Rpl Part	BL7742114	MOUNTING BRACKET
	ER1245	GASKETS
	6202ZZ	BEARINGS

Nameplate Data

Your next "TAB" will be used to enter **Nameplate** information.

The nameplate template is the same one used in Job Entry and is determined by the Equipment TY/Job Type selected. Once the nameplate data has been setup in the database, it can automatically be pulled into Job Entry when the correct Equip ID# is selected in Job Entry.

Application Computer Systems, Inc. Equipment Storage

ACS Equipment Storage Entry (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Customer Everest Industries

Ship To Everest Industries

Equipment ID

Header | Nameplate Data | Extended Data Set | Ribbon | Detail

HP1	<input type="text" value="7.5"/>	POLES1	<input type="text"/>
FRAME	<input type="text" value="254U"/>	POLES2	<input type="text"/>
ENCLOSURE	<input type="text" value="TEFC"/>	AMPS2	<input type="text"/>
RPM	<input type="text" value="1800"/>	STYLE	<input type="text"/>
MANUFACTUR	<input type="text" value="BALDOR"/>	SERVICE F.	<input type="text"/>
VOLTS	<input type="text"/>	DESIGN	<input type="text"/>
AMPS1	<input type="text"/>	TEMP. RISE	<input type="text"/>
PHASE	<input type="text"/>	CODE	<input type="text"/>
HERTZ	<input type="text"/>	EXP. GROUP	<input type="text"/>
SERIAL #	<input type="text"/>	EXP. CLASS	<input type="text"/>
HP2	<input type="text"/>	I.D.#	<input type="text"/>
RPM2	<input type="text"/>	MODEL #	<input type="text"/>

Application Computer Systems, Inc. Equipment Storage

Extended Data Set

The **Extended Data Set** is defined by the **CATEGORY** entered in your header information. This option allows for an additional 45 fields of information to be defined. This data is set up and maintained through Equip Storage Extended Data Setup and will be covered later.

	Value
MOUNTING	FOOT BRACK
SHAFT	DOUBLE END
HZ	
BEARINGS	DBL SHIELD
SERV FACT	1.00-1.15
INSULATION	
SEALS	

The **Ribbon** and **Detail** information will be covered as part of the customer billing process.

Customer: 000100 Everest Industries

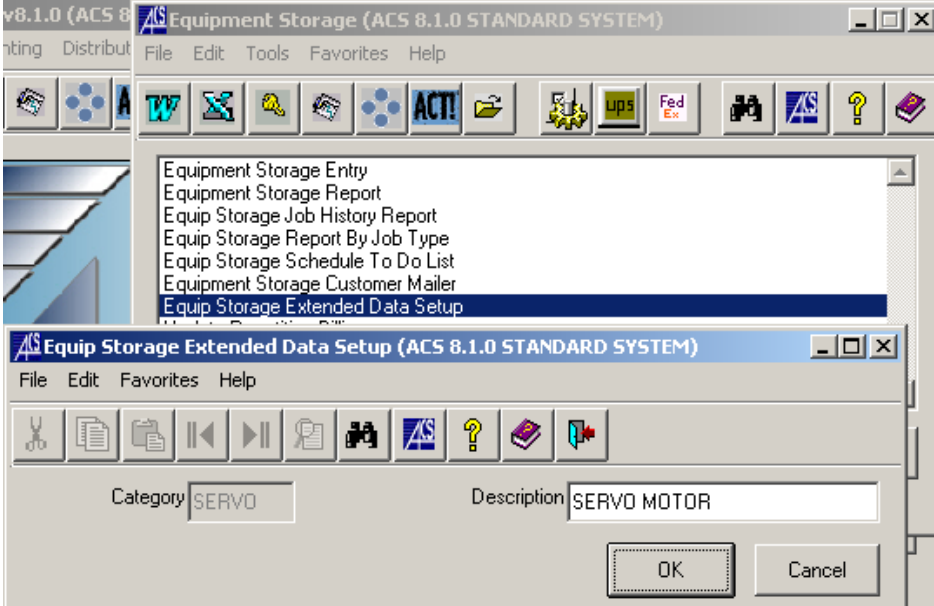
Ship To: 000001 Everest Industries

Equipment ID: SR214554-21335-12U

Header | Nameplate Data | Extended Data Set | Ribbon | Detail

Application Computer Systems, Inc. Equipment Storage

Service Repair → Equipment Storage → Equipment Storage Extended Data Setup



Extended Data Setup allows the user to establish specific CATEGORIES within the storage module.

This can be used for any type of distinction or grouping such as Pumps, Servo Motors, Electrical Panels, etc.

Field Desc	A/N	Len	Dec
RATING	A	10	
WIRE	A	10	
INSULATION	A	10	
WINDINGS	A	10	
BEARINGS	A	10	
BRUSHES	A	13	
MOUNTING	A	13	

Once established, each Category then allows you to define an additional 45 fields of information of your choosing.

Note: These fields are in ADDITION to the Equip Type or Job Type data.

These fields allow you to define Descriptions, whether the field is Alpha or Numeric and the length of each field. If the field is numeric, you may also establish the number of decimals allowed.

Application Computer Systems, Inc. Equipment Storage

Category: Enter up to 6 characters

The system will display the following prompt:

Upon selecting YES you will be taken to the Description field

Description: Enter a new Description up to 20 Characters

Field Desc	A/N	Len	Dec
RATING	A	10	
WIRE	A	10	
INSULATION	A	10	
WINDINGS	A	10	
BEARINGS	A	10	
BRUSHES	A	13	
MOUNTING	A	13	

Application Computer Systems, Inc. Equipment Storage

Field Desc: Enter a description up to 10 characters in length

A/N: Enter A to make the field an Alpha/Numeric field
Enter N to make the field a Numeric field only

LEN: The first 5 fields allow a maximum length of 10 characters
The remaining fields allow a maximum length of 13 characters

DEC: This field is only available if the line has been established as a Numeric field

The screenshot shows a software application window with the following details:

- Window Title: Customer 000100 Shipto 000001 Equip ID SR214554-21335-12U (ACS 8.1.0 STA)
- Menu Bar: File Edit Favorites Help
- Toolbar: Contains icons for a document, a camera, the ACS logo, a question mark, a book, and a red arrow.
- Table:

	Value
RATING	FOOT BRACK
WIRE	
INSULATION	
WINDINGS	DBL SHIELD
BEARINGS	1.00-1.15
BRUSHES	
MOUNTING	

Once established, these fields become available each time this Category is selected.

Application Computer Systems, Inc. Equipment Storage

Customer Billing

Equipment Storage → Equipment Storage Entry → Ribbon

The Ribbon "TAB" of your Equipment Storage Entry screen has been designed to allow for repetitive billing information to be maintained and contains similar customer information used in other ACS/MASTER billing transactions.

Together the Ribbon and Detail tab information will be used to create customer billing information for services provided when an Active Job does not exist.

Header	Nameplate Data	Extended Data Set	Ribbon	Detail
Type	A	Dealer	Pricing	DLR Dealer
Order Type	S	(Order)	Salesperson	KMM Kevin Martin
Order Date	040111		Std Message	03 Return Policy
Next Bill	06/01/11		Territory	001 Western U.S.
Expires	12/31/11		Sales Tax	CA California State
PO Number			List Price	Current List Price
PO Rel Number				
Misc Number				
Cycle	M			
Sales Disc	A	Class A Dealer		
Terms	4	2% 10 Days - Net 30		
Distribution	A1	Product A/Location 1		

Order Type: S/Order

All billing information generated through your Equipment Storage Module will be Order Type S

Order Date: Enter a Valid Date for the current charges to be defined

Next Bill: Enter a Valid Date for the next Billing Cycle

Expires: Enter the date through which this billing information will be valid

Application Computer Systems, Inc. Equipment Storage

PO Number: Enter a Valid Customer PO number

PO Rel Number: Enter a Valid Customer PO Release Number

Misc Number: Enter any Misc# your Customer may require appear on your billing

Cycle:

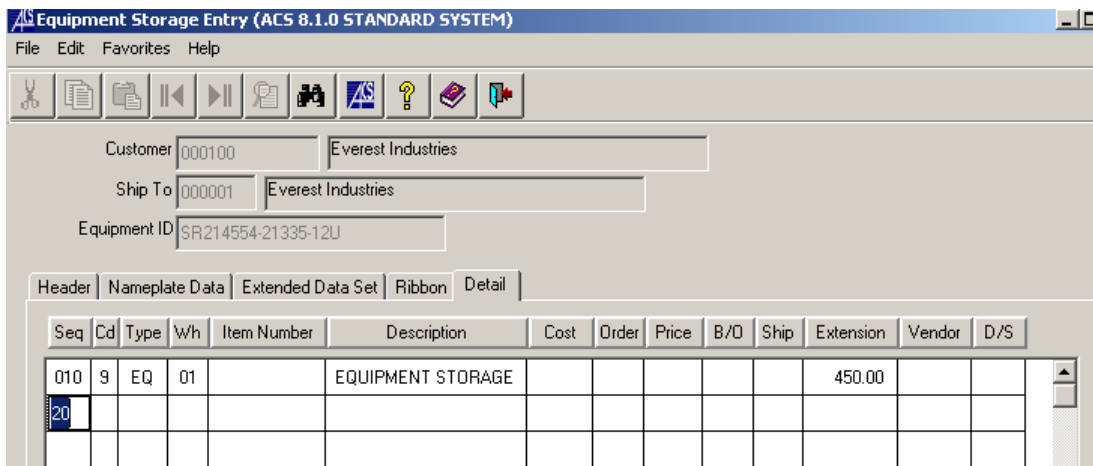
- Perform a look up in this field to select from a list of valid options
- Enter W / Weekly
- Enter M / Monthly
- Enter Q / Quarterly
- Enter Y / Yearly

- Sales Disc**
- Terms**
- Distribution**
- Sales Person**
- Std Message**
- Territory**
- Sales Tax**
- List Price**

The next 8 fields will be populated using the Customer maintenance information for the Customer selected. However, each field can be overridden or changed if necessary.

Equipment Storage → Equipment Storage Entry → Detail

The Detail "Tab" allows entry of detail line items to be billed to the customer. Line items for billing are defined much the same as in Order Entry and can be billed each cycle or be changed from cycle to cycle.



Application Computer Systems, Inc. Equipment Storage

SEQ: Your system will populate your Sequence line field

CD: Perform a look up to select from a list of valid Line Code options

NOTE: In this example we are billing for Equipment Storage fees only and have selected the line code that was created for this purpose. However, Material and/or Labor line codes may also be used if necessary.

Order/Invoice Line Code Maintenance (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Line Code 9

Description EQUIPMENT STORAGE

Line Type O

Message Type

G/L Sales Account 4400-00 INCOME EQUIP STORAGE

Taxable

Drop Ship

Product Type Processing E

Default Product Type

PD Line Code

Distribution Code

Sales Account

Inventory Account

COGS Account

Deposit

OK Cancel Delete

v8.1.0 opm_ea Is The Above Information Correct? Char Po

Equipment Storage Line Code:

Although not mandatory the use of a specific Equip Storage line code allows the user to select a specific Sales Account that will be used to Post all Sales dollars for this purpose.

It is suggested that the line code be set up as an O LINE TYPE

NOTE: If you elect to also set up an Equip Storage Product Type, your line code Product Type Processing field should be set to E.

TYPE: Perform a look up to select from a list of valid Product Types

NOTE: Although it is not mandatory, it is possible to set up a Product Type specifically for Equipment Storage transactions. This allows the user to extract Sales Analysis and various reports by the Equip Storage Product Type for analysis.

W/H: Enter a valid W/H ID#

Item Number: Depending on what Line Code is used; this field could contain material Item numbers, Labor Codes or it may be left blank.

Application Computer Systems, Inc. Equipment Storage

Description:

*When using your Equipment Storage Line code, your system will populate this field with the line code description.

*When selecting an existing Inventory Item or Labor Code your system will populate this field with the item or code description.

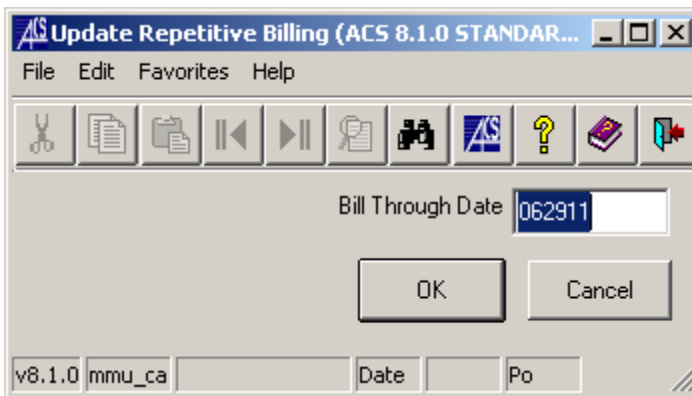
The remaining field requirements will vary depending on the Line Code selected. Material and Labor lines will require Cost/Order/Price information while this Equipment Storage Line Code requires only Extended Price. This will be very similar to the standard processing performed in Order entry.

Once the detail lines have been established, they can be used for each billing cycle. This would be the case when billing for each Month/Qtr/YR storage fees. However, if you perform basic maintenance on the equipment (for which you DO NOT open a job) you can change the detail lines to reflect additional fees.

Once the Ribbon and Detail information has been established it is a simple process to invoice your customer:

Update Repetitive Billing

Select the Update Repetitive Billing option located on your Equipment Storage menu and Enter a BILL THROUGH DATE



This date corresponds to the **NEXT BILL** date established in the Ribbon information for each piece of equipment. All items having a current date though the date entered will be "selected" for billing.

Note: this step is the Invoice generation process and, as such, will not produce a report in Equipment Storage.

To continue the billing process, it will now be necessary to select your Job Billing options.

Application Computer Systems, Inc. Equipment Storage

If you run the Invoice Edit Report, you will find each of your Equipment Storage Invoices ready for printing.

Ln	Cd	Prd	Whs	Item	Ord	B/O	Ship	Disc	Price	Sales	Cost	Cost	Profit	GP %
010	9		01	EQUIPMENT STORAGE				.0%	0.00	100.00	0.00	0.00	100.00	100.00
Sales Total										100.00		0.00	100.00	100.00
Sales Discount										0.00				
Freight										0.00				
Sales Tax										6.00				
Invoice Total										106.00				

Order Number	Invoice Number	Invoice Date	By	Sls	P.O. Number	Ship Via	Dist Code	Terms	Tax Code	Prntd?
0002141	0005267	06/29/11	ACS	KMM		UPS GCD	A1	2% 10 Days - Ne	CA	N
Sales Total										450.00
Sales Discount										0.00
Freight										0.00
Sales Tax										33.00
Invoice Total										483.00



Application Computer Sys, Invoice Inc

3834 Highway 42 South
Locust Grove, GA 30248
Phone: (770)-938-2227 / Fax: (770)-938-2774

Invoice No.: 0005267
Invoice Date: 06/29/11
Page: 1

Your Equipment Storage invoices can be printed alone or included in any current invoice print process.

As with all invoice print tasks; your Sales Register must be run and updated to for the invoice to post to your system.

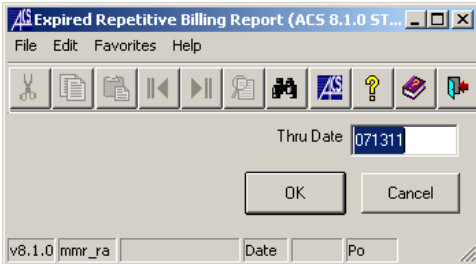
Sold To:	Customer Number: 000100 Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121	Ship To:	Ship To Number: 000001 Everest Industries 403 Old Towne Road Rockville, MD 48833		
Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
0002141	06/29/11	KMM	06/29/11	UPS GCD	2% 10 Days - Ne
Customer PO:	PO Release:	Misc Number:			
Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
			EQUIPMENT STORAGE		450.00
Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details.					

Application Computer Systems, Inc. Equipment Storage

Expired Repetitive Billing Report

The Ribbon information for each equipment item includes an Expiration Date. The Expired Repetitive Billing Report allows you to review all items that are EXPIRED based on a THRU DATE of your choosing.

This information can then be used as a means of flagging those items who's Storage "Contract" may need to be renegotiated; or to reassess billing cycles.



When accessing this report, you will be prompted for the THRU DATE that will be used to determine EXPIRED Status.

Remember: This date will be compared to the EXPIRES date located on the Ribbon Information.

```

07/13/11                                     ACS 8.1.0 STANDARD SYSTEM                                     Page 1
02:30 PM                                     Expired Repetitive Billing Report
                                              Thru Date: 07/13/11
                                              Next
-- Customer --                               ShipTo/MID   Order   Bill   Expire   P.O.
Number Name                               Number      Date   Date   Date     Sls Number   Dist      Tax
                                              Date   Date   Date     Sls Number   Code Terms Code Cycle
000100 Everest Industries                 ShipTo 000001  07/08/05 01/10/06 12/31/05 JDP
MID 1234                                     Date   Date   Date     Sls Number   AI 2* 10 Days - Ne CA M
Ln Cd Prd Whs Item                       Order Order Ship   Disc   Price   Extended
000100 Everest Industries                 ShipTo 000001  03/15/04 10/31/03 00/00/00 KS
MID 12345                                     Date   Date   Date     Sls Number   Cost      Cost      Profit   GP %
Ln Cd Prd Whs Item                       Order Order Ship   Pct    Price   Price    Cost      Cost      Profit   GP %
010 S C 01 400                           1.00  0.00  1.00   0.00%  5.56   5.56    1.44     1.44     4.12    74.10%
Handle Bar Grips
000100 Everest Industries                 ShipTo 000001  06/15/04 00/00/00 00/00/00 JDP
MID SMALL AC                                     Date   Date   Date     Sls Number   AI 2* 10 Days - Ne CA W
Ln Cd Prd Whs Item                       Order Order Ship   Disc   Price   Extended
000100 Everest Industries                 ShipTo 000002  03/15/04 02/28/06 00/00/00 KS
MID 77777                                     Date   Date   Date     Sls Number   AI Net (Due On Rec CA Y

```

```

07/13/11                                     ACS 8.1.0 STANDARD SYSTEM                                     Page 2
02:30 PM                                     Expired Repetitive Billing Report
                                              Thru Date: 07/13/11
                                              Next
-- Customer --                               ShipTo/MID   Order   Bill   Expire   P.O.
Number Name                               Number      Date   Date   Date     Sls Number   Dist      Tax
                                              Date   Date   Date     Sls Number   Code Terms Code Cycle
Product Totals
Product                                     Units      Sales      Cost      Profit     GP %
C Components                               5.00      1,425.12  1,099.88  325.24    22.82%
D Bicycle Components                       1.00      4.04      2.50     1.54     38.12%
-----
Totals For Report                          6.00      1,429.16  1,102.38  326.78    22.87%
Line Type Totals
Line Type                                   Order     B/O     Ship     Sales     Cost
Standard Items                             6.00     0.00   6.00    1,429.16  1,102.38
Other Charges                               12.00
-----
Totals For Report                          1,441.16  1,102.38

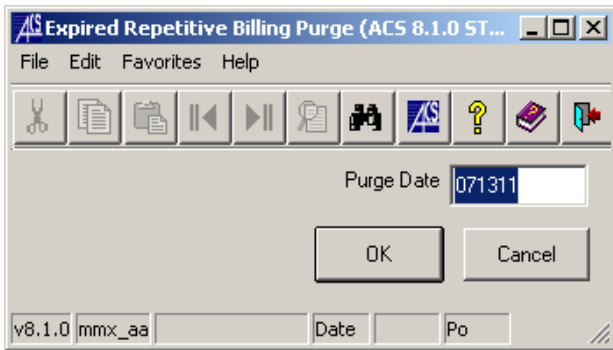
```

Application Computer Systems, Inc. Equipment Storage

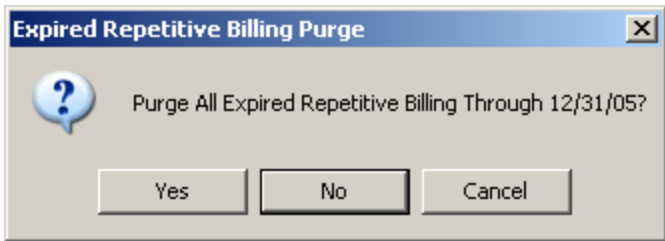
Expired Repetitive Billing Purge

Your system also allows you to purge billing information based on the **Expires Date** from the Ribbon detail. When selecting this option, you will be prompted for a PURGE Date. The system will use this date to review the above mentioned EXPIRES DATE. All items with an EXPIRE date prior to the purge date will have ALL HEADER AND DETAIL information removed.

PLEASE NOTE:
HISTORY INFORMATION WILL NOT BE PURGED
YOUR EQUIPMENT ID INFORMATION WILL NOT BE PURGED
ONLY the HEADER and DETAIL DATA WILL BE REMOVED



Upon entering a valid Purge Date and selecting OK, you will receive the following prompt:



Be certain that the Billing Through Date is correct and select yes to continue.

Upon selecting YES, your system will provide a print out of all items purged.

```

07/13/11                                     ACS 8.1.0 STANDARD SYSTEM                                     Page 1
02:45 PM                                     Expired Repetitive Billing Purge
                                                Purge Thru Date: 12/31/05
                                                Next
-- Customer --                               ShipTo/MID   Order   Bill   Expire   P.O.       Dist       Tax
Number Name                                Number      Date    Date    Date     Sls Number Code      Code  Cycle
000100 Everest Industries                 ShipTo 000001   07/08/05 01/10/06 12/31/05 JDP        Al 2* 10 Days - Ne CA    M
MID 1234

```

Application Computer Systems, Inc. Equipment Storage

Job Entry Interface

An important feature of your Equipment Storage program is the Job Entry Interface. This interface has been designed as a means to IMPORT the Motor or Equipment data through the use of your Equipment ID#.

The screenshot displays the 'Job Entry (ACS 8.1.0 STANDARD SYSTEM)' window. The main form contains the following fields and values:

- Job: 002096, Everest Industries
- Deposit: .00
- Department: MR, N/P Desc: (empty), By: (empty)
- Quote: (empty), Motor Repair, Type: AC, AC MOTOR, ACS
- Cust #: 000100, Ship To #: 000099, Received Date: (empty)
- S: Everest Industries, S: Everest Industries, 06/29/11
- O: 123 Main St., H: 123 Main St., Promised Date: (empty)
- L: Suite 111, I: Suite 111
- D: San Bernardino, CA 93121-0000, P: San Bernardino, CA, 93121-0000
- Credit Status: Open, Warr: (empty), OH Job: (empty), \$ 1st: (empty), Dtl \$: N, OT: (empty)
- Cust P.O. #: (empty), P.O. Ref#: (empty), Misc #: (empty), Ship Via: (empty), Slsm: (empty)
- Job Desc: (empty), FC1: (empty), FC2: (empty)
- Contact: Mr. James Rockville, Loc: (empty)
- Priority: 03, LARGE CUSTOMER, Sts: (empty)
- Repl Item: (empty), Repl Pric: .00

An 'Equipment Management (ACS 8.1.0 STAND...)' pop-up window is open, showing:

- Equipment ID: (empty)
- Follow-Up Date: / /
- Buttons: OK, Cancel
- Footer: v8.1.0 mje_ag Is The Above Ir Y/N Po

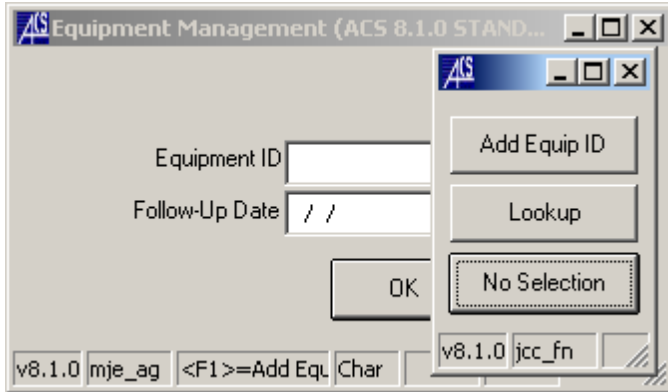
At the bottom of the main window, there are buttons for OK, Cancel, Print, Fax, Notes, Job#, Cst Comm, Equip ID, Schedule, Link, and Job Folder. The status bar shows 'v8.1.0 mje_aa' and 'Num Po'.

When entering a new job for an existing Equipment ID# it is important to remember that the following fields **MUST MATCH** Equipment Storage record:

- Job Department
- Job Type
- Customer #
- SHIP TO #

When you have entered all of the data on your Job Entry screen, the Equipment Management box will "pop up".

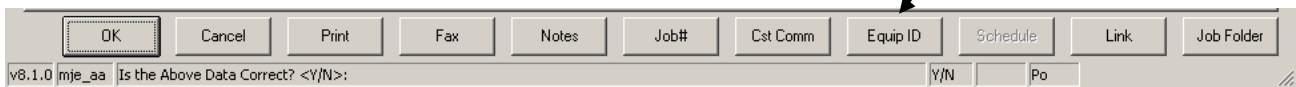
Application Computer Systems, Inc. Equipment Storage



Here you will enter a valid Equipment ID# for this customer or perform a look up and select from a list of Equipment ID#s

You will also be asked for a Follow-up Date. This date is utilized by the Schedule To Do List Report.

NOTE: It is also possible to access this information by using the Equip ID button at the bottom of the Job Entry screen.



If the 4 fields listed above match the information entered for this job, your new job Nameplate information will be populated using the Equipment Storage data on file.

Once this job is linked to the Storage database, when the **job is closed**, it will update the Storage system for historical information.

If the item being repaired has not, as yet, been entered into the Equipment Storage module; it is possible to enter it now using the ADD EQUIP ID feature. Upon selecting Add Equip ID, the system will display the Equipment Storage Entry screens to allow the entry of your new Equipment ID information. It will then return to Job Entry.

Application Computer Systems, Inc. Equipment Storage

Equipment Storage Reporting

Equipment Storage Report (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Enter Customer No All

Enter Beginning Ship To No First

Enter Ending Ship To No Last

Include Replacement Items

Include Notes

I=In-House, S=Site, W=WIP, <F1>=All All

Replacement Equip/Part

OK Cancel

v8.1.0 mmr_aa Is The Above Information Correct? <Char Po

Equipment Storage Report

The Equipment Storage Report allows the user to obtain detailed information by Customer for each Equipment ID# in the system.

Customer#:

- Enter a valid Customer#
- Hit F1 for all Customers

Beginning Ship to

- Enter a valid Ship To#
- Hit F1 for the First Ship To# on file

Ending Ship to

- Enter a valid Ship To#
- Hit F1 for the Last Ship To# on file

Include Replacement Items: Select this option if you wish the report to include any replacement items entered for this piece of equipment/motor

Include Notes: Select this option if you wish the report to include any notes established for this item.

The report can also be run by LOCATION:

- I=In-House:** Items stored In House only
- S=Site:** Items stored at the Customer's Site
- W-WIP:** Items with an active Job# in the system
- F1=ALL:** To run the report for all items on file

Replacement Equip/Part: This option is only available if the **Include Replacement Items** option has been selected and is for Stock Items only.

Application Computer Systems, Inc. Equipment Storage

In this example, the report parameters included all locations as well as replacement items.

```

04/01/11                               ACS 8.1.0 STANDARD SYSTEM                               Page  2
10:42 AM                               Equipment Storage Report
CUST NO: 000100   Everest Industries
SHIP TO: 000001

Equip ID      Equip No/      Description      Plant/      Process/      Machine Loc/
              Follow-Up Date      Description      TP Dept      Machine      Location
-----
Repl MTR... :
SR214554-21335-12U   AEM2237-4      7.SHP 460VAC 3PH 254U 1800 TEFC      MP BROADWAY      BOILER      SOUTH BLDE
                   06/30/11                               MAINTENANCE     S447         WIP

Nameplate:  HP1:7.5, FRAME:254U, ENCLOSURE:TEFC, RPM:1800, MANUFACTUR:BALDOR
Extended.:  RATING:FOOT BRACK, WINDINGS:DBL SHIELD, BEARINGS:1.00-1.15
Repl MTR... :  AEM2237-4
Repl Parts:  BL7742114      MOUNTING BRACKET
                   BR1245      GASKETS
                   62022Z      BEARINGS
    
```

Equipment Storage Job History Report

This option provides a list of all job linked for repair to an individual piece of equipment or motor.

It can be run by Customer or Equip ID

NOTE: Billed job information will appear on this report **only after the job is closed**, or in History status.

```

06/29/11                               ACS 8.1.0 STANDARD SYSTEM                               Page  1
03:11 PM                               Equip Storage Job History Report
Customer: First Thru Last
Equip ID: First Thru Last

Cust #   Customer Name      Equip ID      Job#   PO#      Rec      Inv      Inv#      Inv$
Date     Date                Date          Date          Date          Date          Date          Date
-----
000100   Everest Industries   062911TESTid
                   1234
                   12356
                   23456
                   SMALL AC
                   SR#222984443U
                   SR#23394164U
SR214554-21335-12U   002089      04/08/11   04/08/11   0005218      1924.00
                   002102      06/29/11   06/29/11   0005268      2208.00
                   12345
    
```

Application Computer Systems, Inc. Equipment Storage

Equip Storage Report By Job Type

This option provides a means to extract information based on Job Type/Equip Type

Equip Storage Report By Job Type (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Enter Customer No All

Enter Beginning Ship To No First

Enter Ending Ship To No Last

Include Replacement Items

Include Notes

I=In-House, S=Site, W=WIP, <F1>=All All

Replacement Equip/Part

Job Type MP MOTOR/PUMP REPAIR

HP1

FRAME

ENCLOSURE

RPM

MANUFACTUR

Customer#:

- *Enter a valid Customer#
- *Hit F1 for all Customers

Beginning/Ending Ship TO:

- *Enter a valid Ship To#
- *Hit F1 for first/last

Include Replacement Items:

Check to include any items that may be listed in the replacement section of the record.

Include Notes: check to include any notes on file for this record.

Location: I/In house, S/Site, W/WIP, F1 for All

Replacement Equip/Part: Enter Part/Item number

Job Type: Enter a valid Job Type or perform a look up

Upon selecting a valid Job Type, the first 5 nameplate fields will be displayed. Use these fields to narrow your search, or leave them blank to encompass all information for this Job Type.

Application Computer Systems, Inc. Equipment Storage

06/29/11 ACS 8.1.0 STANDARD SYSTEM Page 1
 03:14 PM Everest Industries
 CUST NO: 000100
 SHIP TO:

Equip ID	Equip No/ Follow-Up Date	Description	TP	Plant/ Dept	Process/ Machine	Machine Loc/ Location
062911TESTid	332541-123345 07/01/11		MP			WIP
	Nameplate:	NO DATA ON FILE				
	Extended.:	NO DATA ON FILE				

06/29/11 ACS 8.1.0 STANDARD SYSTEM Page 2
 03:14 PM Everest Industries
 CUST NO: 000100
 SHIP TO: 000001

Equip ID	Equip No/ Follow-Up Date	Description	TP	Plant/ Dept	Process/ Machine	Machine Loc/ Location
SR#222984443U	AEM2237-4 08/30/11	7.5HP 460VAC 3PH 254U 1800 TEFC	MP			WIP
	Nameplate:	NO DATA ON FILE				
	Extended.:	NO DATA ON FILE				

06/29/11 ACS 8.1.0 STANDARD SYSTEM Page 3
 03:14 PM Everest Industries
 CUST NO: 000100
 SHIP TO: 000001

Equip ID	Equip No/ Follow-Up Date	Description	TP	Plant/ Dept	Process/ Machine	Machine Loc/ Location
SR214554-21335-12U	AEM2237-4 07/01/11	7.5HP 460VAC 3PH 254U 1800 TEFC	MP	BROADWAY MAINTENANCE	BOILER S447	SOUTH BLDB IN-HOUSE
	Nameplate:	HPL:7.5, FRAME:254U, ENCLOSURE:TEFC, RPM:1800, MANUFACTUR:BALDOR				
	Extended.:	RATING:FOOT BRACK, WINDINGS:DBL SHIELD, BEARINGS:1.00-1.15				

Application Computer Systems, Inc. Equipment Storage

Equip Storage Schedule To Do List

This report is based off the NEXT FOLLOW UP date entered when the Equipment ID is created. It is used to print off preventive maintenance schedules for a specified time period.

Beginning/Ending Customer:

- *Enter valid Customer Numbers
- *Perform a lookup to select from a list of Customers

Beginning/Ending Follow up Dates:

Enter valid dates for beginning and ending options

Print Equipment Notes: Check this box if existing notes for this item are to print on report

Upon entering the report criteria, you will see the following prompt:

Upon selecting YES your system will review the Header information for each Equipment ID.

If it finds a Follow Up date and #DAYS, it will create a new Follow Up Date based on the DAYS field.

NOTE: If either the Follow Up Date or DAYS fields are BLANK, your system will not generate a new Follow Up Date.

Application Computer Systems, Inc. Equipment Storage

07/13/11
03:37 PM

ACS 8.1.0 STANDARD SYSTEM
Equip Storage Schedule To Do List
Customer: First Thru Last
Dates: First Thru Last

Page 1

Cust #	Customer Name	Equip ID	Description	Fol-Up Date	Last Job#	Job Date	Inv#	Inv\$
000100	Everest Industr	1234						.00
		12356						.00
		23456						.00
		SMALL AC	3 PH 15 HP 1800 TEFC					.00
		062911TESTid		07/01/11				.00
		SR214554-21335-12U	7.5HP 460VAC 3PH 254U 1800 TEFC	07/01/11	002102	06/29/11	0005268	2208.00
		12345		07/01/11				.00
		SR#222984443U	7.5HP 460VAC 3PH 254U 1800 TEFC	08/30/11				.00
		SR#23394164U		08/30/11				.00

Equipment Storage Customer Mailer

This option provides a way to generate Customer notifications regarding up-coming preventative maintenance, Storage Contract Renewals, etc.

Beginning and Ending Customer Range:

This allows you to select a specific customer or range of customers for which to print Mailers.

Beginning and Ending Follow-Up Date:

This option allows you to select customers based on Follow-Up Dates recorded for each Equipment ID.

It should be noted that once this document has been formatted, any changes to the document will need to be made by ACS. Please contact Customer Support for any verbiage changes that you require.

See Customer Preventative Maintenance Mailer below:

**Application Computer Systems, Inc.
Equipment Storage**

Application Computer Sys, Inc
3834 Highway 42 South
Locust Grove, GA 30248
Phone: (770) 938-2227
Fax: (770) 938-2774
Everest Industries
123 Main St.
Suite 111
San Bernardino, CA 93121-0000
Fax: (714) 931-9220
07/13/11

Attn: Mr. James Rockville
Re: 062911TESTid

The above listed equipment was last repaired in our shop on / / ,
PO#: , JOB#: .

We would be pleased to schedule this equipment for maintenance on or
about 07/01/11, as per Application Computer Sys, Inc recommended
maintenance program.

Please complete the following and fax to: (770) 938-2774

Thank you,
Service Manager

YES, I would like to schedule this equipment for maintenance on

Date

NO, I do not wish to schedule maintenance at this time, please reschedule
for review on _____

Date

Signed: _____ Date: _____



Job and Sales Order Deposits

Recording Customer Deposits or Pre-Payments has become a fast and simple process using the ACS/MASTER **JOB DEPOSIT** Bolt On.

In this section of the manual we will review:

- Job and Sales Order Deposits System Configuration
 - Service Repair Parameters
 - General Ledger Customer Deposit GL Account
 - Order Processing Maintenance Line Code Maintenance
- Sales Order Deposit
 - Order Invoice Entry
 - Sales Order
 - Order Invoice Entry
- Job Deposits
- Reporting

Application Computer Systems, Inc.

Job and Sales Orders Deposits

System Configuration

1. Service Repair Parameters

When your new Job Deposits feature is installed, ACS will change the Service Repair Parameter flag to **Allow Multiple Billing**. This becomes necessary to allow the user to generate a Job Invoice at the time the Deposit is received.

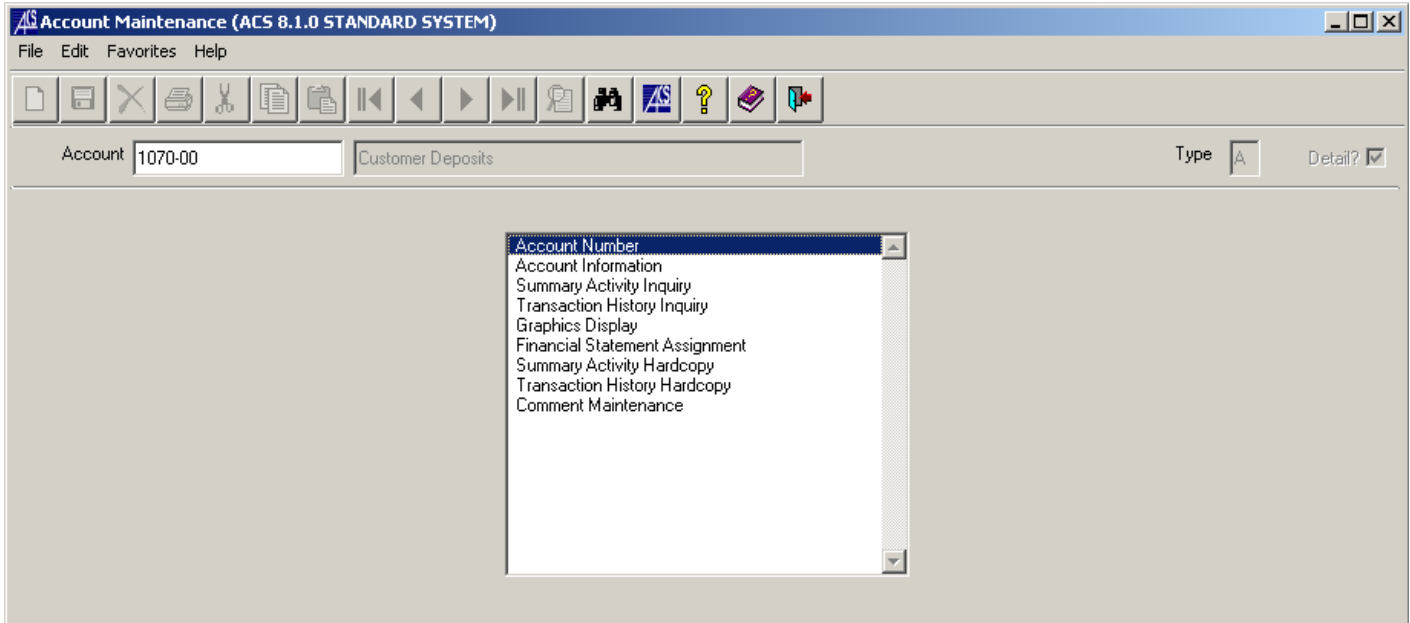
2. General Ledger Customer Deposit GL Account

It is suggested that you create a new GL Account for Customer Deposits. While not mandatory, this account will allow you to track deposit dollars more effectively.

The example below is for account 1070-00 Customer Deposits, set as an Asset account.

3. Order Processing Maintenance Line Code Maintenance

Next it will be necessary to create a special Order Processing Line Code to be used only when recording pre-payment dollars.



Application Computer Systems, Inc. Job and Sales Orders Deposits

Order/Invoice Line Code Maintenance (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Line Code 5

Description Customer Deposit

Line Type 0

Message Type

G/L Sales Account 1070-00 Customer Deposits

Taxable

Drop Ship

Product Type Processing E

Default Product Type

PO Line Code

Distribution Code

Sales Account

Inventory Account

COGS Account

Deposit

OK Cancel Delete

v8.1.0 | opm_ea | E=Enter Type N=No Processing D=Use Default Type Char Po

1. The new line code must be set up using the LINE TYPE O
2. The G/L Sales Account created in step 2 will be used in the GL Posting of Sales Order and Job Deposits.
3. It is recommended that the Taxable field is left blank so your system will not calculate tax on the deposit amount.
4. Although not necessary, it is possible to create a special Product Type for this line code. Located in Inventory Maintenance; a special Product Type would allow Sales Analysis and various reports to be run using a Customer Deposit Product Type. If you will not use a specific Product Type, set the Product Type Processing to N.
5. The DEPOSIT field MUST BE SELECTED for this feature to process correctly. The remaining fields will be left blank.

Application Computer Systems, Inc.

Job and Sales Orders Deposits

Sales Order Deposit

When receiving a Deposit or Pre-Payment for a SALES ORDER, an **invoice** must be created when the \$ are received. This can be accomplished several ways:

1. Using **Order Invoice Entry**, create an invoice with only one line item using the new Customer Deposit line code to record the amount of pre-payment.
2. Create a **Sales Order**, entering all of the detail lines for the items being purchased and add the Customer Deposit Line code with the amount of pre-payment. This can then be pulled up in Order Invoice Entry to create an invoice to record only the payment.
3. Using **Order Invoice Entry**, create the invoice with all detail lines, including the Customer Deposit line code to record the amount of pre-payment.

Seq	Cd	Type	Wh	Item Number	Description	Cost	Order	Price	B/O	Ship	Extension
010	N	BAM	01	BAL2254578	BALDOR ENDBELLS	350.00	2.00	500.00	2.00	0.00	0.00
020	N	BAM	01	BAL225487	BALDOR MOUNTING BRACKETS	259.00	2.00	400.00	2.00	0.00	0.00
030	N	BAM	01	MT254878	BALDOR MOTOR	750.00	2.00	1,000.00	2.00	0.00	0.00
040	5		01		Customer Deposit						1,000.00

Note that the Non Stock material lines are in B/O status with no Extended Pricing, while the \$1000.00 deposit makes up the balance of the invoice amount.

Remember: the invoice to record the deposit can contain just the Customer Deposit line or it can contain the entire Order detail of Stock and Non Stock items plus the deposit line.

It will be the act of Printing the Invoice and Updating the Sales Register that will record your Deposit Transaction.

Application Computer Systems, Inc. Job and Sales Orders Deposits

Invoice Entry (ACS 8.1.0 STANDARD SYSTEM)
File Edit Favorites Help

Customer: 000100 Order: 0002134 Ship-To: By: ACS Invoice: 0005246
 Name: Everest Industries Name: Same
 123 Main St.
 Suite 111
 San Bernardino CA 93121-0000

Ribbon Detail Footer Deposit: 0.00 Total: 1,000.00

Gross Sales: 1,000.00 Cash Receipt Code: A Cash Sale
 Discount: 0.00 Check Number:
 Subtotal: 1,000.00 Memo:
 Tax: 0.00 Cc Number:
 Freight: 0.00 Exp. Date:
 Net Sales: 1,000.00 Cust Name: WILLARD CLARK
 Amount Tendered: 1,000.00
 Change: 0.00

NOTE: Your Deposit will not be recorded until the invoice is updated.

In this example, your footer information reflects the amount of the Deposit only which is a non taxable amount. We are recording the receipt of \$1000.00



Application Computer Sys, Invoice Inc

3834 Highway 42 South
 Locust Grove, GA 30248
 Phone: (770)-938-2227 / Fax: (770)-938-2774

Invoice No.: 0005246
 Invoice Date: 06/24/11
 Page: 1

Sold To:	Customer Number: 000100 Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121	Ship To:	Ship To Number: Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121
-----------------	--	-----------------	--

It will be necessary to print the invoice.

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
0002134	06/24/11	KMM	07/04/11	UPS GCD	2% 10 Days - Ne

Customer PO:	PO Release:	Misc Number:
--------------	-------------	--------------

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
2.0	0.0	2.0	BAL2254578 BALDOR ENDBELLS	500.00	.00
2.0	0.0	2.0	BAL225487 BALDOR MOUNTING BRACKETS	400.00	.00
2.0	0.0	2.0	MT254878 BALDOR MOTOR	1000.00	.00
			Customer Deposit		1,000.00
Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details.					

Sub Total	1,000.00
Discount	.00
Tax	.00
Freight	.00
Total	1,000.00

PAID: Cash Sale
 NAME: WILLARD CLARK

Application Computer Systems, Inc.

Job and Sales Orders Deposits

The Deposit amount will be added to the Sales Order Deposit during the Sales Register:

06/24/11 01:40 PM ACS 8.1.0 STANDARD SYSTEM Page 1
Sales Register Audit # 0000253
By Customer Number

Customer No. & Name	Order Number	Invoice Number	Date	Gross Sales	Returns	Discount	Tax	Freight	Net Sales	Gross Cost	Gross Profit
000100 WILLARD CLARK	0002134	0005246	06/24/11	1000.00	0.00	0.00	0.00	0.00	1000.00	0.00	0.00**
Register Totals:				1000.00	0.00	0.00	0.00	0.00	1000.00	0.00	100.00*
M-T-D Totals:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00*
Next M-T-D Totals:				25660.12	3500.00-	220.67	1125.56	0.00	23065.01	13471.46	39.21*

1

06/24/11 01:40 PM ACS 8.1.0 STANDARD SYSTEM Page 2
Sales Register Audit # 0000253
By Customer Number
Cash Receipts Summary

Customer No. Name	Invoice Number	Invoice Date	Pay Type	*** Credit Number	Card Deposit Exp	*** Amount	*** Memo	Cash Deposit	*** Amount
000100 Everest Industries	0005246	06/24/11	A						1000.00
Total For 06/24/11						Credit Cards: 0.00	Cash: 1000.00	Checks: 0.00	
Total All Cash Receipts						Credit Cards: 0.00	Cash: 1000.00	Checks: 0.00	

06/24/11 01:40 PM ACS 8.1.0 STANDARD SYSTEM Page 3
Sales Register Audit # 0000253

Territory Summary	Amount
001 Western U.S.	1000.00
Transaction Summary	Amount
5 Customer Deposit	1000.00
N Non-stock Item	0.00
Tax	0.00
Freight	0.00
Discount	0.00
Salesperson Summary	Amount
KMM Kevin Martin	1000.00

2

06/24/11 01:40 PM ACS 8.1.0 STANDARD SYSTEM Page 4
Sales Register Audit # 0000253
General Ledger Summary - Journal OP Order/Inv Processing

Account	Description	Memo/Reference	Debits	Credits
1010-00	Cash In Bank - First National	WILLARD CLARK 000100 0005246 040 (Cash) 0002134	1,000.00	
1070-00	Customer Deposits	WILLARD CLARK 000100 0005246 040 (Cash) 0002134		1,000.00
Totals For 06/24/11			1,000.00	1,000.00
Total For Report			1,000.00	1,000.00

3

NOTE the following Sales Register Information:

1. The Deposit is excluded from the GP% calculation
2. The Transaction Summary includes totals for the Customer Deposit line code
3. The GL postings include the Debit to CASH and Credit to the GL account associated with the Customer Deposit line code

Application Computer Systems, Inc.

Job and Sales Orders Deposits

After the Sales Register Update, the Sales Order will reflect the Deposit \$

The screenshot shows the 'Invoice Entry (ACS 8.1.0 STANDARD SYSTEM)' window. At the top, there are menu options (File, Edit, Favorites, Help) and a toolbar. Below that, customer and order information is displayed: Customer 000100, Order 0002134, Ship-To, By ACS, Invoice 0005248. The customer name is Everest Industries, located at 123 Main St., Suite 111, San Bernardino, CA 93121-0000. A 'Deposit' field shows 1,000.00 and a 'Total' field shows 2,800.00. Below this is a table with columns: Seq, Cd, Type, Wh, Item Number, Description, Cost, Order, Price, B/O, Ship, Extension.

Seq	Cd	Type	Wh	Item Number	Description	Cost	Order	Price	B/O	Ship	Extension
010	N	BAM	01	BAL2254578	BALDOR ENDBELLS	350.00	2.00	500.00	0.00	2.00	1,000.00
020	N	BAM	01	BAL225487	BALDOR MOUNTING BRACKETS	259.00	2.00	400.00	0.00	2.00	800.00
030	N	BAM	01	MT254878	BALDOR MOTOR	750.00	2.00	1,000.00	0.00	2.00	2,000.00
040	5		01		Customer Deposit						1,000.00

NOTE: If the Deposit amount is the only detail line included on the first Customer Invoice, your system will keep the sales order open so detailed order information can be added.

Upon billing the detail lines of the Sales Order, your system will apply the Deposit amount so the invoice total reflects the remaining balance.

This screenshot shows a summary screen with a 'Detail' ribbon selected. On the left, a summary table shows: Gross Sales 2,800.00, Discount 0.00, Subtotal 2,800.00, Tax 228.00, Freight 0.00, and Net Sales 3,028.00. On the right, there are fields for Cash Receipt Code (A), Cash Sale, Check Number, Memo, Cc Number, Exp. Date, Cust Name (WILLARD COX), Amount Tended (3,028.00), and Change (0.00). At the top right, 'Deposit' is 1,000.00 and 'Total' is 3,028.00. A callout box on the right contains the following calculation:

Detail Line Total:	\$3,800.00
Sales Tax on Total	228.00
Less Deposit	1,000.00
Amount Due	\$3,028.00

Application Computer Systems, Inc. Job and Sales Orders Deposits



Application Computer Sys, Invoice Inc

3834 Highway 42 South
Locust Grove, GA 30248
Phone: (770)-938-2227 / Fax: (770)-938-2774

Invoice No.: 0005248
Invoice Date: 06/24/11
Page: 1

Sold To:	Customer Number: 000100 Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121	Ship To:	Ship To Number: Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121
-----------------	---	-----------------	---

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
0002134	06/24/11	KMM	07/04/11	UPS GCD	2% 10 Days - Ne

Customer PO:	PO Release:	Misc Number:
--------------	-------------	--------------

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
2.0	2.0	0.0	BAL2254578 BALDOR ENDBELLS	500.00	1,000.00
2.0	2.0	0.0	BAL225487 BALDOR MOUNTING BRACKETS	400.00	800.00
2.0	2.0	0.0	MT254878 BALDOR MOTOR	1000.00	2,000.00
			Customer Deposit		-1,000.00
Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details.					

Sub Total	2,800.00
Discount	.00
Tax	228.00
Freight	.00
Total	3,028.00

PAID: Cash Sale
NAME: WILLARD COX

The invoice will reflect the items being purchased MINUS the Deposit or Pre-payment.

Again, it will be necessary to print the Customer Invoice and update the Sales Register for your deposit to be recorded.

NOTE the following Sales Register Information:

1. The Gross Sale is for the Total Price of the items being billed
2. The reversal of the Customer Deposit appears as a RETURN on the first page
3. The Sales Tax is calculated on the Total Price of the items being billed
4. Gross Cost reflects the total costs of items being billed
5. GP% is calculated using the total costs and prices of items being billed
6. The Transaction Summary records the deposit reversal for Customer Deposit line code
7. The GL Postings include a Debit to GL account associated with Customer Deposits and a Credit to the CASH account. This reverses the original posting for the customer deposit.

Application Computer Systems, Inc.

Job and Sales Orders Deposits

06/24/11
02:20 PM

ACS 8.1.0 STANDARD SYSTEM
Sales Register
By Customer Number

Page 1
Audit # 0000254

Customer No. & Name	Order Number	Invoice Number	Date	Gross Sales	Returns	Discount	Tax	Freight	Net Sales	Gross Cost	Gross Profit
WILLARD COX	0002134	0005248	06/24/11	3800.00	1000.00-	0.00	228.00	0.00	3028.00	2718.00	28.47**
Register Totals:				3800.00	1000.00-	0.00	228.00	0.00	3028.00	2718.00	2.93%
M-T-D Totals:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Next M-T-D Totals:				29460.12	4500.00-	220.67	1353.56	0.00	26093.01	16189.46	35.14%

06/24/11
02:20 PM

ACS 8.1.0 STANDARD SYSTEM
Sales Register
By Customer Number
Cash Receipts Summary

Page 2
Audit # 0000254

Customer No.	Name	Invoice Number	Invoice Date	Pay Type	*** Credit Number	Card Deposit Exp	*** Amount	*** Memo	Cash Deposit	*** Amount
000100	Everest Industries	0005248	06/24/11	A						3028.00
Total For 06/24/11							Credit Cards:	0.00	Cash:	3028.00
									Checks:	0.00
Total All Cash Receipts							Credit Cards:	0.00	Cash:	3028.00
									Checks:	0.00

06/24/11
02:20 PM

ACS 8.1.0 STANDARD SYSTEM
Sales Register

Page 3
Audit # 0000254

Territory Summary	Amount
001 Western U.S.	2800.00
Transaction Summary	Amount
5 Customer Deposit	1000.00-
N Non-stock Item	3800.00
Tax	228.00
Freight	0.00
Discount	0.00
Salesperson Summary	Amount
KMM Kevin Martin	2800.00

06/24/11
02:20 PM

ACS 8.1.0 STANDARD SYSTEM
Sales Register

Page 4
Audit # 0000254

Account	Description	General Ledger	Summary - Journal	OP Order/Inv	Processing	Debits	Credits
1010-00	Cash In Bank - First National	WILLARD COX				1,000.00	
		000100	0005248	010 (Cash)	0002134		
1010-00	Cash In Bank - First National	WILLARD COX				800.00	
		000100	0005248	020 (Cash)	0002134		
1010-00	Cash In Bank - First National	WILLARD COX				2,000.00	
		000100	0005248	030 (Cash)	0002134		
1010-00	Cash In Bank - First National	WILLARD COX					1,000.00
		000100	0005248	040 (Cash)	0002134		
1010-00	Cash In Bank - First National	WILLARD COX				228.00	
		000100	0005248	Cash Sale	0002134		
				Subtotal for Account	1010-00	4,028.00	1,000.00
1070-00	Customer Deposits	WILLARD COX				1,000.00	
		000100	0005248	040 (Cash)	0002134		
1200-01	Inventory - Warehouse 1	WILLARD COX					700.00
		000100	0005248	010 (Cash)	0002134		
1200-01	Inventory - Warehouse 1	WILLARD COX					518.00
		000100	0005248	020 (Cash)	0002134		
1200-01	Inventory - Warehouse 1	WILLARD COX					1,500.00
		000100	0005248	030 (Cash)	0002134		
				Subtotal for Account	1200-01	0.00	2,718.00
2010-00	Accounts Payable - CA Sales Tax	WILLARD COX					228.00
		000100	0005248	Cash Sale	0002134		
4200-00	Sales - Miscellaneous	WILLARD COX					1,000.00
		000100	0005248	010 (Cash)	0002134		
4200-00	Sales - Miscellaneous	WILLARD COX					800.00
		000100	0005248	020 (Cash)	0002134		
4200-00	Sales - Miscellaneous	WILLARD COX					2,000.00
		000100	0005248	030 (Cash)	0002134		
				Subtotal for Account	4200-00	0.00	3,800.00
4500-01	Cost Of Goods Sold - Prod A/Loc 1	WILLARD COX				700.00	
		000100	0005248	010 (Cash)	0002134		
4500-01	Cost Of Goods Sold - Prod A/Loc 1	WILLARD COX				518.00	
		000100	0005248	020 (Cash)	0002134		
4500-01	Cost Of Goods Sold - Prod A/Loc 1	WILLARD COX				1,500.00	
		000100	0005248	030 (Cash)	0002134		
				Subtotal for Account	4500-01	2,718.00	0.00
Totals For 06/24/11						7,746.00	7,746.00
Total For Report						7,746.00	7,746.00

Application Computer Systems, Inc.

Job and Sales Orders Deposits

Job Deposit

When receiving a Deposit or Pre-Payment for a Job, an **invoice** must be created. To accomplish this, the job *must first be entered through Job Entry*. Once the job is entered, select JOB BILLING → JOB INVOICE ENTRY

The screenshot shows the 'Job Invoice Entry' window with the following data:

Seq	Cd	Type	Lbr Cd	Description	Cost	Hrs/Drd	Price	B/D	Hrs/Ship	Extension
100	M			Nameplate Data:						
110	M			HP1-50, FRAME-56, ENCLOSURE:TEFC.						
120	M			RPM:1800, MANUFACTUR:WEG						
130	5			Customer Deposit						1,000.00

Using the Customer Deposit line code, record the amount of your customer deposit.

The screenshot shows the 'Job Invoice Entry' window with the following data:

Gross Sales	1,000.00	Cash Receipt Code	C	Credit Card
Discount	0.00	Check Number		
Subtotal	1,000.00	Memo		
Tax	0.00	Cc Number	12121212121212	
Freight	0.00	Exp. Date	02/02/12	
Net Sales	1,000.00	Cust Name	WILLARD SCOTT	
		Amount Tended	1,000.00	
		Change	0.00	

Note: your deposit will not be recorded until your invoice is updated

Selecting the CASH option, record the method of payment and print your invoice.

Application Computer Systems, Inc. Job and Sales Orders Deposits



Application Computer Sys, Invoice Inc

3834 Highway 42 South
Locust Grove, GA 30248
Phone: (770)-938-2227 / Fax: (770)-938-2774

Invoice No.: 0005258
Invoice Date: 06/28/11
Page: 1

Sold To:	Customer Number: 000100 Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121	Ship To:	Ship To Number:
-----------------	--	-----------------	-----------------

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
J002017	09/01/05	JDP	06/28/11		2% 10 Days - Ne

Customer PO:	PO Release:	Misc Number:
--------------	-------------	--------------

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
			Nameplate Data: HP1:50, FRAME:56, ENCLOSURE:TEFC, RPM:1800, MANUFACTUR:WEG		
			Customer Deposit		1,000.00
			Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details.		

Sub Total	1,000.00
Discount	.00
Tax	.00
Freight	.00
Total	1,000.00

PAID: Credit Card # xxxxxx1212
NAME: WILLARD SCOTT

Your invoice will reflect
the receipt of the
Deposit or Pre-payment
amount.

NOTE the following Sales Register Information:

1. The Deposit is excluded from the GP% calculation
2. The Transaction Summary includes totals for the Customer Deposit line code
3. The GL postings include the Debit to CASH and Credit to the GL Account associated with the Customer Deposit Line code.

Application Computer Systems, Inc.

Job and Sales Orders Deposits

06/28/11
11:08 AM

ACS 8.1.0 STANDARD SYSTEM
Sales Register
By Customer Number

Page 1
Audit # 0000260

Customer No. & Name	Order Number	Invoice Number	Date	Gross Sales	Returns	Discount	Tax	Freight	Net Sales	Gross Cost	Gross Profit		
000100	J002017	0005258	06/28/11	1000.00	0.00	0.00	0.00	0.00	1000.00	0.00	0.00**		
WILLARD SCOTT													
000100	J002090	0005257	06/28/11	* Void *									
Everest Industries													
Register Totals:				1000.00	0.00	0.00	0.00	0.00	1000.00	0.00	100.00*		
M-T-D Totals:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00*		
Next M-T-D Totals:				36418.17	5500.00-	220.67	1603.04	0.00	32300.54	19170.16	38.00*		

1

06/28/11
11:08 AM

ACS 8.1.0 STANDARD SYSTEM
Sales Register
By Customer Number

Page 2
Audit # 0000260

Cash Receipts Summary

Customer No. & Name	Invoice Number	Invoice Date	Pay Type	*** Credit Card Number	*** Credit Card Exp	*** Amount	*** Memo	*** Cash Deposit	*** Amount
000100 Everest Industries	0005258	06/28/11	C	1212121212121212	02/02/12	1000.00			
Total For 06/28/11				Credit Cards:		1000.00	Cash:		0.00
							Checks:		0.00
Total All Cash Receipts				Credit Cards:		1000.00	Cash:		0.00
							Checks:		0.00

06/28/11
11:08 AM

ACS 8.1.0 STANDARD SYSTEM
Sales Register

Page 3
Audit # 0000260

Territory Summary	Amount
001 Western U.S.	1000.00
Transaction Summary	Amount
5 Customer Deposit	1000.00
Tax	0.00
Freight	0.00
Discount	0.00
Salesperson Summary	Amount
JDP Judy D. Peterson	1000.00

2

06/28/11
11:08 AM

ACS 8.1.0 STANDARD SYSTEM
Sales Register
General Ledger Summary - Journal OP Order/Inv Processing
Memo/Reference

Page 4
Audit # 0000260

Account Date	Description	Memo/Reference	Debits	Credits
1010-00	Cash In Bank - First National	WILLARD SCOTT	1,000.00	
		000100 0005258 130 (Cash) J002017		
1070-00	Customer Deposits	WILLARD SCOTT		1,000.00
		000100 0005258 130 (Cash) J002017		
Totals For 06/28/11			1,000.00	1,000.00
Total For Report			1,000.00	1,000.00

3

Application Computer Systems, Inc. Job and Sales Orders Deposits

SpeedSearch (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Job: 002017 Active

Job Header

Department: MR N/P Desc: 501561TEFC1800WEG1111 By: _____

Quote: Motor Repair Type: AS AC SMALL MOTOR

Cust #: 000100 Ship To #: 000099 Rec: 09/01/05

S: Everest Industries S: _____ Pm: / /

O: 123 Main St. H: _____ Cmp: / /

L: Suite 111 I: _____ Shp: / /

D: San Bernardino, CA 93121-0000 P: _____ Inv: / /

Credit Status: Open Warr: OH Job: \$1st: Dtl \$: N OT: Valid: 030

Cust P.O. #: _____ P.O. Rel#: _____ Misc #: _____ Ship Via: _____ Sism: JOP

Job Desc: _____ FC1: _____ Qty: .00

Contact: _____ FC2: _____ Bud: .00

Priority: 03 LARGE CUSTOMER Loc: _____ Est: .00

Repl Item: _____

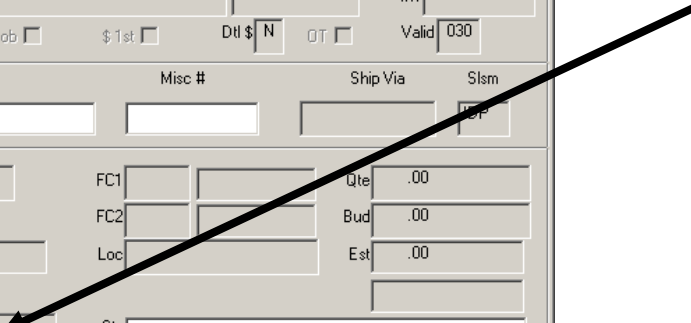
Repl Pric: .00 Deposit: 1,000.00 Inv: 0005258 Inv\$: 1000.00

Sts: JOB CARD PRINTED

Buttons: OK, Cancel, Notes, Status, Equip ID, Links, Job Folder

v8.1.0 mji_aa Is The Above Data Correct? Char Po

After the Sales Register Update, the Job will reflect the Deposit \$



Job Invoice Entry (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Customer: 000100 Job: 002017 Ship To: 000099 By: JOP Invoice: 0005259

Name: Everest Industries Name: _____

123 Main St. _____

Suite 111 _____

San Bernardino CA 93121-0000 _____

Deposit: 1,000.00 Total: 2,997.35

Seq	Cd	Type	Lbr Cd	Description	Cost	Hrs/Ord	Price	B/O	Hrs/Ship	Extension
160	M			BORE & BRUSH O.D.E. ENDBELL OT						
170	M			WELD AND MACHINE SHAFT PE OT						
180	M			INSTALL NEW SHAFT OT						
190	B			BEARINGS						1,188.00
200	B			ENDBELL						1,113.75
210	B			MOUNTING BRACKET						222.75
220	B			MISC PARTS						1,113.75
230	A			Labor						359.10
240	S			Customer Deposit						1,000.00

Buttons: OK, Cancel, Delete, Insert, Select, Print, Cash

v8.1.0 imbe_cd Is The Above Information Correct? Char

The next Job Billing created will apply the Deposit amount so the invoice total reflects the remaining balance. In this example we are billing the Job COMPLETE with all labor and material costs included.

Application Computer Systems, Inc. Job and Sales Orders Deposits

Job Invoice Entry (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Customer: 000100 Job: 002017 Ship-To: 000099 By: JDP Invoice: 0005259

Name: Everest Industries

123 Main St.

Suite 111

San Bernardino CA 93121-0000

Deposit: 1,000.00 Total: 2,997.35

Gross Sales	2,997.35	Cash Receipt Code	C Credit Card
Discount	0.00	Check Number	
Subtotal	2,997.35	Memo	
Tax	218.30	Cc Number	1212121212
Freight	0.00	Exp. Date	02/02/12
Net Sales	3,215.65	Cust Name	WILLARD SCOTT
		Amount Tended	3,215.65
		Change	0.00

Detail Line Total \$3997.35
 Sales Tax on Total 218.30
 Less Deposit 1000.00-
 Amount Due \$3215.65



Application Computer Sys, Invoice Inc

3834 Highway 42 South
 Locust Grove, GA 30248
 Phone: (770)-938-2227 / Fax: (770)-938-2774

Invoice No.: 0005259
 Invoice Date: 06/28/11
 Page: 1

Sold To: Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121	Ship To: Ship To Number:
--	------------------------------------

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
3002017	09/01/05	JDP	06/28/11		2% 10 Days - Ne

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
			Nameplate Data: HP1:50, FRAME:56, ENCL:OSU:RE:TEFC, RPM:1800, MANUFACTUR:WEG		
			TEAR DOWN & INSPECT OT		
			ASSEMBLY & TEST OT		
			CLEAN PARTS OT		
			BORE & BRUSH O.D.E. ENDBELL OT		
			WELD AND MACHINE SHAFT PE OT		
			INSTALL NEW SHAFT OT		
			BEARINGS		1,188.00
			ENDBELL		1,113.75
			MOUNTING BRACKET		222.75
			MISC PARTS		1,113.75
			Labor		359.10
			Customer Deposit		-1,000.00

Sub Total	2,997.35
Discount	.00
Tax	218.30
Freight	.00
Total	3,215.65

PAID: Credit Card # xxxxxxxxxxxx
 NAME: WILLARD SCOTT

It will then be necessary to Print your Job Invoice and update your Sales Register for the Deposit transaction to post.

Application Computer Systems, Inc.

Job and Sales Orders Deposits

NOTE the following Sales Register Information:

1. The Gross Sale is for the Total Price of the items being billed
2. The reversal of the Customer Deposit appears as a RETURN on the first page
3. The Sales Tax is calculated on the Total Price of the items being billed
4. Gross Cost reflects the total costs of items being billed
5. GP% is calculated using the total costs and prices of items being billed
6. The Transaction Summary records the deposit reversal for Customer Deposit line code
7. The GL Postings include a Debit to the GL Account associated with the Customer Deposit line code and a Credit to the CASH account. This reverses the original posting for the customer deposit.

06/28/11 12:35 PM

ACS 8.1.0 STANDARD SYSTEM
Sales Register
By Customer Number

Page 1
Audit # 0000261

Customer No. & Name	Order Number	Invoice Number	Date	Gross Sales	Returns	Discount	Tax	Freight	Net Sales	Gross Cost	Gross Profit
000100	J002017	0005259	06/28/11	3997.35	1000.00-	0.00	218.30	0.00	3215.65	2928.46	26.74%*
WILLARD SCOTT											
Register Totals:				3997.35	1000.00-	0.00	218.30	0.00	3215.65	2928.46	2.30%
M-T-D Totals:				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Next M-T-D Totals:				40415.52	6500.00-	220.67	1821.34	0.00	35516.19	22098.62	34.84%

06/28/11 12:35 PM

ACS 8.1.0 STANDARD SYSTEM
Sales Register
By Customer Number
Cash Receipts Summary

Page 2
Audit # 0000261

Customer No. Name	Invoice Number	Invoice Date	Pay Type	*** Credit Card Number	*** Deposit Exp	*** Amount	*** Memo	*** Cash Deposit	*** Amount
000100 Everest Industries	0005259	06/28/11	C	121212121212	02/02/12	3215.65			
Total For 06/28/11						Credit Cards:	3215.65	Cash:	0.00
								Checks:	0.00
Total All Cash Receipts						Credit Cards:	3215.65	Cash:	0.00
								Checks:	0.00

06/28/11 12:35 PM

ACS 8.1.0 STANDARD SYSTEM
Sales Register

Page 3
Audit # 0000261

Territory Summary	Amount
001 Western U.S.	2997.35
Transaction Summary	Amount
5 Customer Deposit	1000.00-
A Labor	359.10
B Parts Total	3638.25
X Priced Message	0.00
Tax	218.30
Freight	0.00
Discount	0.00
Salesperson Summary	Amount
JDP Judy D. Peterson	2997.35

Application Computer Systems, Inc.

Job and Sales Orders Deposits

06/28/11
12:35 PM

ACS 8.1.0 STANDARD SYSTEM
Sales Register
General Ledger Summary - Journal OP Order/Inv Processing
Memo/Reference

Page 4
Audit # 0000261

Account Date	Description	General Ledger	Summary - Journal OP	Order/Inv Processing	Debits	Credits
1010-00	Cash In Bank - First National		WILLARD SCOTT		1,188.00	
			000100 0005259	190 (Cash) J002017		
1010-00	Cash In Bank - First National		WILLARD SCOTT		1,113.75	
			000100 0005259	200 (Cash) J002017		
1010-00	Cash In Bank - First National		WILLARD SCOTT		222.75	
			000100 0005259	210 (Cash) J002017		
1010-00	Cash In Bank - First National		WILLARD SCOTT		1,113.75	
			000100 0005259	220 (Cash) J002017		
1010-00	Cash In Bank - First National		WILLARD SCOTT		359.10	
			000100 0005259	230 (Cash) J002017		
1010-00	Cash In Bank - First National		WILLARD SCOTT			1,000.00
			000100 0005259	240 (Cash) J002017		
1010-00	Cash In Bank - First National		WILLARD SCOTT		218.30	
			000100 0005259	Cash Sale J002017		
			Subtotal for Account 1010-00		4,215.65	1,000.00
1070-00	Customer Deposits		WILLARD SCOTT		1,000.00	
			000100 0005259	240 (Cash) J002017		
1250-02	WIP - Material - Mechanical Repair		WILLARD SCOTT			2,450.00
			000100 0005259	JOB MATERI J002017		
1250-02	WIP - Material - Mechanical Repair		WILLARD SCOTT			245.00
			000100 0005259	JOB MATERI J002017		
			Subtotal for Account 1250-02		0.00	2,695.00
1260-02	WIP - Labor - Mechanical Repair		WILLARD SCOTT			179.58
			000100 0005259	JOB LABOR J002017		
1260-02	WIP - Labor - Mechanical Repair		WILLARD SCOTT			53.88
			000100 0005259	JOB LABOR J002017		
			Subtotal for Account 1260-02		0.00	233.46
2010-00	Accounts Payable - CA Sales Tax		WILLARD SCOTT			218.30
			000100 0005259	Cash Sale J002017		
4030-01	Sales - Materials - Mechanical Rpr		WILLARD SCOTT			1,188.00
			000100 0005259	190 (Cash) J002017		
4030-01	Sales - Materials - Mechanical Rpr		WILLARD SCOTT			1,113.75
			000100 0005259	200 (Cash) J002017		
4030-01	Sales - Materials - Mechanical Rpr		WILLARD SCOTT			222.75
			000100 0005259	210 (Cash) J002017		
4030-01	Sales - Materials - Mechanical Rpr		WILLARD SCOTT			1,113.75
			000100 0005259	220 (Cash) J002017		
4030-01	Sales - Materials - Mechanical Rpr		WILLARD SCOTT			359.10
			000100 0005259	230 (Cash) J002017		
			Subtotal for Account 4030-01		0.00	3,997.35
4750-01	COGS - material - Mechanica Repair		WILLARD SCOTT		179.58	

7

06/28/11
12:35 PM

ACS 8.1.0 STANDARD SYSTEM
Sales Register
General Ledger Summary - Journal OP Order/Inv Processing
Memo/Reference

Page 5
Audit # 0000261

Account	Description	General Ledger	Summary - Journal OP	Order/Inv Processing	Debits	Credits
4750-01	COGS - material - Mechanica Repair		WILLARD SCOTT		53.88	
			000100 0005259	JOB LABOR J002017		
4750-01	COGS - material - Mechanica Repair		WILLARD SCOTT		2,450.00	
			000100 0005259	JOB MATERI J002017		
4750-01	COGS - material - Mechanica Repair		WILLARD SCOTT		245.00	
			000100 0005259	JOB MATERI J002017		
			Subtotal for Account 4750-01		2,928.46	0.00
			Totals For 06/28/11		8,144.11	8,144.11
			Total For Report		8,144.11	8,144.11

NOTE: It is important to note that Deposit Transactions will not be included in the Gross Profit calculation on your Monthly Sales Report.

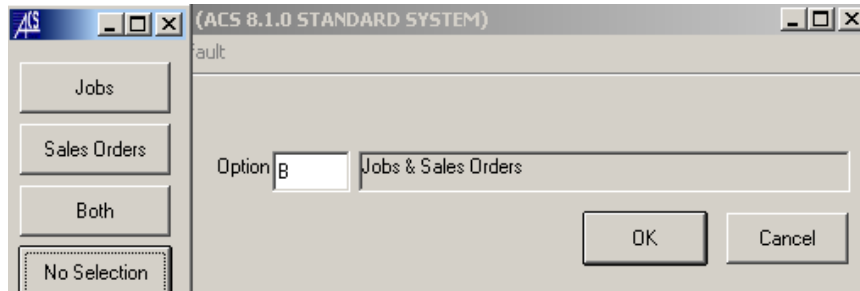
Application Computer Systems, Inc.

Job and Sales Orders Deposits

Reporting

As part of your Order Processing Menu and your Job Billing Menu you will find a Customer Deposits report.

This report allows you to select deposit data for Jobs, Sales Orders or BOTH.



06/29/11
10:37 AM

ACS 8.1.0 STANDARD SYSTEM

Jobs & Sales Orders				
Customer	Ord/Job Number	Recv Date	PO Number	Deposit Amount
000100 Everest Industries (714)-832-8113	0002019	03/15/04		500.00
	0002131	06/24/11		2,000.00
001001 Baker And Harrison	0002137	06/28/11		500.00
000100 Everest Industries (714)-832-8113	J002036	03/06/00	1234	1,000.00
	J001044	03/02/04		500.00
5 Total Orders			Total Amount	4,500.00

The report will display the following information for all deposits that have been invoiced, but NOT applied to any subsequent billing:

Customer#
Customer Name and Phone
Order/Job#
Received Date
PO#
Deposit Amount

The report will display Total number of Orders and the Total Amount of Deposit \$.

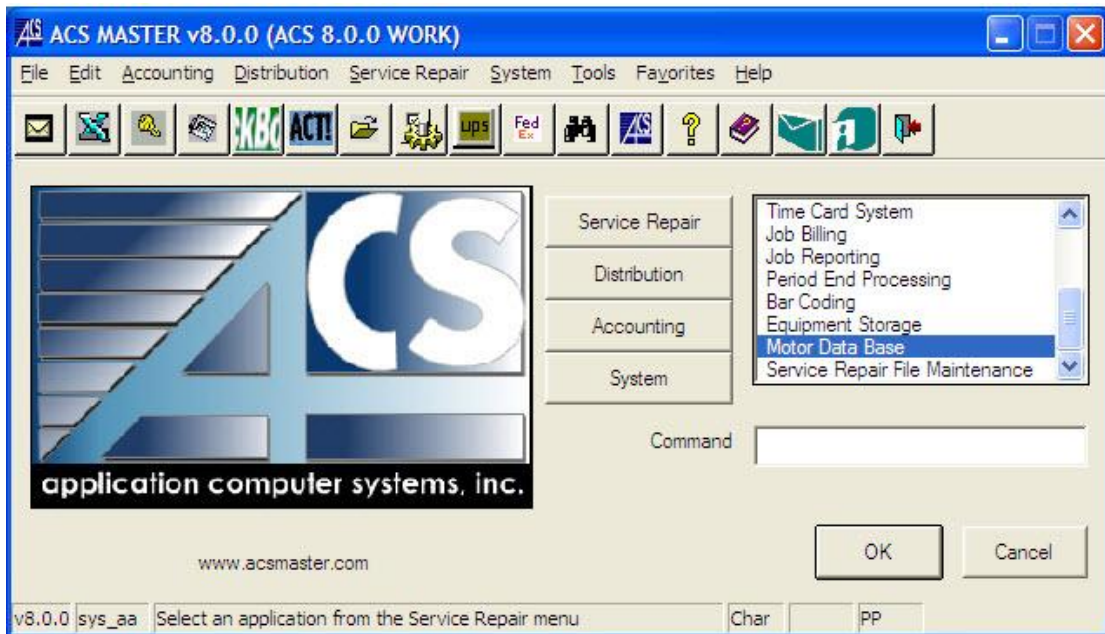
Remember: Jobs and Orders that have been invoiced AFTER the deposit is initially recorded WILL NOT appear on this report.



Motor Database

Introduction

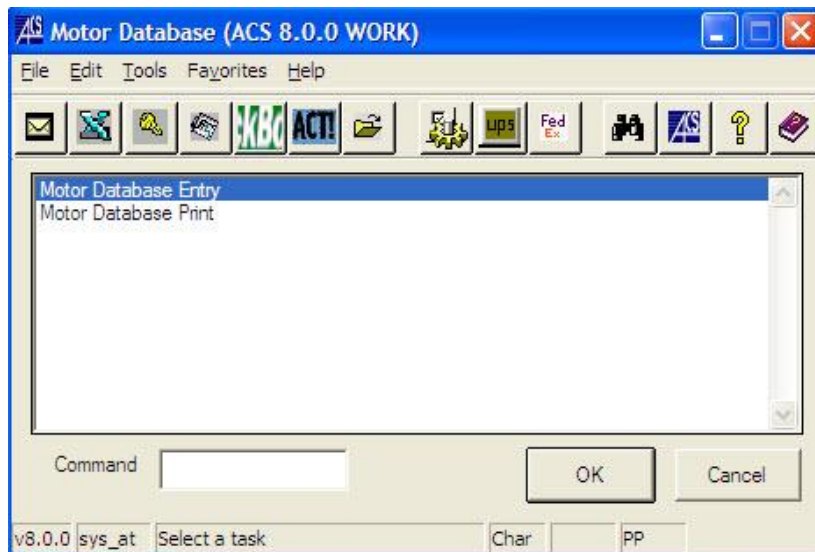
This section of the manual will take the user through an overview of the Motor Database Module. This module stores information on motors that you have wound in your shop. You can track these items by motor number, item number, serial number, model number or description. The Motor Database has predefined fields for the motor winding data.



Application Computer Systems, Inc. Motor Database

In this section we will review the following in the Motor Database Module:

- Motor Database Entry
 - Header
 - Insulation Specs
 - Coil Wind Data
- Motor Database Print
- Motor Database Inquiry
 - Header
 - Insulation Specs
 - Coil wind Data



Motor Database Entry

The Motor Database Entry screen has a criteria selection as seen below. The information can be entered and maintained at any time.

Application Computer Systems, Inc. Motor Database

Motor Database Entry (ELECTRICAL REPAIR COMPANY)

File Edit Favorites Help

Motor Number

Header | Insulation Specs | Coil Wind Data

Item Number Item Desc
Serial Number Mfg
Model No

HP Slots Iron LG Lead LG
KW Coils Core ID Lead TP
RPM T/C Slot Dia Res
Poles Span Core DD NL Amps
Frame CIR
Enclosure Conn Wire 1 Size Coil HD
Volts Nbr Leads Wire 1 Qty LD End
Amps In/Wd Wire 2 Size OP LD
Wedge Wire 2 Qty Est Turns

OK Cancel Delete Print

v8.0.0 mde_ab Enter Motor Number, <F3>=Lookup Char PP

Motor Database Entry Field Options:

Motor Number: Enter a valid fifteen character alphanumeric Motor Number and click the "OK" button or hit the "Enter" key to either enter a new motor number. All motor numbers are case sensitive. If using alpha characters, we recommend upper case letters.

Click on the magnifying glass, enter "F3", or right click for quick selection look-up to view a list of existing motor numbers.

Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application.

If you are entering a NEW motor number you will see the following:

Motor Database Entry

Is This A New Record?

Yes No Cancel

Application Computer Systems, Inc. Motor Database

Click "YES" to proceed with entering a new motor number or click "NO" or "Cancel" to return to the motor number field.

If you are entering an existing motor number the motor information will automatically be displayed.

Header – A detailed display of motor specifications provides nameplate data, slot count and diameter, number of leads, wire size and quantity plus much more.

The screenshot shows the 'Motor Database Entry' window for 'ELECTRICAL REPAIR COMPANY'. The 'Motor Number' field contains '10'. The 'Header' tab is active, displaying the following data:

Item Number	AEM2237-4	Item Desc	3PH 7.5HP 1760RPM BALDOR MOTOR
Serial Number	B1478523699874563214	Mfg	Baldor
Model No	M12345678901234		

HP	10.00	Slots	3	Iron LG	4.0	Lead LG	4
Kw	11.00	Coils	4	Core ID	5.0	Lead TP	5.00
RPM	1800	T/C	5	Slot Dia	6.0	Res	1.00
Poles	4	Span	4	Core OD	7.0	NL Amps	6.00
Frame	415T	CIR	3				
Enclosure	1	Conn	3.0	Wire 1 Size	18	Coil HD	
Volts	240	Nbr Leads	4	Wire 1 Qty	50	LD End	5.0
Amps	30.0	In.Wd	2.0	Wire 2 Size	19	OP LD	7.0
		Wedge	3	Wire 2 Qty	50	Est Turns	808

At the bottom right, there are buttons for 'OK', 'Cancel', 'Delete', and 'Print'. A status bar at the bottom left reads 'v8.0.0 mde_ac Is the Above Data Correct? <Y/N>:' and the bottom right shows 'Y/N' and 'PP'.

OK/Cancel/Delete / Print

OK – Accept data, clear screen, and return to the code entry field.

Cancel – **Do not accept** what has been entered, clear screen, and return to the code entry field.

Delete – Delete the entry from the file.

Print – Prints the motor information.

Additional screens provide both insulation specifications and coil winding data.

Application Computer Systems, Inc. Motor Database

Insulation Specs

	Leads	Feed	SL Ins	Wedge	PH Ins	Slv Lds	Slv Y	Slv
Quantity	4		4	4	24	4	3	1
Type	5	5-5-5	NOMEX	STD	STD	STD	STD
Size	9	2	2	3	10	1	10	6
Length	14.00	4.50	4.50	4.50	17.77	4.00	4.00	108.00

OK/Cancel/Delete / Print

OK – Accept data, clear screen, and return to the code entry field.

Cancel – **Do not accept** what has been entered, clear screen, and return to the code entry field.

Delete – Delete the entry from the file.

Print – Prints the motor information.

Application Computer Systems, Inc. Motor Database

Coil Wind Data

Motor Number: 10

Header | Insulation Specs | **Coil Wind Data**

----- Sleeving -----

Quantity	Size	Length
3	6	35

----- Turns -----

Turns
5

Head Size: 5
 Setting: 6.00
 Coil/Load: 0
 Coils/Group: .3

Span-1	17.270	CM/Amps	14562.25	Coil Std	6.160
SL DP	.50	Flx/Pole	654658.0	Ins Std	.100
IS LG	4.50	Gap Den	654325	Wedge Std	222.280
SP	6.280	Core Den	172278	Con Std	2416.11
PH Vol	139.2	Res Wire 1	.0000	Std Cost	36576.5
Coil HD	10.360	Res Wire 2	.0000	Dis Standard	.540
Coil CI	55.820	Weight Wire 1	22.67	Cln Standard	.270
CM Wire 1	81216	Weight Wire 2	17.98	Assemble Std	.540
CM Wire 2	64406			Machine Std	.470

OK Cancel Delete Print

v8.0.0 [mde_ae] Is the Above Data Correct? <Y/N>: Y/N PP

OK/Cancel/Delete / Print

OK – Accept data, clear screen, and return to the code entry field.

Cancel – **Do not accept** what has been entered, clear screen, and return to the code entry field.

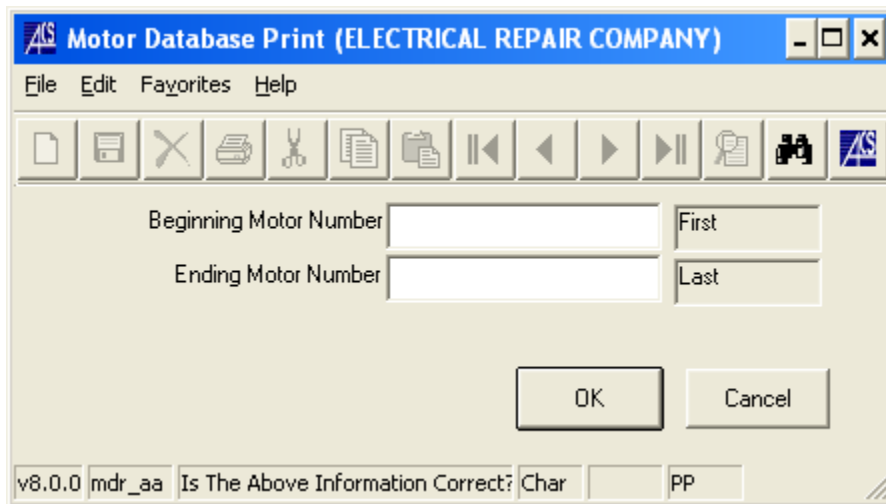
Delete – Delete the entry from the file.

Print – Prints the motor information.

Application Computer Systems, Inc.

Motor Database

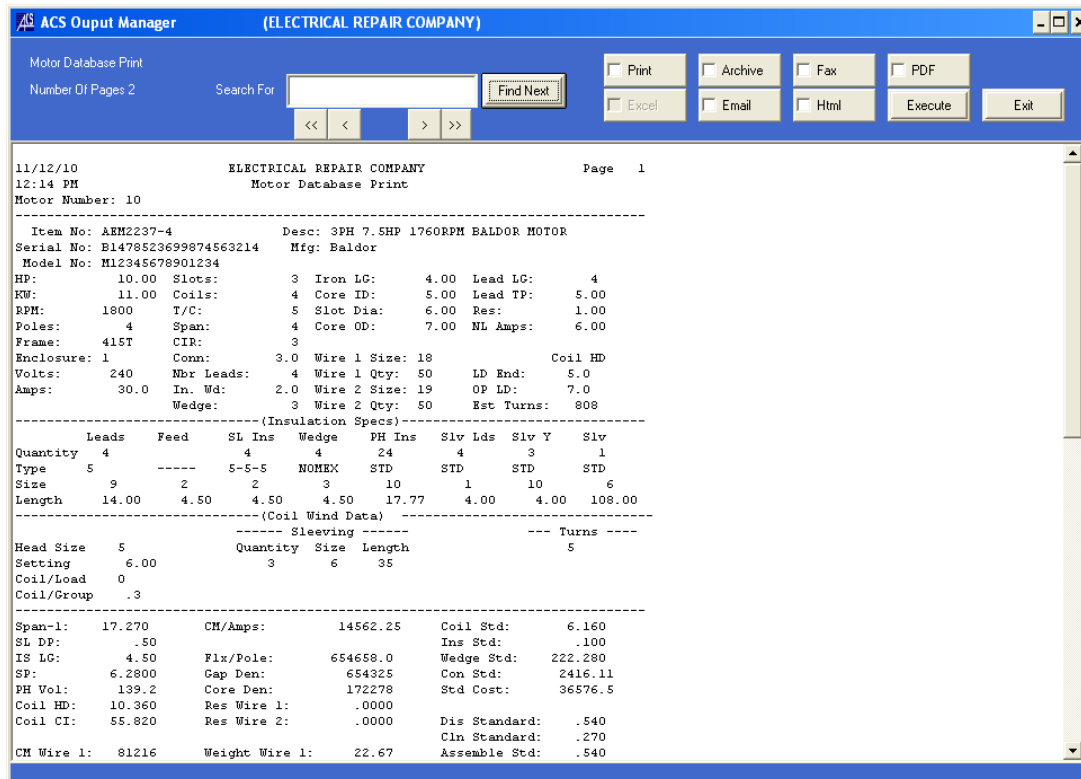
Motor Database Print



Beginning and Ending Motor Number: Allows you to print database information for a specific motor number or a range of motor numbers.

OK – Accept data, and print the report.

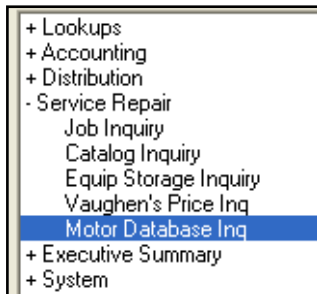
Cancel – **Do not accept** what has been entered, clear screen, and return to the menu.



Application Computer Systems, Inc. Motor Database

Motor Database Inquiry

You have access to data that has been previously entered for the motor. This information can be quickly accessed through ACS SpeedSearch under Service Repair by clicking on the binoculars on the ACS tool bar or by selecting "F5".



A screenshot of the ACS SpeedSearch (ACS 8.0.0 STANDARD SYSTEM) application window. The window title is 'SpeedSearch (ACS 8.0.0 STANDARD SYSTEM)'. The menu bar includes 'File', 'Edit', 'Favorites', and 'Help'. The toolbar contains various icons including a magnifying glass. The main form has a 'Motor Number' input field at the top. Below it are tabs for 'Header', 'Insulation Specs', and 'Coil Wind Data'. The 'Header' tab is active, showing fields for 'Item Number', 'Item Desc', 'Serial Number', 'Mfg', and 'Model No'. Below these are several rows of input fields for motor specifications: HP, KW, RPM, Poles, Frame, Enclosure, Volts, Amps, Slots, Coils, T/C, Span, CIR, Conn, Nbr Leads, In.Wd, Wedge, Iron LG, Core ID, Slot Dia, Core OD, Wire 1 Size, Wire 1 Qty, Wire 2 Size, Wire 2 Qty, Lead LG, Lead TP, Res, NL Amps, Coil HD, LD End, OP LD, and Est Turns. At the bottom right are 'OK', 'Cancel', 'Delete', and 'Print' buttons. The status bar at the bottom shows 'v8.0.0 mde_ab Enter Motor Number, <F5>=Lookup' and 'Char PP'.

Motor Number: Enter a valid fifteen character alphanumeric Motor Number and click the "OK" button. All motor numbers are case sensitive. If using alpha characters, we recommend upper case letters.

Click on the magnifying glass, enter "F3", or right click for quick selection lookup to view a list of existing motor numbers.

Click on the "Cancel" button, enter "F4", click on the upper right corner "X" box, or the menu bar button with an arrow pointing through the open door to exit the application.

Application Computer Systems, Inc. Motor Database

Header

The system will display the Motor Header information.

The screenshot displays the 'SpeedSearch (ACS 8.0.0 STANDARD SYSTEM)' application window. At the top, there is a menu bar with 'File', 'Edit', 'Favorites', and 'Help'. Below the menu bar is a toolbar with various icons. A search field labeled 'Motor Number' contains the value '10'. Below this, there are three tabs: 'Header' (selected), 'Insulation Specs', and 'Coil Wind Data'. The main area contains a form with the following fields:

Item Number	AEM2237-4	Item Desc	3PH 7.5HP 1760RPM BALDOR MOTOR
Serial Number	B1478523699874563214	Mfg	Baldor
Model No	M12345678901234		
HP	10.00	Slots	3
KW	11.00	Coils	4
RPM	1800	T/C	5
Poles	4	Span	4
Frame	415T	CIR	3
Enclosure	1	Conn	3.0
Volts	240	Nbr Leads	4
Amps	30.0	In.Wd	2.0
		Wedge	3
		Iron LG	4.0
		Core ID	5.0
		Slot Dia	6.0
		Core OD	7.0
		Lead LG	4
		Lead TP	5.00
		Res	1.00
		NL Amps	6.00
		Wire 1 Size	18
		Wire 1 Qty	50
		Wire 2 Size	19
		Wire 2 Qty	50
		Coil HD	
		LD End	5.0
		OPLD	7.0
		Est Turns	808

At the bottom of the window, there are four buttons: 'OK', 'Cancel', 'Delete', and 'Print'. A status bar at the very bottom contains the text 'v8.0.0 mde_ac: Is the Above Data Correct? <Y/N>:' and 'Y/N PP'.

The data displayed may not be edited in this inquiry option.

Application Computer Systems, Inc. Motor Database

Insulation Specs: Displays insulation specs data entered in Motor Database Entry.

The screenshot shows a software window titled "SpeedSearch (ACS 8.0.0 STANDARD SYSTEM)". The window has a menu bar with "File", "Edit", "Favorites", and "Help". Below the menu bar is a toolbar with various icons. A text field labeled "Motor Number" contains the value "10". There are three tabs: "Header", "Insulation Specs" (which is selected), and "Coil Wind Data". The main area displays a table with the following data:

	Leads	Feed	SL Ins	Wedge	PH Ins	Slv Lds	Slv Y	Slv
Quantity	4		4	4	24	4	3	1
Type	5	—	5-5-5	NOMEX	STD	STD	STD	STD
Size	9	2	2	3	10	1	10	6
Length	14.00	4.50	4.50	4.50	17.77	4.00	4.00	108.00

At the bottom of the window, there are four buttons: "OK", "Cancel", "Delete", and "Print". The status bar at the very bottom contains the text "v8.0.0 mde_ad Is the Above Data Correct? <Y/N>:" followed by "Y/N" and "PP".

The data displayed may not be edited in this inquiry option.

Application Computer Systems, Inc. Motor Database

Coil Wind Data: Displays the coil wind data entered in Motor Database Entry.

SpeedSearch (ACS 8.0.0 STANDARD SYSTEM)

File Edit Favorites Help

Motor Number: 10

Header Insulation Specs **Coil Wind Data**

		Slewing			Turns	
		Quantity	Size	Length		
Head Size	5				5	
Setting	6.00	3	6	35		
Coil/Load	0					
Coils/Group	3					
Span-1	17.270	CM/Amps	14562.25	Coil Std	6.160	
SLDP	.50	Flx/Pole	654658.0	Ins Std	.100	
IS LG	4.50	Gap Den	654325	Wedge Std	222.280	
SP	6.280	Core Den	172278	Con Std	2416.11	
PH Vol	139.2	Res Wire 1	.0000	Std Cost	36576.5	
Coil HD	10.360	Res Wire 2	.0000	Dis Standard	.540	
Coil CI	55.820	Weight Wire 1	22.67	Cln Standard	.270	
CM Wire 1	81216	Weight Wire 2	17.98	Assemble Std	.540	
CM Wire 2	64406			Machine Std	.470	

OK Cancel Delete Print

v8.0.0 mde_aei Is the Above Data Correct? <Y/N>: Y/N PP

The data displayed may not be edited in this inquiry option.



ORDER ENTRY (POS)

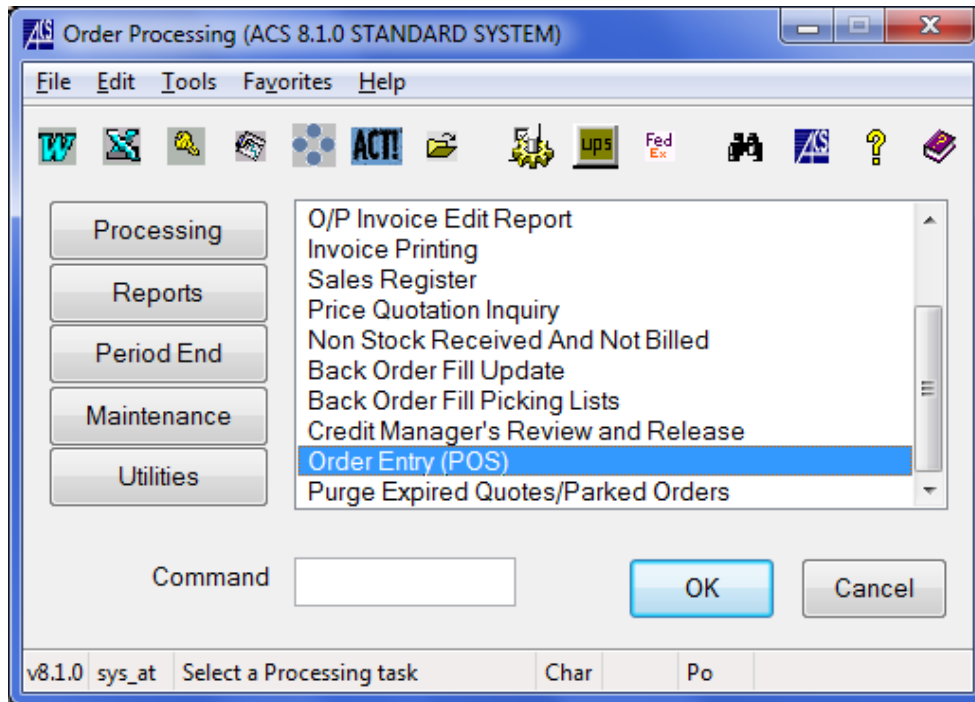
Introduction

The Order Entry (POS) module can be used as a counter sales function. This module can also be used in place of the standard order entry and invoicing functions.

This section of the manual will take the user through processing in the Order Entry POS.

NOTE: The same prerequisites are required for the Order Entry POS as the Order Processing Module. If your Order Processing Module is setup, there will be no additional setup required.

Distribution → Order Processing → Processing → Order Entry (POS)



Application Computer Systems, Inc.

Order Entry POS

TABLE OF CONTENTS

➤ POS PROCESSING

- Performing a Lookup in the Order Number Field
 - Accessing Open Orders
 - Accessing Historical Orders
 - Accessing Quotes
- Header Field Options
- Detail
 - Sales Inquiry
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 - Purchase Order/Req Vendor Information
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 - Options at the bottom of the Check Out screen
 - Select
 - Doc Out
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 - Order
 - Invoice
 - Cash
- Add'l Info

Application Computer Systems, Inc. Order Entry POS

POS PROCESSING

The training will focus on basic, day-to-day, POS Processing. The Order Entry (POS) main screen fields consist of the following fields:

Seq Cd	Type	Wh	Item Number	Description	Cost	Order	Price	B/O	Ship	Extension
--------	------	----	-------------	-------------	------	-------	-------	-----	------	-----------

Customer: Valid customer options are listed at the bottom of the screen.

-Enter a valid customer number

-Press "F1" to create a Cash Sale.

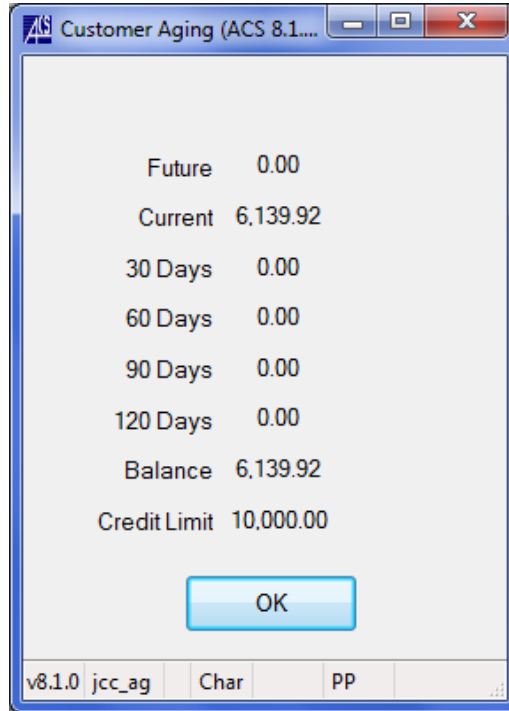
-Press "F3" or select the magnifying glass to perform a Lookup to select from a list of customer numbers

When you enter an existing customer, their name and address is displayed.

If the Display Credit Info in Order Entry field in the Order Processing Credit Management Parameters task is set to A, the *Customer Aging* window automatically appears showing the customer's credit limit, the amounts used for open orders/invoices, backorders, and

Application Computer Systems, Inc. Order Entry POS

remaining credit. The Display Credit Info will also automatically display The window also shows if the customer is on credit hold.

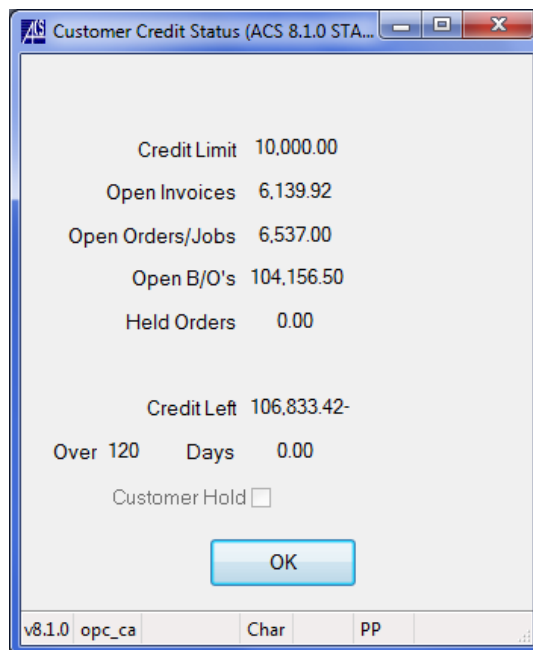


The screenshot shows a window titled "Customer Aging (ACS 8.1...)" with the following data:

Future	0.00
Current	6,139.92
30 Days	0.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
Balance	6,139.92
Credit Limit	10,000.00

An "OK" button is located at the bottom center of the window. The status bar at the bottom shows "v8.1.0 jcc_ag Char PP".

If the Display Credit Info in Order Entry field in the Order Processing Credit Management Parameters task is set to R, the *Customer Credit Status* window does not display automatically but you can still access it by pressing 'F2" from the Order field. If the Credit Manager is turned off you will go back to the customer number.



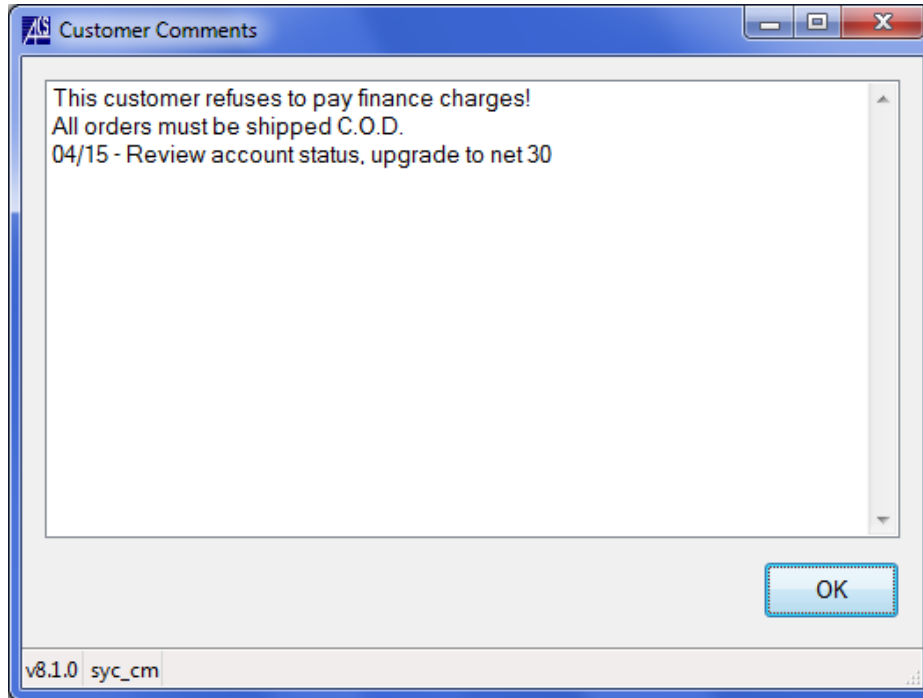
The screenshot shows a window titled "Customer Credit Status (ACS 8.1.0 STA...)" with the following data:

Credit Limit	10,000.00
Open Invoices	6,139.92
Open Orders/Jobs	6,537.00
Open B/O's	104,156.50
Held Orders	0.00
Credit Left	106,833.42-
Over 120 Days	0.00

There is a "Customer Hold" checkbox which is currently unchecked. An "OK" button is located at the bottom center of the window. The status bar at the bottom shows "v8.1.0 opc_ca Char PP".

Application Computer Systems, Inc. Order Entry POS

After you close the Customer Credit Status window, any Customer Comments associated with the customer are displayed and order entry continues from the Order field.

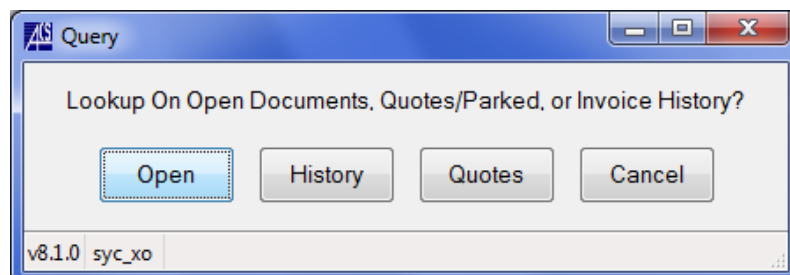


Entering an Order Order:

- Hit ENTER to access the first open order number on file for this customer.
- Press "F1" to create a new order with the next available order number.
- Press "F2" to view the Credit Check information (if not selected to automatically display), or you will be taken back to the customer number.
- Press "F3" or select the magnifying glass to perform a Lookup to select from a list of order numbers for this customer
- Press "F4" to return to the Customer field

Performing a Lookup in the Order Number Field

There are several options available to you when performing a Lookup in the Order# field. Use any of these lookup options and you will receive the following prompt:



Application Computer Systems, Inc. Order Entry POS

This gives you the option to search your Open Orders/Open, Order Invoices/HISTORY, or Quotes for this customer.

Accessing Open Orders

When you enter or select the number of an open **existing** order, all associated information is displayed and the system issues the prompt: "Is this the Correct Order?"

- Enter "YES" to accept the order
- Enter "NO" to return to the Order field
- Enter "Cancel" to return to the Order field

Upon accepting an existing order, your system will ask: "Reprint the Order?" (in the next batch print)

- Select "NO" to proceed without printing
- Select "Cancel" to proceed without printing

If you select "YES" the system issues another prompt:

"The Order will be printed in the next Batch."

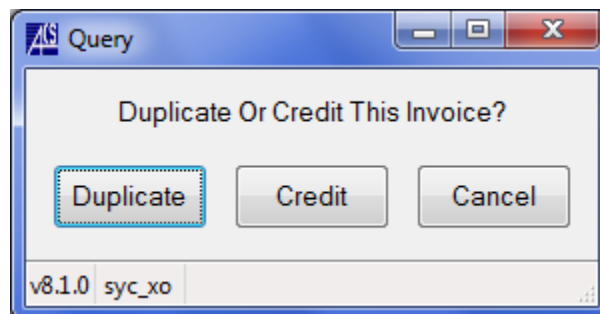
- Select "OK" or "Cancel" to add the order to the print batch and continue order entry.

Accessing Historical Order Invoices

When you perform a lookup in the order field and select the **History** option, your system will display a complete list of invoiced sales orders for this customer.

NOTE: The Invoice Detail History flag, in Order Processing Parameter Maintenance must be set to yes for your system to retain all Order Invoice Detail for this customer.

Upon selecting the correct Order/Invoice, you will be returned to the order entry screen and asked:



- Select "Duplicate" to create an Order using the same detail as the original order.
- Select "Credit" to create a Credit Memo for the same detail using negative quantities and amounts.
- Select "Cancel" to return to the Customer field.

Application Computer Systems, Inc. Order Entry POS

NOTE: When using History information, if you do not want the new order or credit issued for all items on the invoice, delete or modify the detail lines as needed.

Accessing Quotes

When you perform a lookup in the order field and select the **Quotes** option, your system will display a complete list of quotes for this customer.

When you enter or select the number of an open **quote**, all associated information is displayed and the system issues the prompt: "Is this the Correct Order?"

- Enter "YES" to accept the quote
- Enter "NO" to return to the Order field
- Enter "Cancel" to return to the Order field

Header Field Options:

The screenshot shows the Order Entry (POS) software interface. The title bar reads "Order Entry (POS) (ACS 8.1.0 STANDARD SYSTEM)". The menu bar includes "File", "Edit", "Favorites", and "Help". The toolbar contains various icons for file operations and navigation. The header section displays the following information:

- Customer: 000200 (Industrial Products, Market Plaza, 30021 Redhill Avenue, Tustin, CA 93002-0000)
- Order: 0002102
- Price Code: DIST
- Taken By: ACS
- Date Entered: 07/26/11
- Status: Order
- Invoice #: [Empty]
- Invoice Date: [Empty]

The detail section is currently empty. The table has the following columns: Seq Cd, Type, Wh, Item Number, Description, Cost, Order, Price, B/O, Ship, and Extension. The status bar at the bottom shows "v8.1.0 opz_db Enter Valid Price Code (<F1>=None/<F3>=Lookup) Char".

Price Code: The Customer Profile information in AR Customer Maintenance is used to populate the PRICING field of your header information.

- Enter a valid price code.
- Press "F1" to select "None" for price code.

Application Computer Systems, Inc. Order Entry POS

-Press "F3" or select the magnifying glass to perform a Lookup to select from a list of price codes.

NOTE: This field is skipped unless you have selected a cash customer.

Taken By: This field will be populated using the User ID of the user that is logged onto this workstation.

Status: Display only. New, Park, Quote, Order, or Invoice.

Date Entered: Defaults to the date the order was entered. Display only. This field can be changed on the Additional Info tab.

Invoice #: For all new entries this field will be blank. Orders that have been marked in the Status field as Invoice the system will automatically assign the next invoice number.

Invoice Date: Displays the invoice date if entry is marked as Invoice in the Status field.

When you finish making entries to the heading information, the system issues the prompt: "Is The Heading Information Correct?"

-Select OK to continue processing

-Select "Cancel" to cancel the order and return to the Customer field. Cancel performs the same function as delete for new entries.

-Select "Delete" to delete the order.

Application Computer Systems, Inc. Order Entry POS

Detail Tab Information

The Detail tab/section of your order will contain the individual detail lines for the specific items purchased by your customer.

Customer: 000200
Industrial Products
Market Plaza
30021 Redhill Avenue
Tustin CA 93002-0000

Order: 0002102
Price Code: DIST
Taken By: ACS
Date Entered: 07/26/11
Status: Order
Invoice #:
Invoice Date:

Seq Cd	Type	Wh	Item Number	Description	Cost	Order	Price	B/O	Ship	Extension
010	S	01	600	EBARA 60HP SUBMERSIBLE SEWAGE PUMP	850.00	1.00	1,250.00	0.00	1.00	1,250.00
020	S	01	210ZZ	BALL BEARING - SHEILDED 210ZZ	22.64	10.00	22.64	0.00	10.00	226.40

Buttons: OK, Cancel, Delete, Insert, Add'l Opt, Select, Doc Out, Cash, Lot/Serial, Sales Inq, Order Notes, Kitting

Status Bar: v8.1.0 opz_dd Enter A Valid Sequence Number Zero

Seq: If the Skip Line Code Entry parameter is set to Y in the Parameter Maintenance task, this field is skipped during the input process.

Use the F2 key to back up to the field if you want to make changes.

- Enter a sequence number
- Press Return to accept the default.

Cd: If the Skip Line Code Entry parameter is set to Y in the Parameter Maintenance task, this field is skipped during the input process.

Use the F2 key to back up to the field if you want to make changes.

- Enter a line code
- Perform a Lookup to select from a list of line codes
- Press Return to accept the default

Different line "types" are assigned to line codes. Depending on the type assigned to the selected line code, accessibility to the remaining fields in the detail line differs.

Application Computer Systems, Inc. Order Entry POS

NOTE: When the Inventory modules is being used, any quantities entered in the Sales Order Detail for **Stock items** will appear as COMMITTED when accessing Inventory information for those items. The items will remain COMMITTED until the Order is either: deleted, or billed and the Sales Register is updated. It is the updating of your Sales Register that will remove the quantities from your inventory. If the order is in Park or Quote status inventory items are not committed.

Type: This field is available for N line code types.

- Enter a product type
- Perform a Lookup to select from a list of product types.

NOTE: This Product Type information is used when recording information for Sales Analysis Inquiries and Reports. It is maintained in your Inventory Product Type Maintenance file.

Wh:

- Enter a valid warehouse code
- Perform a Lookup to select from a list of warehouse codes
- Enter to accept the default W/H

Item Number:

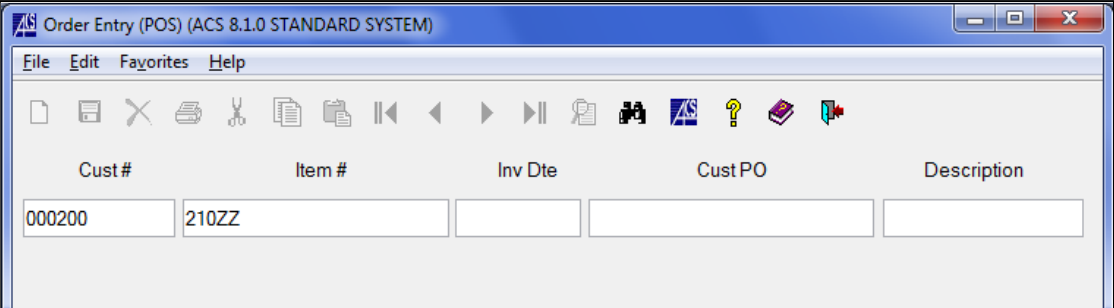
If the **Line Code** selected is **Stock line type**

- Enter a Stock Inventory Item number
- Perform a Lookup to select from a list of inventory items
- Select the **Sales Inq** Button at the bottom of your screen to perform a query.
- Enter a **Synonym**

Sales Inquiry: The Sales Inquiry function gives you access to purchase history information. Use one, all, or any combination of these fields to access previous purchase detail.

The Sales Inquiry button in the lower right portion of your screen becomes available when your cursor is in the Item#, Description, Cost, Price and Order fields of your order detail lines.

Upon selection of the Sales Inq option; you will see the following Pop Up Box:



The screenshot shows a window titled "Order Entry (POS) (ACS 8.1.0 STANDARD SYSTEM)". The window has a menu bar with "File", "Edit", "Favorites", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains a search form with the following fields:

Cust #	Item #	Inv Dte	Cust PO	Description
000200	210ZZ			

Application Computer Systems, Inc. Order Entry POS

The search criteria will include Invoice#, Inv Date, Item#, a Description of the item, Qty and Price. The inquiry results will also flag each item as being Stock or Non-stock. The resulting Sales information is determined by the criteria entered into these 5 inquiry fields.

The screenshot shows the 'Order Entry (POS) (ACS 8.1.0 STANDARD SYSTEM)' window. At the top, there is a menu bar with 'File', 'Edit', 'Favorites', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a search criteria form with the following fields:

Cust #	Item #	Inv Dte	Cust PO	Description
000200		//		

Below the search criteria form is a table displaying the results of the inquiry:

Inv #	Inv Dte	Item #	Description	Qty	Price	Cost
0005208	072611	500	Bicycle Seat	0	0.000	10.00
0005208	072611	B100	1PH 10HP 1725RPM 215	4	0.000	3.00
0005208	072611	B300	Chromoly Endurance T	3	995.000	511.70
0005208	072611	B100	1PH 10HP 1725RPM 215	3	970.000	2.00
0005208	072611	100	3PH 1HP 1755RPM 56H	0	350.000	204.87
0005208	072611	100	3PH 1HP 1755RPM 56H	0	20487.000	204.87
0005208	072611	100	3PH 1HP 1755RPM 56H	0	350.000	204.87
0005208	072611	900	Street Chain	1	7.990	6.00
0005208	072611	100	3PH 1HP 1755RPM 56H	0	20487.000	204.87
0005208	072611	100	3PH 1HP 1755RPM 56H	0	20487.000	204.87
0005208	072611	100	3PH 1HP 1755RPM 56H	0	20487.000	204.87
0005208	072611	900	Street Chain	1	7.990	6.00
0005208	072611	100	3PH 1HP 1755RPM 56H	0	20487.000	204.87
0005208	072611	100	3PH 1HP 1755RPM 56H	0	350.000	204.87
0005208	072611	200	Chromoly Bicycle Fra	1	525.000	371.00
0005208	072611	100	3PH 1HP 1755RPM 56H	0	353.500	204.87
0005208	072611	*TEST	TEST	0	6.000	5.00
0005208	072611	*100	3PH 1HP 1755RPM 56H	0	500.000	400.00
0005239	031504	800	Bicycle Brake	1	4.040	2.50

At the bottom of the window, there is a status bar with the text 'Sales Inquiry *'=N/S <Double-click>=Select F4=End'. Below the status bar are four buttons: 'OK', 'Cancel', 'Forward', and 'Back'. The bottom left corner shows 'v8.1.0 jcc_or' and the bottom right corner shows 'Char PP'.

When entering a **Stock Line type** in your order detail line code field, you will only be allowed to select any previously purchased **stock** items by double clicking on that item to have the detail inserted into the Sales Order detail line you are creating.

The item#, description and cost for this item will be populated using the information found in the query. Upon returning to your current order detail and entering the quantity ordered, your cursor will move to the Price field; should the CURRENT price calculation be different than the original price paid in your query, you will receive the following message:

Use Current Price or Sales Inquiry Price?

-Select "Current" and the system will populate the price field using current information.

Application Computer Systems, Inc. Order Entry POS

- Select "Sales Inquiry" and the system will populate the price field using the original sale price.
- Select "Cancel" to return to the Item# field.

NOTE: If selecting either Current or Sale Inquiry, it is possible to use the "F2" key to back up to the price field if you want to override either amount.

When performing a Sales Inquiry for a **Non Stock Line Type**, you will be allowed to select any previously purchased **Non Stock** item by double clicking on that item to have the detail inserted into the Sale Order detail line you are creating.

The item# and description for this item will populate the order detail line using the information found in the query. It will be necessary to enter cost and price information for a Non Stock item. It will not use this data from the sales inquiry data.

Entering Synonyms: If an item's Synonym is entered in the item number field the system will display a Synonym Inquiry to make an item selection from.

The screenshot shows a window titled "Synonym Inquiry" with a table of items. The table has the following columns: Item #, Description, Wt, Avail, Cost, Price, GP%, and Last Date. The data is as follows:

Item #	Description	Wt	Avail	Cost	Price	GP%	Last Date
M2334T	3PH 20HP 1800RPM 256T TEFC Baldor Mot	01	5	521.27	1066.00	51.1%	06/27/04
M3711	3PH 10HP 3600RPM 215T TEFC Baldor Mot	01	3	293.89	601.00	51.1%	06/27/04
M2333T	3PH 15HP 1800 RPM 254T TEFC Baldor Mot	01	1	422.00	863.00	51.1%	06/27/04
M4103T	3PH 25HP 1800RPM 284T TEFC Baldor Mot	01	0	644.01	1317.00	51.1%	00/00/00
M3774T	3PH 10HP 1800RPM 215T TEFC Baldor Mot	01	-1	301.22	616.00	51.1%	00/00/00
M2394T	3PH 15HP 3525RPM 254T TEFC Baldor Mot	01	-1	433.25	886.00	51.1%	06/27/04
M3713T	3PH 15HP 3450RPM 215T TEFC Baldor Mot	01	-2	418.58	856.00	51.1%	02/03/04
100	3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH	01	-27	204.87	20487.00	99.0%	03/18/03
100	3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH	02	15	204.87	20487.00	99.0%	03/18/03

Additional information from the screenshot: Customer: 000200, Name: Industrial Products, Synonym: TEFC, Whse: 01, Price Code: DIST. The status bar shows v8.1.0 opz_dd.

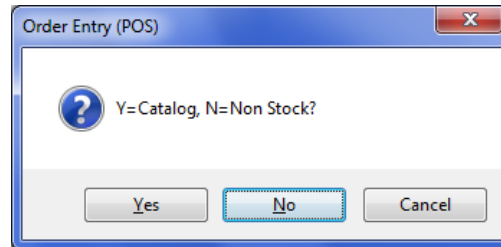
Application Computer Systems, Inc. Order Entry POS

If the **Line Code** selected in your Order Detail line is **Non-Stock Type**

-Enter a Non-Stock part number

-Select the **Sales Inq** Button at the bottom of your page to perform a query

-Perform a Lookup in this field and you will receive the following prompt:



-Select "Yes" to choose the Catalog feature.

-Select "No" to choose from a list of previously sold Non-Stock Items.

NOTE: The Catalog feature is only available if the Catalog function has been configured and you have previously loaded current vendor catalog information into you ACS/MASTER system.

Description: This field is available for N and M Line Code Types

S Line codes will automatically display the description associated with the inventory item number entered.

-Enter 1 to 40 characters for an item description or message line to print on the order.

Cost: This field is available for N Line Codes Types or Inventory Items with zero cost.

-Enter the cost per unit

S Line codes will automatically display the current cost associated with the inventory item number entered.

NOTE: It is important this field *not be left blank* when entering Non Stock items for the gross profit calculated for this sale to be correct. Cost is also used when generating Purchase Requisition or Purchase Order information from this line item.

Order: Enter the number of items your customer wishes to purchase.

When you access the Order field for a Stock Item, the quantity availability for this item in the selected warehouse will display at the bottom of the screen.

Price: This field automatically displays the price of the item for **S** line code types but can be overridden if necessary. You can access the field by using the F2 key to "backup" from the Line End field. It will be necessary to enter the price for **N** line code types.

There are several pricing methods from which a price is automatically entered in this field for stock items:

Application Computer Systems, Inc. Order Entry POS

- a. If contract prices are currently in force for the customer, the contract prices are used.
- b. If a pricing table was established for the customer's assigned price code in combination with the class of the inventory item, the pricing table prices are used. (The customer's assigned price code is displayed to the left of the bill-to address.)
- c. If none of the previous options apply, the current prices from the Inventory Item Maintenance task are used.
- d. If none of the previous options apply and the current price of an entered item is zero, the price must be manually entered.

B/O: This field automatically displays the quantity of any backordered items but can be accessed when using the F2 key from the Line End field.

If you have insufficient quantity to fill an order for a *stock item*, your system will place the quantity that you have on hand in the Ship field and place the remaining ordered quantity in the B/O field. The quantity for a *non-stock* item will always be placed in the B/O field.

Ship: This field will be populated using the quantity you have on hand for the stock item entered. This field can be accessed when using the F2 key in the Line End field.

Extension: This field is accessible for **O** line code types.

-Enter the extended amount for this line.

Otherwise, it displays the extended price of the quantity times the price.

Total: As you are entering the detail lines for your order, the Total field located on the upper right side of your screen will display a total of the dollar amounts appearing in the Extension field.

Purchase Order/Req Vendor Information

The remaining 3 fields become accessible only **when a line item contains B/O quantities**. If you move all of your quantities to the Ship field, **you will not have access to these options**.

If you do not have sufficient quantities of stock items or if your order is for non-stock items, the Sales Order interface to the Purchase Order system allows you to generate the Purchase Order/Purchase Requisition directly from the Sales Order detail line.

Vendor:

-Enter a valid vendor number you wish to generate the PO/REQ for.

-Perform a Lookup by selecting "F3" to select from a list of Vendors.

D/S: The Sales Order / Purchase Order interface also allows you to DROP SHIP items directly from the Vendor to your customer.

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When creating the Sales Order detail lines, you will select Y in your D/S field for the line items being ordered. When the Purchase Order or Requisition is created, your system will pull **Customer Ship To information** directly from the Sales Order Ship To Field and display this on the PO/Req being created.

- Enter "Y" to Drop Ship this item directly to your customer.
- Enter "N" if you do not want this item Drop Shipped to the customer.

R/P:

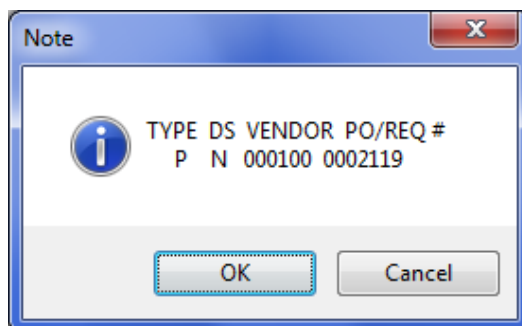
- Enter "R" to generate a Purchase Requisition
- Enter "P" to generate a Purchase Order

When you have completed your sales order and are ready to exit, you will select OK. Your system will **immediately create the Purchase Order or Requisition** that you requested and you see a popup box displaying this information. (Quoted and Parked orders will not create a Purchase Order or Requisition.)

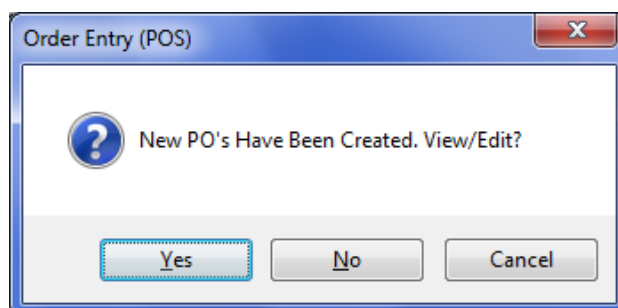
You will be asked: "Is the Information Correct?"

- Select "OK" to continue
- Select "Cancel" to return to the Customer number
- Select "Delete" and you will be asked: "Are you sure you want to Delete?"

Select OK -If your Sales Order includes Vendor, DS and PO/Req information, your system will **immediately create the requested document** and issue the following prompt:



- Select "Cancel" to return to your Order
- Select "OK" and you will be asked:



Application Computer Systems, Inc. Order Entry POS

- Select "Yes" to access the newly created document.
- Select "No" or "Cancel" to return to your Order

Upon selecting yes, your system will display each Purchase Order or Requisition that has been created and will allow you to make any changes necessary.

The purchase order detail will contain the detail line information (including COST) entered into your Sales Order line detail, as well as, the Sales Order number it is LINKED to.

From here you can make any changes necessary to the PO/REQ and print or fax it to your Vendor. Once you are finished processing the PO/REG information you will be returned to the Sales Order Entry screen.

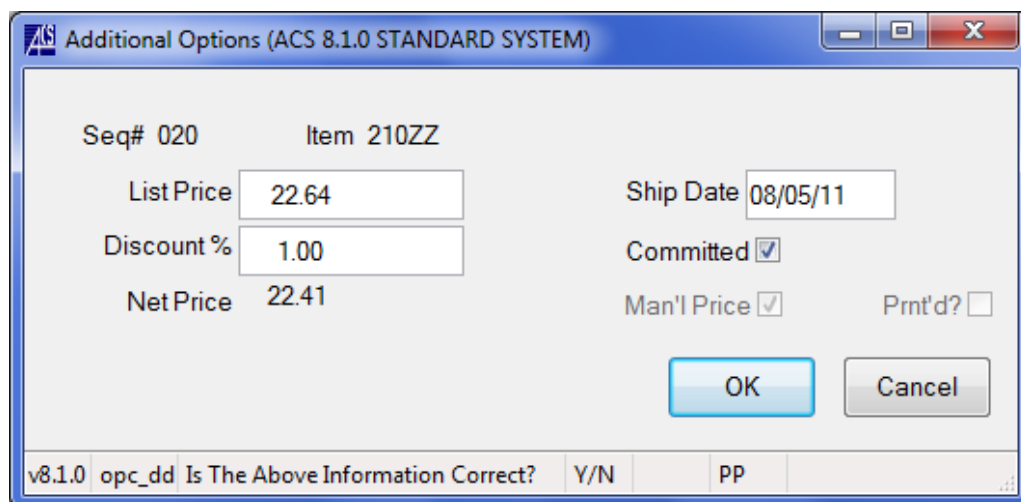
Options at the bottom of the Detail screen:

NOTE: Kitting and Lot/Serial functions will be covered during Advanced Process Training section in this module.



Insert: Allows you to enter in a new detail line.

Add'l Opt: The Add'l Opt button is available from any field (except the seq field) on any detail line (except a Memo line). It is designed to provide further information for each line item.



Seq# 020	Item 210ZZ
List Price	22.64
Discount %	1.00
Net Price	22.41
Ship Date	08/05/11
Committed	<input checked="" type="checkbox"/>
Man'l Price	<input checked="" type="checkbox"/>
Prnt'd?	<input type="checkbox"/>

EXAMPLE: SEQ# 020 / Item 210ZZ: **List price** for this item is \$22.64
Using a **Discount** of 1% the **Net Price** becomes \$22.41

Application Computer Systems, Inc. Order Entry POS

Ship Date: allows you to establish ship dates for each line item independent of the Ship Date recorded in the Add'l Info Tab.

Individually scheduled ship dates for each line item may be used when entering *blanket orders*. Blanket orders are those in which a customer places an order for products that are to be shipped on more than one date.

Committed:

-Check this box to commit the items to the order

-Leave this box blank if the items should not be committed, regardless of the scheduled shipping date.

If a line item is committed with this field, the *Ship* quantity is set equal to the *Order* quantity.

If the line item is uncommitted, the *B/O* quantity, *Ship* quantity, and *Extension* amount are set to zero.

Man'l Price: Display only, this field indicates if the item's pricing was manually entered/alterd. In this case the discount was manually entered.

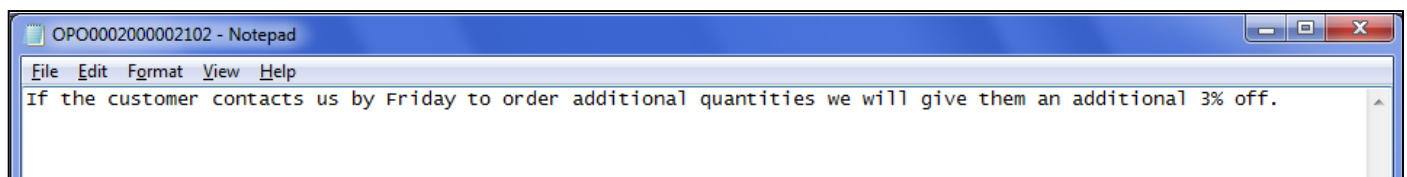
Print'd: Display only, this field indicates if the sales order line has been printed.

When the Additional Options are complete:

-Select "OK" to continue

-Select "Cancel" to return to the sequence field of the next detail line

Order Notes: Located in the lower right corner of your Order screen you will see the Order Notes button. Unlike Customer Comments or Memo Lines, this Notes function is designed not to print on your Picking Ticket or Invoice; it is for internal use only and might be used to record information you would not wish your customer to see but need your staff to be aware of.



Upon selecting the Order Notes button, a Windows Notepad box will display. Here you will enter any additional information that needs to be associated with this Sales Order. Once you have finished entering your message, select File/Save. This information can only be access by recalling the Sales Order and selecting Order Notes. It will remain part of this order's information unless the entire order is deleted.

Application Computer Systems, Inc. Order Entry POS

When all line detail is complete for this Sales Order select OK, your system will display a prompt at the bottom of your screen: "Is the Above Information Correct?"

-Select OK to continue to the Check Out tab.

-Select Delete to remove the entire order.

Check Out Tab:

The screenshot displays the 'Check Out' tab of the Order Entry POS system. The window is titled 'v8.1.0 opz_de Is The Information Correct?' and shows a 'Total' of 1,474.10. The 'Totals' section includes: Gross Sales (1,474.10), Discount (0.00), Subtotal (1,474.10), Tax (0.00), Freight (0.00), and Net Sales (1,474.10). The 'Sold To/Ship To' section contains: Customer (000200), Name (Industrial Products), Address (Market Plaza, 30021 Redhill Avenue, Tustin, CA 93002-0000), and Ship To fields. The 'Additional Information' section includes: PO#, Rel#, Misc#, Phone ((714)-833-7100), Fax ((714)-839-2922), and Ship Via (UPS GSR). The 'Status' section has checkboxes for Park, Hold For, Quote, Valid For, Order (checked), and Invoice. At the bottom, there are buttons for OK, Cancel, Delete, Insert, Add'l Opt, Select, Doc Out, Cash, Lot/Serial, Sales Inq, Order Notes, and Kitting.

Totals

Gross Sales: Display only.

This field totals the dollars displayed in the order detail extension field.

NOTE: This total will not include any extension totals for items in the B/O field of your order.

Discount: This field will automatically calculate and display any discount available for this order using the Discount Code information located in the Add'l Info for this order. This discount field can be overridden if necessary.

Subtotal: Display only.

This field will take the Gross Sales and subtract any discount allowed.

Tax: Display only.

Using the Tax Code located in the Add'l Info for this order, your system will calculate the tax liability for this order.

Freight: Enter any freight amount you wish billed to your customer for this order.

Application Computer Systems, Inc. Order Entry POS

Net Sales: Display Only

Using the 5 previous fields, your system will display the Net Sales total for this order.

NOTE: These totals will not reflect any B/O item quantities.

Upon completion of your totals information, and if all other information is correct you will be asked: "Is the Information Correct?"

-Select "OK" to continue

-Select "Delete" and you will be asked: "Are you sure you want to Delete?"

-Or if information needs to be changed in the following fields below, select the field and enter the changes.

Status

Mark this entry as park, quote, order or invoice.

Park: This is used to hold an order for completion at a later time.

Hold For: If this status Park is selected then enter the number of days to park.

Quote: Use quote to produce an itemized quotation or bid containing the same information as that of a sales order. The quote may be printed and given to the customer and later converted to a sales order or invoice if desired.

Valid For: If you selected this order as a Quote then enter the number of days this quote is valid.

Order: Use order to record information necessary for processing a sales order.

Invoice: Select to create an invoice for this order.

- Enter in the Invoice Date.

-The next invoice number will be automatically assigned to this order and will display in the header of this order.

Sold To/Ship To

Customer #: Valid customer options are listed at the bottom of the screen.

-Press Enter to leave the selected customer number.

-Enter a valid customer number

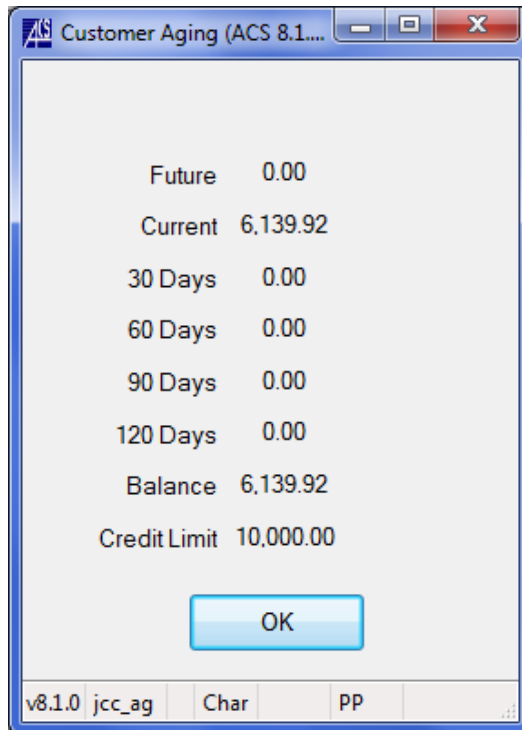
-Press "F1" to create a Cash Sale.

-Press "F3" or select the magnifying glass to perform a Lookup to select from a list of customer numbers

NOTE: The customer number can be changed at anytime before the invoice has been updated on the Sales Register.

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If the Display Credit Info in Order Entry field in the Order Processing Credit Management Parameters task is set to A, the *Customer Aging* window automatically appears showing the customer's credit limit, the amounts used for open orders/invoices, backorders, and remaining credit. The Display Credit Info will also automatically display. The window also shows if the customer is on credit hold.



The screenshot shows a window titled "Customer Aging (ACS 8.1...)" with the following data:

Future	0.00
Current	6,139.92
30 Days	0.00
60 Days	0.00
90 Days	0.00
120 Days	0.00
Balance	6,139.92
Credit Limit	10,000.00

An "OK" button is located at the bottom center of the window. The status bar at the bottom left shows "v8.1.0 jcc_ag Char PP".

Ship To:

- Hit Enter to leave the Ship To address the same as the billing address
- Select "F3" or select the magnifying glass to perform a Lookup to select from a list of existing Ship To addresses.
- Enter 99 to access the ship to detail lines to manually type in temporary ship to information.

Additional Information

PO#: Enter up to 20 Characters to record your customer's PO information.

Rel Number: Enter up to 20 Characters to record your customer's release number. If your customer issues "blanket" PO numbers, this field is designed to record individual Release numbers associated with the PO number in the previous field. This information will print on the Sales Order Pick Ticket / Acknowledgement and the Customer Invoice for this order.

Misc Number: Enter up to 10 Characters for any misc customer information.

Application Computer Systems, Inc. Order Entry POS

If the customer requires any additional information to print on the Pick ticket, Acknowledgement or Invoice; such as work order number, department number or name of the purchasing agent; that information can be placed here.

Phone: The customer's Profile information in AR Customer Maintenance is used to populate this phone number field and can be overridden. If using a Ship-To address the phone number will populate from the Ship-To file.

Fax: The customer's Profile information in AR Customer Maintenance is used to populate this phone number field and can be overridden. If using a Ship-To address the phone number will populate from the Ship-To file.

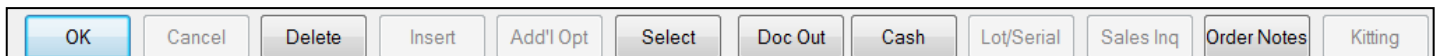
Ship Via: The customer's default Ship Via information will populate from customer Maintenance.

-Enter in the Ship Via information

-Select "F3", or select the magnifying glass to perform a Lookup to select from a list of shipping options.

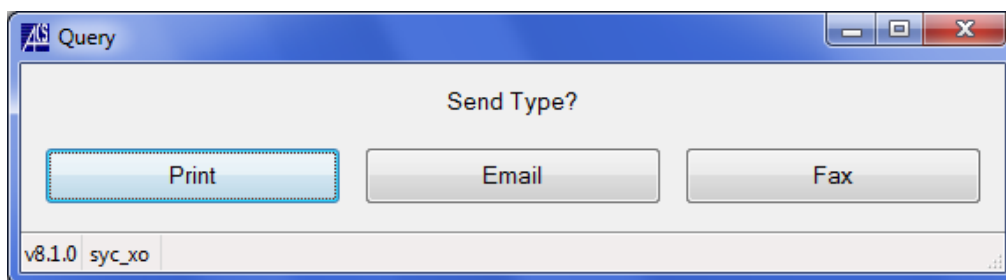
Email: Enter the customer's email address.

Options at the bottom of the Check Out screen:



Select: Allows you to select from a list of printers. A query box will pop up asking you to select the printer.

Doc Out: Doc Out gives you the option to Print, Email or Fax the document.



NOTE: You must have Microsoft Outlook to email documents and MS Faxing or Vsifax to fax documents directly from the system.

NOTE: The printing options will be based on the STATUS field.


Park: Doc Out is disabled.

Application Computer Systems, Inc. Order Entry POS

Quote:

- Select Print to print a Sales Quote.
- Select Email to attach this quote to a new email message.
- Select Fax to fax this document to the customer.



		Application Computer Sys, Inc 3834 Highway 42 South Locust Grove, GA 30248 Phone: (770)-938-2227 / Fax: (770)-938-2774		Sales Quote		
		Quote No.: 0002102 Quote Date: 07/26/11 Page: 1				
Sold To:	Customer Number: 000200 Industrial Products Market Plaza 30021 Redhill Avenue Tustin, CA 93002			Ship To:	Ship To Number: Industrial Products Market Plaza 30021 Redhill Avenue Tustin, CA 93002	
Quote	Quote Date	Sales Code	Expire Date	Ship Via	Terms	
0002102	07/26/11	JDP	08/25/11	UPS GSR	C.O.D.	
Customer PO:		PO Release:		Misc Number:		
Order	Item #/Description/Notes			Unit Price	Extension	
1.0	600 Wh:01 Location:BIN 160 EBARA 60HP SUBMERSIBLE SEWAGE PUMP			1,250.00	.00	
10.0	210ZZ Wh:01 BALL BEARING - SHEILDDED 210ZZ			22.64	.00	
	Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details.					
				Sub Total	.00	
				Discount	.00	
				Tax	.00	
				Freight	.00	
				Total	.00	

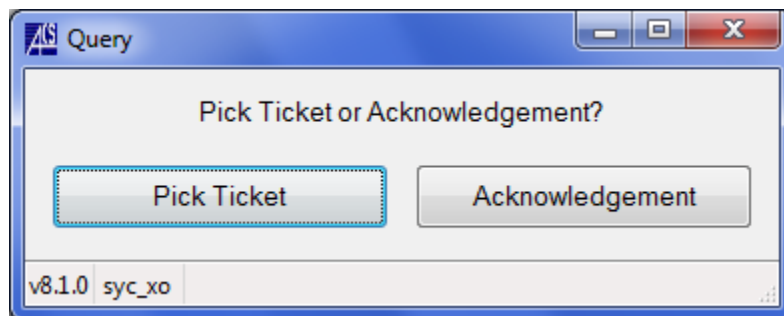
Quoted By: _____ Date: _____
 Based on our Terms and Conditions.

Application Computer Systems, Inc. Order Entry POS

Order:

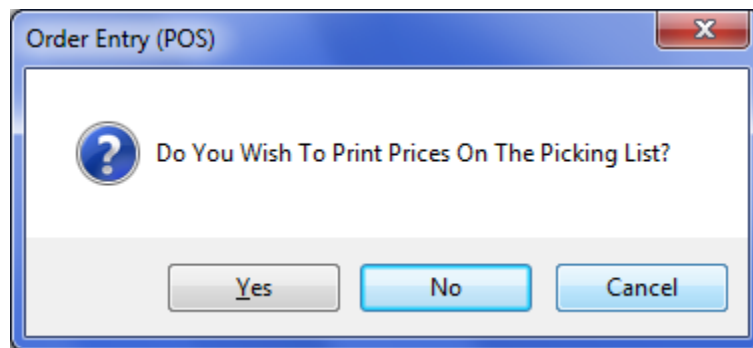
- Select Print to print a Pick Ticket or Acknowledgement.
- Select Email to attach a Pick Ticket or Acknowledgement to a new email message.
- Select Fax to fax this document to the customer.

After making the selection to print, fax or email you will be asked to print a Pick Ticket or Acknowledgement.



Pick Ticket: Do You Wish To Print Prices On the Picking List?

- Select Yes to print prices on Picking List.
- Select No for no pricing to print on the Pick Ticket.



Application Computer Systems, Inc. Order Entry POS



Application Computer Sys, Inc

3834 Highway 42 South
Locust Grove, GA 30248
Phone: (770)-938-2227 / Fax: (770)-938-2774

Pick Ticket

Order No.: 0002102
Order Date: 07/26/11
Page: 1

Sold To:

Customer Number: 000200
Industrial Products
Market Plaza
30021 Redhill Avenue
Tustin, CA 93002

Ship To:

Ship To Number:
Industrial Products
Market Plaza
30021 Redhill Avenue
Tustin, CA 93002

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
0002102	07/26/11	JDP	08/05/11	UPS GSR	C.O.D.

Customer PO:	PO Release:	Misc Number:
---------------------	--------------------	---------------------

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
1.0	1.0	0.0	600 Wh:01 Location:BIN 160 EBARA 60HP SUBMERSIBLE SEWAGE PUMP		
10.0	10.0	0.0	210ZZ Wh:01 BALL BEARING - SHEILDDED 210ZZ		
			Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details.		

All of this order to be filled from this warehouse

Received By: _____ Date: _____

Application Computer Systems, Inc. Order Entry POS



Application Computer Sys, Inc

3834 Highway 42 South
Locust Grove, GA 30248
Phone: (770)-938-2227 / Fax: (770)-938-2774

Sales Order Acknowledgement

Order No.: 0002102
Order Date: 07/26/11
Page: 1

Sold To:	Customer Number: 000200	Ship To:	Ship To Number:
	Industrial Products Market Plaza 30021 Redhill Avenue Tustin, CA 93002		Industrial Products Market Plaza 30021 Redhill Avenue Tustin, CA 93002

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
0002102	07/26/11	JDP	08/05/11	UPS GSR	C.O.D.

Customer PO:	PO Release:	Misc Number:
--------------	-------------	--------------

Order	Item #/Description/Notes	Unit Price	Extension
1.0	600 Wh:01 Location:BIN 160 EBARA 60HP SUBMERSIBLE SEWAGE PUMP	1,250.04	1,250.04
10.0	210ZZ Wh:01 BALL BEARING - SHEILDED 210ZZ	22.64	226.40
	Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details.		


All of this order to be filled from this warehouse	Sub Total	1,476.44
	Discount	.00
	Tax	.00
	Freight	.00
	Total	1,476.44

Acknowledged By: _____ Date: _____
Based on our Terms and Conditions.

Application Computer Systems, Inc. Order Entry POS

Invoice:

- Select Print to print an Invoice.
- Select Email to attach an Invoice to a new email message.
- Select Fax to fax this invoice to the customer.

		Application Computer Sys, Inc 3834 Highway 42 South Locust Grove, GA 30248 Phone: (770)-938-2227 / Fax: (770)-938-2774		Invoice					
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Invoice No.:</td> <td>0005209</td> </tr> <tr> <td>Invoice Date:</td> <td>07/27/11</td> </tr> <tr> <td>Page:</td> <td>1</td> </tr> </table>		Invoice No.:	0005209	Invoice Date:	07/27/11
Invoice No.:	0005209								
Invoice Date:	07/27/11								
Page:	1								
Sold To:	Customer Number: 000200 Industrial Products Market Plaza 30021 Redhill Avenue Tustin, CA 93002			Ship To:	Ship To Number: Industrial Products Market Plaza 30021 Redhill Avenue Tustin, CA 93002				
Order	Order Date	Sales Code	Ship Date	Ship Via	Terms				
0002102	07/26/11	JDP	08/05/11	UPS GSR	C.O.D.				
Customer PO:		PO Release:		Misc Number:					
Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension				
1.0	1.0	0.0	600 EBARA 60HP SUBMERSIBLE SEWAGE PUMP	1250.04	1,250.04				
10.0	10.0	0.0	210ZZ BALL BEARING - SHEILDED 210ZZ BALL BEARI	22.64	226.40				
			Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details.						
				Sub Total	1,476.44				
				Discount	.00				
				Tax	.00				
				Freight	.00				
				Total	1,476.44				

Application Computer Systems, Inc. Order Entry POS

Cash: If you select to Invoice the Order, you will have access to the Cash option.

Cash Receipts (ACS 8.1.0 STANDARD SYSTEM)

Cash Receipt Code

Check Number

Memo

Cc Number

Exp. Date

Cust Name

Amount Tendered

Change

OK Cancel

v8.1.0 opz_dz Enter A Valid Cash Receipts Code (<F1>=N Char PP

It will then be necessary to enter the Cash Receipt Code. Your Cash Receipt Code will determine what additional fields to enter.

Cash Receipt Code:

Check Number:

Memo:

Cc Number:

Exp. Date:

Cust Name:

Amount Tendered:

Change:

Usually CASH, CHECK, or CREDIT CARD

It will then be necessary to PRINT your Invoice.

Hit the **Select** Button at the bottom of the page. A query box will pop up asking you to select the Invoice or Receipt printer. Select Invoice.

Your Printer Options box will appear.

Application Computer Systems, Inc. Order Entry POS

You will then select the printer you wish to use. Then select Print.

NOTE: It will be necessary to run your Sale Register and Update it for this transaction to post to Accounts Receivable. This transaction will appear on your Bank Reconciliation in the Other Transactions sections as Sales Register.

Add'l Info Tab

The Customer Profile information in AR Customer Maintenance is used to populate these fields. The TYPE and PRICING for this customer will populate; for display purpose only.

Order Type: This information is for display purposes only and is populated from the Check Out Tab Status field selection.

- I the order is an invoice
- O the order is a sale
- Q the order is a quote
- Z the order is selected as park

An **I**/Invoice is to create an invoice for this order.

An **O**/ order is to record information necessary for processing a sales order.

A **Q**/quote is to produce an itemized quotation or bid containing the same information as that of a sales order. The quote may be printed and given to the customer and later converted to a sales order or invoice if desired.

A **Z**/Park is to place this order on hold for completion at a later time.

Application Computer Systems, Inc. Order Entry POS

NOTE: The order Status can be changed at anytime on the Check Out tab before an invoice has been created and updated on the Sales Register

Order Date: Enter the date this order was placed
It will default to today's date and can be overridden

Ship Date: Enter the ship date for this order
It will default to today's date plus the Average Lead time determined in your Order Processing parameters.

Expires: This field is only available when the Order Type is set to Q/Quote and will be calculated by the order date plus the number of days entered in the Valid For field on the Check Out tab. This field can be overridden.

PO Number: Enter up to 20 Characters to record your customer's PO information. If a PO number was entered in the Check Out tab this information will appear and can be overridden.

PO Rel Number: Enter up to 20 Characters to record your customer's release number
If your customer issues "blanket" PO numbers, this field is designed to record individual Release numbers associated with the PO number in the previous field. This information will print on the Sales Order Pick Ticket / Acknowledgement and the Customer Invoice for this order. If a PO release number was entered in the Check Out tab this information will appear and can be overridden.

Misc Number: Enter up to 10 Characters for any misc customer information
If the customer requires any additional information to print on the Pick ticket, Acknowledgement or Invoice; such as work order number, department number or name of the purchasing agent; that information can be placed here. If a misc number was entered in the Check Out tab this information will appear and can be overridden.

Ship Via: The customer's default Ship Via information will populate from customer Maintenance.

- Enter in the Ship Via information.

-Select "F3", or select the magnifying glass to perform a Lookup to select from a list of shipping options.

NOTE: This "list" is maintained in Service Repair File Maintenance under Job Ship Via Maintenance.

The *next 7 fields* will default to the information recorded for this customer in Customer Maintenance. Your system will use the Customer billing information UNLESS this order

Application Computer Systems, Inc. Order Entry POS

uses a Ship To address, in which case it defaults to the settings for the specific Ship To address used. These fields can be overridden if necessary.

Sales Disc:

- Enter to accept the default Sales Discount setting
- Perform a Lookup to select from a of Sale Discounts

Terms:

- Enter to accept the default Terms code
- Perform a Lookup to select from a list of Terms Codes

Distribution:

- Enter to accept the default Distribution Code
- Perform a Lookup to select from a list of Dist Codes

Salesperson:

- Enter to accept the default Salesperson
- Perform a Lookup to select from a list of Salesperson Codes

Std Message:

- Enter to accept the default Message that is to print on your Pick Tickets and Invoices
- Perform a Lookup to select from a list of available messages

Territory:

- Enter to accept the default Territory Code
- Perform a Lookup to select from a list of Territory Codes

Sales Tax:

- Enter to accept the default Sales Tax code
- Perform a Lookup to select from a list of available Sales Tax Codes

List Price: This List Price code determines whether the current list prices from the inventory masterfile or the prior list prices are charged on this order. If the prior list prices are used, enter the prior list price code from the Inventory Item Maintenance task Information option. If any code other than the correct prior list price code is entered, current list prices are used. *For a better understanding of List Price options, please see the Inventory section of your manual.*

- Enter List Price Code
 - Leave this field blank to accept current List Price
- When you finish making entries to the Ribbon information, the system issues the prompt:
"Is The Additional Info Correct?"
- Select OK to continue processing



ACS MASTER System Email Setting Requirements

Many of our new Bolt-On Modules now allow the user to send out MASS or BATCH emails to a group of customers or prospects. This mass emailing feature does not require the user to change email providers, however, it will require configuration maintenance in your system.

When E-mailing directly from one of these Modules, your system will obtain your RETURN Email address from two sources:

System → System Maintenance → User Maintenance

If multiple users will be utilizing mass mailings, it is suggested that each user complete their User ID Email information. This allows the system to assign individual RETURN EMAIL ADDRESSES based on user log in.

The screenshot shows the 'User Maintenance' window for ACS 8.1.0 STANDARD SYSTEM. The window title is 'User Maintenance (ACS 8.1.0 STANDARD SYSTEM)'. The menu bar includes 'File', 'Edit', 'Favorites', and 'Help'. The toolbar contains icons for file operations and help. The main area contains the following fields and options:

- User ID: ACS
- Name: ACS
- Security Level: 9
- Valid Firms: All
- Printers: P1, PC, PF, PP, PS, PU, PZ, Pa, Pe, Po
- Password:
- Default Menu: SYS, ACS / MASTER Electric / Apparatus
- Default Firm: 01, ACS 8.1.0 STANDARD SYSTEM
- Email Address: Helenm@acsmaster.com
- User Preferences:
 - Char Input Field Type: B
 - Maximum PF Files: 99
 - Interface:
 - Case Conversion Key: 12
 - PF File ID: ACS
 - Upper Case Key: 09
 - Allow Menu Jumping:
 - Favorites Menu: mb_fav_ACS, Favorites Menu

First, the system will check the User Maintenance information for the user logged onto the workstation printing the documents.

If the user has a valid Email address, the system will use this as the return Email address.

This option allows each email generated by your system to determine a return email address based on the user maintenance information for the individual logged onto your system at the time the email is generated.

Application Computer Systems, Inc. Email Setting Requirements

If your system does not find a valid Email address in User Maintenance, it will look to the Email Parameter Maintenance information.

System → System Maintenance → Email Parameter Maintenance

It will be necessary to create a DEFAULT email setting; this setting will become the DEFAULT RETURN EMAIL ADDRESS for all MASS or Batch emails generated if no User Email addresses have been established. **THIS IS A MANDATORY SETTING.**

Default

User ID

Outgoing Mail (SMTP)

Port

Default Email Address

The user id and password fields below may not be required. Try sending a "Test Email" without the user id and password. If "Test Email" fails, try with user id and password.

User ID

Password

OK Cancel Delete Test Email

v8.1.0 emm_ea Is The Above Information Correct? Char Po

1. Hit F1 in the **User ID** field to create a **NONE** User setting. This will be your GLOBAL setting.

2. Access your email settings and determine your **Outgoing Mail SMTP** setting as well as the **PORT** setting.

3. Enter the **Default Email Address** to be used if a user email address is not found.

4. It will be necessary to enter a valid **EMAIL USER ID** and a valid **EMAIL PASSWORD**. **THESE ARE MANDATORY FIELDS.**

5. If all email users have the same SMTP and Port settings, you will only require the current NONE (GLOBAL) User setting. HOWEVER, any user with a different SMTP/PORT will require their own System Email User ID to be configured.

Application Computer Systems, Inc. Email Setting Requirements

Your email settings can be determined by accessing the Internet Email Settings of your Email Provider. This example uses MS Outlook, however, this information can be found for any email provider.

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Helen Mackey
E-mail Address: helenm@acsmaster.com

Server Information
Account Type: POP3
Incoming mail server: pop.central.cox.net
Outgoing mail server (SMTP): smtp1.deltacom.net

Logon Information
User Name: hmackey2
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

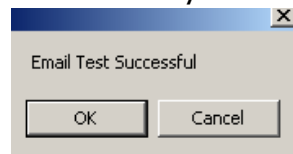
Internet E-mail Settings
General | **Outgoing Server** | Connection | Advanced

Server Port Numbers
Incoming server (POP3): 110 Use Defaults
 This server requires an encrypted connection (SSL)
Outgoing server (SMTP): 587
Use the following type of encrypted connection: None

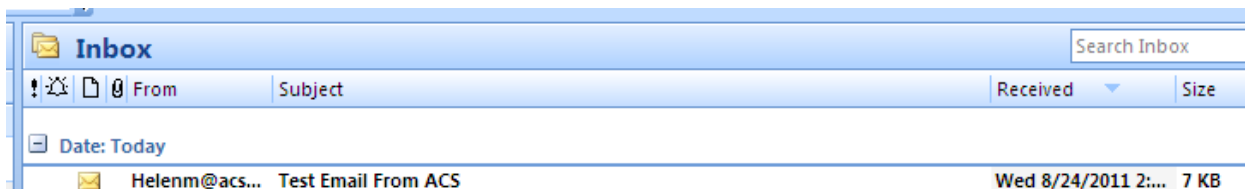
Server Timeouts
Short Long 1 minute

Delivery
 Leave a copy of messages on the server
 Remove from server after 10 days
 Remove from server when deleted from 'Deleted Items'

At this point it is suggested that you perform a "TEST EMAIL" by selecting the Test Email button in the lower right corner of your screen. If the test is successful, you will receive the following prompt:



And the user logged into ACS performing the test will receive an email confirming the Test was successful.



Application Computer Systems, Inc. Email Setting Requirements

Once the email is successful, your next step will be to test the process using a customer.

Customer Maintenance (ACS 8.1.0 STANDARD SYSTEM)
File Edit Favorites Help

Customer 000100 Everest Industries

Email and Fax Printing Defaults

Email To helenm@acsmaster.com
Email Cc
Fax To Mr. James Rockville
Fax No 714-931-9220
Web Page

For this test, it is suggested that you select a customer and enter an email used by your company in the Customer's Email Maintenance field. This allows you to send a Customer Invoice, Statement or Blast Email and have the email delivered to your email address. This will allow you to then open the Email attachment and be certain it is formatted correctly.

NOTE: Once you have completed this test process, remember to remove you email address from this customer file and replace it with the correct contact information.

IF your TEST is not successful it will be necessary to verify the SMTP and Port settings. Once you are certain they are correct, you will check to be certain that the system email maintenance retained the User ID and Password. If all of the fields are correct, please contact customer support so that we can access the Log Error to determine the source of the error.



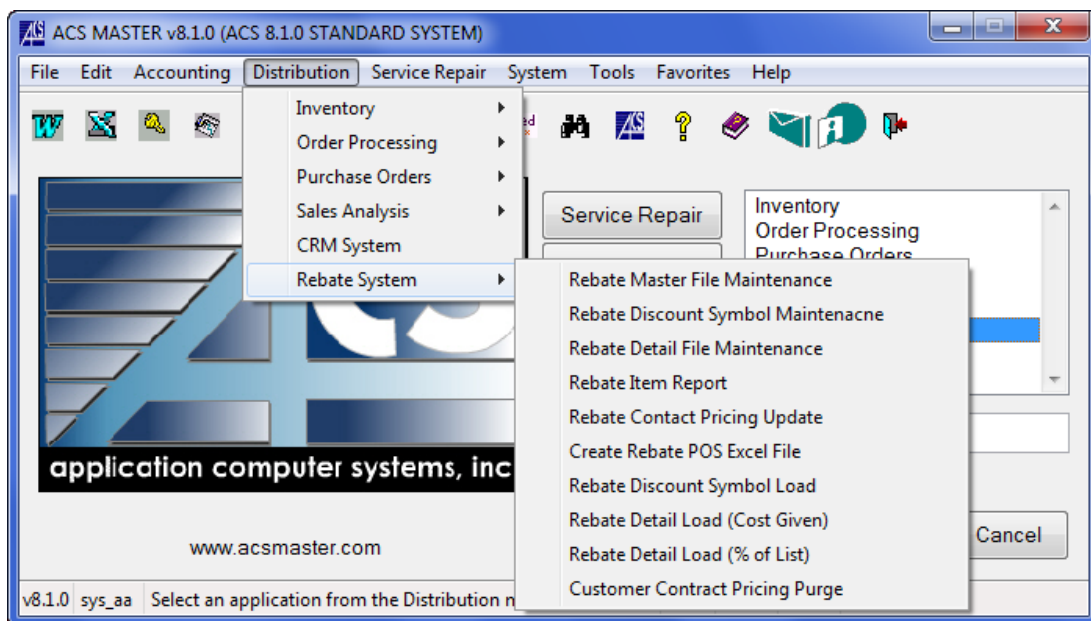
Rebate System

Introduction

ACS' Rebate Module helps you calculate, track, and process both bill backs and rebates related to vendor purchases and customer sales.

This section of the manual will take the user through an overview of the Rebate Module, the setup process that is required to implement the module, the file maintenance and training on the mechanics of the software.

Distribution → Rebate System



Application Computer Systems, Inc.

Rebates

TABLE OF CONTENTS

- Rebate Discount Symbol Load
- Rebate Detail Load (Cost Given)
- Rebate Detail Load (% of List)
- Rebate Discount Symbol Maintenance
- Rebate Master File Maintenance
- Rebate Detail File Maintenance
- Rebate Contract Pricing Update
 - Invoice with Contract Pricing Discount
 - Sales Register
- Rebate Item Report
- Create Rebate POS Excel File
- Customer Contract Purge

Application Computer Systems, Inc.

Rebates

Rebate Discount Symbol Load

The Rebate Discount Symbol Load is used to load the symbol that represents the percentage of list cost into the ACS Master system using Microsoft Excel workbooks. The workbooks have preset columns the user enters data into. The workbook is then used to update new data into the ACS Master System.

Prerequisites:

1. The load requires that the user have Microsoft Excel installed on their workstation.
2. The security level setting found at Excel Tools → Macro → Security should be set to medium or low.
3. Once the user answers the initial criteria prompts, the Microsoft Excel workbook is automatically launched.
4. Next the user will load data in the Microsoft Excel workbook, save and exit.

	A	B	C	D
1	Click To Save Spreadsheet			
2	Click To Validate Data			
3	Field Heading -->	Disc Symbol	Discount Symbol Description	Disc %
4	Opt/Man/Default/Validated -->	M	O	O
5	Text/Number/Date/Zip/Phone -->	T	T	N
6	Length -->	8	30	5.2
7	Valid Data Option -->			
8				
9				
10				
11				
12				
13				
14				

Field Headings:

Description of data inserted into each column.

Opt/Man/Default/Validated:

- O:** Data in column is optional
- M:** Data in column is mandatory
- D:** Data in column has a preset default value if no data entered
- V:** Data in column is validated to codes created in the ACS Master System

Application Computer Systems, Inc.

Rebates

P: Data in column is protected and no changes can be made

Text/Number/Date/Zip/Phone:

T: Data in column can be alphanumeric

N: Data in column must be numeric

D: Data in column must be in a date format (Hover above Field Heading for valid formats)

Z: Data in column must be in zip code format (Hover above Field Heading for valid formats)

P: Data in column must be in phone format (Hover above Field Heading for valid formats)

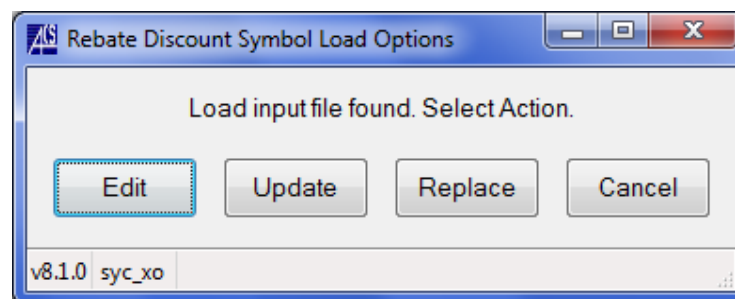
Length: Maximum character field length for the column, including spaces, dashes, slashes, etc. Numeric values will be rounded up or down according to the decimal place length noted for that column, if exceeded.

Valid Data Option: This tells the user what valid responses are allowed in the cell.

Click To Validate Data: Click this button to validate data on the spreadsheet before exiting. The following items are validated; maximum field lengths, mandatory fields not entered, incorrect data format, and incorrect valid data option.

Click To Save Spreadsheet: Click this button to save data on spreadsheet and to exit the spreadsheet.

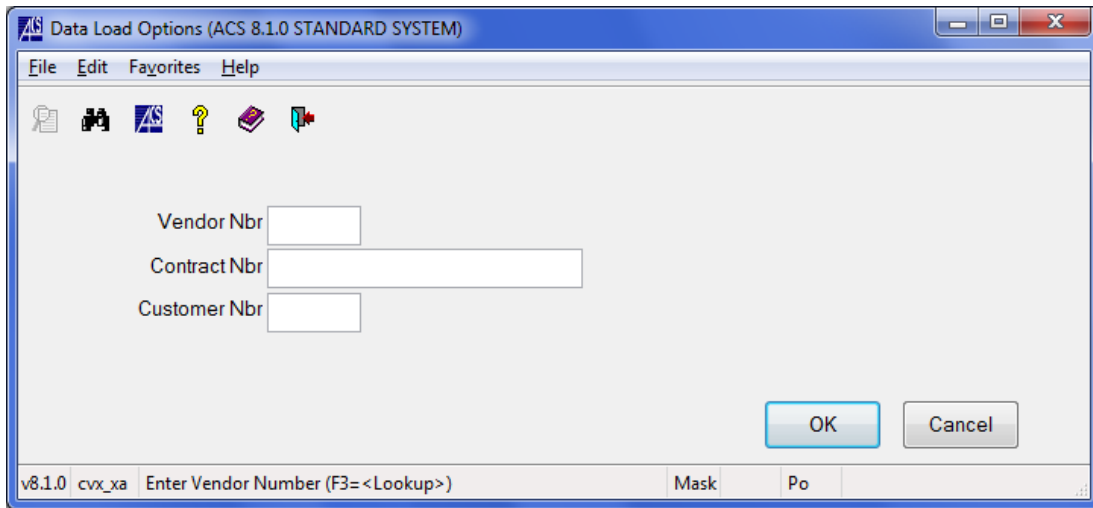
When the user re-selects the same menu option, in this case Rebate Discount Symbol Load, an existing load workbook is detected, and the following load input file option screen is displayed:



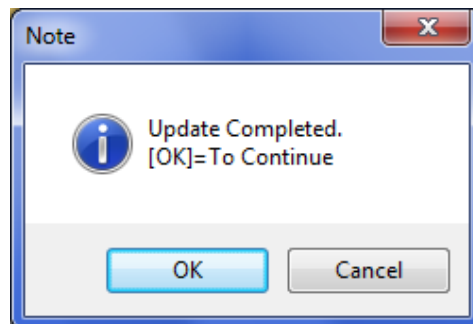
Edit: This allows you to make additional changes to the workbook you saved before updating the changes to the system.

Update: This allows user to update the data on the workbook to the master files.

Application Computer Systems, Inc. Rebates



NOTE: You will need to enter in the Vendor Number, Contract Number and Customer Number to update. Once updated you will receive the following note:

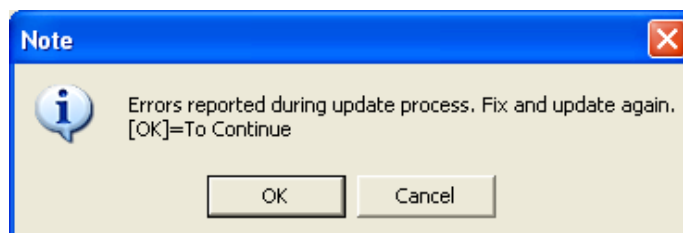


Replace: This is used to replace the existing workbook and start completely over with the criteria select screen or a blank load workbook.

Cancel: This will return the user to the menu.

Error Processing

Verifications are performed during the update and if any errors are detected on the workbook, the following screen is displayed.



Application Computer Systems, Inc.

Rebates

The Microsoft Excel workbook will automatically display after selecting 'OK'. Only the rows that had errors detected in them will be displayed. Any rows on the workbook that did not produce errors will have updated to the ACS Master System.

The user must update again once all the errors are corrected.

Application Computer Systems, Inc.

Rebates

Rebate Detail Load (Cost Given)

The Rebate Detail Load (Cost Given) is used to upload List Price, Rebate Cost and Sell Price provided by the vendor for Contract Type 1, Cost Given.

The user should follow the same instructions found under Rebate Discount Symbol Load to load the Excel workbook.

Field Heading -->	Item Number	Style Number	Product Code	Contract Start Date	Contract End Date	List Price	Rebate Cost	Sell Price
Opt/Man/Default/Validated -->	M	O	O	M	M	O	O	O
Text/Number/Date/Zip/Phone -->	T	T	T	D	D	N	N	N
Length -->	20	30	10	10	10	6.2	5.2	5.2
Valid Data Option -->								

Application Computer Systems, Inc.

Rebates

Rebate Detail Load (% of List)

The Rebate Detail Load (% of List) is used to upload the Discount Symbol Code, Discount Percent, and List Cost provided by the vendor for Contract Type 2, % of List.

The user should follow the same instructions found under Rebate Discount Symbol Load to load the Excel workbook.

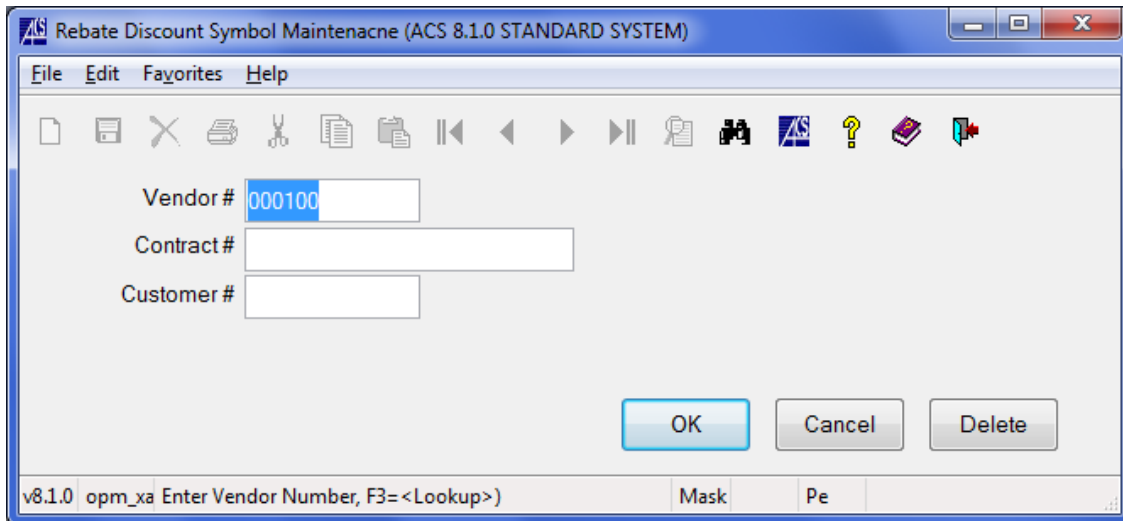
	A	B	C	D	E	F	G	H	I
1	Click To Save Spreadsheet								
2	Click To Validate Data								
3	Field Heading -->				Contract	Contract	Discount	Discount	List
4	Field Heading -->	Item Number	Style Number	Product Code	Start Date	End Date	Symbol Code	Percent	Cost
5	Opt/Man/Default/Validated -->	M	O	O	M	M	O	O	O
6	Text/Number/Date/Zip/Phone -->	T	T	T	D	D	T	N	N
7	Length --->	20	30	10	10	10	8	5.20	5.2
8	Valid Data Option --->								
9									
10									
11									
12									

Application Computer Systems, Inc.

Rebates

Rebate Discount Symbol Maintenance

This option is used to update or make changes to existing vendor contracts. For each of these contracts you can enter a symbol to represent a particular discount for Contract Type 2, % of List.



Vendor #: Enter a valid vendor number.

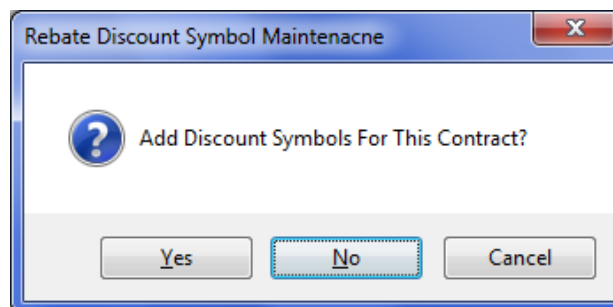
-Select the magnifying glass or enter "F3" to select from a list of all valid vendors. When a valid vendor number is entered, the vendor name will be displayed.

Contract #: Enter a contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

Customer #: Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.



Yes: Select 'Yes' to add Discount Symbols for this contract.

No: Select 'No' to return to the Rebate Discount Symbol Maintenance screen.

Cancel: Select 'Cancel' to return to the Rebate Discount Symbol Maintenance screen.

Application Computer Systems, Inc. Rebates

Disc Symbol	Description	Disc %
L10	10% off List	10.00
L15	15% off List	15.00

Disc Symbol: Enter discount symbol.

Description: Enter discount symbol description.

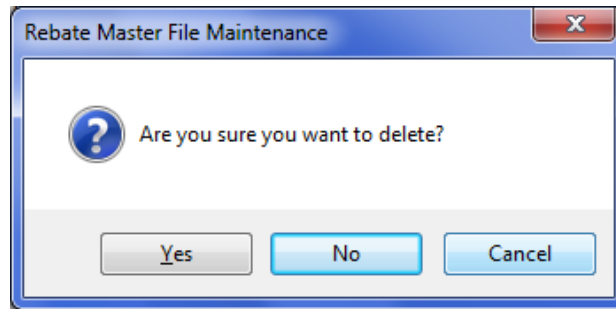
Disc %: Enter the discount percentage that will be used to calculate the list cost.

OK – Accepts data, clears screen, and return to the Rebate Discount Symbol Maintenance screen. The system will ask you if you would like to save your changes.

Cancel – Do not accept what has been entered, clear screen, and returns to Vendor # field. The system will ask you if you would like to save your changes.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:

Application Computer Systems, Inc. Rebates



To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

Insert: Allows you to insert a new Rebate Discount Symbol.

When the system prompts to print all records, you may elect to print a hard copy for review or reference later.

Application Computer Systems, Inc.

Rebates

Rebate Master File Maintenance

This task is used to setup contracts that are provided by the vendor.

Rebate Master File Maintenance (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Vendor # 000100

Contract #

Customer #

Contract Desc

Distributor #

Distributor Cust #

Rebate GL No

Contract Type

Start Date

End Date

OK Cancel Delete

v8.1.0 opm_w Enter Vendor Number, F3=<Lookup> Mask Pe

Vendor #: Enter a valid vendor number.

-Select the magnifying glass or enter "F3" to select from a list of all valid vendors. When a valid vendor number is entered, the vendor name will be displayed.

Contract #: Enter a contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

Customer #: Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

Contract Desc: Enter contract description.

Distributor #: Enter a valid distributor number which is assigned to you by the vendor.

Distributor Cust #: Enter the distributor customer number.

Rebate GL No: Enter a valid general ledger number that you want the rebate to post to.

Application Computer Systems, Inc. Rebates

-Select the magnifying glass or enter "F3" to select from a list of all general ledger numbers.

Contract Type: Make a selection for contract type.

- Enter 1 for Cost Given
- Enter 2 for % of List

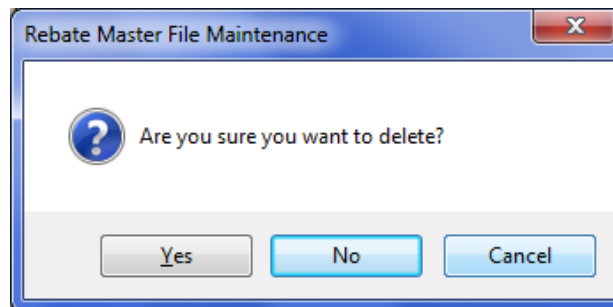
Start Date: Enter contract start date.

End Date: Enter contract end date.

OK – Accepts data, clears screen, and return to the Vendor # field.

Cancel – Do not accept what has been entered, clear screen, and returns to Vendor # field.

Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message:



To delete the entry from the file click "YES". If you do not want to delete the entry click the "NO" or the "Cancel" button.

When the system prompts to print all records, you may elect to print a hard copy for review or reference later.

Application Computer Systems, Inc.

Rebates

Rebate Detail File Maintenance

This task is used to enter in item cost and prices for specific contracts.

Rebate Detail File Maintenance (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Vendor # 000100

Contract #

Customer #

Item #

Style #

Product Code

Start Date

End Date

List Price

Rebate Cost

Sell Price

List Cost

Disc Symbol

Disc Percent

OK Cancel Delete

v8.1.0 opm_yc Enter Valid Vendor Number, F3=<Lookup>) Mask Pe

Vendor #: Enter a valid vendor number.

-Select the magnifying glass or enter "F3" to select from a list of all valid vendors.
When a valid vendor number is entered, the vendor name will be displayed.

Contract #: Enter a contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

Customer #: Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

Item#: Enter a valid item number.

-Select the magnifying glass or enter "F3" to select from a list of all valid item number.
When a valid item number is entered, the item description will be displayed.

Application Computer Systems, Inc. Rebates

Style#: Enter a style number which is provided by the vendor.

Product Code: Enter a product code which is provided by the vendor.

Start Date: Enter contract start date.

End Date: Enter contract end date.

List Price: If Type 1 contract for Cost Given is used, enter in the list price.

Rebate Cost: If Type 1 contract for Cost Given is used, enter in the rebate cost. If Type 2 contract for % of List is used, the rebate cost is automatically calculated.

Sell Price: If Type 1 contract for Cost Given is used, enter in the sell price.

List Cost: Enter list cost for Type 2 Contracts, % of List.

Disc Symbol: #: Enter a valid discount symbol number for Type 2 Contracts, % of List.
-Select the magnifying glass or enter "F3" to select from a list of all valid discount symbols.

Disc Percent: This field is populated by the percentage assigned to the discount symbol.

OK – Accepts data, clears screen, and return to the Vendor # field.

Cancel – Do not accept what has been entered, clear screen, and returns to Vendor # field.

Delete – Delete the entry from the file.

When the system prompts to print all records, you may elect to print a hard copy for review or reference later.

Application Computer Systems, Inc.

Rebates

Rebate Contract Pricing Update

This task updates the Order Processing Contract Pricing used in Sales Order Entry and Invoice Entry to calculate the correct cost and prices from the Rebate Detail File Maintenance.

Rebate Contract Pricing Update (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Vendor #

Contract #

Customer #

OK Cancel

v8.1.0 opu_zs Enter Valid Vendor Number, F3=<Lookup> Mask Po

Vendor #: Enter a valid vendor number.

-Select the magnifying glass or enter "F3" to select from a list of all valid vendors. When a valid vendor number is entered, the vendor name will be displayed.

Contract #: Enter a valid contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

Customer #: Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

OK – Accepts data and updates the Rebate Contract Pricing.


Cancel – Do not accept what has been entered, clear screen, and returns to menu.

Application Computer Systems, Inc.

Rebates

Invoice with Contract Pricing Discount



	Application Computer Sys, Inc		Invoice			
	3834 Highway 42 South Locust Grove, GA 30248 Phone: (770)-938-2227 / Fax: (770)-938-2774		Invoice No.: 0005216 Invoice Date: 09/12/11 Page: 1			
	Sold To: Customer Number: 000100 Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121		Ship To: Ship To Number: Everest Industries 123 Main St. Suite 111 San Bernardino, CA 93121			
Order	Order Date	Sales Code	Ship Date	Ship Via	Terms	
0002109	09/12/11	JDP	09/12/11	UPS GCD	2% 10 Days - Ne	
Customer PO:		PO Release:		Misc Number:		
Order	Ship	B/O	Item #/Description/Notes		Unit Price	Extension
2.0	2.0	0.0	M2333T 3PH 15HP 1800 RPM 254T TEFC Baldor Motor		863.00	1,726.00
			Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details.			
					Sub Total	1,726.00
					Discount	-172.60
					Tax	93.20
					Freight	.00
					Total	1,646.60

Application Computer Systems, Inc.

Rebates

Sales Register

09/12/11 04:31 PM		ACS 8.1.0 STANDARD SYSTEM Sales Register By Customer Number								Page 1	Audit # 0000234
Customer No. & Name	Order Number	Invoice Number	Date	Gross Sales	Returns	Discount	Tax	Freight	Net Sales	Gross Cost	Gross Profit
000100	0002109	0005216	09/12/11	1726.00	0.00	172.60	93.20	0.00	1646.60	200.00	88.41%
Everest Industries											
000200	0002110	0005217	09/12/11	1740.00	0.00	174.00	93.96	0.00	1659.96	894.68	48.58%
Industrial Products											
Register Totals:				3466.00	0.00	346.60	187.16	0.00	3306.56	1094.68	68.42%
M-T-D Totals:				164695.80	760.64	14207.83	5473.52	1124.72	156325.57	90814.00	44.60%
Next M-T-D Totals:				7989.39	0.00	544.13	212.01	34.00	7691.27	1055.44	86.79%

09/12/11 04:31 PM		ACS 8.1.0 STANDARD SYSTEM Sales Register		Page 2	Audit # 0000234
Territory Summary	Amount	Transaction Summary	Amount		
001 Western U.S.	3466.00	S Standard Inv. Item	3466.00		
Tax	187.16	Freight	0.00		
Discount	346.60	Salesperson Summary	Amount		
		JDP Judy D. Peterson	1726.00		
		KMM Kevin Martin	1740.00		

09/12/11 04:31 PM		ACS 8.1.0 STANDARD SYSTEM Sales Register				Page 3	Audit # 0000234
Account	Description	General Ledger	Summary - Journal	OP Order/Inv Processing	Debits	Credits	
1040-00	Accounts Receivable	Everest Industries			1,726.00		
		000100 0005216 010 0002109					
1040-00	Accounts Receivable	Everest Industries				79.40	
		000100 0005216 0002109					
1040-00	Accounts Receivable	Industrial Products			1,740.00		
		000200 0005217 010 0002110					
1040-00	Accounts Receivable	Industrial Products				80.04	
		000200 0005217 0002110					
		Subtotal for Account 1040-00			3,466.00	159.44	
1200-01	Inventory - Warehouse 1	Everest Industries				844.00	
		000100 0005216 010 0002109					
1200-01	Inventory - Warehouse 1	Industrial Products				2,397.00	
		000200 0005217 010 0002110					
		Subtotal for Account 1200-01			0.00	3,241.00	
2010-00	Accounts Payable - CA Sales Tax	Everest Industries				93.20	
		000100 0005216 0002109					
2010-00	Accounts Payable - CA Sales Tax	Industrial Products				93.96	
		000200 0005217 0002110					
		Subtotal for Account 2010-00			0.00	187.16	
4000-01	Sales - Product A/Location 1	Everest Industries				1,726.00	
		000100 0005216 010 0002109					
4000-01	Sales - Product A/Location 1	Everest Industries			172.60		
		000100 0005216 0002109					
4000-01	Sales - Product A/Location 1	Industrial Products				1,740.00	
		000200 0005217 010 0002110					
		Subtotal for Account 4000-01			172.60	3,466.00	
4020-01	Sales - Product C/Location 1	Industrial Products			174.00		
		000200 0005217 0002110					
4030-00	Rebates	Everest Industries			644.00		
		000100 0005216 010 0002109					
4030-00	Rebates	Industrial Products			1,502.32		
		000200 0005217 010 0002110					
		Subtotal for Account 4030-00			2,146.32	0.00	

Application Computer Systems, Inc.

Rebates

Rebate Item Report

The Rebate Item Report will print a list of vendor, contract and customer invoices based on the selected criteria of any items sold during the date range selected for the specific contract and customer number. This report can be used to send to the vendor as proof of rebate sales.

Rebate Item Report (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Vendor #

Contract #

Customer #

Beginning Date

Ending Date

OK Cancel

v8.1.0 opr_ua Enter Valid Vendor Number, F3=<Lookup>) Mask Po

Vendor #: Enter a valid vendor number.

-Select the magnifying glass or enter "F3" to select from a list of all valid vendors. When a valid vendor number is entered, the vendor name will be displayed.

Contract #: Enter a valid contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

Customer #: Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

Beginning Date: Enter beginning invoice date

Ending Date: Enter ending invoice date.

OK – Accepts data prints the Rebate Item Report.

Cancel – Do not accept what has been entered, clear screen, and returns to menu.

Application Computer Systems, Inc.

Rebates

ACS Ouput Manager (ACS 8.1.0 STANDARD SYSTEM)

Rebate Item Report

Number Of Pages 1 Search For

09/09/11 ACS 8.1.0 STANDARD SYSTEM Page 1
10:52 AM Rebate Item Report
Vendor: 000100 E.I.S.
Contract: 123 5HP GE Motor Sale
Distributor #: D14789 Dist Customer: DC36987
Invoice Dates: 01/01/11 To 09/09/11

-- Customer --

Number	Name	Invoice Number	Invoice Date	Ship Date	Order Number
000100	Everest Industries	0005221	06/07/11	06/17/11	0002108

Ln	Item Number	Item Description	Qty	Unit Price	Extended Price	Unit Cost	Rebate Cost	Rebate Amount
010	M2333T	3PH 15HP 1800 RPM 254T TEFC Baldor Mot	1	863.00	863.00	422.00	295.20	126.80
Invoice Totals					863.00			126.80
Report Totals					863.00			126.80

Application Computer Systems, Inc.

Rebates

Create Rebate POS Excel File

The Create Rebate POS Excel File is used to submit and claim rebates to the vendor in an EDI electronic version.

Vendor #

Contract #

Customer #

Beginning Date

Ending Date

Note: Excel Text File Will Be Created In Archive Folder
File Name: POS + Vendor# + Contract# + Customer#.txt

OK Cancel

v8.1.0 opu_va Enter Valid Vendor Number, F3= <Lookup> Mask Po

Vendor #: Enter a valid vendor number.

-Select the magnifying glass or enter "F3" to select from a list of all valid vendors. When a valid vendor number is entered, the vendor name will be displayed.

Contract #: Enter a valid contract number.

-Select the magnifying glass or enter "F3" to select from a list of all valid contract numbers.

Customer #: Enter a valid customer number.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

Beginning Date: Enter beginning invoice date

Ending Date: Enter ending invoice date.

NOTE: An Excel text file will be created in the Archive Folder. The file name is "POS" + Vendor# + Contract# + Customer# + ".txt"

Application Computer Systems, Inc.

Rebates

Customer Contract Pricing Purge

This task allows you to remove or purge expired rebate contracts. The contract pricing will be removed from the Order Processing Maintenance – Contract Pricing for rebate contracts and/or regular contracts.

Customer Contract Pricing Purge (ACS 8.1.0 STANDARD SYSTEM)

File Edit Favorites Help

Purge Expired Rebate Contracts or All Expired **R**

Purge Through Date

Beginning Customer First

Ending Customer Last

OK Cancel

v8.1.0 opu_ra R=Expired Rebate Contract, <A>=All Contract, Char Po

Purge Expired Rebate Contracts or All Expired: Enter 'R' for expired Rebate Contracts or enter 'A' for all contracts.

Purge Through Date: Enter contract date to purge through.

Beginning Customer: Enter a valid customer number.

-Enter "F1" to select the first customer.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

Ending Customer: Enter a valid customer number.

-Enter "F1" to select the last customer.

-Select the magnifying glass or enter "F3" to select from a list of all valid customers.

The system will display a warning based on the criteria selected that all contracts will be purged and removed from the Rebate System Contract Pricing and/or regular contracts.