ORDER PROCESSING

Introduction

This section of the manual will take the user through a conceptual overview of the Order Processing Module; the setup process that is required to define the codes, settings and tables used in the module, and training on the mechanics of the software. The steps are as follows:

A. Review of your current process – We will need to review your current process for the handling of Sales Orders or Counter Sales; this would include any sale that is not the result of a Job or Repair. We will be reviewing Pricing Strategies and any Contract Pricing you may currently have in place. We will also be looking at the individual User settings for each of your employees and/or workstations; this will include System Security levels and Printer options. All of this will aid us in the setup and training phases of the Order Processing Module. Basically we will be reviewing your response to the Order Processing questions outlined in the Survey Section on the manual.

B. Conceptual Overview of the code structure for the Order Processing Module – This step involves the review of the basic setup required for the Order Processing Module to function properly. This step is necessary to insure the user has a good understanding of how the system works and is able to prepare the information needed for Basic File Maintenance training.

C. Basic File Maintenance Training – File maintenance training is what we refer to when training the user how to enter the basic information that is the foundation of the system.

D. Core Process Training – This phase of the training will vary somewhat from company to company but the main emphasis will be on how to generate and invoice Customer Sales Orders as well as the reports that will assist you in maintaining these processes. This module also contains the necessary settings for each system user; we will be covering the process of adding new users and the maintenance of existing users.

E. Advanced File Maintenance and Processing Overview – This step will cover additional file maintenance items that were not covered during the Basic File Maintenance Training and will include the creation and maintenance of any Pricing Tables or Contract Pricing options you may require

F. Advanced Process Training – This step will cover the more advanced options of the Order Processing System.

G. Month End Processing – This step will cover additional reporting features of the system and any processing recommended for month-end and year-end. This step usually does not take place until after you are live on the system and have processed through your first month.

Application Computer Systems, Inc.
Order Processing

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A. CURRENT PROCESS REVIEW

In the *Installation Overview* you will find a list of questions that will assist us in reviewing your current processes, determining who will be responsible for making decisions on how the Order Processing Modes will be set up, and identifying the individuals that will need to be trained on different aspects of the Software.

B. CONCEPTUAL OVERVIEW OF THE CODE STRUCTURE

In this section we will review the setup code requirements for the Order Processing module. It is important that you have a grasp of what these codes are used for and how they affect different aspects of the system.

Order/Invoice Line Code – Each Order is made up of individual detail lines that represent items the customer will be purchasing. These lines may also include any special type of line such as Memo lines, Freight charges, Restocking Fees, etc.

1. Line Codes control how the General Ledger and Inventory Control modules are affected by the **Sales Register** update and must be defined before you enter orders/invoices.
2. Each Line Code is assigned one of 5 Line Types:
   S: Regular Sales/Stock Item
   N: Non Stock Item
   M: Memo
   O: Other
   P: Special Distribution
   Each of these types has different setting requirements.
3. Each Line Code may be assigned a product type which specifies how the item is handled during order/invoice entry and when updating the **Sales Analysis** module.

Line Codes are one character in length and may be alpha or numeric. You will find several standard settings or line codes already exist and they may be all that you will need to begin processing. However, it is possible to add to these later if necessary.

What you will need before we can begin the training on Order/Invoice Line Codes:

1. Individuals to be trained must have completed System Navigation training.
2. The GL Chart of Account must be established.
3. At least one Inventory Product Type must be defined in Inventory Maintenance.
4. At least one Stock and one Non Stock AR Distribution Code must be defined (this will be set up by your Project Manager).
5. One Character Line Code for each additional order line code needed.
6. A Line Code Description for each line code.
7. A Line Type for each line code.

Order/Invoice Terminal Maintenance - A terminal record can be defined for each terminal utilized for entering orders/invoices. Use this task to define operating information for those terminals. The system will automatically setup this record for a user with the default values.

1. Use this option to set up Terminal records by User ID.
2. You will use this option to set a default warehouse for order entry.
3. It also allows you to define printer interfaces for order counter top and receipt printers.

Especially important to the Order/Invoice Processing module is the definition of printer interface information for counter printers configured on the system. The printer is accessed during order and invoice entry in an over-the-counter sales environment.

What you will need before we can begin the training on Order/Invoice Terminal Maintenance:

1. Each user requiring a terminal record must first be set up in System Maintenance under User Maintenance. We will be using their User ID during this process.
2. At least one printer must be set up to use as a default setting. Later this information may be replaced or added to as all of your system printers are set up. For now, we will need at least one printer setting
3. One Inventory Warehouse must be set up in Inventory Maintenance under Warehouse Maintenance.

C. BASIC FILE MAINTENANCE TRAINING

Distribution➔ Order Processing➔ Maintenance ➔ Order/Invoice Line Code Maintenance

In this section we will train the user on how to add and maintain the codes for the Order/Invoice Processing Module.
What will be covered in this section:

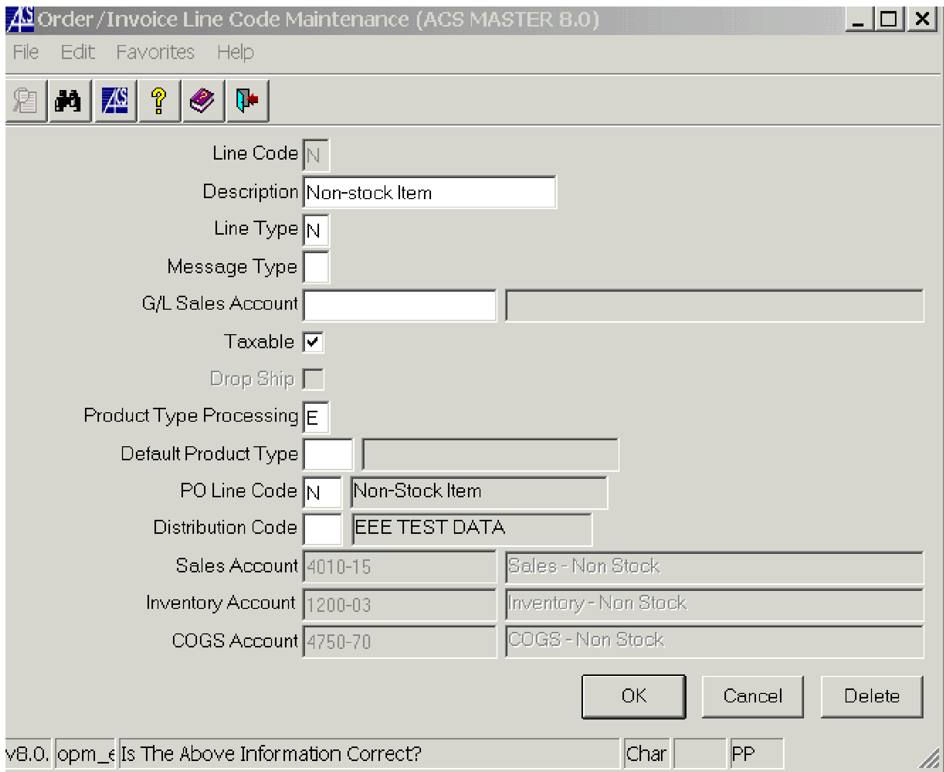
1. Order/Invoice Line Codes
2. Order/Invoice Terminal Records

Prerequisites:

1. Individuals to be trained must have completed System Navigation training
2. Information to be entered into each Line Code and Terminal Record has been determined and is available
3. At least 2 Accounts Receivable Distribution codes must be established, one for Stock items and one for Non Stock items.
4. Purchase Order Line Codes for Stock and Non Stock items must be established
5. All system users have been assigned a USER ID and are entered into System Maintenance
6. At least one printer has been configured and set up

Order/Invoice Line Code Maintenance

The information to be entered and maintained during this training session is the Line code, the Line code description, the Line TYPE, the Message type, the line code's GL Sales Account, whether the line is Taxable, Drop Ship information, Product Type processing/Default Product Type, PO Line Code and Distribution Code.



Line Code Field Options

Line Code:

-Enter a one character alphanumeric Order/Invoice line code
All codes are case sensitive.
-Select F3, the magnifying glass or the Right Button of your mouse to perform a *Lookup* in this field to select from a list of valid codes.

If you are entering a NEW Order/Invoice Line Code you will receive the following prompt: "Is this a New Record?"
-Select "YES" to proceed with entering a new line code
-Select "NO" or "Cancel" to return to the line code field.
-If you are entering an existing line code the line code information will be displayed.

Description: Enter up to a 20 character description

Line Type: You can assign one of five different types to a line code. The selected type requires accessibility to different fields on a detail line. Some types require less input.

S Regular Sale

The regular sale type is most commonly used for order/invoice detail lines containing standard or stock inventory or drop ship items. This line code type assumes that the general ledger revenue account for a line is determined from the inventory item being sold *or* from the customer profile information.

N Non-stock

Use the non-stock type to order and invoice any item not in the Inventory masterfile. The sale of non-stock items requires that general ledger accounts for revenue, cost of goods sold, and inventory be defined for the line code (see *Determine Accounts Receivable Distribution Codes* further in this section). Product type processing must also be defined for non-stock lines. Non-stock line types do not affect inventory quantities during order/invoice entry or the Sales Register update. Sales analysis data may be updated if the *Product Type Processing* field is set to E or D.

M Message

An M type provides the capability to put messages on an order or invoice. To enable this feature, one M type line code should always be established. Because type M lines do not reference a product or allow for a price entry, they have no effect on the Accounts Receivable, Inventory Control, General Ledger, or Sales Analysis modules during the Sales Register update process.

O Other

Other is used primarily to define a special charge or priced message line. You may want to have several type O lines defined, each as a separate line code and description (e.g., Service Charge, Restocking fee, Extended Warranty). During order/invoice entry, the descriptions for type O lines are displayed and may be overridden on an individual line basis if desired.

A general ledger revenue account must be assigned for type O lines. When invoices with type O lines are updated, this account is used in lieu of any other revenue account to make general ledger postings. Because these lines denote a service or other *non-inventory* billing items, no general ledger accounts need be provided for cost of goods sold or inventory asset accounts.

P Special Distribution Line

Type P lines provide the capability of distribution changing the general ledger posting accounts for an individual line in an order or invoice. This is useful when a particular line should be posted to a special revenue account, as in the case of a salesperson's samples or promotional items. Type P lines require an inventory item number during order/invoice entry, and affect the Accounts Receivable, Inventory Control, General Ledger, and Sales Analysis modules during the Sales Register update process. You may set up as many Type P lines as required to meet your particular needs.

At a minimum, ACS recommends that the following line codes and descriptions be established:

Code	Type	Description
S	S	Standard inventory item stocked at one or more warehouses. At least one type S line code must be established for the module to work properly.
N	N	Non-stock item that may be a drop ship item or any product not currently stocked (has no assigned part number).
M	M	Message line that enables a customer message to be printed on an order or invoice. No price is associated with a message line.
0-9	O	Priced line such used in Repair Billing or other charges like Restocking Charge, Extended Warranty, Service Charge, or other non-inventory item for which a price is entered. If the priced messages are given numerical line item codes, they appear at the beginning of the windowed line code lookup.

Message Type: This field is accessible when you enter M in the Line Type field.
-Enter I if the message prints on an invoice.
-Enter O if the message prints on an order.
-Enter B if the message prints on both.
-Enter N if the message is to print on neither the invoice nor the order.

G/L Sales Account: This field is accessible when you enter O in the Line Type field. This will be the GL account used when posting sales for this item.
-Enter a valid general ledger account.
-Perform a *Lookup* in this field to select from a list of valid accounts.

Taxable: This field is accessible when you enter S, N, P, or O in the Line Type field.
-Select this field if this line code describes a taxable item.
-Leave this field blank if the line code describes a non-taxable item.

When you check this field, calculation of sales tax is dependent on the tax code associated with the invoice.

Drop Ship: Not used. Leave blank.

Product Type Processing: This field is accessible when you enter N, P, or O in the Line Type field.
-Enter E to enter/assign a product type at the time of entry.
-Enter N if no type processing is required.
-Enter D to use the default product type.

A product type specifies how the item is handled during order/invoice entry and when updating the Sales Analysis module. For a more detailed explanation of **Product Type**, please see the Inventory Basic File Maintenance training section of your manual.

Default Product Type: This field is accessible when you enter D in the Product Type Processing field.
-Enter a default product type to be used each time this line code is selected.
-Perform a *Lookup* in this field to select from a list of valid product types.

PO Line Code: This field is to be used in conjunction with your N, O and S line codes when generating a Purchase Order directly from a Sales Order. Although this is not a mandatory field, it does allow the user to pre-determine which PO line codes will be used when the PO is created.
-Enter a 2 character Purchase Order Line Code
-Perform a *Lookup* to select from a list of valid PO Line Codes.
-Hit entry to bypass the field, leaving it blank.
For detail training information regarding **PO Line Codes**, please see the Purchase Order Basic File Maintenance Training section of your manual.

NOTE: It will be necessary to have these line codes established in your Purchase Order module before this information can be used in Order Processing.

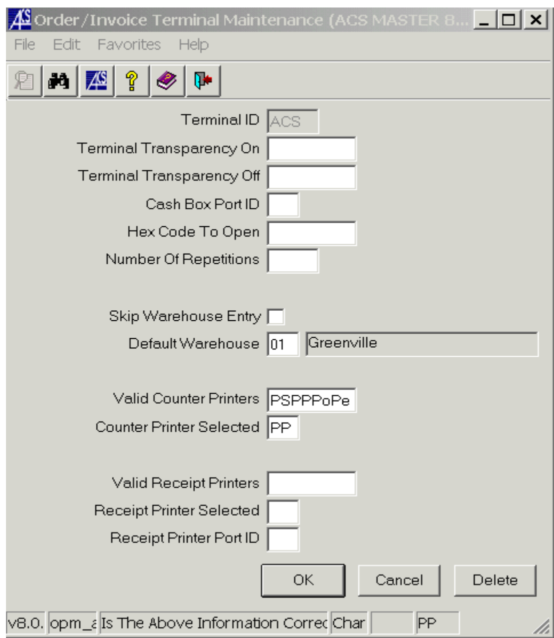
Distribution Code: This field is accessible when you enter N or P in the Line Type field or for S types assigned a drop ship.
-Enter a valid distribution code.
-Perform a Lookup to select from a list of valid distribution codes.
For detail training information regarding **Distribution Code**, please see the Accounts Receivable Basic File Maintenance Training section of your manual

Generally, an AR Distribution Code will be created for Stock Items and assigned to each item in Inventory maintenance. An AR Distribution Code for Non Stock items will also be created to control the GL postings for Non Stock sales.

OK/Cancel/Delete
OK – Accepts data, clears screen and returns to the Order/Invoice Line Code field.
Cancel – Do not accept what has been entered, clear screen and return to the Order/Invoice Line Code field.
Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message: “Are you sure you want to delete?”

Order/Invoice Terminal Maintenance
A terminal record can be defined for each terminal utilized for entering orders/invoices. Use this task to define operating information for those terminals. You can also set a default warehouse for order entry and define printer interfaces.

The Basic File Maintenance training for Order/Invoice Terminal Maintenance will not cover Tape Receipt printers. The definition of printer interface information for tape receipt printers will be reviewed in the Advanced File Maintenance Training portion of Order/Invoice Processing.



Terminal ID Field Options

Terminal ID: Enter the 3 character User ID for the terminal record to be created.
EXAMPLE: If Sally Jones logs in as SDJ, than a terminal record SDJ would need to be created.
When you enter an existing code, the description and associated information for the code is displayed.

If the code does not exist the system issues the prompt: "Is this a New Record?"
-Select "YES" to continue
-Select "NO" to return to the Terminal ID field
-Select "Cancel to return to the Terminal ID field.

The following 5 fields will be covered in Advanced File Maintenance Training section of this module.

Terminal transparency ON
Terminal Transparency Off
Cash Box Port ID
Hex Code To Open
Number of Repetitions

Skip Warehouse Entry:
-Select this option to skip the Warehouse field in each item detail line during order/invoice entry.
-Leave this option blank to require user to enter a warehouse on each item detail line.

NOTE: Skipping warehouse entry is helpful for companies with only one warehouse, or in a multiple warehouse situation where a default warehouse is assigned.

NOTE: The Warehouse Entry Required for Drop Ship field in the Parameter Maintenance task takes precedence over selections made in this field. Therefore, if this option is selected, this parameter has no affect when entering drop ship items.

Because it is possible to generate a Purchase Order directly from a Sales Order, you will find Drop Ship instructions in the Sales Order Core Processing section of your manual.

Default Warehouse:
-Enter a warehouse code.
-Perform a Lookup to select from a list of valid warehouses.

If desired, a different default warehouse can be assigned to each defined terminal.

NOTE: When printing orders on-demand from within Order Entry, only items from the default warehouse are printed.

Valid Counter Printers:
-Enter 1 to 4 printer ID codes of the printer(s) accessed by this terminal.
-Press Return to leave blank.
NOTE: Enter codes in a continuous string (e.g., P1P2LP).

Counter Printer Selected:
-Enter the 2-character printer ID of the default counter printer for on-demand printing of orders/invoices.
This field is updated automatically if another printer is selected during order/invoice entry. REMEMBER, only the printers listed in your VALID COUNT PRINTER option may be used when printing Orders or Invoices. If no printer is entered your default system printer will be used.

The remaining three fields will be covered in Advanced File Maintenance Training section of this module.

Valid Receipt Printers
Receipt Printer Selected
Receipt Printer Port ID

OK/Cancel/Delete
OK – Accepts data, clears the screen and returns to the Order/Invoice Line Code field.
Cancel – Does not accept what has been entered, clear screen and return to the Order/Invoice Line Code field.
Delete – Delete the entry from the file. When the Delete button is chosen you will see the following message: "Are you sure you want to Delete?"

There are basic settings and information that must be available before we can begin the Core Process Training for Sales Order Processing.

D. CORE PROCESS TRAINING

This section of the training's main emphasis will be on how to generate and invoice Customer Sales Orders as well as the reports that will assist you in maintaining these processes. This module also contains the necessary settings for each system user; we will be covering the process of adding new users and the maintenance of existing users.

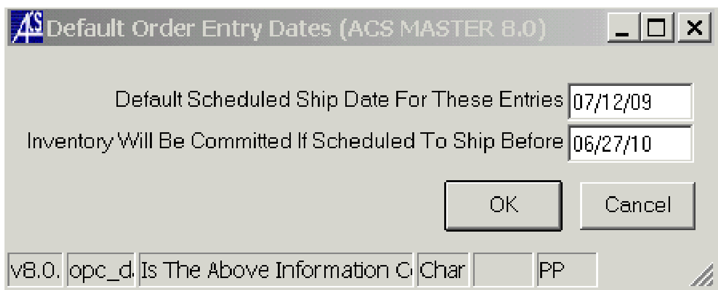
Prerequisites:

1. Individuals to be trained must have completed BASIC File Maintenance Training
2. Information to be entered into each Line Code and Terminal Record has been determined and is available
3. The General Ledger Chart of Accounts must be entered
4. At least 2 Accounts Receivable Distribution codes must be established, one for Stock items and one for Non Stock items
5. Purchase Order Line Codes for Stock and Non Stock items must be established
6. At least one default Warehouse ID must be established
7. All system users have been assigned a USER ID and are entered into System Maintenance
8. An OP Terminal record must be created for each User ID
9. At least one printer has been configured and set up

Order Entry
Distribution ➔Order Processing ➔Processing ➔Order Entry

Use this task to enter the information necessary to generate a customer sales order or credit, locate an existing order, or create an itemized quotation or bid. Orders are retained in the order entry file until they are shipped and invoiced and the sales register update is performed. Historical invoices are maintained unless purged. When you finish entering the order, a pick list or acknowledgement can be printed from this task.

Upon selecting Order Entry, your system will open a “blank” sales order and display the following screen:



Default Scheduled Ship Date For These Entries:
-Enter the default date for shipping
-Press Return to accept the default. The default will be the current date plus any amount entered in the Average Lead Time field of the Parameter Maintenance task. (These parameters will be pre-set by your ACS Project Manager and will be determined during the review of your current processes.)

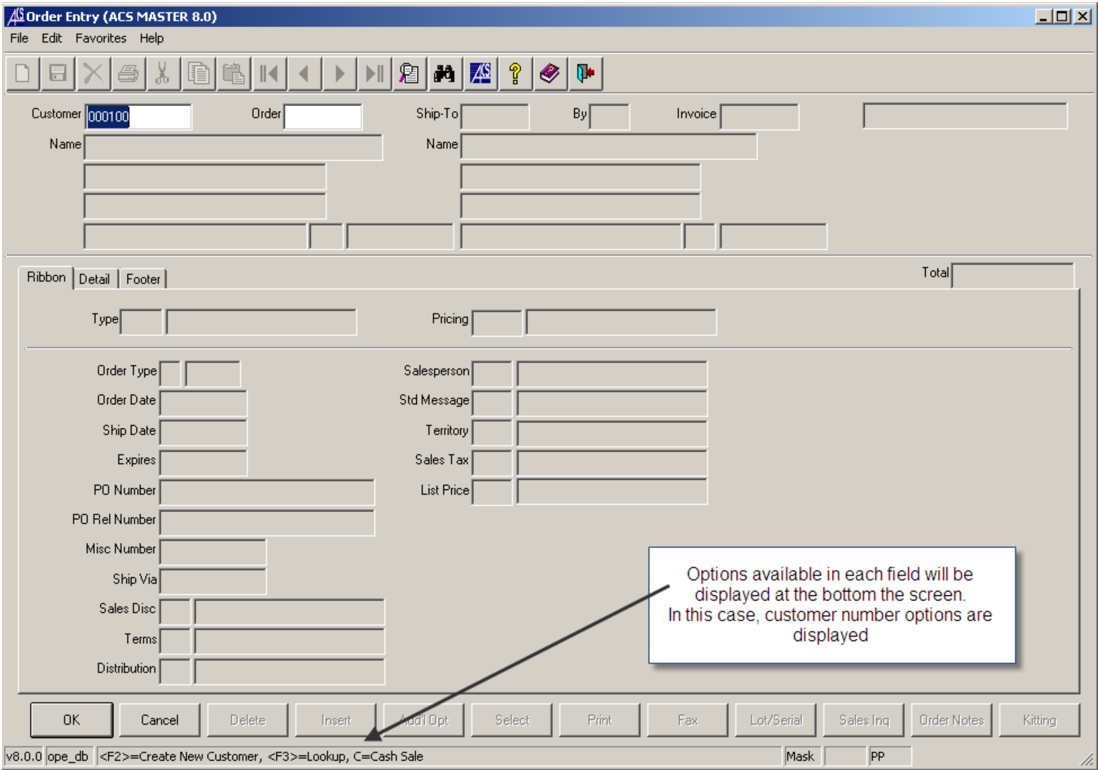
NOTE: The entered date applies to all orders you process in this batch.

Inventory Will Be Committed If Scheduled To Ship Before:
-Enter the default commitment date.
-Press Return to select the default. The default is the current date plus any amount entered in the # Of Days To Commit In Future field of the Parameter Maintenance task.

The decision to commit inventory is based upon the item’s scheduled shipping date and the commitment date. If the scheduled shipping date falls on or before the commitment date, the inventory items are committed and displayed on the picking list for the order. Otherwise, stock remains uncommitted until the order is selected in the Commit and Release Future Orders task, or items are individually committed in the Order Entry and Invoice Entry tasks.

NOTE: A committed item remains committed until it is invoiced and the invoice is updated, or until the applicable line item (or entire order) is deleted or uncommitted in the Order Entry and Invoice Entry tasks.

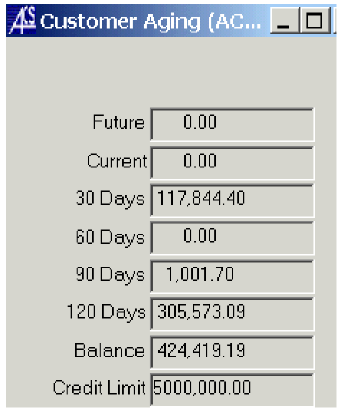
Header Information



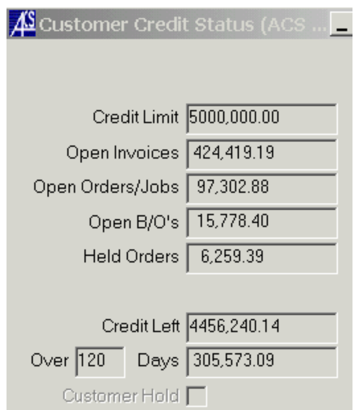
Customer: Valid customer options are listed at the bottom of the screen.
-Enter a valid customer number
-Press "F2" to create a new customer with the next available customer number *(See Creating a New Customer later in this section).*
-Perform a Lookup to select from a list of customer numbers
-Enter C to select the number entered in the Standard Cash Customer Number field of the Parameter Maintenance task. (This parameter will be pre-set by your ACS Project Manager and will be determined during the review of your current processes.)

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

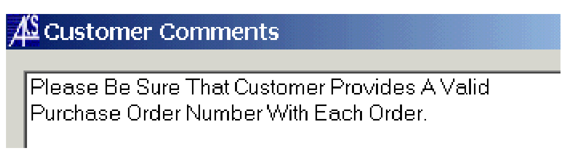
If the Display Credit Info in Order Entry field in the Order Processing Credit Management Parameters task is set to A, the *Customer Aging* window automatically appears showing the customer's credit limit, the amounts used for open orders/invoices, backorders, and remaining credit. The window also shows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



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.



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.



The Order Entry screen is divided into four sections. In the upper section (header) fields you enter customer information, including name, billing address, shipping address, and order number. In most cases, this information is automatically retrieved from the Accounts Receivable customer files. The remaining sections or "tabs" include your Ribbon information, Order Detail information and Footer information.

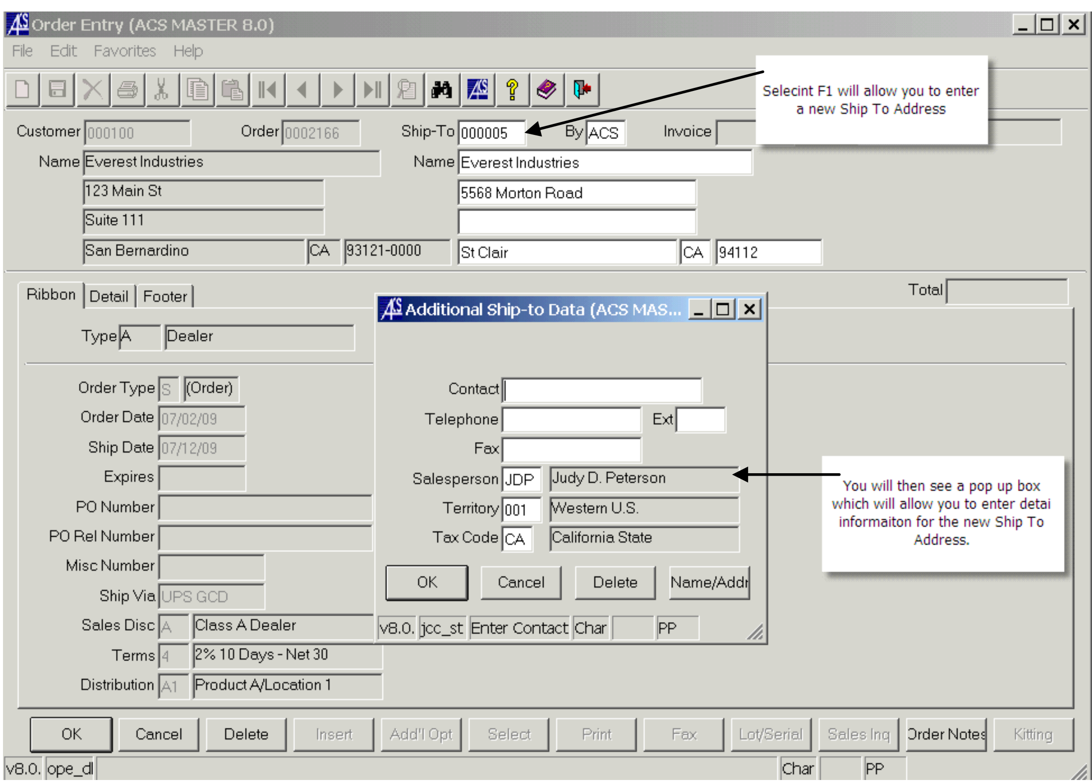
Entering an Order

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
-Perform a Lookup to select from a list of order numbers for this customer
-Press "F4" to return to the Customer field
Creating an order or credit from an existing Order or from History information will be covered later in this section.

Ship To:

-Hit Enter to leave the Ship To address the same as the billing address
-Select "F1" to Add a New Ship To address
-Select "F2" to return to the Order# field
-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.
Ship To options will be covered in detail later in this section.



BY: This field will be populated using the USER ID of the user that is logged on to this workstation.

After Ship To information has been selected or entered; if the existing order# you have is a **QUOTE**, your system will issue the following prompt:
"Do you wish to convert the Quote to an Order?"
-Select "Yes" to convert the quote to a sales order
-Select "No" or "Cancel" to continue without converting Quote

NOTE: Once converted, a sales order may not be converted back to a quote.

Upon completion of the header information, the system issues the prompt:
"Is The Heading Info Correct?" <F1>= Change Customer
(Located at the bottom of your screen)

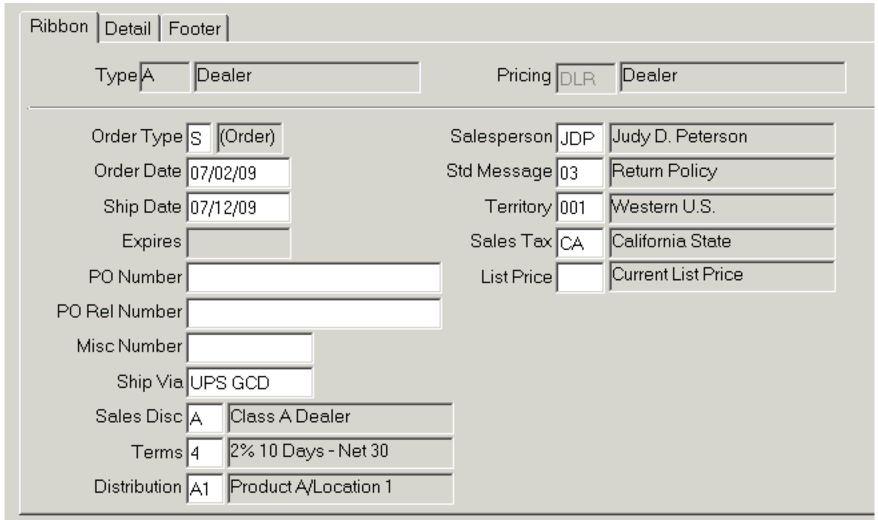
-Select "OK" to continue processing this order
-Select "Cancel" to return to the Customer number field
-Select "Delete" to delete the entire Order
-Select "F1" to be taken to the Customer field to **change** this order to a new Customer
*See **Changing Sales Order Customer** later in this section.*

When you accept the header information the system displays the order entry code defaults for this customer in the Ribbon section of the screen. These defaults were established in Accounts

Receivable, Inventory Control, and Order/Invoice Processing maintenance tasks and can be over-ridden if desired.

Ribbon Information

The Customer Profile information in AR Customer Maintenance is used to populate the TYPE and PRICING field of your ribbon information and cannot be accessed.



Order Type:
-Enter S if the order is a sale
-Enter Q if the order is a quote
-Press "OK" or Enter to accept the default
-Select "F2" to return to the order Header information

Use an **S**/standard sales order to record information necessary for processing, shipping, and invoicing an order.
Use a **Q**/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 if desired.

NOTE: Until you reach the detail line entry process of order entry, you can change an order type from S to Q (or vice versa) without any restrictions. When recalling an existing order or "backing up" to the Order Type field from detail line entry, you can convert from Q to S, but it is not possible to change from S to Q. If this is necessary, the order must be deleted and re-entered.

Because the same steps are necessary when creating both an Order and a Quote, the following Order entry information may be used for both processes.

Application Computer Systems, Inc.
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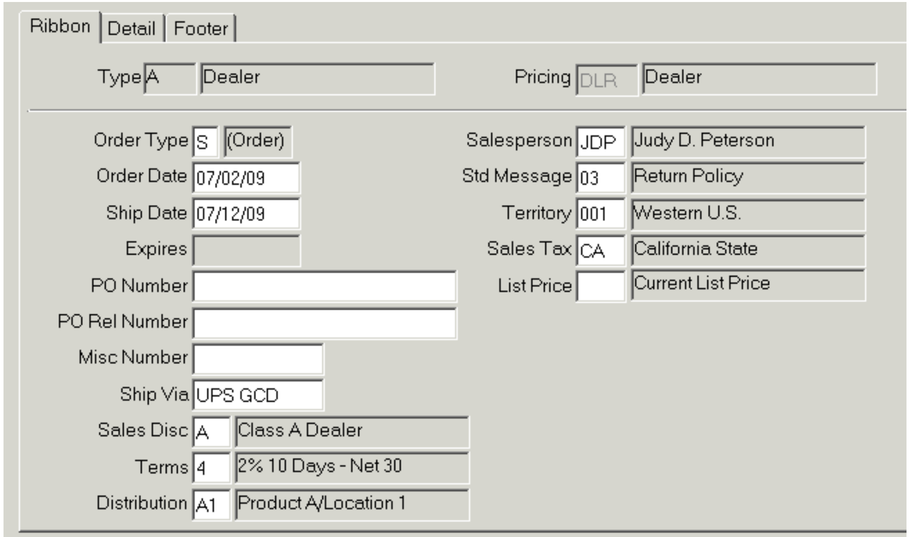


Order Date: Enter the date this order was placed
It will default to today's date and can be overridden

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. (This option will be set by your ACS Project manager using information obtained during the review of your current processes.)

Expires: This field is only available when the Order Type is set to Q/Quote
This gives you the option to include an expiration date for the amounts quoted to your customer for this order/quote.

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

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.

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.

Ship Via:
-Enter up to 10 characters to designate shipping method
-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 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.*

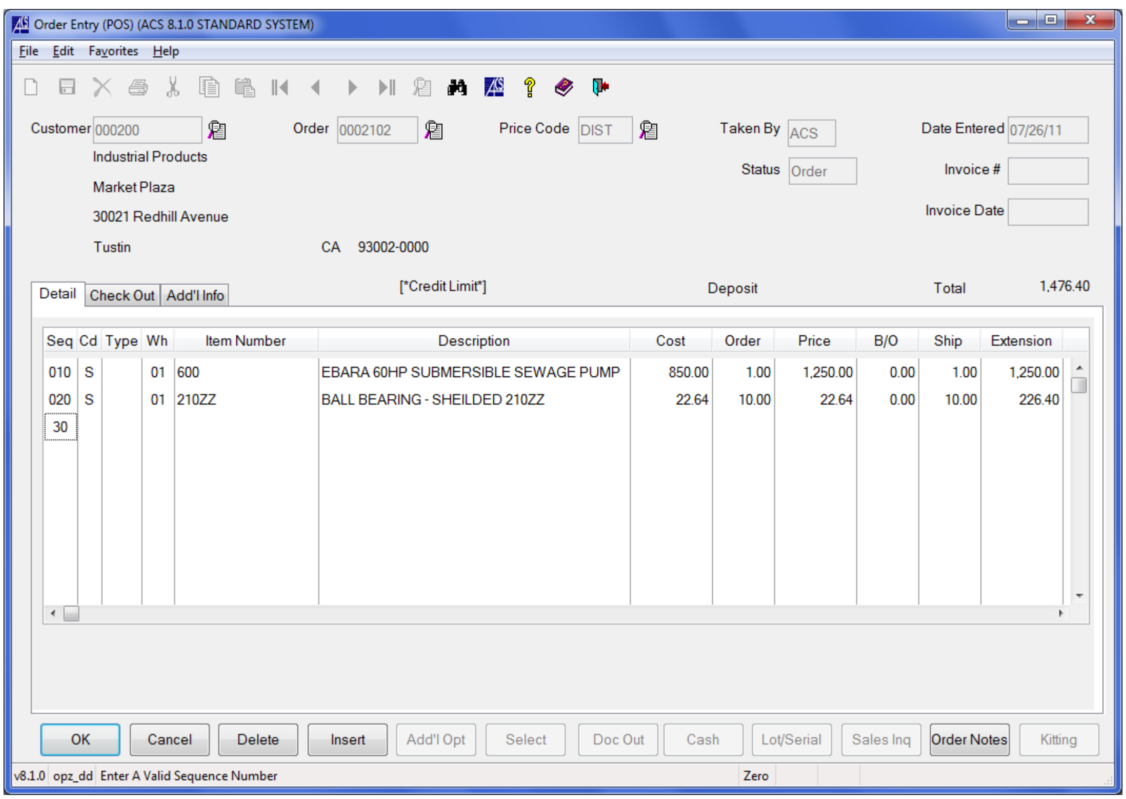
-Enter List Price Code
-Leave this field blank to accept current List Price

When you finish making entries to the Ribbon information, the system issues the prompt:
"Is The Ribbon Correct? (<F2> = Header Edit)"
-Select OK to continue processing
-Select "F2" to return to the Header information
-Select "Cancel" to cancel the order and return to the Customer field

Detail Information

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

Accessing existing Orders, creating an Order from a Historical Invoice, creating a Credit Memo from a Historical Invoice and creating/converting a Quote will be covered at the end this section.



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.
See *Basic File Maintenance Training* for more information on line code types.

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.

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.

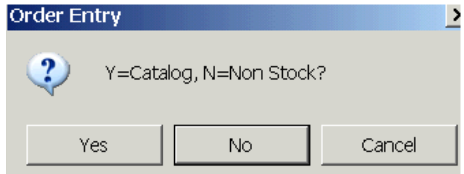
NOTE: This Product Type information is used when recording information for Sales Analysis Inquiries and Reports. It is maintained in your Inventory Product Type Maintenance file.

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.
The Sales Inquiry option will be reviewed later in the section.

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:

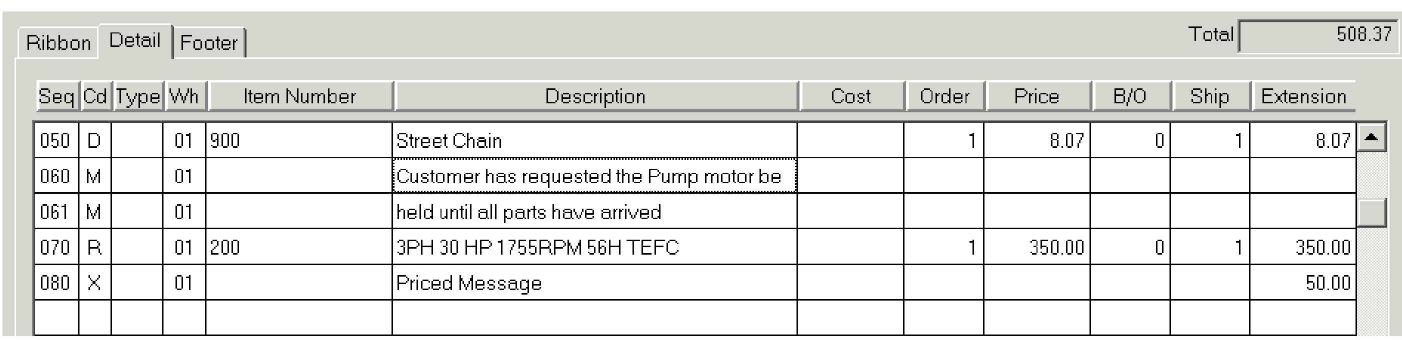


-Select "Yes" to choose the Catalog feature.
-Select "No" to choose from a list of previously sold Non-Stock Items.

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. *A further explanation of the Catalog lookup options can be found later in this section.*

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.

NOTE: When using Line Code M/MEMO please see the Text Editor information later in this section.



Seq	Cd	Type	Wh	Item Number	Description	Cost	Order	Price	B/O	Ship	Extension
050	D		01	900	Street Chain		1	8.07	0	1	8.07
060	M		01		Customer has requested the Pump motor be						
061	M		01		held until all parts have arrived						
070	R		01	200	3PH 30 HP 1755RPM 56H TEFC		1	350.00	0	1	350.00
080	X		01		Priced Message						50.00

Cost: This field is available for N Line Codes Types
-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:

a. If a valid prior list price code was entered in the List Price field of the ribbon section, the prior list prices are used.
b. If contract prices are currently in force for the customer, the contract prices are used.
c. 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.)
d. If none of the previous options apply, the current prices from the Inventory Item Maintenance task are used.
e. 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.

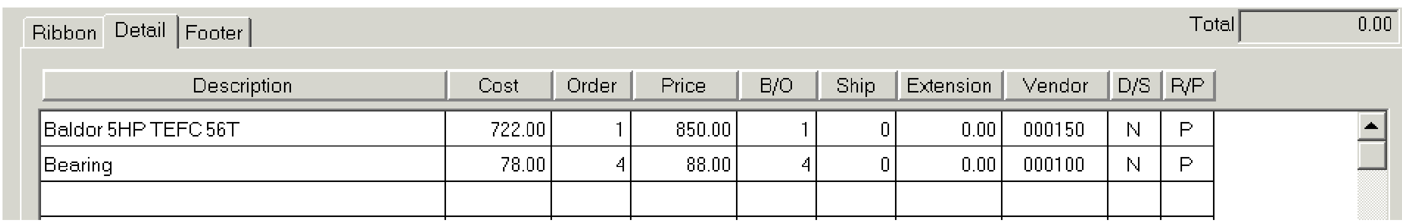
Extension: This field is accessible for **O** line code types.
-Enter the extended amount for this line.
Otherwise, it displays the extended price of the quantity times the price.

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 the Vendor# you wish to generate the PO/REQ for.
-Perform a Lookup to select from a list of Vendors.

D/S:
-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.
See detailed training formation regarding Drop Ship items later in this section.

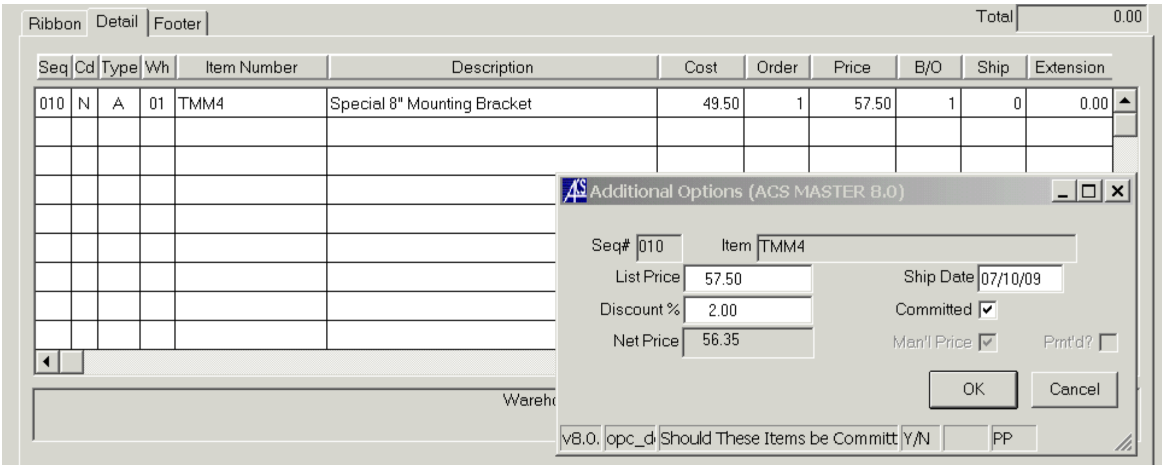
R/P:
-Enter "R" to generate a Purchase Requisition
-Enter "P" to generate a Purchase Order

The Sales Order interface with the Purchase Order/Req module will be covered later in this section.

Now that all detail lines are complete, but before we move to the Footer "tab" section of your order, let's take a look at the 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.*

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.



EXAMPLE: SEQ# 010 / Item TMM4: **List price** for this item is $57.50
Using a **Discount** of 2% the **Net Price** becomes $56.35

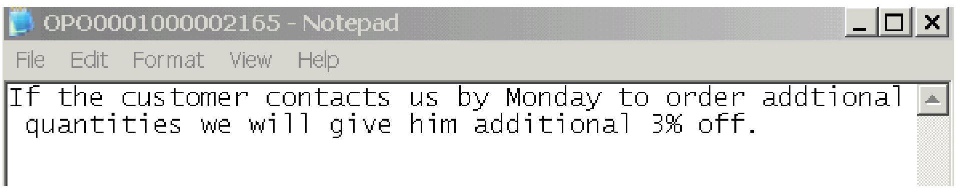
Ship Date allows you to establish ship dates for each line item independent of the Ship Date recorded in the Ribbon information of this order.
Individually scheduled ship dates for each line item may be used when entering *blanket orders*. Blanket orders are those in which a customer places an order 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.
If you are removing a commitment for a priced message line, the *Extension* amount is saved as the *Item Price* before it is zeroed. When the priced message line is re-committed, the *Extension* amount is restored from the item price and the *Item Price* is zeroed.

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

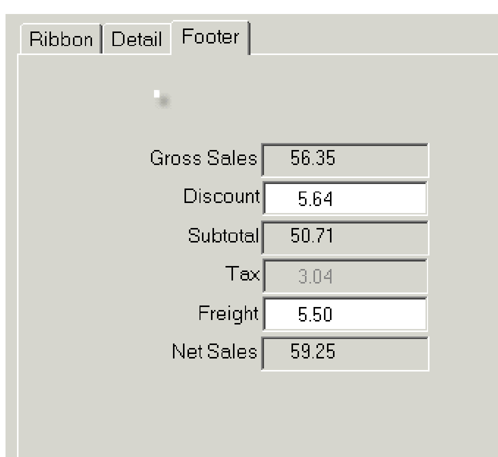
Order Notes:
Located in the lower right corner of your Order screen you will see the **Order Notes** button. Unlike Customer Comments or Memo Lines, this Notes function is designed **not** to print on your Picking Ticket or Invoice; it is for internal use only and might be used to record information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

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
-Select Cancel to cancel the order and return to the customer number field
-Select Delete to remove the entire order

Footer Information
Upon completion of your Order detail, your system will display the footer information for this order.



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 Ribbon information for this order. This discount field can be overridden if necessary.

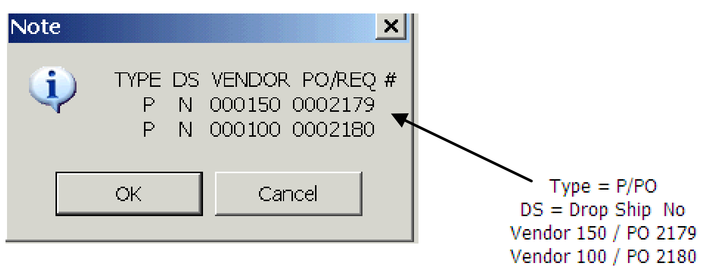
Subtotal: Display Only
This field will take the Gross Sales and subtract any discount allowed.

Tax: Display Only
Using the Tax code located in the Ribbon information for this order, your system will calculate the Tax liability for this order.

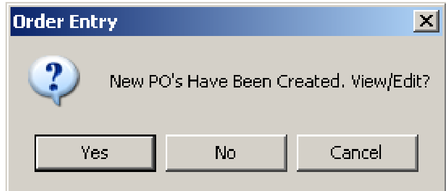
Freight: Enter any Freight amount you wish billed to your customer for this order.

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 footer information, 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:

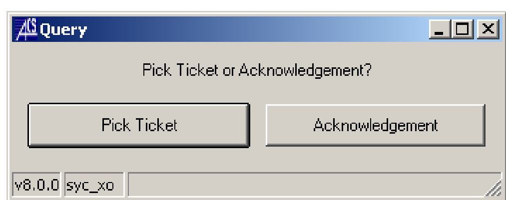


-Select "Yes" to access the newly created document
-Select "No" or "Cancel" to return to your Order
We will be reviewing the generation of a PO or Req later in this section

Order Print Options
It is possible to print your Sales Order at this point ("on demand")
It is also possible to wait until all Sales Orders are entered and print them all at once ("batch print" - *See Order/Picking List below)*

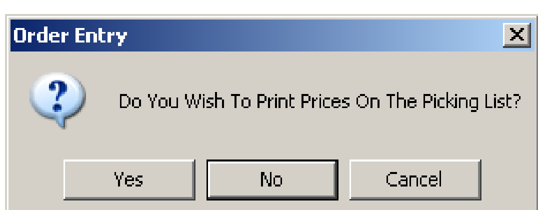
-On Demand Print: click on the Select button at the bottom of your screen
-The Printer Option Box will display, select the printer you wish to use and hit OK
-Click on the Print button at the bottom of your screen

You will see the following prompt:



-Select Pick Ticket or Acknowledgement
Pick Ticket will display the items that have SHIP quantities
Acknowledgement will display all items regardless of ship status.

Upon selecting either option, you have the ability to determine whether pricing detail is included in the document.



Application Computer Systems, Inc.
Order Processing

Application Computer Systems, Inc.
1318 Haywood Rd. North, Ste. B
Greenville, SC 29615
Phone: 864-292-5980 / Fax: 864-292-5984
Email: support@acsmaster.com
Web: wwwacsmaster.com

Sales Order Acknowledgement

Order No.:	0002040
Order Date:	10/04/04
Page:	1

Sold To:		Ship To:	
	Customer Number: 000100 **Everest Industries** 123 Main St Suite 111 San Bernardino, CA 93121		Ship To Number: 000002 **Everest Industries** 14 Pinewood Lane Blg#3 Pittsburgh, PA 15358

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
0002040	10/04/04	JDP	10/14/04	UPS GCD	2% 10 Days - Ne

Customer PO:	7038270	PO Release:		Misc Number:	

Order	Item #/Description/Notes	Unit Price	Extension
2.0	100 Wh:01 Location:AREA C10	350.00	700.00
	3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH		
	Returned Items Subject To 15% Restocking		
	Charge. Return Authorization Required.		
	Please Phone Our Customer Service Dept.		
	For Details.		

Application Computer Systems, Inc.
Address Line One, Address Line Two
City, State 12345
Phone: 864-292-5980 / Fax: 864-292-5984
Email: www.acsmaster.com
Web: support@acsmaster.com

Pick Ticket

Order No.:	0002040
Order Date:	10/04/04
Page:	1

Sold To:		Ship To:	
	Customer Number: 000100 **Everest Industries** 123 Main St Suite 111 San Bernardino, CA 93121		Ship To Number: 000002 **Everest Industries** 14 Pinewood Lane Blg#3 Pittsburgh, PA 15358

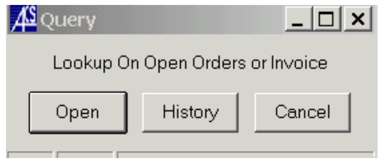
Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
0002040	10/04/04	JDP	10/14/04	UPS GCD	2% 10 Days - Ne

Customer PO:	7038270	PO Release:		Misc Number:	

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
2.0	2.0	0.0	100 Wh:01 Location:AREA C10	350.00	700.00
			3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH		
			Returned Items Subject To 15% Restocking		
			Charge. Return Authorization Required.		
			Please Phone Our Customer Service Dept.		
			For Details.		

Performing a Lookup in the Order# Field

As reviewed earlier in this section, there are several options available to you when performing a Lookup (selecting F3, the magnifying glass or the right click button of the mouse) in the Order# field. Use any of these lookup options and you will receive the following prompt:



This gives you the option to search your Open Orders/OPEN or Order Invoices/HISTORY information 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 and access the Ship-To field
-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?"
-Select "NO" to proceed without printing
-Select "Cancel" to proceed without printing

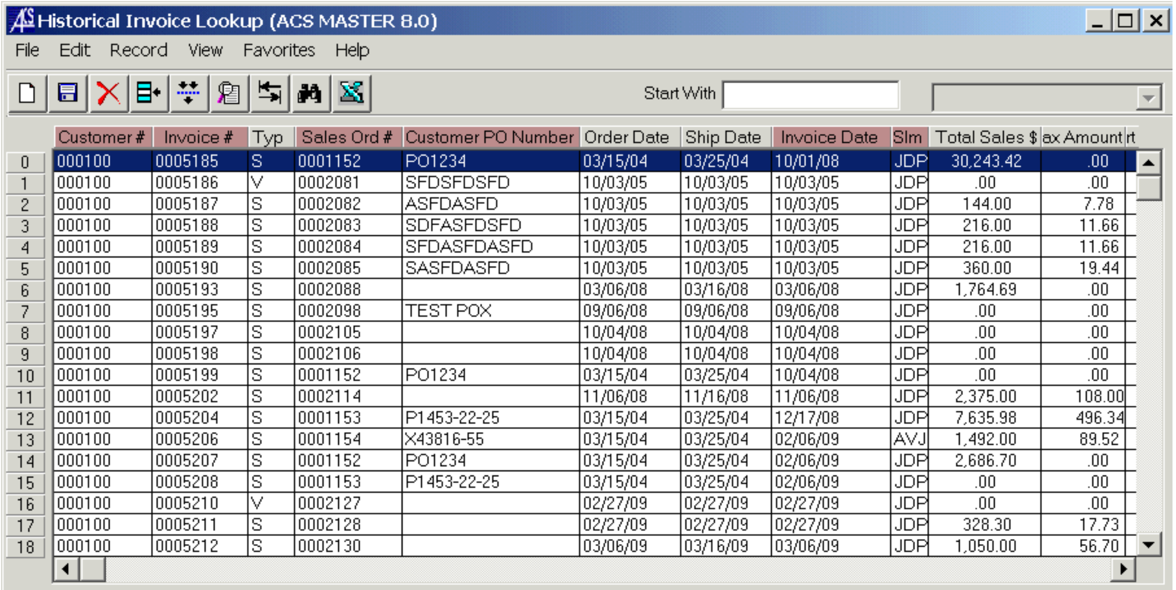
If you select "YES" the system issues another prompt:
"The Order will be printed in the next Batch."
-Select "OK" or "Cancel" to add the order to the print batch and continue order entry.

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.

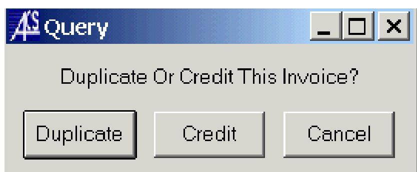
NOTE: The Invoice Detail History flag, in Order Processing Parameter Maintenance must be set to yes for your system to retain all Order Invoice Detail for this customer.

Application Computer Systems, Inc.
Order Processing



	Customer #	Invoice #	Typ	Sales Ord #	Customer PO Number	Order Date	Ship Date	Invoice Date	Slm	Total Sales $	ax Amount
0	000100	0005185	S	0001152	PO1234	03/15/04	03/25/04	10/01/08	JDP	30,243.42	.00
1	000100	0005186	V	0002081	SFDSFDSFD	10/03/05	10/03/05	10/03/05	JDP	.00	.00
2	000100	0005187	S	0002082	ASFDASFD	10/03/05	10/03/05	10/03/05	JDP	144.00	7.78
3	000100	0005188	S	0002083	SDFASFDSFD	10/03/05	10/03/05	10/03/05	JDP	216.00	11.66
4	000100	0005189	S	0002084	SFDASFDASFD	10/03/05	10/03/05	10/03/05	JDP	216.00	11.66
5	000100	0005190	S	0002085	SASFDASFD	10/03/05	10/03/05	10/03/05	JDP	360.00	19.44
6	000100	0005193	S	0002088		03/06/08	03/16/08	03/06/08	JDP	1,764.69	.00
7	000100	0005195	S	0002098	TEST POX	09/06/08	09/06/08	09/06/08	JDP	.00	.00
8	000100	0005197	S	0002105		10/04/08	10/04/08	10/04/08	JDP	.00	.00
9	000100	0005198	S	0002106		10/04/08	10/04/08	10/04/08	JDP	.00	.00
10	000100	0005199	S	0001152	PO1234	03/15/04	03/25/04	10/04/08	JDP	.00	.00
11	000100	0005202	S	0002114		11/06/08	11/16/08	11/06/08	JDP	2,375.00	108.00
12	000100	0005204	S	0001153	P1453-22-25	03/15/04	03/25/04	12/17/08	JDP	7,635.98	496.34
13	000100	0005206	S	0001154	X43816-55	03/15/04	03/25/04	02/06/09	AVJ	1,492.00	89.52
14	000100	0005207	S	0001152	PO1234	03/15/04	03/25/04	02/06/09	JDP	2,686.70	.00
15	000100	0005208	S	0001153	P1453-22-25	03/15/04	03/25/04	02/06/09	JDP	.00	.00
16	000100	0005210	V	0002127		02/27/09	02/27/09	02/27/09	JDP	.00	.00
17	000100	0005211	S	0002128		02/27/09	02/27/09	02/27/09	JDP	328.30	17.73
18	000100	0005212	S	0002130		03/06/09	03/16/09	03/06/09	JDP	1,050.00	56.70

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



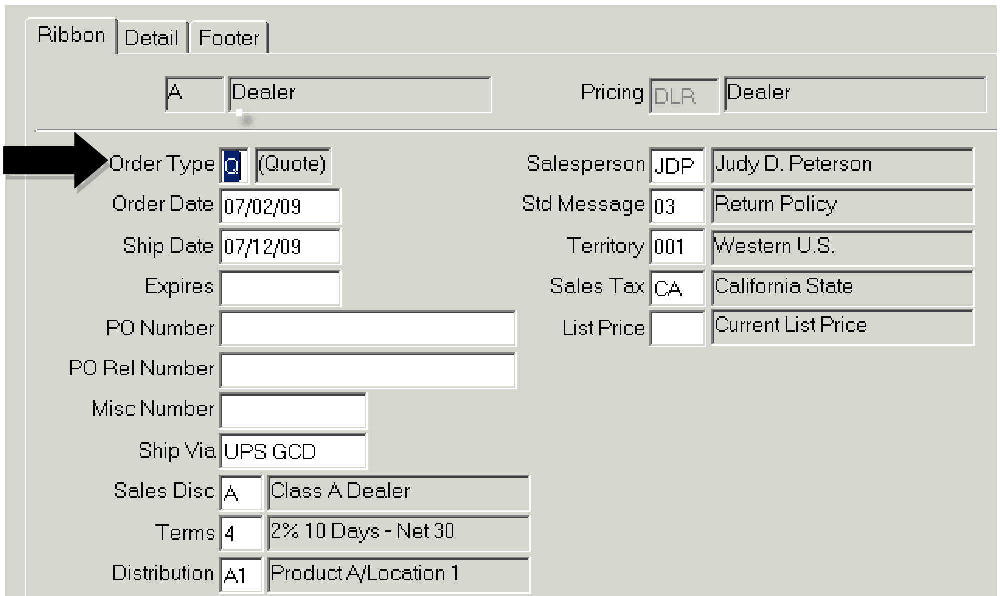
-Select "Duplicate" to create an Order using the same detail as the original order.
-Select "Credit" to create a Credit Memo for the same detail using negative quantities and amounts.
-Select "Cancel" to return to the Customer field.

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.

If the customer is returning Stock Items, enter the quantity of the item returned to stock *as negative quantity* in the *Order* field. Repeat for each item being returned to stock. This process will place the returned items back into your inventory quantities when the Sales Register is run and updated.

Converting a Quote

As reviewed earlier, the creation of a quote requires the same information as a standard Sales Order. The distinction is made in the Ribbon detail when selecting the Order Type:



Selecting **Q** as your Order Type will establish the Quote status and allow access to the Expires field. The remaining information is processed exactly as a standard Sales Order would be.

To convert an existing quote to a sales order, in Order Entry, call up the customer and order# assigned to the quote you wish to convert. You will be asked if this is the correct

order, upon answering yes you will enter through the header information, making any changes necessary.

After you enter through the header information, but before you access the ribbon detail, your system will display the following prompt:

-Select "Yes" to convert the quote to an Order
-Select "No" or "Cancel" to continue reviewing the Quote

Remember: Until you reach the detail line entry process of order entry, you can change an order type from S to Q (or vice versa) without any restrictions. When recalling an existing order or "backing up" to the Order Type field from detail line entry, you can convert from Q to S, but it is not possible to change from S to Q. If this is necessary, the order must be deleted and re-entered.

It is also important to note that detail lines on a Quote DO NOT commit your inventory quantities as the quantities on a Sales Order do.

Once a quote is created, it remains on file in Order Entry until it is either deleted or converted to a standard type "S" sales order. Individual line items may be added to or deleted from a quote before or after it is converted to a standard order.

Entering Sales Order Customers

Creating New Sales Order Customers
Cash Customers
Changing the Customer for an Existing Sales Order

Creating a New Customer

A unique feature of the Order/Invoice Processing module enables you to directly access the Accounts Receivable customer masterfile during order entry to create a new customer. Both temporary and permanent customers can be created. A temporary customer is deleted during the Accounts Receivable Period End Update after all invoices for the customer have been paid. When a customer is created through the Order Entry task, only basic information is requested in order to accelerate the order entry process. The remaining information such as contact person, business resale number, credit limit, alternate shipping addresses, etc., can be added later with the Accounts Receivable Customer Maintenance task.

NOTE: If the Accounts Receivable Credit Management system is in use and the Auto Hold All New Customers parameter is set to Y in the Credit Management task, the addition of a new customer automatically generates an entry in the Credit Manager's Review and Release task.

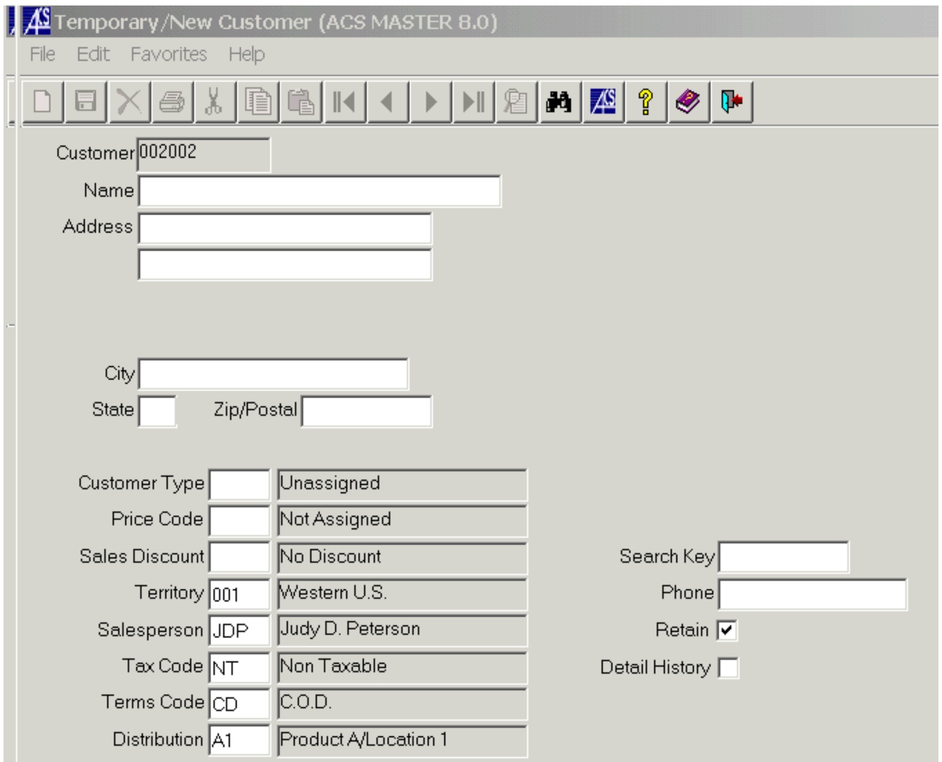
When you press F2 in the Customer field, the system issues the prompt:
"Do You Wish To Create A New Customer?"

-Enter "Y" to process an order for a new customer.
NOTE: You will not be allowed to enter a specific customer number; the next available number is automatically assigned to the new customer.
-Enter "N" to return to the Customer field
-Select "Cancel" to return to the Customer field

The system will then display the Customer Profile information that will need to be entered for this Customer.

IMPORTANT: It is strongly suggested that this task be perform by a user that understands the impact of these settings, as they control how transactions for this customer will post to the various modules.

For a complete understanding of these settings and their impact on your system postings, please see the Accounts Receivable Basic File Maintenance section of your manual.



Name: Enter 1 to 30 characters for the name of the customer billed for the order.

Address: Enter up to two lines of 24 characters each for the billing address

City: Enter 1-20 characters for the City billing address

State: Enter the 2 character state code for the billing address

Zip/Postal: Enter 5 to 9 characters for the customer's zip/postal code

Customer Type:
-Enter a valid customer type
-Perform a Lookup to select from a list of customer types

Pricing Code:
-Enter a valid pricing code

-Perform a Lookup to select from a list of pricing codes.

Sale Discount:
-Enter a valid discount code
-Perform a Lookup to select from a list of discount codes
-Press Return to accept the default from the Accounts Receivable Customer Maintenance task Profile Maintenance option.

NOTE: The sales discount code applies to an overall discount for the order when it is invoiced.

Territory:
-Enter a valid territory code
-Perform a Lookup to select from a list of territory codes
-Press Return to accept the default from the Accounts Receivable Customer Maintenance task Profile Maintenance option.
NOTE: The territory code generates information for the Sales Analysis reports.

Salesperson:
-Enter a valid salesperson code
-Perform a Lookup to select from a list of salesperson codes
-Press Return to accept the default from the Accounts Receivable Customer Maintenance task Profile Maintenance option.
NOTE: The salesperson code generates information for the Sales Analysis reports and the Salesperson Commission Report.

Tax Code:
-Enter a valid tax code
-Perform a Lookup to select from a list of tax codes
-Press Return to accept the default from the Accounts Receivable Customer Maintenance task Profile Maintenance option.
NOTE: The tax code performs automatic sales tax calculation during the invoice update process.

Terms Code:
-Enter a valid terms code
-Perform a Lookup to select from a list of terms codes
-Press Return to accept the default from the Accounts Receivable Customer Maintenance task Profile Maintenance option.
NOTE: The terms code automatically calculates the invoice due date, the discount due date, and the discount amount (if applicable) for the invoice during the invoice update process.

Distribution:
-Enter a valid distribution code
-Perform a Lookup to select from a list of distribution codes

-Press Return to accept the default from the Accounts Receivable Customer Maintenance task Profile Maintenance option.
NOTE: The distribution code specifies the general ledger account(s) posted when the invoice for the order is updated.

Search Key:
-Enter 1 to 10 characters as a key in searching for this customer during a lookup
-Press F1 to select the customer's last name
-Press Return to accept the default of the first 10 characters entered in the name field

Phone: Enter the customer's phone number with area code
NOTE: The system automatically formats the phone number, so it will not be necessary to enter spaces or punctuation.

Retain:
-Check this box to create a permanent customer in the Accounts Receivable customer masterfile
-Leave this box blank to create a temporary customer who is deleted when the invoice is paid.

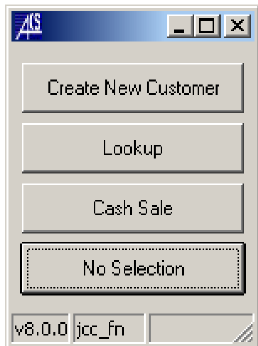
Detail History:
-Check this box to keep invoice detail history for this customer
-Leave this box blank if you do not want to retain invoice detail history

Upon completing the New Customer information, the system will display the prompt:
"Is the Above Information Correct?"
-Select "OK" for begin entering your Sales Order
-Select "Cancel" to return to the Customer field
-Select "Delete" to return to the Customer field

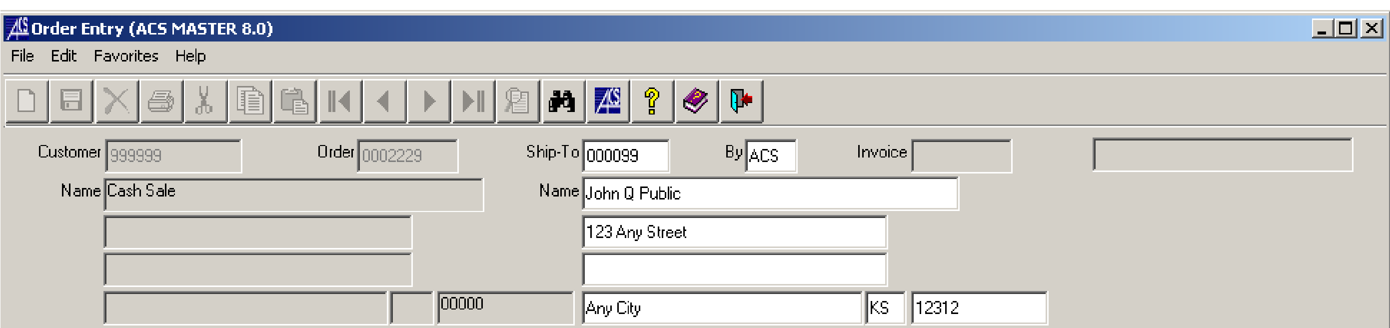
Cash Customers

Your ACS/MASTER system also allows for Point Of Sale or Cash transactions. If the Cash Sales flag in Sales Order Parameters is set to yes, generally, a specific CASH CUSTOMER NUMBER is configured to use during this type of transaction. However, it is also possible to create a cash transaction for a customer with an open receivables account.

When creating an Order or Invoice for a cash customer, in the Customer field:
-Select C for Cash Sale (see bottom or the screen for this option)
-Perform a look up and select Cash Sale
-Enter your predetermined Cash Customer number



Once the Cash customer is selected, it is suggested that you enter 99 in the ship to field. This will allow you to manually enter specific customer detail for this transaction.
If 99 is consistently used in the Ship To field for cash customers, it will allow accurate searches to be done using SHIP TO information.



Follow the steps outlined in Detail Information to enter the sales order line details.

Changing the Customer for an Existing Sales Order

Your system makes it easy to change customer information for open Sales Orders. Should you find that the wrong customer has been selected (for customers with multiple billing addresses) or a warranty situation requires a vendor to be billed (instead of the original customer); there is a simple way to address this issue.

If it becomes necessary to change the customer number for an existing Sales Order; the F1 feature allows you to make this change:

1. In Order Entry enter the Customer number and Order number for the existing incorrect transaction
2. Enter through the header information until you reach the **BY** field.
3. As you enter through the **BY** field you will see **F1=Change Customer** at the bottom of your screen.

4. Upon hitting F1 you will be taken to the Customer Number field.
5. Enter the new customer number for this order
6. The credit information for the new customer will be displayed and you will be asked if you wish to reprint the order.
7. After entering through the Ship To information, your system will issue the following prompt: "Customer Number Changed"

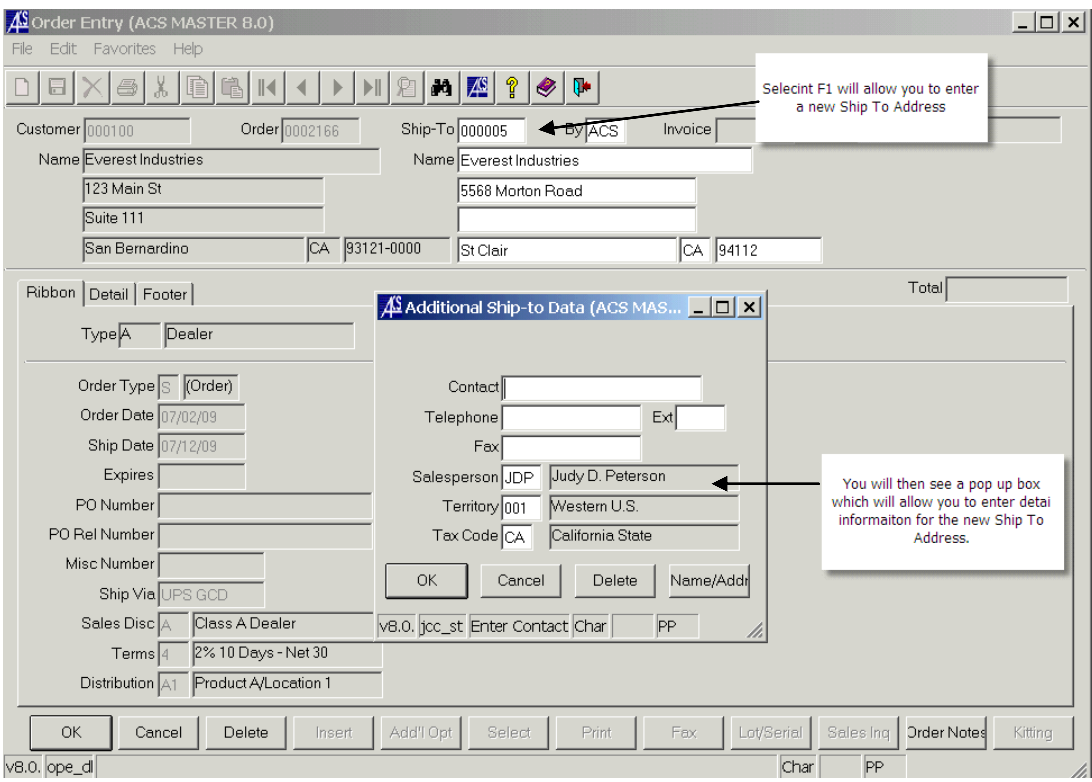
NOTE: The ribbon information for this order will also change to the current Customer's information.

Customer SHIP TO Options

You have several options available when selecting SHIP TO information for any customer:

1. Should your customer have multiple SHIP TO addresses set up through AR Customer Maintenance, you are able to perform a lookup and select from a current list. This is especially important if each SHIP TO location has different Tax Code, Territory or Salesperson settings.
2. The 99 option will allow for the manual entry of SHIP TO information. This can be an effective way of recording specific customer information when using a "generic" CASH Customer for Cash Sales.
3. You also have the ability to create a new SHIP TO option for an existing Customer. This option will permanently add the new data to the Accounts Receivable Customer maintenance file.

   IMPORTANT: It is strongly suggested that the addition of a permanent SHIP TO option be perform by a user that understands the impact of these settings, as they control how transactions for this customer will post to the various modules.



In Order Entry, in the SHIP TO field:

-Hit Enter to leave the Ship To address the same as the billing address
-Select "F1" to Add a New Ship To address
-Select "F2" to return to the Order# field
-Perform a Lookup to select from a list of existing Ship To addresses.

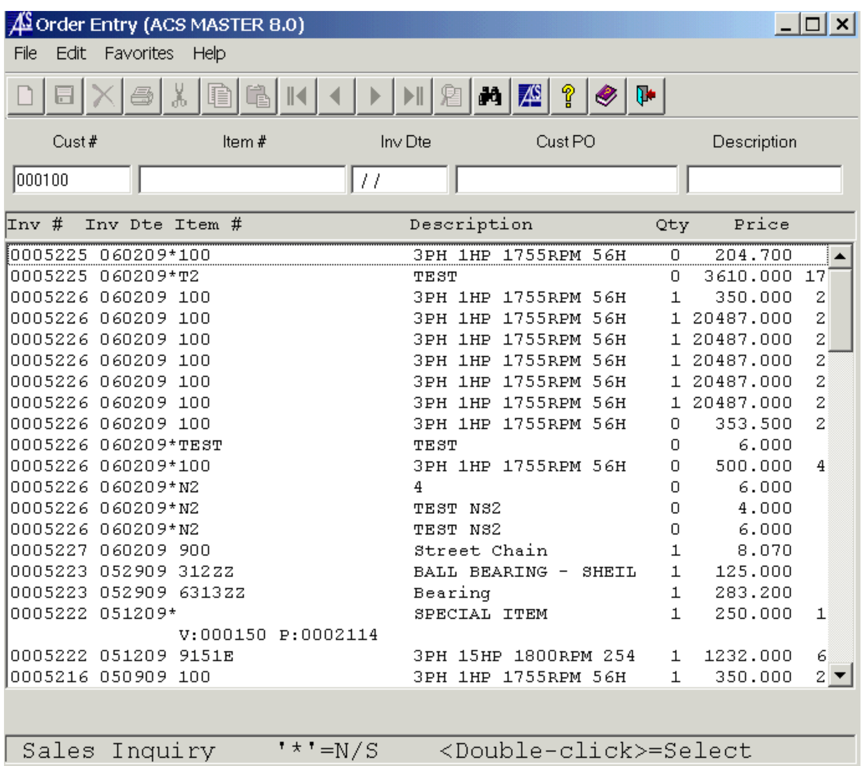
-Enter 99 to access the ship to detail lines to manually type in temporary ship to information.

Sales Inquiry

Your 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 curser is in the Item#, Description, Cost, Price and Order fields of your order detail lines.

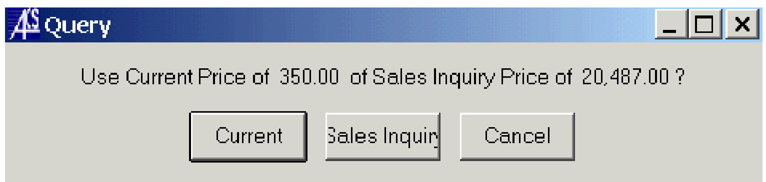
Upon selection of the Sales Inq option; you will see the following Pop Up Box:

The 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.



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 curser 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:



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

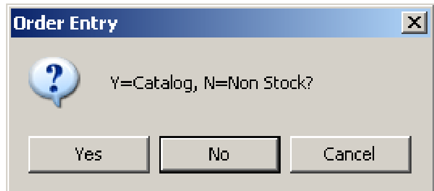
The item# and description for this item will populate the order detail line using the information found in the query. It will be necessary to enter cost and price information for a Non Stock item. It will not use this data from the sales inquiry data.

Catalog Lookup

Your ACS/MASTER system also offers Catalog Lookup up options.
For this feature to function properly it will be necessary to upload Vendor catalog data and perform the catalog maintenance tasks located in then maintenance section of your Inventory module. *Please see the Inventory Module section of your manual for detailed information*.

Once the appropriate information has been uploaded to your system and any configuration changes have been made, the Catalog Lookup options will become available when performing lookups for Non Stock Items.

If you enter a Non Stock Line Type in the detail lines of your Sales Order and perform a lookup in the Item Number field, your system will give you the following option:



-Select Yes to access your Catalog options
-Select No to access a list of Non Stock items available for this customer

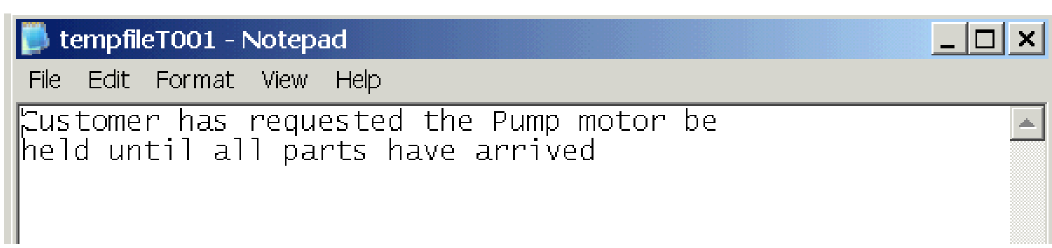
For a complete understanding of your Catalog function and its options, please review your Inventory Advanced File Maintenance training and contact your Project Manager or ACS Customer Support.

Text Editor for Message Line Code

A Text Editor feature is available when entering Memo information for a Sales Order or Sales Quote. This Notepad function will give you a fast and easy way to record memo information to be uploaded into the body of your Sales Order.

In your Order detail line, enter M in the Line Code field and your curser will move directly to the Description field. **F1= Text Editor** prompt will appear at the bottom of your screen once you are in the Description field.

Upon selecting F1, a blank Notepad box will pop up, allowing you to type in the verbiage you wish displayed in the body of your Sales Order.



Once complete, select File ➔ Save
Once saved, close your Notepad box

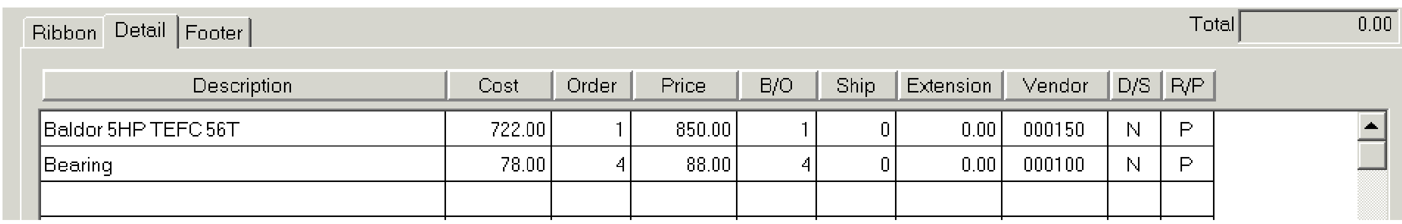
Using a word wrap function, your system will automatically insert the text into the sales order memo line using 40 characters per line with a maximum of 9 lines.

Sales Order / Purchase Order Interface

During training for Detail Line Entry of your Sales Order Items, we touched briefly on the Purchase Order interface that allows the user to create Purchase Orders or Requisitions directly from your Sales Order Line detail.

When a Stock item has insufficient quantities to fill an order, or a Non Stock item is entered in the Detail lines of your Sales Order, your system allows the entry of additional information that will "interface" with your Purchase Order module.

NOTE: To have access to the Vendor, D/S and R/P fields of the detail line, the item MUST have quantity in the B/O column.

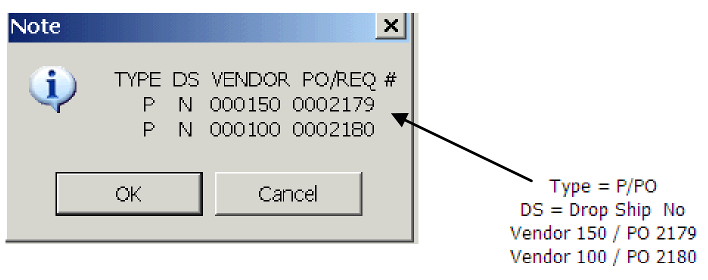


Ribbon | Detail | Footer — Total 0.00

Description	Cost	Order	Price	B/O	Ship	Extension	Vendor	D/S	R/P
Baldor 5HP TEFC 56T	722.00	1	850.00	1	0	0.00	000150	N	P
Bearing	78.00	4	88.00	4	0	0.00	000100	N	P

You will enter this data for each line item you wish to purchase and you will process through the footer information. It is also possible to print the sales order or acknowledgement at this point.

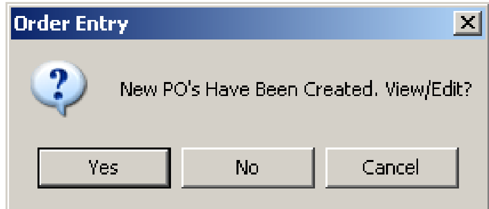
When you have completed your sales order and are ready to exit, you will select OK. Your system will **immediately create the Purchase Order or Requisition** that you requested and you see a popup box displaying this information.



In this example Purchase Order 2179 was generated for Vendor 150 and Purchase Order 2180 was generated for Vendor 100. Neither PO is to be drop shipped.

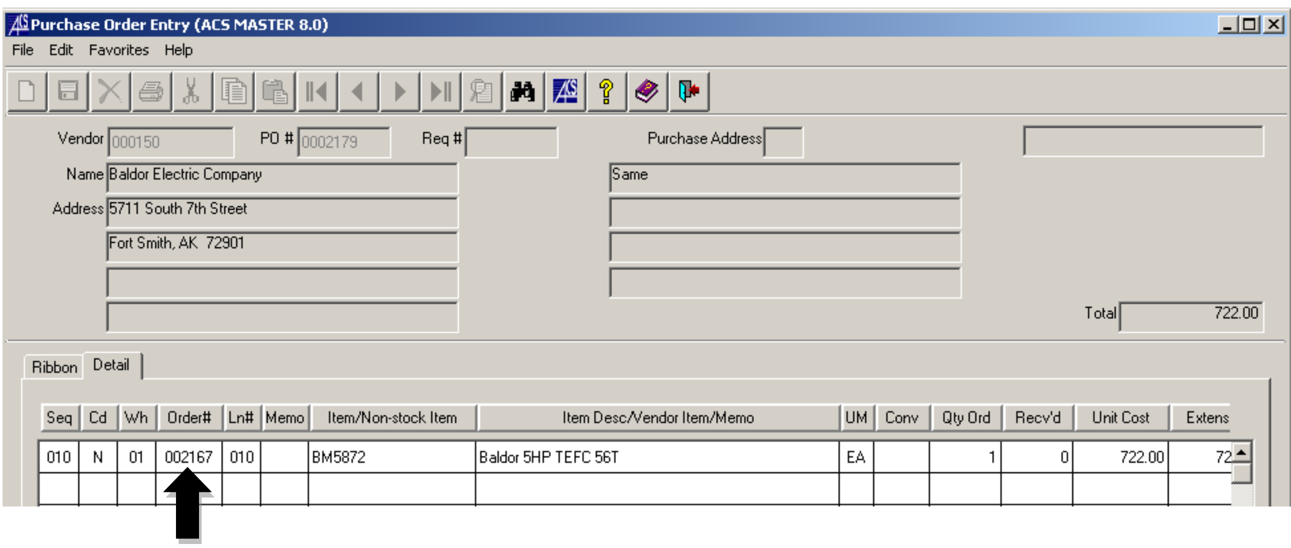
-Select "Cancel" to return to your Order
-Select "OK" and you will be asked:

Application Computer Systems, Inc.
Order Processing



-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.

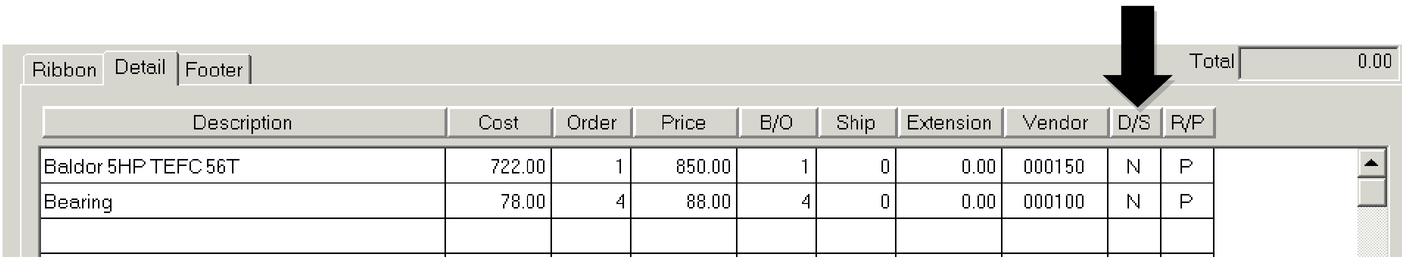


The purchase order detail will contain the detail line information (including COST) entered into your Sales Order line detail, as well as, the Sales Order number it is LINKED to.
In this example, two different vendors were entered, so, two different Purchase Orders were created. However, if multiple Sales Order Line items have the same vendor assigned, all of the items will be created on the same PO or Req.

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.

Drop Ship Capabilities

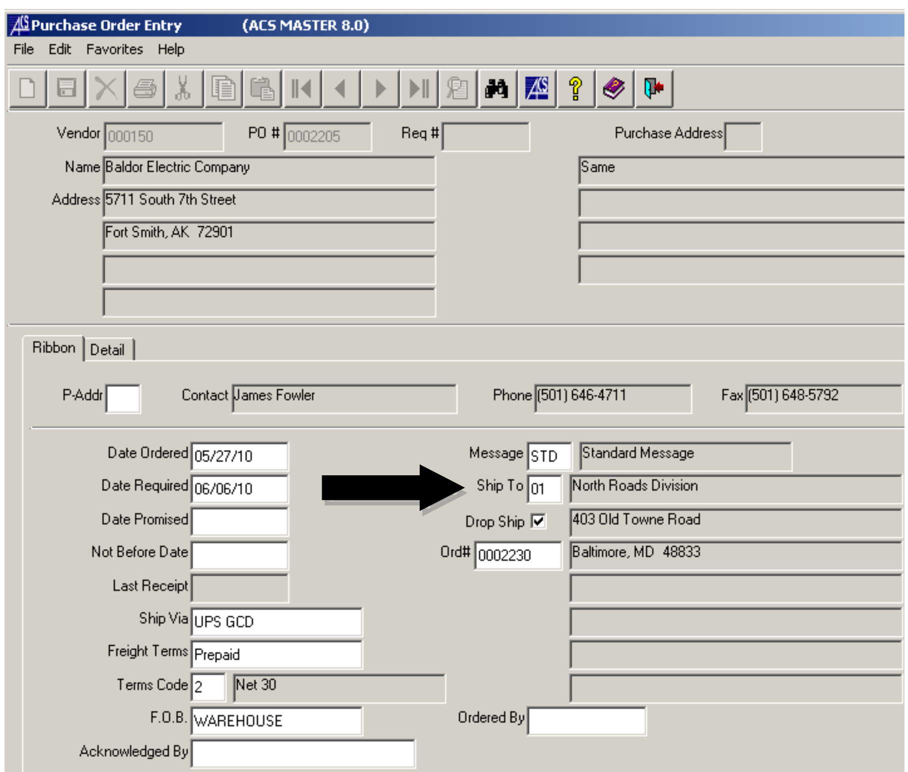
The Sales Order / Purchase Order interface also allows you to DROP SHIP items directly from the Vendor to your customer.



Ribbon | Detail | Footer — Total 0.00

Description	Cost	Order	Price	B/O	Ship	Extension	Vendor	D/S	R/P
Baldor 5HP TEFC 56T	722.00	1	850.00	1	0	0.00	000150	N	P
Bearing	78.00	4	88.00	4	0	0.00	000100	N	P

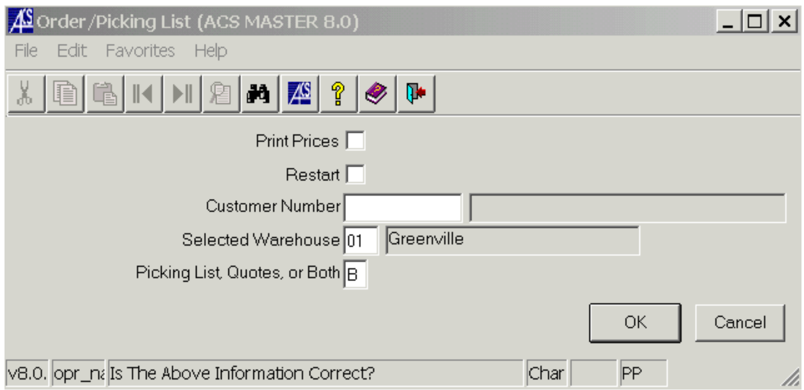
When creating the Sales Order detail lines, you will select Y in your D/S field for the line items being ordered. When the Purchase Order or Requisition is created, your system will pull **Customer Ship To information** directly from the Sales Order Ship To Field and display this on the PO/Req being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



Order/Picking List

Distribution ➔ Order Processing ➔ Processing ➔ Order/Picking List

Use this task to print orders, backorders, and quotes created with the Order Entry task in a batch. Picking lists can be printed for a single warehouse or for all warehouses. Printing of price information is optional.



Print Prices: You can choose to print prices on the pick lists or keep them confidential.
-Check this box if you wish to print prices on the your orders
-Leave this box blank if you do not wish to include pricing on your orders.

Restart:
The Restart field enables you to restart printing from a selected customer number in case of a paper jam or interruption of another kind.
-Check this box to restart printing
-Leave this box blank to ignore.

Customer Number: This field is available when you check the Restart field.
-Enter a customer number from which to restart printing
-Perform a Lookup to select from a list of customer numbers

Selected Warehouse:
-Enter a warehouse number
-Press F1 to print a pick list for all warehouses
-Perform a lookup to select from a list of warehouse numbers
-Press Enter to accept the default

Picking List, Quotes or Both:
-Enter "P" to print only Picking Lists
-Enter "Q" to print only Quotes
-Enter "B" to print both Picking Lists and Quotes

When you finish making entries to the fields the system issues the prompt:

"Is the Above Information Correct?" (See the bottom of your screen)
-Select "OK" to print
-Select "Cancel" to return to the Order Processing menu

Printing
When you select "OK" all unprocessed orders for the selected warehouse(s) print.
Pick lists are sorted and printed by customer number. The printing format is the same for batch printing as that used for single orders in the Order Entry task.
Normally, only committed items in a warehouse print on a pick list; however, if you have both committed and non-committed items on the order, all items print regardless of the commitment date. If a non-committed item is printed on the list, the date for shipping the item is also printed.

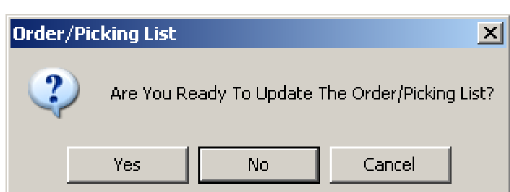
NOTE: If you create an order with line items that are **all** N line types, the order can only be printed from the Order Entry task; it will not be part of the batch printing of pick lists. However, N line type items print in batch printing if other items appear on the order

If a single warehouse is selected, only those line items shipped from the selected warehouse print on the pick list. An order is not considered printed "complete" until all applicable warehouses have been selected. In a multiple warehouse environment, orders may contain items from a single warehouse only or from multiple warehouses.

Items shipped from the default warehouse are the only items printed on the pick list. If the order is shipped complete from the default warehouse, the order is flagged as printed. If the order contains items shipped from another warehouse, that portion of the order is included in the next batch printing of orders for that warehouse. The order is flagged as printed only after all items on the order have been printed. Once an order is flagged as printed, it is not included in any subsequent batch printing of orders unless you select it for reprinting.

NOTE: Once an order has been printed and updated it cannot be printed again in the batch print unless you select it for reprinting in the Order Entry task.

Once the printing process is complete, your system will issue the following prompt:



-Select "Yes" to update the print files
-Select "No" to ignore.

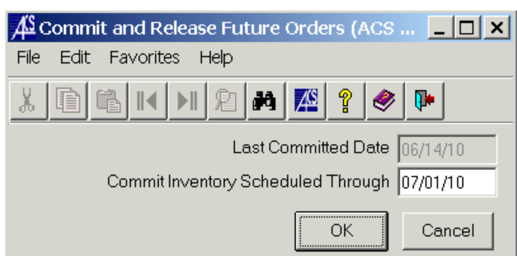
Updating
When you update the pick list, all committed line items on orders printed in the current batch are flagged as printed. An item flagged as printed does not print again unless a reprint is requested in the Order Entry task.

Commit and Release Future Orders
Distribution ➔ Order Processing ➔ Processing ➔ Commit and Release Future Orders

Use this task to commit inventory scheduled for shipment *beyond* the order entry commitment date. An item remains committed until it is invoiced and the invoice is updated, or until the applicable line item (or entire order) is deleted or uncommitted in the *Order Entry* and/or *Invoice Entry* tasks.

As order detail lines for special distribution or standard inventory items are entered, the *Order Entry* task selectively adjusts the committed quantities in the inventory masterfile. The decision to commit inventory is based on the item's scheduled shipping date and the commitment date entered in the global defaults at the beginning of order entry. If the scheduled shipping date falls *on or before* the commitment date, the inventory items are committed and shown on the picking list for the order. Otherwise, the items remain uncommitted until selected by this task or individually committed in the *Order Entry* and/or *Invoice Entry* tasks.

The fields in this task display the last commitment date and provide entry for a scheduled commitment date.



Last Committed Date: Display only
Shows the last date that inventory was committed with this task.

Commit Inventory Scheduled Through:
-Enter a date for committed inventory
-Select "OK" to accept the default of the current date plus the amount entered in the # Of Days To Commit In Future field of the Parameter Maintenance task
-Select "Cancel" to return to the Order/Invoice Processing Menu

Invoice Entry
Distribution ➔ Order Processing ➔ Processing ➔ Invoice Entry

Use this task to invoice standard sales orders once orders are filled and the shipped quantity of the order items is known. You can also use Invoice Entry to enter a direct or one-time invoice without first creating a sales order. If the Backorders field in the Parameter Maintenance task is set to Y, a backorder is automatically generated for any out-of-stock items, as described later in this section.

The fields of the Invoice Entry task are nearly identical to those in the Order Entry task's heading, ribbon, detail and footer sections. For that reason, the fields in the Invoice Entry task are explained here only where *they differ from the Order Entry task*. It is important that you study the Order Entry task to understand the many ways the fields are used.

Order:
-For a *new entry*, the order number is automatically assigned at the same time as the invoice number.

-For *existing orders*, the invoice number is retrieved and displayed following entry of the order number.

-When an existing order is recalled, its original line items may be added, deleted, or modified during invoice entry.

-If the order entered is a quote, it must be converted to a sales order in the Order Entry task before it can be invoiced, the system will issue the prompt:
"Quote May Not Be Invoiced."

-If you select a number for an uncompleted order, the system issues the prompt:
"Order Pick List not printed completely – Continue?"
-Select "Yes" to continue
-Select "No" or "Cancel" to return to the Order field

Invoice: Display only.
Shows the number automatically assigned to the invoice.

Header Information
When you finish making entries in the header section the system will display this prompt at the bottom of your screen: "Is the Heading formation Correct?"
-Select "OK" to continue
-Select "Cancel" to return to the Customer Number
-Select "Delete" to remove this invoice.

If you enter Delete at the prompt the system issues another:
"Are You Sure you Want to Delete?"
-Select "Yes" to Delete the Invoice
-Select "No" or "Cancel" to continue

If you select "Yes" to delete, you will be issued the following prompt:
"Do You Wish To Retain This Order?"
-Select "Yes" to keep the corresponding order on file after the invoice is deleted
-Select "No" to delete both the invoice and the corresponding order
-Select "Cancel" to return to the Customer number

Ribbon Information
As you continue to the Ribbon Information you will see the following prompt displayed at the bottom of your screen: "Is the Ribbon information correct?" (<F2> = Header Edit)
-Select "OK" to proceed to the Detail information
-Select "Cancel" to return to the Customer Field
-Select "F2" to return to the Header information

Detail Information
Review your detail information to be certain that the correct quantities are displayed in the B/O and Ship fields. Your invoice sub-total will reflect only those line items with Ship quantity displayed.
-Select "OK" to continue
-Select "Cancel" to continue
-Select "Delete" to delete one line item or the entire invoice
-Select "Insert" to add line items to this order/invoice

Footer Information
Gross Sales: Display only, shows the amount of gross sales.

Discount: Enter a dollar amount to decrease or increase the list price

Subtotal: Display only, shows the gross sales amount minus the discount amount

Tax: Display only, shows the total sales tax calculated for all applicable state, county, and local tax jurisdictions applied to this invoice.

Freight: Enter the freight amount

Net Sales: Display only, shows the amount of the subtotal minus the tax minus the freight

When you finish making entries to the Footer fields the system issues the prompt:
Is The Information Correct?
-Select "OK" to accept this information
-Select "Cancel" to return to the customer field
-Select "Delete" to delete this invoice
-Select "Select" to choose a printer
-Select "Print" to print this invoice
-Select "Cash" if the invoice is to be treated as a Cash Ticket

Once Order Invoice entry is complete, invoices can be printed one of two ways:
1. On Demand – print each invoice as you enter it by selecting the PRINT option
2. Batch printing – wait until all invoices have been entered and select your Invoice Printing option to print them all at one time. *This process is covered in detail later in this section.*

Entering Cash Transactions
During invoice entry, at the completion of a *cash sale* you are requested to enter additional information specific to that sale.

A cash sale may be a sale for which actual dollars are received, a sale for which a check is received, or a sale that is charged to a credit card.

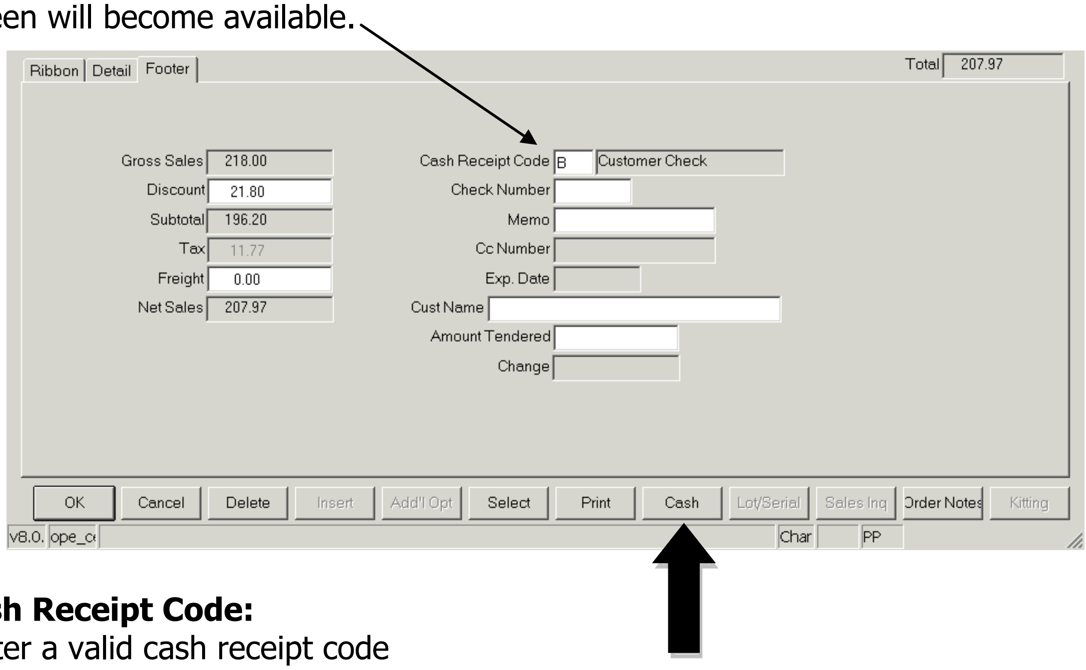
NOTE: *When a cash sale is made, a general ledger cash account (rather than an Accounts Receivable account) is debited during the Sales Register update. No invoices are created in Accounts Receivable, although the month-to-date and year-to-date sales information is updated in the customer masterfile. If the Sales Analysis module is installed, sales analysis information is updated as usual.*

In addition, information recorded for cash sales appears on the Cash Sales Register which is printed at the end of the Sales Register. The Cash Sales Register provides separate totals for cash, checks, and charge amounts received.

If you are recording a cash sale for a regular on-account customer, use the regular customer number when creating the invoice. The sales history information is updated to the customer's record in the customer masterfile.

As is the case with on-account sales, cash sales also update the customer sales history and all sales analysis files during the Sales Register update. However, cash sales do not affect customer aging and accounts receivable balance information, since these are not on-account sales.

Select the **CASH** button at the bottom of the footer screen to convert the invoice into a Cash Sale/Invoice. Upon selecting CASH the fields in the column on the right of your screen will become available.



Cash Receipt Code:
-Enter a valid cash receipt code
-Perform a Lookup to select from a list of cash receipt codes

Check Number: This field is accessible when you enter a check code in the Cash Receipt Code field.
-Enter the check number

Memo: This field is accessible when you enter a check code in the Cash Receipt Code field. Enter 1 to 16 characters of check writer information, such as driver's license number, phone number, etc. If you have elected to use a generic CASH Customer account for all cash sales, this would be an additional space to place the name of the customer.

CC Number: This field is accessible when you enter a credit card code in the Cash Receipt Code field.
-Enter 1 to 16 digits for the credit card number
NOTE: For security, when printing payment information on the invoice footer, only the last 4 numbers of the credit card number will be displayed.

Exp. Date: This field is accessible when you enter a credit code in the Cash Receipt Code field.
-Enter the expiration date of the credit card using the following format: MMDDYY
EXAMPLE: 123109 = for Dec 31, 2009
A valid date must be entered in order to complete the transaction.

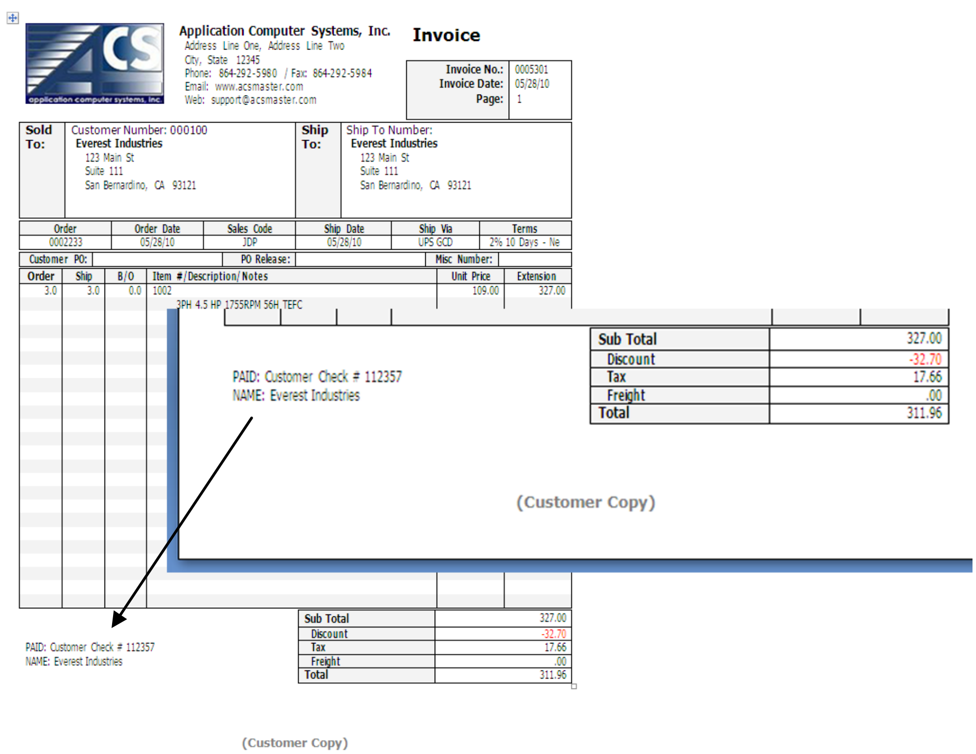
Cust Name: This field will default to the Customer name located in the billing information field but may be overridden.
-Enter 1 to 30 characters for a customer name
-Press Return to accept the default.

NOTE: This information is printed on the Cash Sales Register.

Amount Tendered:
-Enter the amount of payment.
-Press Enter to accept the default.

If the amount entered is less than the amount that appears in the Net Sales field the system issues the prompt: "Amount Tendered Is Less Than The Sale Amount"
-Press Enter to access the Amount Tendered field again.

Change: Display only; shows the amount of any overage due the customer


Application Computer Systems, Inc.
Address Line One, Address Line Two
City, State 12345
Phone: 864-292-5980 / Fax: 864-292-5984
Email: www.acsmaster.com
Web: support@acsmaster.com

Invoice

Invoice No.:	0005301
Invoice Date:	05/28/10
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
0002233	05/28/10	JDP	05/28/10	UPS GCD	2% 10 Days - Ne

Customer PO: PO Release: Misc Number:

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
3.0	3.0	0.0	1002	109.00	327.00
			3PH 4.5 HP 1755RPM 56H TEFC		

PAID: Customer Check # 112357
NAME: Everest Industries

Sub Total	327.00
Discount	-32.70
Tax	17.66
Freight	.00
Total	311.96

(Customer Copy)

NOTE: Cash Transaction information entered will be displayed in the footer information of your invoice. As stated earlier, only the final 4 numbers of credit card information will be displayed.

Processing Backorders

If the Backorders field is set to Y in the Parameter Maintenance task, backorders are automatically generated by Invoice Entry and the Sales Register update whenever inventory items are not available to fill an order. If the field is set to N, orders for items not available to ship are deleted by the Sales Register update.

When a backorder is created, it is placed in the Order Entry file under its original order number. When such an order is recalled by Invoice Entry, it is identified with a "B/O" just to the left of the Bill field.

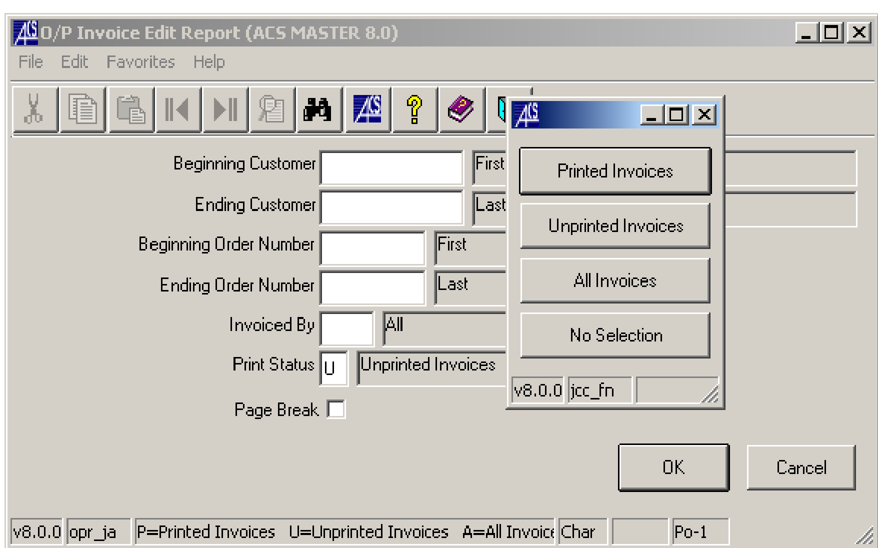
The backorder remains in the Order Entry file until the backordered items are received and ready for shipment. At that time, the backorder may be recalled with the Invoice Entry task by its original order number and re-invoiced. A backorder may be re-invoiced as many times as necessary to completely fill the order.

Backorders are maintained in the same manner as a standard order. Backorders can be reviewed whenever needed by printing the Order Status Report by Item, Order Status Report by Customer, or the Open Order Detail Report and selecting backorders only.

O/P Invoice Edit Report

Distribution ➔ Order Processing ➔ Processing ➔ O/P Invoice Edit Report

You can use this report to audit your customer invoices before printing. The report lists all invoices on file for a range of customer or order numbers, with an "invoiced by" identification code. You may select only unprinted invoices, printed invoices, or both. The printed report shows the requested invoices by customer, with a recap by product code and line item code.



Beginning Customer:
-Enter the number of the first customer to appear on the report
-Select "F1" to select the first customer of record
-Perform a Lookup to select from a list of customer numbers

Ending Customer:
-Enter the number of the last customer to appear on the report
-Select "F1" to select the last customer of record
-Perform a Lookup to select from a list of customer numbers

Beginning Order Number: This field is accessible when you are printing the report for one customer
-Enter the number of the first order to appear on the report
-Press "F1" to select the first order on record.

Ending Order Number: This field is accessible when you are printing the report for one customer
-Enter the number of the last order to appear on the report
-Press "F1" to select the last order on record.

Invoiced By:
-Enter the initials of an individual whose invoices you want to print
-Press "F1" to select all invoices

Print Status:
Enter "P" for a report showing only printed invoices
Enter "U" for a report showing only unprinted invoices
Enter "A" for a report showing all invoices

Page Break:
-Check this box to insert a page break between invoices
-Leave this box blank to print the report without page breaks between invoices.

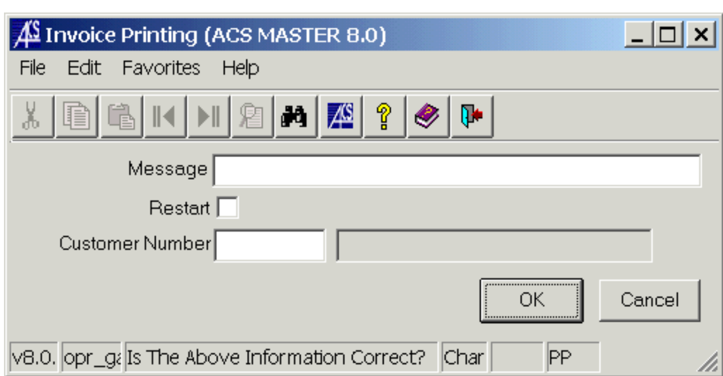
When you finish making entries to the fields:
-Select "OK" to print the report
-Select "Cancel" to return to the Order/Invoice Processing Menu without printing.

Application Computer Systems, Inc.
Order Processing

```
07/06/09                                   ACS MASTER 8.0                                          Page    1
10:46 AM                                 Invoice Edit Report

Beginning Customer: First                Unprinted Invoices                       Beginning Order #: First
   Ending Customer: Last                   Invoiced By:                              Ending Order #: Last

  -- Customer --                        Order  Invoice  Invoice         P.O.             Dist                 Tax
Number  Name                            Number  Number    Date    By  Sls Number   Ship Via  Code  Terms          Code  Prntd?

000100  Everest Industries            0001152 0005239  06/30/09 +ON JDP PO1234    UPS GCD     A1   2% 10 Days - Ne NT      N

                                                                            Gross              Extended
 Ln Cd Prd Whs Item                          Ord   B/O  Ship   Disc    Price    Sales      Cost       Cost      Profit  GP %
 080 N A   01  100                             2     0     2  41.5%   204.70    409.40     1.00       2.00     407.40  99.51
                TEST
 120 N A   01  T2                              3     0     3    .0% 3,610.00 10,830.00 1,759.74   5,279.22   5,550.78  51.25
                TEST
 153 S C   01  1100                            1     0     1    .0%     5.30      5.30     4.50       4.50       0.80  15.09
                CYLINDER
 163 S GEM 01  E931                            1     1     0    .0%   650.00      0.00   333.26       0.00       0.00   0.00
                3PH 10HP 1800RPM 215T OPEN HE General El
 173 S AOS 01  100                             1     1     0 114.3%   750.00      0.00   204.87       0.00       0.00   0.00
                3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
 183 S AOS 01  100                             1     1     0    .0%   350.00      0.00   204.87       0.00       0.00   0.00
                3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
 193 S A   01  6313ZZ                          1     0     1    .0%   283.20    283.20    73.63      73.63     209.57  74.00
                Bearing
 203 S AOS 01  100                             1     0     1 100.0%   700.00    700.00   204.87     204.87     495.13  70.73
                3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
 213 N A   01  458123578                       1     1     0    .0%   357.00      0.00   285.00       0.00       0.00   0.00
                5PH 15HP 1800RPM 215Y
                                      ---------------------------------------------------------------------------------------
                                              12     4     8   Sales Total  12,227.90           5,564.22   6,663.68  54.50
                                                            Sales Discount   1,222.79-
                                                                   Freight       0.00
                                                                 Sales Tax       0.00
                                                                          ------------
                                                             Invoice Total  11,005.11
```

Invoice Printing:
Distribution → Order Processing → Processing → Invoice Printing

Use this task to print a batch of standard invoices entered through the Invoice Entry task. Invoices not automatically printed when created are stored in the batch file. This task prints all invoices stored since the last batch printing.



Message:
-Enter 1 to 40 characters for an optional message to appear across the bottom of the invoices in the current batch
-Press Enter to leave blank
NOTE: Suggested uses of the Message field include announcements of special events, seasonal greetings, etc.

Restart:
-Check this box to restart printing
-Leave this box blank to ignore.

Customer Number: This field is accessible when you have selected the Restart field.
-Enter a customer number
-Perform a Lookup to select from a list of customer numbers.

When you finish making entries to the fields, the system issues the prompt:
"Is The Above Information Correct?"
-Select "OK" to print the invoices
-Select "Cancel" to return to the Order/Invoice Processing Menu without printing.

Printing: When using pre-printed forms
When you select "OK" at the previous prompt, the system issues another prompt:
"Please Make Sure That The Correct Invoice Forms Are Mounted On Printer XX For YY"
(Where XX is the selected printer and YY is the current company.)
-Select "OK" to begin printing
-Select "Cancel" to return to the Order/Invoice Processing Menu without printing

After you press "OK" to begin printing, the system issues another prompt:
"Do You Wish To Print A Test Pattern?"
-Select "OK" to print a test pattern
-Select "No" to print your invoices
-Select "Cancel" to return to the Order/Invoice Processing Menu without printing

NOTE: Print your test pattern as many times as necessary to print a test pattern and check that the forms are aligned properly.

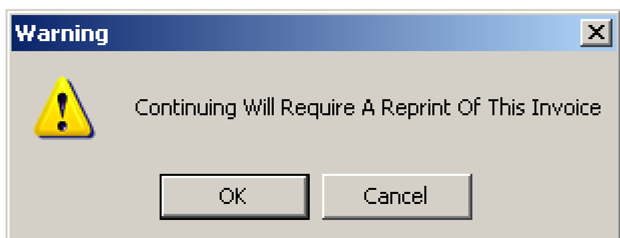
Printing: When not using pre printed forms
When you select "OK" at the previous prompt the printing process will begin.

Updating: After printing is complete the system issues another prompt:
"Are You Ready To Update The Invoice File?"
-Select "Yes" to update the invoice file. Updated invoices do not print again unless a reprint is requested
-Select "No" or "Cancel to return to the Order/Invoice Processing Menu without updating the Invoice File.

NOTE: Use the Invoice Entry task if you need to make a change to an invoice and reprint it after the invoice file is updated. The invoice may then be reprinted, either on-demand from invoice entry, or as part of the next Invoice Printing batch.

IMPORTANT: If it becomes necessary to access an Order Invoice AFTER the invoice has been printed, but BEFORE the Sales Register is run; it will be necessary to REPRINT the invoice before running the Sales Register.

Upon accessing a Printed Invoice before the Sales Register is run and updated, the user will receive a warning:



Accessing a printed invoice pulls it out of invoice status and it will NOT appear on the Sales Register to be updated.

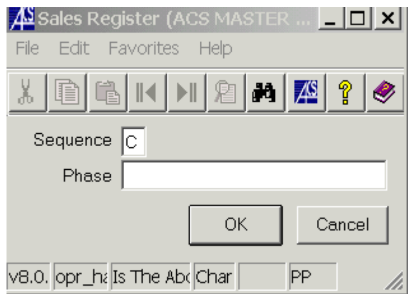
Once changes to the existing invoice have been made, printing the invoice will allow the data to be updated during the next Sales Register update.

Sales Register:
Distribution ➔ Order Processing ➔ Processing ➔ Sales Register

Use this task to print a register listing all invoices printed since the last Sales Register update. Depending on your parameters, the detail information listed on this register will vary.

Sequence:
-Enter C to print the register in customer number sequence
-Enter I to print the register in invoice number sequence

Phase: Display only field



-Select “OK” to begin printing your Sales Register
-Select “Cancel” to return to the Order/Invoice Processing Menu without printing your Sales Register.

Printing
There are several sections to your Sales Register:

The first section will display a summary including a listing of each Invoice to be updated.

The Cash Receipt Sales will include the type of payment received and recaps sales by Cash, Credit Card and Check.

You will then see summary information by Territory, Transaction and Sales Person.

Finally, if the Print GL Sales Detail Report parameter in the Parameter Maintenance task is set to Y, each printed register includes an audit report listing all general ledger postings by invoice line item or in summary format.

Application Computer Systems, Inc.
Order Processing

The Sales Register first lists all invoices updated by the Invoice Printing task since the last Sales Register update and can be printed in either customer or invoice number order. Credit memos appear on the register in a column labeled "Returns." At the end of the invoice listing, there will be Register Totals, Month to Date Totals and Next Month to Date Totals.

07/06/09 ACS MASTER 8.0 Page 1
11:43 AM Sales Register Audit # 0000271
By Customer Number

Customer No. & Name	Order Number	Invoice Number	Date	Gross Sales	Returns	Discount	Tax	Freight	Net Sales	Gross Cost	Gross Profit
000100 Everest Industries	0002169	0005243	07/06/09	1068.00	0.00	106.80	57.67	0.00	1018.87	655.22	38.65%
000200 Industrial Products	0002170	0005244	07/06/09	1470.00	0.00	147.00	79.38	0.00	1402.38	738.01	49.80%
Register Totals:				2538.00	0.00	253.80	137.05	0.00	2421.25	1393.23	45.11%
M-T-D Totals:				251375.43	760.64-	22341.72	11493.56	100.00	239866.63	23315.00	90.70%
Next M-T-D Totals:				137498.86	0.00	2225.37	8138.32	0.00	143411.81	119565.75	13.04%

The next section will provide a Cash Receipts Summary for each Cash transaction which will summarize sales by Cash Receipt codes.

06/01/10 ACS MASTER 8.0 Page 2
01:14 PM Sales Register Audit # 0000324
By Customer Number
Cash Receipts Summary

Customer No.	Name	Invoice Number	Invoice Date	Pay Type	*** Credit Card Deposit *** Number	Exp	Amount	*** Cash Deposit *** Memo	Amount
000100	Everest Industries	0005300	05/28/10	C	1241212412381235	01/31/11	333.90		
000100	Everest Industries	0005301	05/28/10	B				John Davis	311.96
		Total For 05/28/10			Credit Cards:		333.90	Cash:	0.00
								Checks:	311.96
999999	Cash Sale	0005302	06/01/10	B				Jake Adams	1802.00
		Total For 06/01/10			Credit Cards:		0.00	Cash:	0.00
								Checks:	1802.00
		Total All Cash Receipts			Credit Cards:		333.90	Cash:	0.00
								Checks:	2113.96

The next page will be a Summary of Charges, which will include totals by Territory, Transaction and Salesperson codes. For detailed information regarding the set up of these codes, please see the Basic File Maintenance Training section of Account Receivable module.

```
07/06/09
11:43 AM

Territory Summary                      Amount

    001 Western U.S.                  2538.00

Transaction Summary                    Amount

    N Non-stock Item                   650.00
    S Standard Inv. Item              1888.00
    Tax                                137.05
    Freight                              0.00
    Discount                           253.80

Salesperson Summary                    Amount

    JDP Judy D. Peterson              1068.00
    KMM Kevin Martin                  1470.00
```

If the *Print GL Sales Detail Report* field in the *Parameter Maintenance* task is set to Y, the Sales Register includes an audit report listing all general ledger postings by invoice line item if the GL Posting Control is set to Detail. Otherwise the postings will be Summarized.

```
07/06/09                                   ACS MASTER 8.0                                        Page    4
11:43 AM                                   Sales Register                                   Audit # 0000271
                        General Ledger Summary - Journal OP Order/Inv Processing

Account     Description                   Memo/Reference                          Debits        Credits


4020-01     Sales - Product C/Location 1  Industrial Products                     147.00
                                          000200    0005244          0002170

4500-01     Cost Of Goods Sold - Prod A/Loc 1  Everest Industries                 279.22
                                          000100    0005243   010    0002169
4500-01     Cost Of Goods Sold - Prod A/Loc 1  Industrial Products                644.01
                                          000200    0005244   010    0002170
                                                    Subtotal for Account 4500-01  923.23          0.00

4750-70     COGS - Non Stock              Everest Industries                      376.00
                                          000100    0005243   020    0002169
4750-70     COGS - Non Stock              Industrial Products                      94.00
                                          000200    0005244   020    0002170
                                                    Subtotal for Account 4750-70  470.00          0.00
                                                               Totals For 07/06/09  4,185.03    4,185.03
                                                                 Total For Report  4,185.03    4,185.03
```

For details regarding Detail and Summarized GL postings, please see the General Ledger module training section of your manual.

If desired, you may print invoices and run the Sales Register without updating any time you want to see the day's sales. This is to verify that a current, complete audit trail of your Sales Register exists before the update is performed.

Check the Sales Register carefully to make sure all printed invoices are listed on the report and are correct. Use the Invoice Entry task to make any necessary changes. Reprint the invoices and perform the *Invoice Printing* update. Reprint the **Sales Register**, discarding any previous copies. When there are no more errors on the Sales Register, the update may be performed.

NOTE: Only printed invoices appear on your Sales Registers. They can be printed on-demand (with Invoice Entry) or printed in batch and updated (with Invoice Printing). Unprinted invoices will not be on the report and, as such, will not be updated.

Updating: After printing is complete the system issues another prompt:
"Are You Ready To Update The Sales Register?"
-Select "Yes" to update the register
-Select "No" or "Cancel" to return to the Order/Invoice Processing Menu without updating your Sales Register.

NOTE: If corrections to any of the invoices are required, they must be made *before the Sales Register update is run*. Use the Invoice Entry task to make the required changes, and reprint the invoices and the Sales Register.

IMPORTANT: Changes to any Invoice after it has been printed - but, before the Sales Register is run - will require the invoice to be reprinted before it can be included on your Sales Register and updated.

The Sales Register Update is divided into two phases, or parts.
-In the first phase, sales analysis information is updated if the Sales Analysis module is installed.
-The second phase completes the updating of inventory quantities and the Accounts Receivable invoice information, customer sales history, general ledger, monthly sales journal, and salesperson commission information.

Some functions of the Sales Register update differ according to various parameter settings and how the distribution and line codes are defined for each updated invoice.

During phase two of the update, detail lines of completely shipped items are removed from their invoices. If the Backorders parameter is set to Y in the Parameter Maintenance task, a backorder is created for each partially-shipped detail line. Historical invoices are created for any customers with the Retain Invoice Detail History parameter set to Y in the Accounts Receivable Customer Maintenance task.

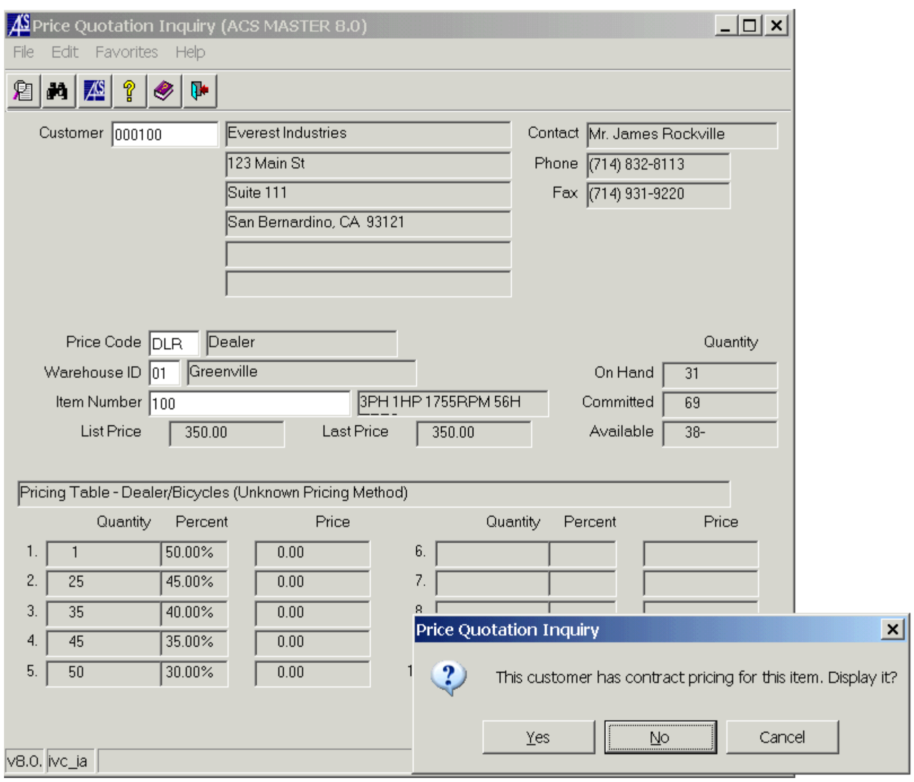
If your inventory is serialized or lotted, the Serial/Lot Number masterfile, Serial/Lot Number Sort file, and Serial/Lot Number Transaction file are also affected by the Sales Register update. Serial/lot numbers are read from the Serial/Lot Number Detail file and written to the Customer Serial/Lot History file. If the Serialized and Inventoried parameters for an invoiced item are set to Y, the Sales Register transaction for the items is matched by serial number to a purchase transaction in the Vendor Serial/Lot History file. The customer number and purchase price is written to the Vendor Serial/Lot History file.

The Sales Register update creates type OP General Ledger Posting entries.

Price Quotation Inquiry

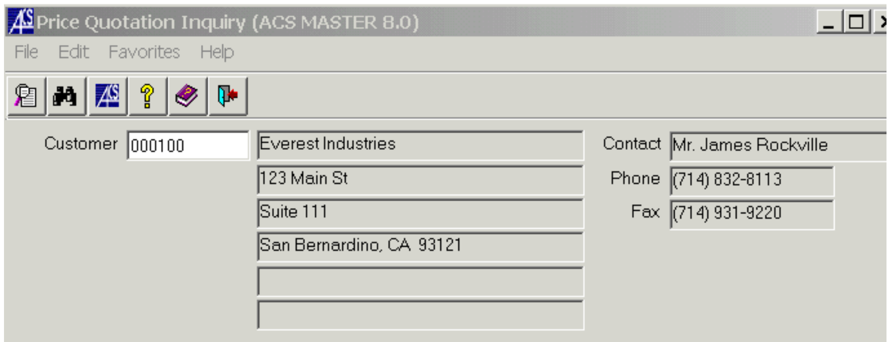
Distribution ➔ Order Processing ➔ Processing ➔ Price Quotation Inquiry

Use this task for a quick method of determining price quotations for customers. Pricing tables are based on information entered in the *Pricing Table Maintenance* task. If Contract Pricing for the item is available for the customer, you also have the ability to access Contract Pricing.



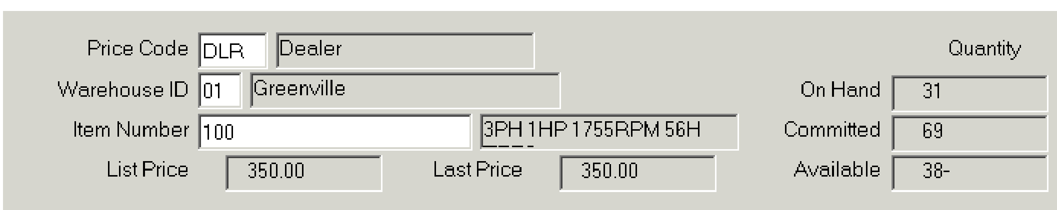
The screen is divided into three sections. The upper section contains information from the customer maintenance file about the customer entered.

The middle section requires the entry of price code, warehouse and item information. The lower section displays the pricing table based on the customer/price code, warehouse, and item information entered.



Customer:
-Enter an existing customer number
-Press F1 to move to the Price Code field
-Perform a Lookup to select from a list of customer numbers
-Select "OK" to accept the default customer
-Select "Cancel" to return to the Order/Invoice Processing Menu.

When you select an existing customer, the following information will be displayed using the using the customer information located in Accounts Receivable Maintenance files for this customer; these are display only fields.
Customer Name / Address / Contact / Phone / Fax



Price Code: This field is displayed when you select a customer in the Customer field
-Enter a price code
-Press Enter to accept the default
-Perform a Lookup to select from a list of price codes
-Select "Cancel" to return to the Customer Number Field

Warehouse:
-Enter a warehouse ID
-Perform a Lookup to select from a list of warehouses

Item Number:
-Enter a valid item number
-Perform a Lookup to select from a list of item numbers

If you enter an item not inventoried for the selected warehouse the system issues the prompt: "This Item Is Not Defined In This Warehouse"
Press Return to access the Item Number field again

If no Pricing Table exists for the price code, warehouse and item, the system issues the prompt: "No Pricing Table Entry Exists For This Item Class And Customer Price Code"
Press Return to access the Item Number field again

If a pricing table exists for the customer/price code, warehouse, and item, the pricing table is displayed.

List Price: Display only, shows the list price of the item.

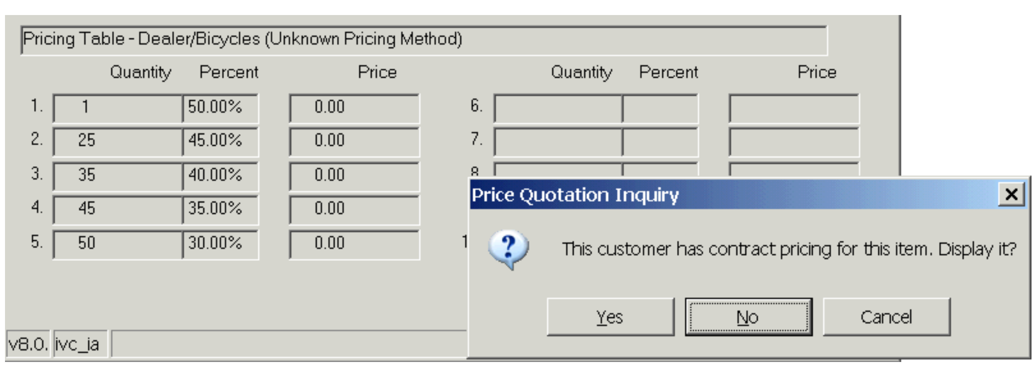
Last Price: Display only, shows last unit price on detail line of order for this item

Quantity fields: Display Only

On Hand: Shows quantity on hand

Committed: Shows quantity committed

Available: Shows quantity available

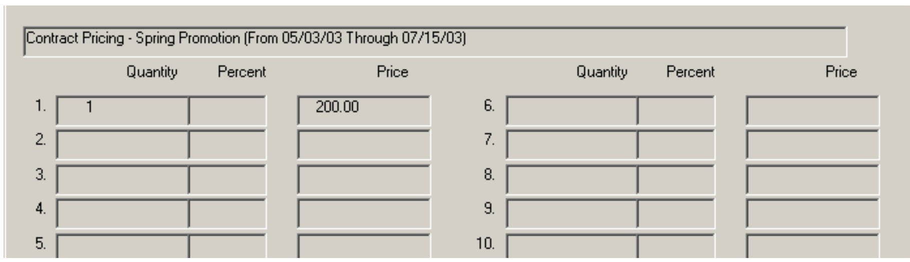


Pricing Table
When you select an existing price table combination of price code, warehouse, and item, the existing price table is displayed. There can be up to 10 price breaks available on a pricing table.

Quantity: Display only; shows the amount of the item required for the price break.

Percent: Display only; shows what percentage price break is given for the quantity.

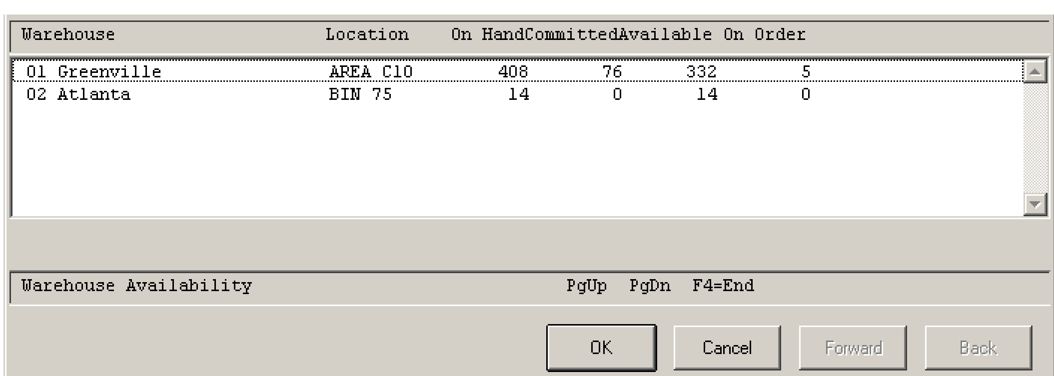
Price: Display only; shows the new price per item when using the price break.



Contract Pricing
When contract pricing is defined for the selected customer, the system issues the prompt: "This Customer Has Contract Pricing For This Item. Display It?"
-Select "Yes" to view contract pricing information for this Customer/Item
-Select "No" or "Cancel" to ignore Contract Pricing information

At the end of the inquiry
-Press Enter or "OK" to return to the Customer field
-Select "F1" for warehouse availability
-Select "Cancel" to return to the Order/Invoice Processing Menu

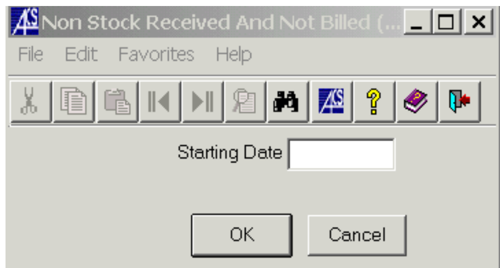
NOTE: When you press F1 at this prompt the Warehouse Availability window is displayed. Use the scroll up/down arrow to scroll through a list of multiple warehouses. The warehouse number, name, and location of the item, plus the on-hand, committed, available, and on order amounts are displayed.



For a detail explanation for Pricing Tables and Contract Pricing, please see the Advanced File Maintenance Training section of the Order Processing module.

Non Stock Received and Not billed
Distribution ➔ Order Processing ➔ Processing ➔ Non Stock Received and Not Billed

Use this report to obtain a list of Orders that contain Non Stock items that have been received, but for which the Customer has not yet been billed.



Starting Date:
Enter the date you wish to have the report begin.
The report will begin printing immediately.

06/01/10 ACS MASTER 8.0 Page 1
01:58 PM Non Stock Received And Not Billed
Starting Date: 01/01/10

Cust# / WH	Customer Name / Order#	LN	Non-Stock Item/Description/Product Type	B/O Qty	Ship Qty	Vend#	PO#	Rec Date	PO Qty Ord	PO Qty Rec	PO Rec-Cost	PO Ext-Cost
000100	Everest Industries											
01	0002129	010	TEST	0	2	000100	0002163	01/15/10	2	2	500.00	1000.00
			TEST 1									
01	0002235	010	BAL4578	2	0	000150	0002206	06/01/10	2	2	75.00	150.00
			Baldor End Bell									
		020	BAL45875	3	0	000150	0002206	06/01/10	3	3	183.00	549.00
			Baldor Junction Box									
		030	BAL59855	5	0	000150	0002206	06/01/10	5	5	150.00	750.00
			Mounting Brackets									
Report Totals												2449.00

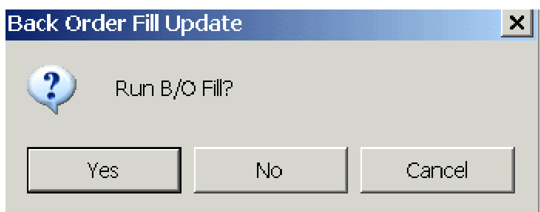
In this example:
Order 2129 the PO has been received and the sales order has been updated with a Shipped quantity; but, the customer has not been invoiced.

Order 2235 the PO has been received but the sales order information does not reflect shipping information and the customer has not been invoiced.

Review this report to determine why completed or partially competed orders have not been billed and invoice those that are ready for billing.

Back Order Fill Update
Distribution ➔ Order Processing ➔ Processing ➔ Back Order Fill Update

This task is used to interface with the Purchase Order Receipt Entry and Update functions. As Purchase Order Detail lines are received and updated; running the Back Order Fill Update allows you to update the SHIP Quantities for Sales Order lines that have been LINKED to RECEIVED Purchase Order quantities as well as Orders with Stock Items waiting for replenishment.



-Select "Yes" to run the Back Order Fill process
-Select "No" or "Cancel" to return to the Order/Invoice Processing menu

NOTE: This process does not automatically generate any type of report; therefore, it is important that the *Back Order Fill Picking Lists* be printed after the function is performed.

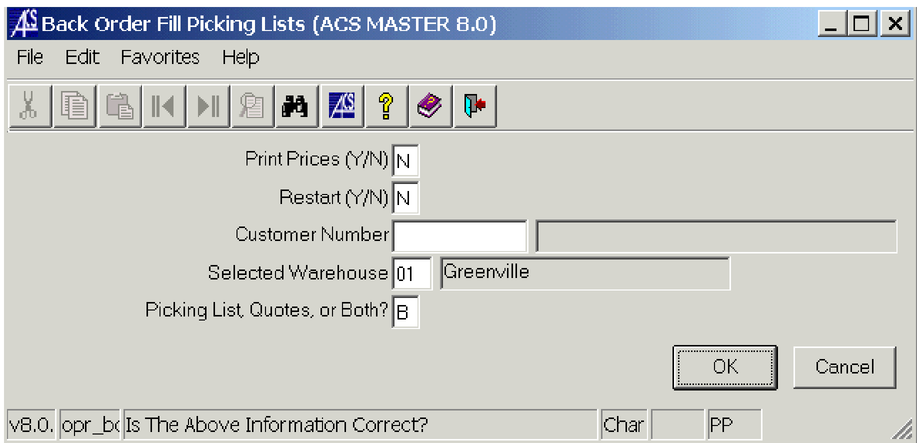
NOTE: When processing back order information for Sales Orders that are NOT linked to a specific PO, your system will fill the oldest Sales Order quantities first.

NOTE: As your system searches for items on back order that could be filled with recently received quantities, it is important to understand that only Sales Orders with NO QUANTITY in the ship field will be updated. If you have an Order that has only partial quantity in the back order field, this process will not update the back order quantities.

Back Order Fill Picking Lists
Distribution ➔ Order Processing ➔ Processing ➔ Back Order Fill Picking Lists

Use this task to print a picking list/packing slip for each Customer Order that was updated with Shipped Quantities during the *Back Order Fill Update.*

NOTE: This function should be performed after the Back Order Fill Update function is run.



Print Prices (Y/N):
-Select Y/Yes if you wish for Customer pricing to print on the Picking Lists
-Select N/No if you do not wish for pricing to print on the Picking Lists

Restart (Y/N):
-Select Y/Yes to restart the printing of the Picking Lists
-Select N/No to ignore

Customer Number: This field is only available when the Restart option is set to Y/Yes
-Enter a Valid customer number

Selected Warehouse:
-Select "F1" for all Warehouses
-Select the magnifying glass or press "F3" to select from a list of valid Warehouses

Picking List, Quotes, or Both:
-Select "P" to print Picking Lists only
-Select "Q" to print Quotes only
-Select "B" to print Both Picking Lists and Quotes

When all of your options have been entered
-Select Enter or "OK" to continue
-Select "Cancel" to return to the Order/Invoice Processing menu

Upon selecting enter or OK you will receive the following prompt:
"Are you ready to Update the Order/Picking List?"
-Select "OK" to continue
-Select "No" or "Cancel" to return to the Order/Invoice Processing menu

NOTE: The updating of the Order/Picking List will perform the same functions as the Order/Picking List Update located on page 49.

E. ADVANCED FILE MAINTENANCE AND PROCESS OVERVIEW

This portion of your training will include the configuration of Sales Order Processing settings not covered in the Basic File Maintenance section.

What will be covered in this section:
Order Processing Maintenance

1. Pricing Table Maintenance
2. Contract Pricing Maintenance
3. Terminal Maintenance Detail options

Parameter Maintenance

4. Basic System Parameters
5. Credit Management Parameters
6. New Customer Defaults
7. Sequence Numbers

Order Processing Reports

8. Open Order Detail Report
9. Order Status Report By Customer
10. Order Status Report By Item
11. Shipping Schedule Report

Advanced Processing Features

12. Kitting
13. Inventory Lot/Serial Number Processing
14. Credit Manager's Review and Release

Prerequisites:

1. Individuals to be trained must have completed Basic File Maintenance and Core Processing Training for Sales Order Processing.
2. Users must have sufficient system security to access administrative setting options
3. At least one User ID must be set up in System Maintenance and have a corresponding Order Processing Terminal maintenance record created.
4. At least one Accounts Receivable Customer Pricing Code Must be established
5. At least one Inventory Item Class must be established
6. Any Inventory Items that will be subject to Contract Pricing must be entered

Order Processing Maintenance

Distribution ➔ Order Processing ➔ Maintenance

Pricing Table Maintenance – Using the Accounts Receivable Customer Pricing Codes in conjunction with Inventory Item Classes allows the user to create specific Pricing Tables based on Pricing Methods and item quantity breaks.

The configuration for a Pricing Table is made up of 5 elements:

1. **Inventory Item Class –** allows the user to classify groupings of Inventory items that utilize the same pricing strategy. An Item Class is assigned to each inventory item.

2. **Accounts Receivable Pricing Code –** allows the user to classify grouping of Customers that will receive the same level of pricing. A Pricing code is assigned to each Customer.

3. **Description –** Each Pricing Table will be assigned a unique Description.

4. **Pricing Method –** ACS/MASTER offers 3 Pricing Methods
   C=Mark-up from cost: The item price is determined by multiplying the item cost by the appropriate % in the pricing table, and adding this amount to the item cost.
   Formula: item Price = Item Cost plus (Item Cost times Mark-up %)
   L=Mark-down from list: The item price is determined by multiplying the list price by the appropriate % in the pricing table, and subtracting this amount from the list price.
   Formula: Item Price = Item List Price minus (Item List Price times Discount %)
   M=Margin over cost: The item price is determined by dividing the item cost by the additive inverse of the % in the pricing table (i.e., 1 minus %)
   Formula: Item Price = Item Cost divided by (1 minus Margin Over Cost %)

5. **Quantity Breaks** – If the offered pricing is based on quantity ordered, it is possible to configure specific quantity and percentage parameters.

What you will need before we can begin training on Pricing Tables:
1. Inventory Items to be included in the tables must be assigned a valid Item Class.
2. Customers to be included in the tables must be assigned a valid Price Code.
3. A Pricing Method must be determined for each table.
4. A Description must be determined for each table.
5. If Quantity Breaks are to be used quantity breaks will need to be determined for each table.

Contract Pricing Maintenance - Use this task to set up and maintain contract pricing information for specific customers. Information is entered using specific Inventory item numbers and must be set up by Customer number. If contract pricing is used for a customer, it supersedes item pricing tables for price calculations during order/invoice entry.

The configuration for Contract Pricing is made up of 5 elements:

1. **Customer Number –** Contract Pricing is Customer specific
2. **Inventory Item Number –** Contract Pricing is set up by specific inventory item.
3. **Comments –** Although this is an optional field, the Comment field gives the user a way to describe the purpose or identify the Contract Pricing being created.
4. **Optional Start and Stop dates –** The Start and Stop Date functions allow the user to define special Pricing for a specific span of time. The dates are, however, optional fields that can be left blank allowing the special pricing to be available indefinitely.
5. **Quantity Breaks** – it is possible to configure specific quantity and percentage pricing parameters for any contract pricing. This would allow the user to select the customer, inventory item number and the quantities that must be purchased to obtain discount pricing levels.

What you will need before we can begin training on Contract Pricing:

1. Determine which customers will require Contract Pricing.
2. Determine what inventory items will be discounted for specific customers.
3. Determine Descriptions for each Contract Pricing structure.
4. If the special pricing is to be for a specific period, determine Starting and Stopping Dates.
5. If Quantity Breaks are to be used quantity breaks will need to be determined for each table

Terminal Maintenance Detail Options – During Basic File Maintenance we determined that Warehouse and Printer information are mandatory for any user required to print Sales Order documents. However, there are other optional settings that can be configured as well as Receipt Printer settings that may be necessary depending on your counter equipment. Generally the Receipt Printer settings are part of the original configuration of your system and will not require any maintenance once established.

Parameter Maintenance

Basic System Parameters – The first step of the Accounts Receivable training process was a ***Current Process Review*** with your Project Manager. You were asked multiple questions about your flow of processing which the Project Manager will use to set the Parameters for the Order Processing module.

Although you will not be responsible for the configuration of these settings, we will cover three of your parameter options to give you an understanding of their impact on Order Processing functions. The # of Days to Commit in the Future and the Average Lead Time settings will determine the Default Order Entry Dates that "pops up" when first entering an Order.
See Core Processing section of the Order Processing Manual for a complete understanding of the Default Order Entry Dates function.

1. **# Days to Commit in Future-** This setting allows the user to determine the number of days stock remains committed for ordered items. If the item's scheduled ship date falls within the specified commitment range, stock is automatically committed.

   Example - If the number of days to commit in future is 7 and the item's scheduled ship date is 7 days after the order date, stock is automatically committed. However, if the item's scheduled ship date is 8 days after the order date, it is necessary to commit stock with the *Commit And Release Future Orders* task.

2. **Average Lead Time –** This setting tells the system the average or "normal" number of days between an order date and a ship date Each time you access the Order Entry, entry of a shipping date is first requested. The default displayed on the screen is the current terminal date plus the number you enter in this field.

3. **Minimum Line GP%-** This feature allows the user to define a global setting to govern the minimum Gross Profit % standard for each Sales Order detail line item for all customers. Once set, each Sales Order detail line will be checked to be certain that the Gross Profit % does not fall below this setting. When an item being entered falls below this global setting, the system will display a message indicating that this item does not meet the minimum setting. You will be allowed for override this warning and process this item at the price entered.

NOTE: If you have a customer that you have granted special pricing and this customer falls below this Global Customer setting; Accounts Receivable Customer Maintenance has a Customer Gross Profit % setting that, once set, will override the Global setting.

Remember, these settings will be configured by your Project Manager and will be reviewed with you prior to your system configuration for Order Processing.

Credit Manager Parameters – This is an optional function that enables your credit manager to place restrictions and limits on the granting of credit to customers. Credit holds may be automatically or manually set when a customer exceeds the minimum past due aging balance, maximum order amount, or limit for unshipped orders and open invoices. Credit can be verified during order entry, and held orders can be placed in the credit manager's tickler file or released by designated personnel.
Once the decision to use Credit Manager has been made, the following parameters must be configured:

Aging Bucket To Hold – This parameter determines at what point a credit hold is invoked because of a past due invoice. The options are over 30, over 60, over 90 or over 120 past due.

Minimum Balance Limit To Hold – This value represents the smallest past due amount that causes a credit hold to be invoked. The Minimum Balance Limit To Hold parameter is used to prevent credit holds from very small charges, non-applied credits, etc.

Auto Hold Over Credit Limit – If this parameter is selected, a credit hold is *automatically* invoked for any customer whose open balance *plus* committed open orders is *greater than* the credit limit. If this field is not selected, all credit holds must be manually set.

Manual Hold – This parameter permits the user to place a manual credit hold on any customer regardless of their credit limit.

Print Pick Lists For Held Orders – If this parameter is selected, a picking list is produced for each on-hold order. If this is not selected, picking lists will not be printed for on-hold orders.

Credit Password – If a Password is established, a user who knows the password will be allowed to perform certain privileged functions when an order is placed for a customer who is over their credit limit or on credit hold. This user may either release an on-hold order or place the customer on manual credit hold.

NOTE: If a Credit Password is established, it is recommended that access to the Credit Manager parameters also be password protected or security-level protected.

Maximum Order Without Auto Hold – Any order that is greater than or equal to this amount will automatically be placed on hold, regardless of the customer's credit status or any other factor.

Auto Hold All New Customers – If this parameter is selected all new customers (whether entered through the Accounts Receivable Customer Maintenance option or Order/Invoice Processing Order entry task) will be placed on credit hold until released by the credit manager. This enables the credit manager to review each new customer and establish his credit limit before any orders are shipped.

NOTE: It is suggested this parameter NOT BE SELECTED during the installation of the Accounts Receivable module; otherwise, all customers will be on credit hold when "live" processing begins.

Display Credit Info In Order Entry – This parameter determines if customer credit information will be displayed on your screen during Order/Invoice entry. This feature has 3 options:

1. **A/Auto** – This option will automatically display current credit and aging information in the Order/Invoice entry screens after a customer number is entered.
2. **R/On Request Only** – This option will provide options at the bottom of your screen that allow optional customer credit and aging information to be viewed.
3. **N/Not At All** – This option makes customer credit and aging information unavailable during Order/Invoice entry.

Because the Credit Manager is an optional function, we suggest it initially be "turned off" when first entering customer information. It is most expedient to set this parameter to No, then switch it to Yes when all customers have been entered into your system. Once "turned on" your Credit Manager Review and Release function will become available.

What you will need before we can begin training on Credit Manager:

1. Required Credit Manager Parameters have been reviewed and decisions made for all options listed above.
2. Security decisions have been made regarding the users that will have access to this option. This will include user security levels, parameter maintenance security levels and password protection.

New Customer Defaults – As part of the Basic File Maintenance training, we covered the settings and codes that are required when setting up a new customer in your system. The New Customer Defaults option allows you to "pre-set" 7 of these fields to use as defaults. As each new customer is created, these settings will be applied automatically. They can, however, be overridden with any customer requirements necessary.

Fields to be determined include:
Sale Discount
Territory
Salesperson
Tax Code
Terms Code
Distribution Code

You will also be asked to determine if you wish to retain Customer Invoice Detail History. It is strongly suggested that this option always be selected when setting up new customers.

What you will need before we can begin training on New Customer Defaults:

1. Individuals to be trained must have completed Accounts Receivable File Maintenance Training.
2. Individuals to be trained must have sufficient security to access parameter maintenance.
3. Review the New Customer Default fields listed above and determine (from your existing settings) what value is to be selected for each option.

Sequence Numbers – This option allows the user to determine a series of sequence numbers to be used when the system generates numbers for Temporary Customers, Order Numbers and Invoice Numbers. As each Order or Invoice is created, your system will use these setting to determine the next number issued. If you elect to have your ACS/MASTER system assign Customer numbers, this setting will increment and determine all future customer numbers. However, it is suggested that your Customer numbers be predetermined and entered manually, so this option would not be utilized when new customers are created.

NOTE: This information is usually set just prior to "going live" on ACS/MASTER for the first time. Your system will then increment each series of numbers automatically as new numbers are issued. Because your system retains Customer, Order and Invoice history, it is strongly suggested that these field not be changed to numbers previously used.

Order Processing Reports

Open Order Detail Report - Use this report for auditing, reviewing, or analyzing your open Orders and Order Quotes. You can specify a range of customer numbers and order dates, an order taker identification code, and a salesperson code. The report includes an Order Print Status allowing the user to include Printed and/or Unprinted Sales Orders. It also give you the options to print only Open Orders, Quotes, Backorders, Credit Held, Non Stock, or any combination of these.

Order Status Report By Customer - Use this report to list all open orders in customer number sequence, with the option to print only Open Orders, Quotes, Backorders, Credit Held Orders, or any combination of these. Information provided for each order includes the order number, order date, ship date, shipping method, discount terms, and order type.

Order Status Report By Item - Use this report to print Orders, Quotes, Backorders or Credit Held Orders sorted in inventory item number sequence, with optional reporting by a specific product type and warehouse. The report can be printed in Summary or Detail format; if printed in detail, each item reported will display dollar amount and quantity totals are provided by customer and order number, along with on-hand, committed, and available quantity totals.

Shipping Schedule Report - Use this report to manage future orders, generate final assembly lists, and keep shipments on schedule. It shows all items due to be shipped, aged by a defined date and number of aging days. You can print the report in summary or detail format for a selected warehouse and product code, and can print Orders, Quotes, Backorders, Credit Held Orders, or any combination of these.

What you will need before we can begin training on Order/Invoice Reporting:

1. Individuals to be trained must have completed Accounts Receivable Core Process Training and Advanced Process Training.
2. Individuals to be trained must have sufficient security to access reporting options.
3. A number of Sales Orders and Order Invoices must have been generated to allow us to obtain information for the reports to be reviewed.

Advanced Order Processing Features

Kitting – In Order Entry this function provides the user with a way to select specific components from inventory and combine them as one Non Stock item on the customer invoice. This function is intended to be a point of sale transaction and is not meant to be used to create quantities of KITS to be placed into inventory. The Kit will be recorded as a Non Stock item to be sold.

EXAMPLE: You have a request from a customer for a motor that has to be modified with a specific mounting bracket and end bell. However, this customer also requires that the modified motor be billed as one line item. Kitting provides a way to accomplish this while committing or relieving inventory quantities for the individual components.

You will have access to the KITTING function in the Sales Order Detail Lines:
Line Code - In the order detail lines of your Sales Order enter a Non Stock Line Code

Product Type - If you will be utilizing this feature often, it may be beneficial to create a "KIT" Product Type for Sales Analysis and reporting purposes.

Part # - Because your ACS/MASTER system retains transaction history information for Non Stock items, consistency when creating the Part# entered for this "KIT" will give the user Sales Inquiry information for each time this Kit is sold.

Description – Create a Kit description such as Pump Kit, Hose Kit, etc.
Again, consistency here will give the user multiple ways of extracting information when performing searches or Sales Inquiries.

Cost – Leave this field blank. Your system will provide the combined costs of the individual components that you will select later.

Order – Enter the number of KITS you are selling.

When your curser moves to the Price field, the KITTING button in the lower right portion of your screen becomes available. You will select this option to begin building your KIT.

Kit Entry – Use this pop up screen to select the individual stock items and quantities that will make up one kit. When all items have been selected, click OK.

You will be returned to the detail lines of your order entry screen and the cost for each of your kit components will be totaled and entered into the cost field.

Price – Because the individual components for your KIT are made up to Inventory Items, the pricing for your Kit will be subject to any pricing matrix you have configured:

1. If a Pricing Table exists, the order will use this to calculate the Price for each component and display the total price in the extension field of the detail line.

2. If Contract Pricing exists for this customer, it will override any Pricing Table that exists and the order will use Contract Pricing for the price calculation.

3. If neither Pricing Table nor Contract Pricing exists, the system till look for List Price information for each of your components. This is located in the Warehouse information of Inventory item maintenance. The system will combine the total pricing for all of your items and display it in the Price field.

4. If none of the options listed above exist, the Price will need to be manually entered.

B/O – Because this KIT was entered as a Non Stock item, your quantities will be placed in the Back Order column. It will be necessary to manually put the quantities into the ship field, this will allow the calculation to complete the Extension amount.

KIT Impact on Inventory Quantities - When a Kit is created in a Sales Order; the individual inventory item quantities that are required to build the kits you are selling will appear as COMMITTED when accessing inventory availability. Once the Order has been invoiced and the Sales Register is updated, your inventory quantities will be relieved.

NOTE: The Order Pick Ticket will list the individual kit's components; the Customer Invoice will show only the Kit Description and the price.

What you will need before we can begin training on KITTING:

1. Individuals to be trained must have completed Core Process Training.
2. A determination should be made regarding KITS that will be used and the components that make up each Kit.

Inventory Lot/Serial Number Processing – Your system allows the user to record an individual *serialized* inventory item during the purchase order receipt and transaction entry receipt processes. Similarly, you may also record groupings of inventory items into *lot numbers* during the purchase order and transaction entry receipt processes.

For more detailed information regarding Lot/Serial numbers please see the Inventory section of your manual.

As you record sales or withdrawal transactions, the system will prompt the user for the Lot/Serial numbers being sold or removed from inventory.

Order Entry - When a "Lotted" or "Serialized" inventory item is selected during the entry of your Order detail lines, your system will commit the ordered quantities for each item selected. You will not be asked to identify the lot/serial# at this time.

Order Invoice Entry – When invoicing an existing order (or creating an invoice in invoice entry without a previously existing order); you will have access to the LOT/SERIAL button (located at the bottom of the page) when your curser is in the ORDER field.
Upon selecting the LOT/SERIAL button, your system will display the ENTER SERIAL NUMBERS entry box. It is from this entry function that you will be allowed to perform a lookup up to select from existing LOT/SERIAL numbers on file for this item number.

Cost - Because each lotted or serialized item may have been recorded with its own unique cost, your system will use the recorded cost for each item selected to determine the cost of the line item.

EXAMPLE: You are creating a sale for 3 rolls of copper wire. Each roll was issues a lot/serial number when received and the cost for each roll is also recorded. From the ENTER SERIAL NUMBERS function, you will perform a lookup and select which rolls of copper wire you will be selling to this customer. As you select each roll, the cost recorded at the time each roll was received will be totaled and used as the cost for this line item.

Price – Pricing for these items will be determined based on any Pricing Matrix that is currently configured in your system:

1. If a Pricing Table exists, the order will use this to calculate the Price for each component and display the total price in the extension field of the detail line.

2. If Contract Pricing exists for this customer, it will override any Pricing Table that exists and the order will use Contract Pricing for the price calculation.

3. If neither Pricing Table nor Contract Pricing exists, the system till look for List Price information for each of your components. This is located in the Warehouse information of Inventory item maintenance. The system will combine the total pricing for all of your items and display it in the Price field.

4. If none of the options listed above exist, the Price will need to be manually entered.

What you will need before we can begin training on Lot/Serial# processing:
1. Individuals to be trained must have completed Core Process Training.
2. Inventory items requiring Lot/Serial numbers must be set up in Inventory.

Credit Manager's Review and Release – For this processing option to be available, it will be necessary to "turn on" the Credit Manager option in Order Processing Parameter maintenance.
See Credit Manager Parameters listed in the Parameter Maintenance section.
If you elect NOT to use the Credit Manager, the Review and Release option will not be available.

Once activated, you will be able to access and use the Credit Manager's Review and Release option to perform any of the following functions:
Access/release Sales Orders for customers currently on credit hold
Adjust a Customer's Hold status
Modify a Customer's Credit Limit
Add a new follow up date for a Customer currently listed
Put a new Customer on Credit Hold.

What you will need before we can begin training on Pricing Tables:
1. Credit Manager's flag in Order processing parameters is "turned on" and valid parameters have been selected.
2. The Customer numbers and Order Numbers of the records that need to be released.

F. ADVANCED FILE MAINTENANCE AND PROCESS TRAINING

In this section we will train the user on how to use the more Advance Tasks available in the Sales Order Processing module.

This section will cover:

Order Processing Maintenance

1. Pricing Table Maintenance
2. Contract Pricing Maintenance
3. Terminal Maintenance Detail options

Parameter Maintenance

4. Basic System Parameters
5. Credit Manager's Parameters
6. New Customer Defaults
7. Sequence Number

Order Processing Reports

8. Open Order Detail Report
9. Order Status Report By Customer
10. Order Status Report By Item
11. Shipping Schedule Report

Advanced Processing Features

12. Kitting
13. Inventory Lot/Serial Number Processing
14. Credit Manager's Review and Release

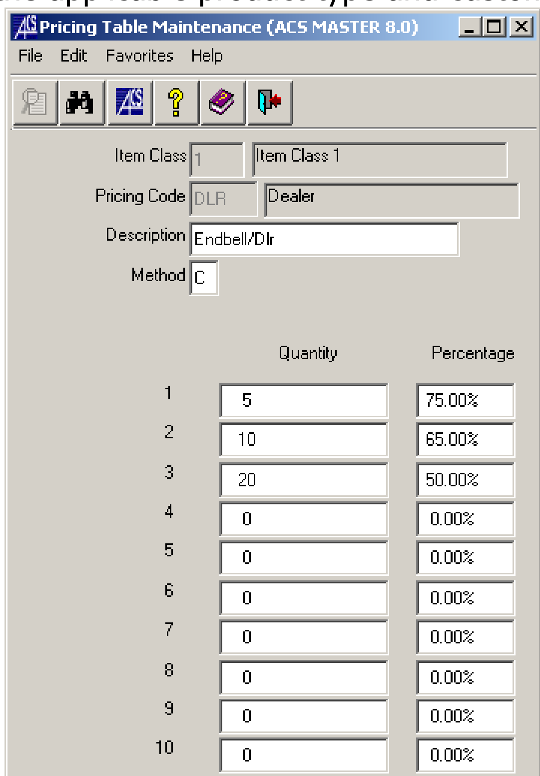
Prerequisites:

1. Individuals to be trained must have completed Order/Invoice Core Process Training and Advanced File Maintenance training.
2. Users must have sufficient system security to access administrative setting options.
3. Settings and Parameters reviewed in Advanced File Maintenance training must be determined and this information available.
4. Each section of the training process has included a:
   "What you will need before we can begin training" section. All individuals to be trained must have reviewed this information and have it available.

Order Processing Maintenance

Distribution ➔ Order Processing ➔ Maintenance ➔ Pricing Table Maintenance

Pricing Table Maintenance
Use this task to define pricing tables that automatically calculate item pricing during order/invoice entry. You can access the tables as inventory line items are entered into your order/invoice detail lines. Calculation is based on the applicable product type and customer price code.



Item Class
-Enter a valid Inventory Item Class
-Perform a Lookup to select from a list of valid Item Classes
-Select Cancel to return to the Order/Invoice Maintenance menu
Item Class codes are assigned in the Inventory Control module and identify a group of inventory items.

Pricing Code
-Enter a valid Customer Pricing Code
-Perform a Lookup to select from a list of valid Pricing Codes
-Select Cancel to return to the Order/Invoice Maintenance menu
Pricing Codes are assigned to Customers in the Accounts Receivable module and identify a group of customers.

When you enter an *existing* combination of item class and price codes, your system will automatically populate the remaining fields and you will see the following prompt at the bottom or your screen: Is The Above Information Correct?
-Select OK if the information is correct
-Select Cancel to return to the Order/Invoice Maintenance menu
- Select Delete to delete the pricing table

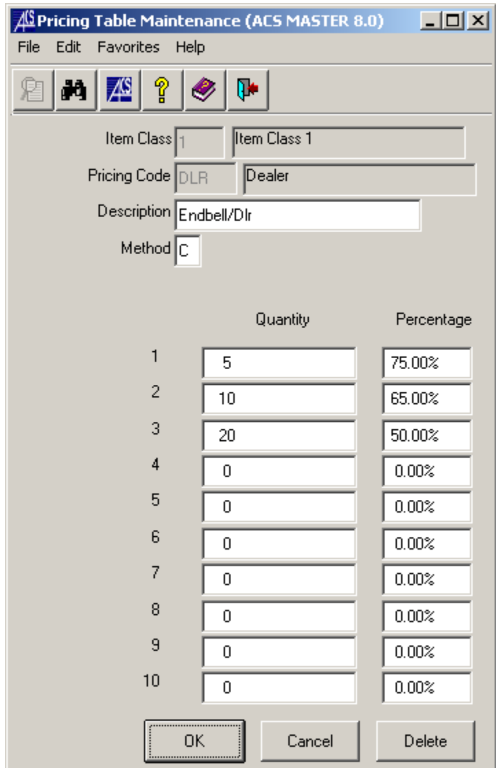
If the pricing table does not exist the system issues the prompt: Is This A New Record?
-Select Yes to continue
-Select No to return to the Item Class field
-Select Cancel and you will be asked: Do You Wish To Print A List Of All Records?
-Select Yes to print a list of existing Pricing Tables
-Select No or Cancel to return to the Order/Invoice Maintenance menu

Description
-Enter 1 to 20 characters for a description of the pricing table

Method
-Enter a valid Pricing Method
-Perform a Lookup to select from a list of valid Pricing Methods

ACS/MASTER offers the following pricing methods:
C/Mark-up from cost: The item price is determined by multiplying the item cost by the appropriate % in the pricing table, and adding this amount to the item cost.
Formula: item Price = Item Cost plus (Item Cost times Mark-up %)
L/Mark-down from list: The item price is determined by multiplying the list price by the appropriate % in the pricing table, and subtracting this amount from the list price.
Formula: Item Price = Item List Price minus (Item List Price times Discount %)
M/Margin over cost: The item price is determined by dividing the item cost by the additive inverse of the % in the pricing table (i.e., 1 minus %)
Formula: Item Price = Item Cost divided by (1 minus Margin Over Cost %)

Quantity/Percentage
If customer pricing is to be **based on quantity purchased**, these two fields allow the user to control Pricing in combination with Pricing Method.

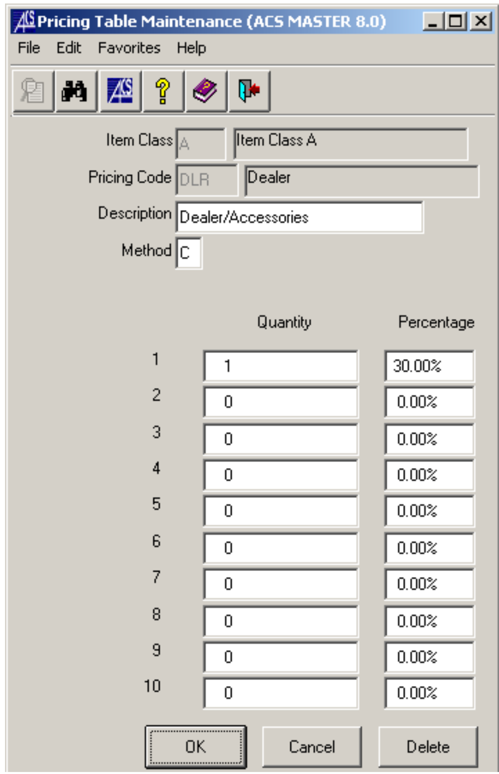


Using the Pricing Table show above, there are 4 different pricing categories:

1. If the customer purchases a quantity of 1-4 items, they will receive no special pricing and will be charged List Price
2. If the customer purchases a quantity of 5-9 items, they will receive a 75% mark up from cost.
3. If the customer purchases a quantity of 10-19 items, they will receive a 65% mark up from cost.
4. If the customer purchases a quantity of 20 items or greater, they will receive a 50% mark up from cost.

You may enter up to 10 quantity price breaks.

If customer pricing **will not be based on quantity purchased**, the Quantity field will be set to One and the Percentage field will reflect the Mark Up From Cost percentage, the Mark Down From List percentage or the Margin Over Cost percentage, depending on your Method.



Once you have completed entries to your Pricing Table

-Select OK to save the Pricing Table and return to the Item Class field.
-Select Cancel to save the Pricing Table and return to the Order/Invoice Maintenance menu
-Select Delete to return to the Order/Invoice Maintenance menu without saving the table

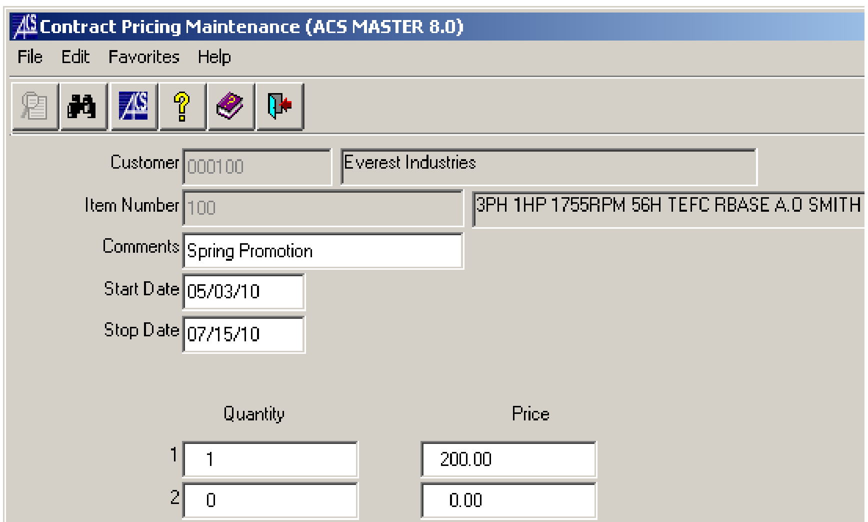
When selecting Cancel to leave Pricing Table maintenance and your system will issue the following prompt: Do You Wish To Print A List Of All Records?

-Select Yes to print the list
-Select No or Cancel to return to the Order/Invoice Maintenance menu without printing.

Distribution → Order Processing → Maintenance → Contract Pricing Maintenance

Contract Pricing Maintenance

Use this task to set up and maintain contract pricing information for specific customers. Because each table is set up by Inventory Item Number, it will be necessary to set up a table for each Item for any given customer. If contract pricing is used for a customer, it supersedes item pricing tables for price calculations during order/invoice entry.



Customer

-Enter a valid Customer number
-Perform a Lookup to select from a list of valid customers
-Select Cancel to return to the Order/Invoice Maintenance Menu

Item Number

-Enter a valid Inventory Item number
-Perform a Lookup to select from a list of valid Inventory items
-Select Cancel to return to the Order/Invoice Maintenance menu

When you enter an *existing* combination of customer and item number, your system will automatically populate the remaining field sand you will see the following prompt at the bottom or your screen: Is The Above Information Correct?

-Select OK if the information is correct
-Select Cancel to return to the Order/Invoice Maintenance menu
-Select Delete to delete the Contract Pricing table

If the Contract Pricing table does not exist the system issues the prompt:
Is This A New Record?
-Select Yes to continue
-Select No to return to the Customer field

-Select Cancel and you will be asked: Do You Wish To Print A List Of All Records?
-Select Yes to print a list of existing Contract Pricing Tables
-Select No or Cancel to return to the Order/Invoice Maintenance menu

Comments
-This is an optional field that allows the user to enter up to 20 characters to create comments that identify the table

Start Date
-Enter the date you wish for the contact pricing to become effective
-This field will default to the current date which can be accepted by hitting enter
This field cannot be left blank

Stop Date
-Enter the date you wish for the contract pricing to end
This field can be left blank, the contract pricing will remain in effect until the table is deleted or and ending date is entered.

Quantity/Price
-If Contract Pricing is to be **based on quantity purchased**, these two fields allow the user to define quantities that must be purchased to achieve the specified pricing level. Your system allows for up to 10 quantity price breaks

-If Contract Pricing is not based on quantity purchased, enter a quantity of one and the item price.

Once you have completed entries to your Contract Pricing Table
-Select OK to save the Contract Pricing Table and return to the Customer field.
-Select Cancel to save the Contract Pricing Table and return to the Order/Invoice Maintenance menu
-Select Delete to return to the Order/Invoice Maintenance menu without saving the table

When selecting Cancel to leave Contract Pricing Table maintenance and your system will issue the following prompt: Do You Wish To Print A List Of All Records?

-Select Yes to print the list
-Select No or Cancel to return to the Order/Invoice Maintenance menu without printing

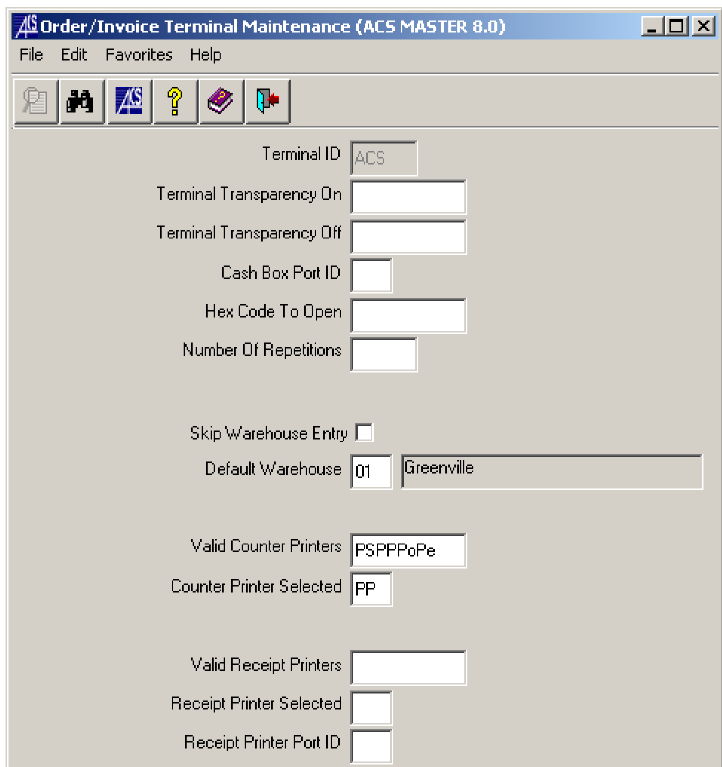
Distribution → Order Processing → Maintenance → Order/Invoice Terminal Maintenance

Order/Invoice Terminal Maintenance

A terminal record must be defined for each terminal utilized for entering orders/invoices. Use this task to define operating information for those terminals. Especially important to the Order/Invoice Processing module is the definition of printer interface information for counter printers and tape receipt printers configured on the system. These devices are accessed during order and invoice entry in an over-the-counter sales environment.

This function is generally configured as part of your installation process, and, as such, should require little, if any, modifications.

NOTE: This task is designed primarily for dealer use. Be sure that you understand your system's hardware configuration, operating system, and peripheral device characteristics before changing any of these parameters.



Terminal ID

A terminal identification code and the names of the terminals depend on your specific hardware configuration and the number of terminals connected. Each terminal configured on the system should have an entry in the file, whether or not it is used for order and invoice entry. Generally, the identification of your terminal appears in the upper right corner of the screen.

Terminal Transparency On/Off
This field specifies the hexadecimal code used to activate the auxiliary port on your terminal (assuming it has an auxiliary port). When the proper sequence of hexadecimal numbers is sent to the terminal, it switches mode so that any successive data transmitted to it is routed out of the auxiliary port, rather than to the display screen. This provides the capability to attach a tape receipt printer, electronic cash box, or counter invoice printer directly to a terminal, and send information to that device without affecting the screen display.
You can enter up to 8 hexadecimal numbers (0-F), which are sent to the terminal at the start of on-demand printing for an order, invoice, or tape receipt. At the end of printing, a corresponding set of hexadecimal numbers are transmitted to the terminal, switching off the auxiliary port. Terminal transparency hex codes are usually defined in the terminal's reference manual.

Cash Box Port ID
Enter the port number which identifies an electronic cash box connection associated with the terminal. If no cash box is configured on the system, or if it is not allowed to be accessed from this terminal, leave this field blank. If the cash box is connected to the auxiliary port of a terminal, be sure that the proper hex codes for Terminal Transparency On and Terminal Transparency Off are defined for the terminal.

Hex Code To Open
Enter the hex code required to open the cash box.
The hex code may be a string of up to 8 hexadecimal numbers (0-F) that are transmitted to the cash box through the output port specified in Cash Box Port Number field. The hex code required to open an electronic cash box is usually defined in the technical reference manual for the device.

Number Of Repetitions
Enter the number of repetitions for the hex code signal.
This field enables you to control the duration of the signal required to open the cash drawer on an electronic cash box, by repeatedly sending the hex code to open the device. can supply this program and explain its use.

Skip Warehouse Entry
Skipping warehouse entry is helpful for companies with only one warehouse, or in a multiple warehouse situation where a default warehouse is assigned.

NOTE: The Warehouse Entry Required for Drop Ship field in the Parameter Maintenance task takes precedence over selections made in this field. Therefore, if a Y is selected for that field, this parameter has no affect when entering drop ship items.

Default Warehouse
Enter the Default Warehouse code for this terminal
If desired, a different default warehouse can be assigned to each defined terminal

NOTE: When printing orders on-demand from within Order Entry, only items from the default warehouse are printed.

Valid Counter Printers
Enter up to 4 printer ID codes of the printer(s) accessed by this terminal.
NOTE: Enter codes in a continuous string (e.g., P1P2LP)

Counter Printer Selected
Enter the 2-character printer ID of the default counter printer for on-demand printing of orders/invoices.
This field is updated automatically if another printer is selected during order/invoice entry.

Valid Receipt Printers
Enter up to printer ID codes of the receipt printer(s) accessed by this terminal
NOTE: Enter codes in a continuous string (e.g., R1R2).

Receipt Printer Selected
Enter the 2-character printer ID of the default receipt printer for on-demand printing of cash sales receipts.
This field is updated automatically if another printer is selected during order/invoice entry.

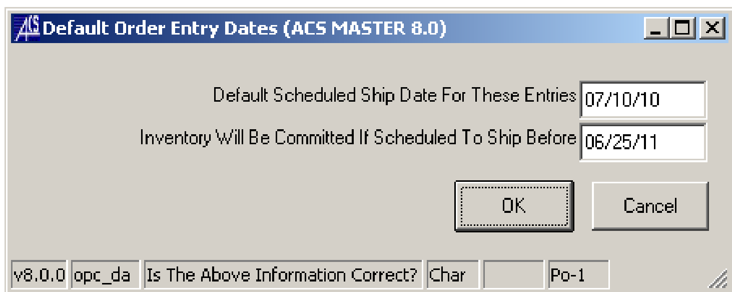
Receipt Printer Port ID
This port is accessed by the receipt printer program for the printing of tape receipts.

Parameter Maintenance

Distribution → Order Processing → Maintenance → Parameter Maintenance

Basic System Parameters
Although the configuration of your Order/Invoice Parameters will be completed by your Project Manager; we will be reviewing three of these parameter settings and their impact on the Order/Invoice process.

Each time you access the Order Entry task, entry of Ship Date and Inventory Commit Date are requested; two of your parameter settings allow your system to determine these dates for you:



Average Lead Time
During the initial consultation with your Project Manager, you will be reviewing the basic "flow of processing" for your business. One of the topics covered will be the average number of days it usually takes to receive materials ordered from your vendors…how much time elapses between the time you order and then receive the product.
This span of time is entered as your Average Lead Time.
When creating an order, the Default Scheduled Ship Date displayed on the screen is the current terminal date plus the number you enter in the Average Lead Time field.

 # Days to Commit in Future
This setting is used in conjunction with the Average Lead Time setting to determine whether or not the inventory items being sold should be Committed at this time.

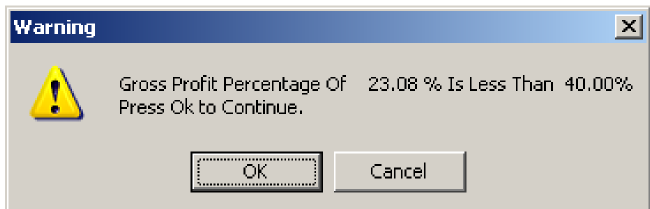
Example: The # Days to Commit in Future is set to 60 days
The Average Lead Time is set to 14 days
The Default Scheduled Ship Date will be 14 days from today, because this falls within the 60 day Days to Commit range, the inventory quantities to fill this order will automatically be committed in your inventory records.

HOWEVER, if the # Days to Commit in Future is set to 10 days
Average Lead Time stays set at 14 days

It becomes necessary to commit stock manually using the *Commit And Release Future Orders* task.

Minimum Line GP%
This option provides the user a way to determine that all order detail lines processed meet the Minimum Gross Profit% established in this parameter field.

As detail lines are entered and pricing is determined, the user will receive the following prompt when the GP% calculation for this line item falls below this Global setting:



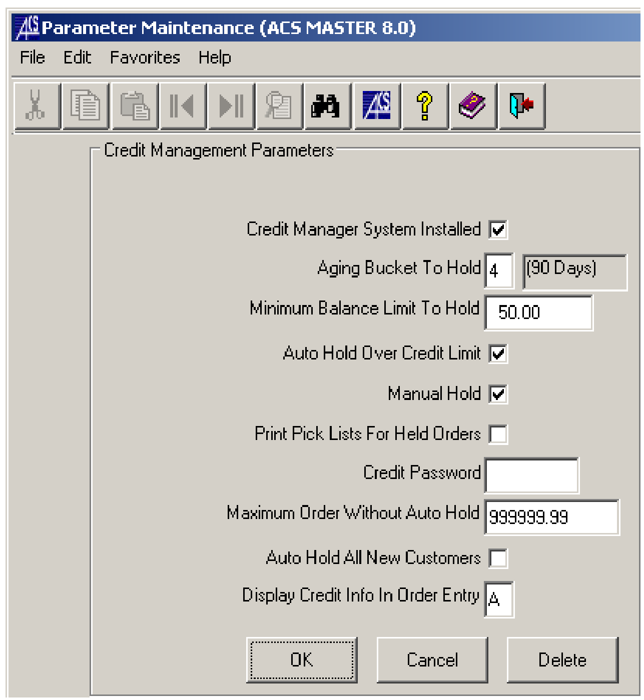
At this point, you are able to access the pricing for this item and make any changes necessary, or you can override this warning and process this item at the price previously entered.

NOTE: Because this is a Global setting that will be applied to all customer transactions, your ACS/MASTER system provides a Customer setting that will override this GP% calculation.
In Accounts Receivable Customer Maintenance the Profile Maintenance information also has a Minimum Line GP% setting. Any information entered into this field for a specific customer will override the Global setting in the Order/Invoice parameters settings.

Distribution → Order Processing → Maintenance → Parameter Maintenance → Credit Manager's Parameters

Credit Manager's Parameters
Because Credit Manager is an optional function, the initial set up of your Order Processing Module will have this option "turned off". It is suggested that it remain "off" during the process of loading your Accounts Receivable Customer information. Once all customer information has been loaded, selecting the Credit Manager Installed option below will activate this function.

NOTE: The Credit Manager Review and Release function in Order/Invoice processing will not be available until the Credit Manager Parameter flag is "turned on".



Credit Manager System Installed
-Select this option to enable the Credit Manager functions
-Leave this field blank to inactivate the Credit Manager functions

Aging Buckets To Hold - This parameter determines at what point a credit hold is invoked because of a past due invoice
-Enter one of the following options
2 = 30 Days
3 = 60 Days
4 = 90 Days
5 = 120 Days

Or perform a Lookup to select from a list of valid options

Minimum Balance Limit To Hold
-Enter the smallest past due dollar amount that causes a credit hold to be invoked

Auto Hold Over Credit Limit
-Select this option to allow the system to place a credit hold automatically on any customer whose open balance plus committed open orders is greater than their credit limit.
-Leave this field blank if all credit holds must be manually set.

Manual Hold
-Select this option to enable the ability to place a manual credit hold on any customer
-Leave this field blank to allow only system set parameters to control putting a customer on credit hold; if left blank, the user will not have the ability to place a manual hold on any customer.

Print Pick List for Held Orders
-Select this option to allow the printing of Pick Tickets for orders on hold
-Leave this field blank to stop Pick Tickets from being printed for orders on hold

Credit Password
-Enter a Password to be given to selected employees with sufficient security for access to Credit Manager
-Leave this field blank to allow any user with sufficient security to access Credit Manager

NOTE: If a Credit Password is established, it is recommended that access to the Credit Management parameters also be password protected or security-level protected.

Maximum Order Without Auto Hold
-This field automatically places ANY order equal to or greater than the amount entered on credit hold.
-If you elect not to use this function, we suggest entering 999999.99

Auto Hold All New Customers
-Select this option to place ALL new customers on credit hold until they are released by the Credit Manager
-Leave this field blank to allow immediate processing for any new customer

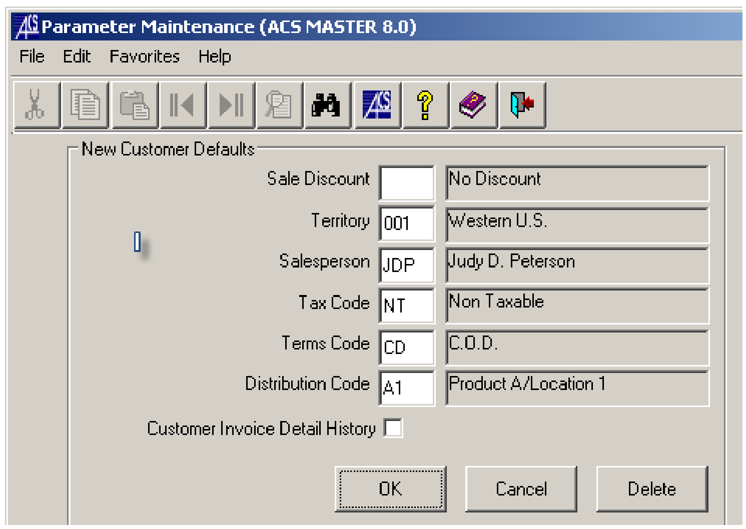
Display Credit Info in Order Entry
-Select A/Auto – to automatically display current credit and aging information in the Order/Invoice entry screens after a customer number is entered.
-Select R/On Request Only – to select from options at the bottom of your screen that allow optional customer credit and aging information to be viewed.
-Select N/Not At All – to make credit and aging information unavailable during Order/Invoice entry.
-Perform a Lookup to select from a list of valid options

When all fields have been entered, you will see the following prompt displayed at the bottom of your screen: Is The Above Information Correct?
-Select OK to accept your settings and return to Parameter Maintenance
-Select Cancel to return to Parameter Maintenance without saving your settings
-Select Delete to remove your settings

Distribution → Order Processing → Maintenance → Parameter Maintenance → New Customer Defaults

New Customer Defaults

When a new customer is entered in the Order Entry, Invoice Entry, and Accounts Receivable Customer Maintenance tasks, new customer default information is displayed. This standard sales information, common to the majority of your sales orders and invoices, can be overridden as desired.



Sale Discount
-Enter a Valid Sale Discount code
-Perform a Lookup to select from a list of valid codes

Territory
-Enter a valid territory code
-Perform a Lookup to select from a list of valid codes

Salesperson
-Enter a valid salesperson code
-Perform a Lookup to select from a list of valid codes

Tax Code
-Enter a valid tax code
-Perform a Lookup to select from a list of valid codes

Terms Code
-Enter a valid terms code
-Perform a Lookup to select from a list of valid codes

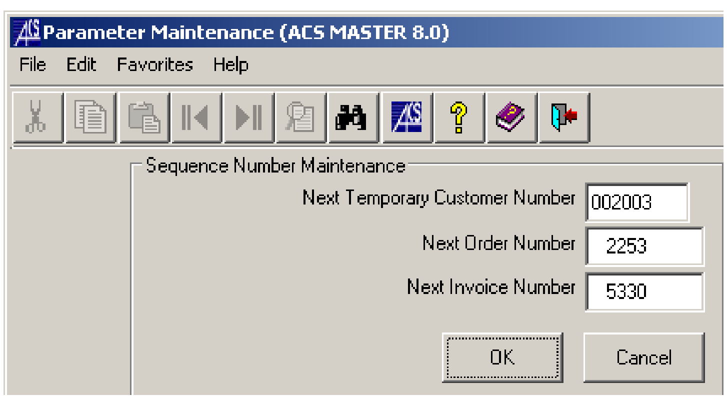
Distribution Code
-Enter a valid distribution code
-Perform a Lookup to select from a list of valid codes

Customer Invoice Detail History
-Select this option to retain full invoice detail history
-Leave this field blank to ignore invoice history.

When all fields have been entered, you will see the following prompt displayed at the bottom of your screen: Is The Above Information Correct?
-Select OK to accept your settings and return to Parameter Maintenance
-Select Cancel to return to Parameter Maintenance without saving your settings
-Select Delete to remove your settings

Distribution → Order Processing → Maintenance → Parameter Maintenance → Sequence Numbers

Sequence Numbers
Generally this information will be entered just prior to "going live" on ACS/MASTER for the first time and will not require any maintenance on your part. The system will then increment each series of numbers automatically as new numbers are issued. Because your system retains Customer, Order and Invoice history, it is strongly suggested that these field not be changed to numbers previously used.



Next Temporary Customer Number
-Enter the beginning Temporary Customer Number you wish to use

Next Order Number
-Enter the beginning Order Number you wish to use

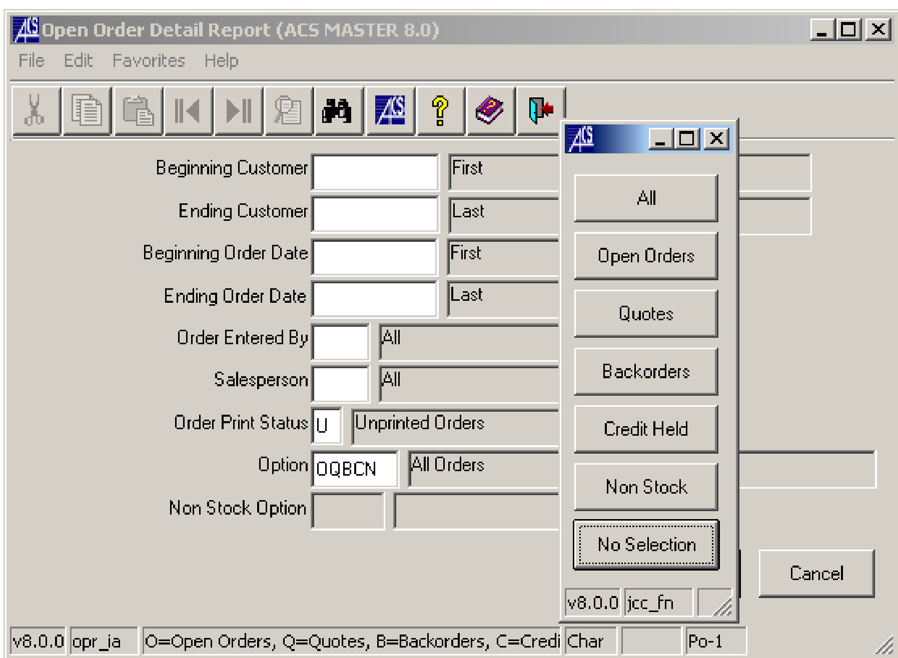
Next Invoice Number
-Enter the beginning Invoice Number you wish to use

When all fields have been entered, you will see the following prompt displayed at the bottom of your screen: Is The Above Information Correct?
-Select OK to accept your settings and return to Parameter Maintenance
-Select Cancel to return to Parameter Maintenance without saving your settings

Order/Invoice Reports

Distribution ➔ Order Processing ➔ Reports

Open Order Detail Report
Use this report for auditing, reviewing or analyzing your open orders and quotes. As you begin to select criteria for your report, review each field carefully, as the information included on the resulting report will vary greatly depending upon the options selected.



Beginning Customer
-Enter the number of the first customer to print on the report
-Select F1 to select the first customer number on record
-Perform a Lookup to select from a list of Customers

Ending Customer
-Enter the number of the last customer to print on the report
-Select F1 to select the last customer number on record
-Perform a Lookup to select from a list of Customers

Beginning Order Date
-Enter the first date to show on the report
-Select F1 to select the first date on record

Ending Order Date
-Enter the last date to show on the report
-Select F1 to select the last date on record

Order Entered By
-Enter the 3 character User ID to print reports of orders taken by a particular person
-Select F1 to select all Users

Salesperson
-Enter a valid Salesperson code
-Select F1 to select all Salesperson codes
-Perform a Lookup to select from a list of salesperson codes.

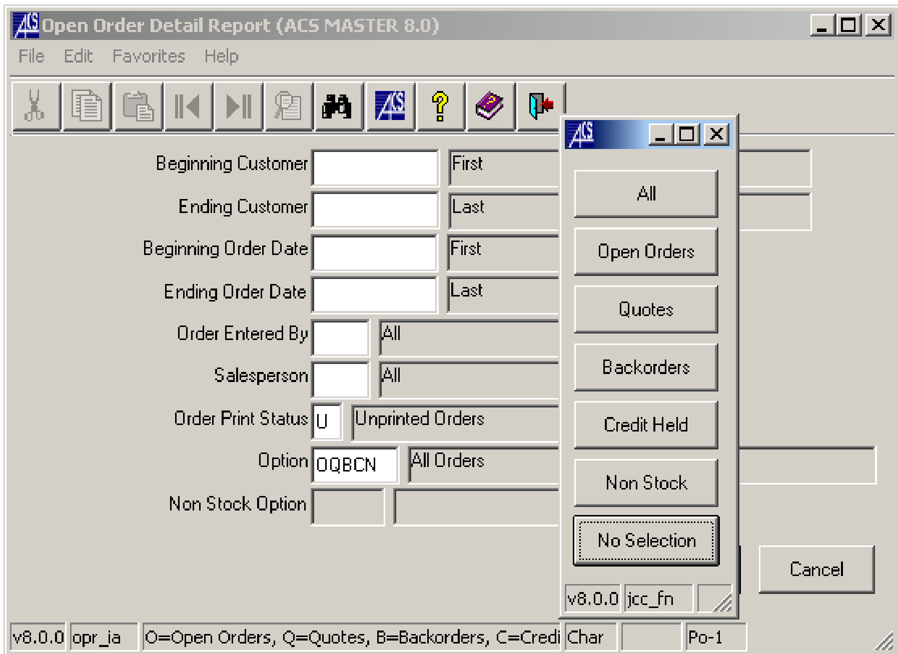
Order Print Status
-Enter P to comprise a report of previously printed open orders only
-Enter U to comprise a report of unprinted open orders only
-Enter A to print both
-Perform a Lookup to select from a list of these options

Option
Please review this field carefully. It is possible to select any of the following options, a combination of these options or all of them.

NOTE: The report will only print the information that you select from this Option field and the previous field, Order Print Status.

EXAMPLE: If you select the UNPRINTED option in the Order Print Status field, and then select Open Orders, the ensuing report will only include those Sales Orders that have never been printed.

If you select more than one option, you will enter them in this field with no spaces in between. *Please see example below*



-Select O to print a report detailing open Orders
-Select Q to print a report detailing open Quotes
-Select B to print a report detailing open Backorders
-Select C to print a report detailing open orders on Credit Hold
-Select N to print a report detailing open order Non Stock Line Codes
-Select F1 for All orders and quotes
-Perform a Lookup to select from a list of options (see example above)

NOTE: Orders released from credit hold are labeled with an R and printed with open orders

Non Stock Option – This option is only available when the previous OPTION field is set to N to print only Non Stock information.
-Select A to print a report detailing all Non Stock line detail
-Select P to print a report detailing Non Stock items with open Purchase Orders
-Select N to print a report detailing Non Stock items without open Purchase Orders

When all fields have been entered, you will see the following prompt displayed at the bottom of your screen: Is The Above Information Correct?
-Select OK to accept your settings and print report
-Select Cancel to return to the Report menu without printing

```
07/01/10                                                   ACS MASTER 8.0                                               Page    1
09:53 AM                                               Open Order Detail Report

Beginning Customer: First           Unprinted Open, Backordered and Non Stock Orders Only           Beginning Order Date: First
   Ending Customer: Last                              Salesperson: All                                 Ending Order Date: Last
                                                       Entered By: All
                                                    Non Stock Option: All

-- Customer --                           Order    Order    Ship            P.O.                  Dist                    Tax
Number  Name                            Number    Date     Date    By  Sls Number      Ship Via   Code  Terms           Code  Prntd?

000100 Everest Industries        Order 0002196 10/27/09 11/06/09 ACS JDP            UPS GCD     A1   2% 10 Days - Ne  CA     N

                                                 Back-              Disc              Extended            Extended
   Ln Cd Prd Whs Item                  Order     Order     Ship     Pct     Price      Price       Cost     Cost        Profit      GP %

000100 Everest Industries        Order 0002215 05/20/10 05/30/10 ACS JDP            UPS GCD     A1   2% 10 Days - Ne  CA     N
                                       **Locked Flag=Y**
                                                 Back-              Disc              Extended            Extended
   Ln Cd Prd Whs Item                  Order     Order     Ship     Pct     Price      Price       Cost     Cost        Profit      GP %
   010 S AOS 01  100                       5         0        5    0.00%    350.00    1750.00    204.87   1024.35     725.65     41.47%
                    3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH
```

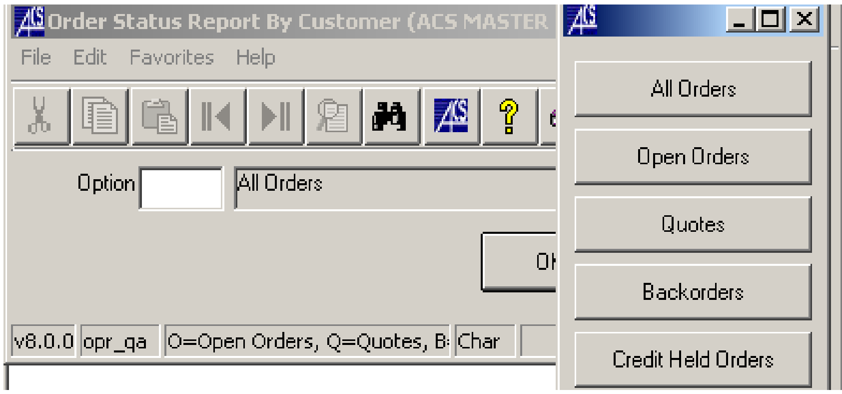
In this example the report was run for Unprinted Open Orders, Backorders and Non Stock items. The information is listed by Customer and Order number order and will include the following information:

Order Date	Distribution Code
Ship date	Terms
By / Who created order	Tax Code
Salesperson	Print Status
Customer PO#	GP%
Ship Via	

It will then go on to list detail information for each line item on the Sales Order or Quote.

Order Status Report By Customer

Use this report to list all open orders in Customer number Sequence.



Option - Please review this field carefully. It is possible to select any of the following options, a combination of these options or all of them.

NOTE: The report will only print the information that you select from this Option field.

-Select O to print a report on the status of Open orders
-Select Q to print a report on the status of Quotes
-Select B to print a report on the status of Backorders
-Select C to print a report on the status of Orders on Credit Hold
-Enter a combination of any of the above
-Select F1 to select all options
-Perform a Lookup to select from a list of these options

NOTE: Orders released from credit hold are labeled with an 'R' and printed with open orders.

When you have finished making your option selections, you will see the following prompt at the bottom of your screen: Is The Above Information Correct?
-Select OK to begin printing
-Select Cancel to return to the Reports menu without printing.

```
07/01/10                                        ACS MASTER 8.0                                              Page   3
10:24 AM                                 Order Status Report By Customer
                                                  All Orders
```

Customer	Order Number	Order Date	Ship Date	PO Number	Ship-Via	Terms	Order Type	Order Amount
000300 Taylor Manufacturing (714)-672-0171	0001149	03/15/04	03/25/04		UPS GTC	1 Net (Due On Receip	C	51.21
000900 Orange Coast Juice Co. (714)-671-8331	0002250	06/29/10	07/09/10		FDX PBX	1 Net (Due On Receip	O	2,931.25
	0002251	06/29/10	07/09/10		FDX PBX	1 Net (Due On Receip	O	200.00
	0002252	06/30/10	07/10/10		FDX PBX	1 Net (Due On Receip	O	12.82
001002 Robinson Enterprises	0002133	04/15/09	04/25/09		UPS GCD	3 Net 30	R	10,000.00

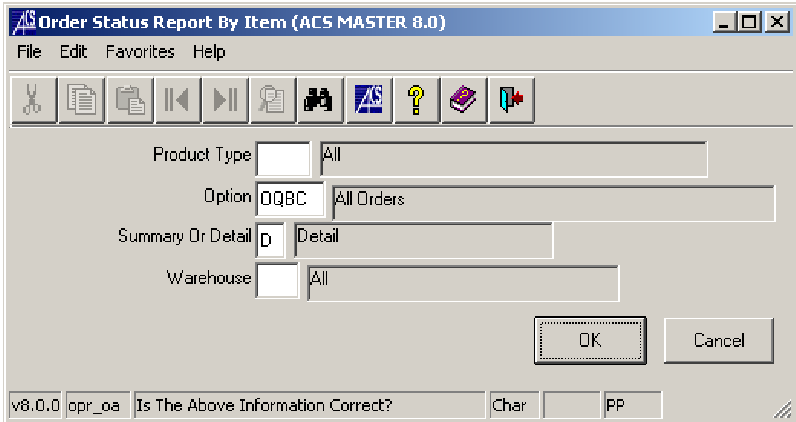
In this example the report was run for all open orders and, because you did not have the option to make any customer selection, it is for all Customers.
You will immediately note that this report is in SUMMARY format and does not include the line details for your orders as the Open Order Detail Report does.

The information is listed by Customer and Order number and will include the following information:

Order Date	Terms
Ship date	Order Type
Customer PO#	Order Amount
Ship Via	

Order status Report By Item

This report can be printed in both Summary and Detail format and allows the selection specific Inventory Product Types. It will then sort by Inventory Item Number sequence.



Product Type
-Enter a valid Product Type
-Select F1 to select all Product Types
-Perform a Lookup to select from a valid list of Product Types

Option
-Select O to print a report on the status of Open Orders
-Select Q to print a report on the status of Quotes
-Select B to print a report on the status of Backorders
-Select C to print a report on the status of orders on Credit Hold
-Enter a combination of any of the above
-Select F1 to select all
-Perform a Lookup to select from a list of these options

NOTE: Orders released from credit hold are labeled with an 'R' and printed with open orders.

Summary Or Detail
-Select S to print a report summarized by Item
-Select D to print a detailed report by order Item
-Perform a Lookup to select from a list of these options

Warehouse
-Enter a valid Warehouse code
-Select F1 to select all Warehouses
-Perform a Lookup to select from a list of valid Warehouses

Application Computer Systems, Inc.
Order Processing

When you have finished making your option selections, you will see the following prompt at the bottom of your screen: Is The Above Information Correct?

-Select OK to begin printing

-Select Cancel to return to the Reports menu without printing.

Summary Format

```
07/01/10                                          ACS MASTER 8.0                                               Page   1
11:39 AM                                  Summary Order Status Report By Item
Product Type: All                                 Open Orders Only                                Warehouse: 01 Greenville

                                                                  Order    Order   Com  Quantity  Quantity   Quantity
Item                 Prd UM                                       Total   Quantity  ?   On Hand   Committed  Available

100                  AOS EA                                   22,345.34       69            416         74        342
  3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH

1002                 D   EA                                      109.00        1             16          1         15
  3PH 4.5 HP 1755RPM 56H TEFC

100BLU               C   EA                                    1,385.00        4              0          4         4-
  3PH 5.0 HP 1755RPM 56H TEFC

10378                A   GL                                      225.00       15             35         15         20
  CLEANERS BRULEN

1108                 BRG EA                                      520.00        8              4          8         4-
  BEARING - SPECIAL
```

Detail Format

```
07/01/10                                          ACS MASTER 8.0                                               Page   5
11:41 AM                                   Detail Order Status Report By Item
Product Type: All                                   All Orders                                    Warehouse: 01 Greenville

                                    Order      Order     Ship                  Order    Order   Com  Quantity  Quantity   Quantity
Item                 Prd UM Cust    Number     Date      Date    Status        Total   Quantity  ?   On Hand   Committed  Available

B100                 BAM EA
  1PH 10HP 1725RPM 215T TEFC RBASE BALDOR
                            000100 0002048  03/15/04 04/16/05 Released    18,000.00        2  Y
                            000100 0002080  10/03/05 10/13/05 Order           12.00        2  Y
                                                                      ------------------------------------------------------------
                                     Total For Item B100              18,012.00        4             24          4         20
B5787                BAM
  Baldor 5HP 1800/TEFC/3PH
                            000100 0002157  06/19/09 06/29/09 Order          635.00        1  Y
                                                                      ------------------------------------------------------------
                                     Total For Item B5787                635.00        1              0          0          0
B81234               BAM
  BALDOR 50HP MOTOR
                            000100 0002117  11/14/08 11/24/08 Released     1,750.00        1  Y
                                                                      ------------------------------------------------------------
                                     Total For Item B81234             1,750.00        1              0          0          0
```

Each format will display the following information:

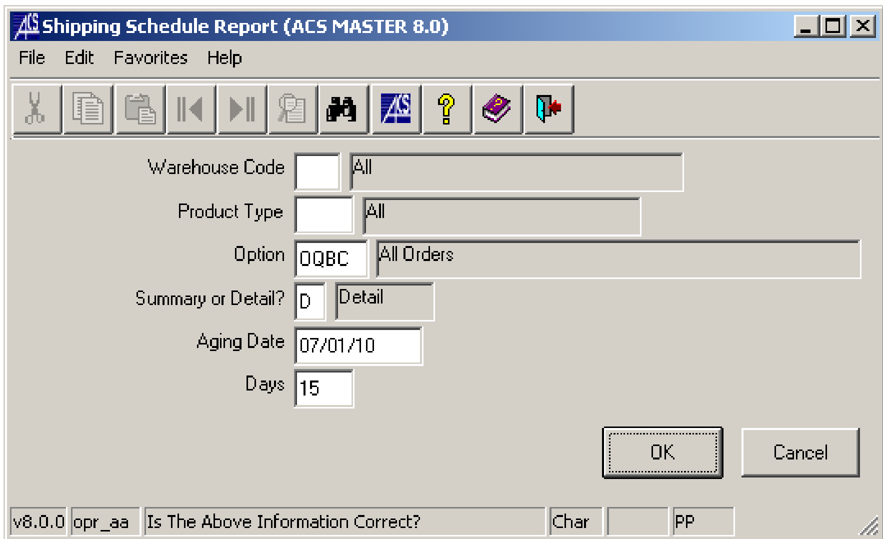
Item# and Description	Committed
Product Type	Quantity on Hand
Unit of Measure	Quantity Committed
Order Total	Quantity Available
Order Quantity	

However, the Detail format will also list item order detail information:

Customer	Ship Date
Order#	Status
Order Date	

Shipping Schedule Report

Use this report to manage future orders, generate final assembly lists, and keep shipments on schedule. It shows all items due to be shipped, aged by a defined date and number of aging days. You can print the report in summary or detail format for a selected warehouse and product code, and can print only open orders, quotations, backorders, orders on credit hold, or any combination of these.



Warehouse
-Enter a valid Warehouse Code
-Select F1 to select all Warehouses
-Perform a Lookup to select from a list of valid Warehouses

Product Type
-Enter a valid Inventory Product Type
-Select F1 to select all Product Types
-Performa Lookup to select from a list of valid Product Types

Option
-Enter O to print a report on the status of Open Orders
-Enter Q to print a report on the status of Quotes
-Enter B to print a report on the status of Backorders
-Enter C to print a report on the status of orders on Credit Hold
-Perform a Lookup of to select from a list of these options

NOTE: Orders released from credit hold are labeled with an ‘R’ and printed with open orders.

Summary Or Detail
-Enter S to print a report summarized by item
-Enter D to print a report detailed by order item
-Perform a Lookup to select from a list of these options

Aging Date
-Enter shipping date to schedule shipments from
-Hit enter to accept the default date displayed

NOTE: This date is used as a base or reference point for determining the aging periods.

Days
-Enter the number of days to be grouped into each aging period

When all fields have been entered, you will see the following prompt displayed at the bottom of your screen: Is The Above Information Correct?
-Select OK to accept your settings and print report
-Select Cancel to return to the Report menu without printing

Summary Format

07/01/10 ACS MASTER 8.0 Page 1
02:39 PM Summary Shipping Schedule Report
Product Selection: All
All Orders

Item	Whse	Prod	UM	Description	Past Due	07/01/10 07/15/10	07/16/10 07/30/10	07/31/10 08/14/10	08/15/10 08/29/10	08/30/10 Future	Total Qty	Total Value
	ALL	A	EA	NONSTOCKXXXXXXXXXXXXXXXXXXXXXXXXXX	3	0	0	0	0	0	3	145.00
100	ALL	AOS	EA	3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH	78	4	0	0	0	0	82	25,381.23
1002	ALL	D	EA	3PH 4.5 HP 1755RPM 56H TEFC	1	0	0	0	0	0	1	109.00
100BLU	ALL	C	EA	3PH 5.0 HP 1755RPM 56H TEFC	4	0	0	0	0	0	4	1,385.00
10378	ALL	A	GL	CLEANERS BRULEN CLEANERS BRULEN	15	0	0	0	0	0	15	225.00
1108	ALL	BRG	EA	BEARING - SPECIAL	8	0	0	0	0	0	8	195.00
1200	ALL	A	EA	Motor Switch Mounting Box NEMA 48 Frame Dayton, GE, AO Smith	3	2	0	0	0	0	5	6.37
121212	ALL	BAS	EA	12121	1	0	0	0	0	0	1	0.00
14 GP200	ALL	WIR	LB	Mag Wire TR80 Bucket	0	500	0	0	0	0	500	1,624.00

Summary information will be sorted by Item number and will display the following information:

Item# and Description	# of items past due
Warehouse	Date range columns based on # of days entered
Product Type	Total Quantity
Unit of Measure	Total Value

Detail format

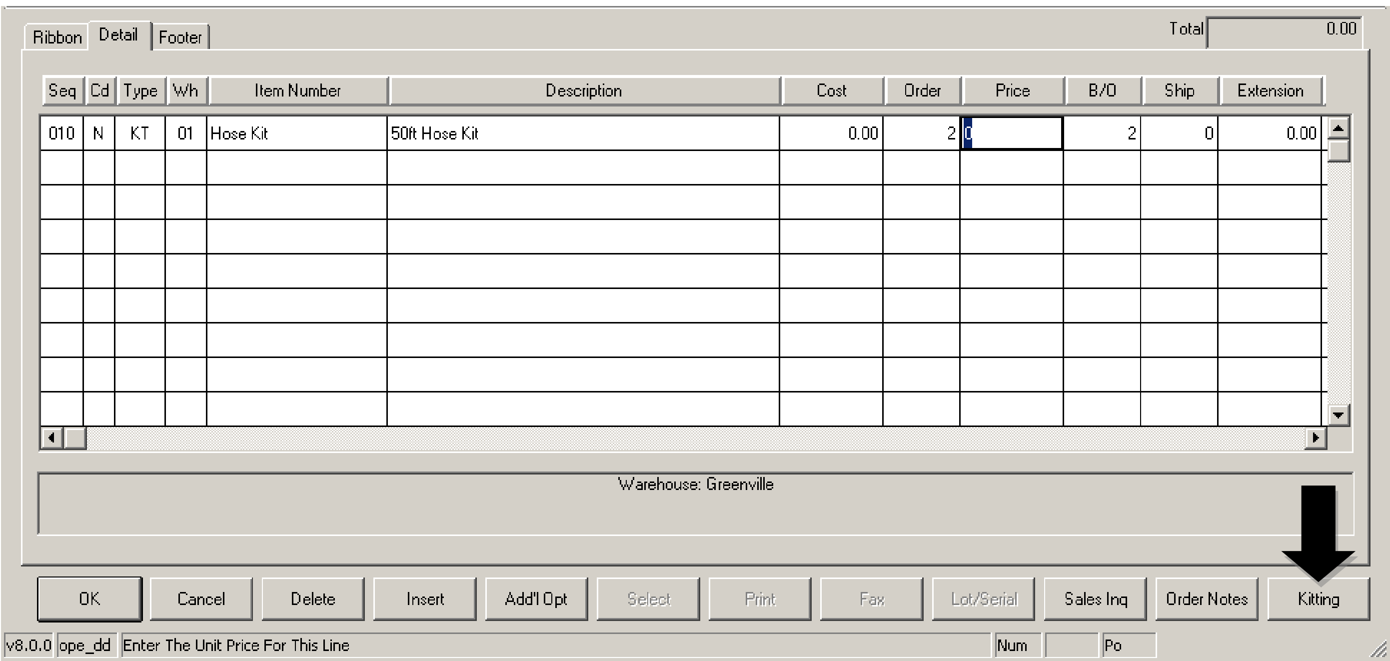
```
07/01/10                                              ACS MASTER 8.0                                              Page   2
02:42 PM                                        Detail Shipping Schedule Report
                                                    Product Selection: All
                                                          All Orders

Item                Whse Prod UM   Description
                                                    Past   07/01/10 07/16/10 07/31/10 08/15/10 08/30/10   Total       Total
                          Cust   Order     Shp-Date Com?    Due    07/15/10 07/30/10 08/14/10 08/29/10  Future      Qty       Value

10378                ALL A    GL   CLEANERS BRULEN                   CLEANERS BRULEN
                          000200 0002191 O 10/05/09  Y       15                                                  15      225.00

1108                 ALL BRG  EA   BEARING - SPECIAL
                          000100 0002109 O 11/14/08  Y        5                                                   5        0.00
                          000100 0002208 O 04/30/10  Y        3                                                   3      195.00
                                                  ---------------------------------------------------------------------------
                                                          8        0        0        0        0        0        8      195.00

1200                 ALL A    EA   Motor Switch Mounting Box NEMA 48 Frame Dayton, GE, AO Smith
                          000100 0002157 O 06/29/09  Y        3                                                   3        3.82
                          000900 0002253 R 07/11/10  Y                 2                                          2        2.55
                                                  ---------------------------------------------------------------------------
                                                          3        2        0        0        0        0        5        6.37

121212               ALL BAS  EA   12121
                          000200 0002112 O 11/14/08  Y        1                                                   1        0.00

14 GP200             ALL WIR  LB   Mag Wire TR80 Bucket
                          002002 0002254 O 07/11/10  Y               500                                        500    1,624.00

1400                 ALL A    EA   3PH 20.0 HP 1755RPM 56H TEFC
                          000100 0002120 R 12/04/08  Y        1                                                   1       12.14
                          000900 0002252 O 07/10/10  Y                 1                                          1       12.82
                                                  ---------------------------------------------------------------------------
                                                          1        1        0        0        0        0        2       24.96
```

Detail format will include all information from the Summary format and will also include:
Customer number
Order number
Order Type
Ship Date
Committed status

Advanced Processing Features

Distribution ➔ Order Processing ➔ Order Entry

Kitting
The Kitting process allows the user to bill a customer for one non-stock line item whose components are made up of multiple stock inventory items. This function is accessible from the detail lines of your sales order.



As you enter the header and ribbon information for your sales order, you will find the Kitting Button (located at the bottom of your screen) is "grayed" out. This option does not become available until your curser is in the PRICE field.

Cd
-Enter a Non Stock Line Code

Type
-Enter a Product Type
-Perform a Lookup to select from a list of valid Product Types

NOTE: To provide an additional level of reporting, in this example we have created a specific Product Type especially for the sale or KITS.

W/h
-Enter a valid Warehouse
-Perform a Lookup to select from a list of valid Warehouses

NOTE: This would be the warehouse associated with the stock items that make of the components of your KIT.

Item Number
-Enter an Item number for the Kit being created

There are 2 points to keep in mind when creating item numbers for your Kit

1. DO NOT use any stock inventory item number
2. Sales Inquiries and Non Stock Speedsearch options will provide more complete information in the Part Numbers entered are consistent. Each time you create a Kit with the same components, give it the same item number.

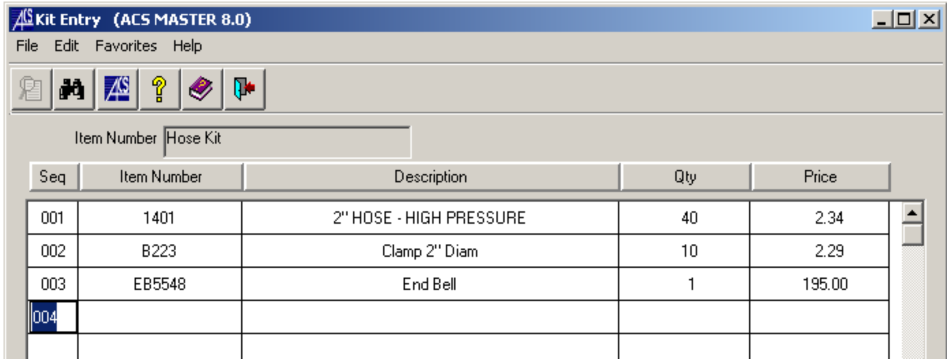
Description
-Enter the description for this Kit

Cost
LEAVE THIS FIELD BLANK, your system will use the combined cost of the components to populate this field.

Order
-Enter the number of Kits being sold

Price
STOP – it is at this point that your KITTING button becomes available and selecting this option will display your KIT ENTRY screen.

In our example on the previous page, we are selling 2 Hose Kits. It is here that we will select all of the items that will be assembled to make one Hose Kit.



Seq
Your sequence numbers will increment automatically, you can enter through this field.

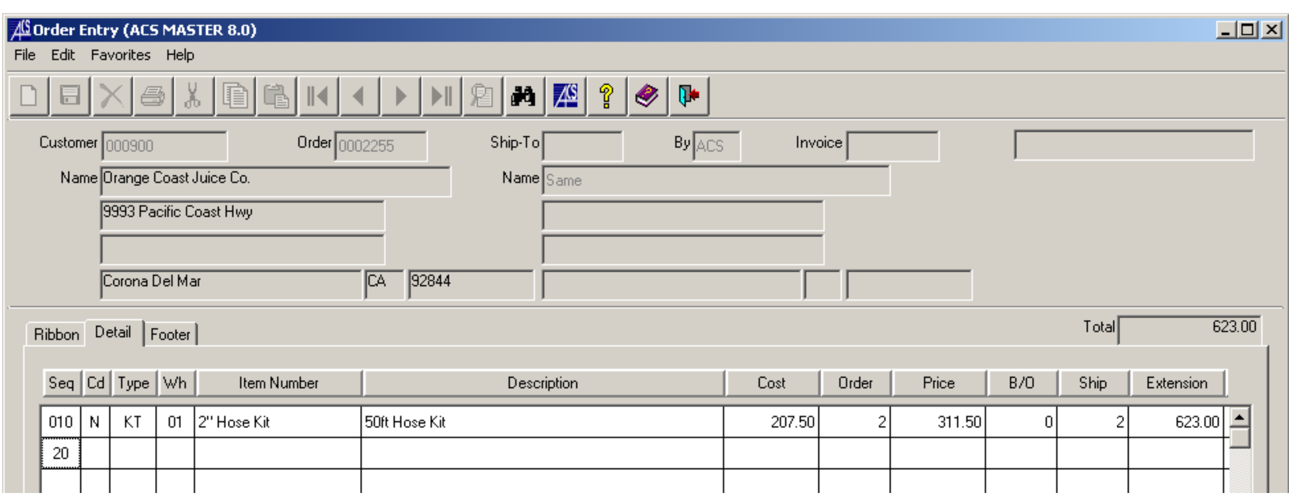
Item Number
-Enter an inventory item number
-Perform a Lookup to select from a list of valid inventory items

Description
This field will populate automatically with the description for the item number you select.

Qty
-Enter the quantity that will be required to assembly ONE KIT

Price
Your system will look for Customer Contract Pricing for this item, if it does not find settings for this customer and item; it will then look to see if a Pricing Table exists for this customer and items. If it still does not find settings, it will then look to see if a List Price exists for this item.

When all inventory items necessary to assemble ONE Kit have been selected
-Select OK or Cancel to "upload" the KIT Entry information into your Order Detail Line
-Select Delete to delete one line item or all line items in Kit Entry



Upon selecting OK, the information entered will be "uploaded" to your Order Detail lines.
-A total cost for your Kits will be displayed – this will be the total cost of each item times the number of Kits sold.
-A total price for your Kits will be displayed – this will be determined by the criteria listed above times the number of Kits sold. HOWEVER, this price can be manually changed.
-Because the line item is a Non Stock line code, your system will automatically place the quantities in the B/O field. It will be necessary to enter the number of Kits sold into the SHIP field.
-The extension will display the Price times the Ship quantity

From this point, you will process the order as you would another other transaction.

Printing
-When printing an Order Pick Ticket or Acknowledgment for an Order containing a KIT item, you will see the Kit component and quantity detail listed.

application computer systems, inc.

Application Computer Systems, Inc.
Address Line One, Address Line Two
City, State 12345
Phone: 864-292-5980 / Fax: 864-292-5984
Email: www.acsmaster.com
Web: support@acsmaster.com

Pick Ticket

Order No.:	0002255
Order Date:	07/06/10
Page:	1

Sold To:	Customer Number: 000900 **Orange Coast Juice Co.** 9993 Pacific Coast Hwy Corona Del Mar, CA 92844	**Ship To:**	Ship To Number: **Orange Coast Juice Co.** 9993 Pacific Coast Hwy Corona Del Mar, CA 92844

Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
0002255	07/06/10	KMM	07/16/10	FDX PBX	Net (Due On Rec

Customer PO:		**PO Release:**		**Misc Number:**	

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
2.0	2.0	0.0	2" Hose Kit	445.85	891.70
			50ft Hose Kit		
			(80) 1401		
			2" HOSE - HIGH PRESSURE		
			(20) B223		
			Clamp 2" Diam		
			(2) EB5548		
			End Bell		

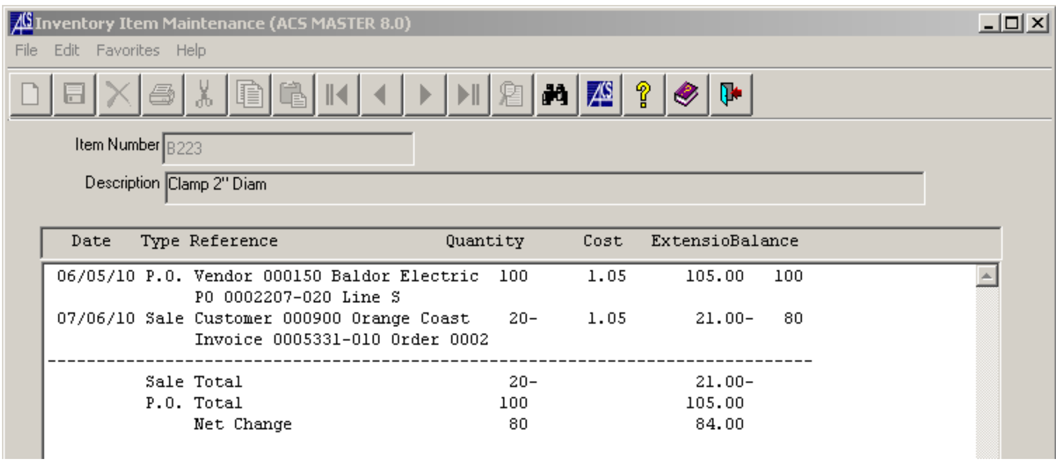
NOTE: As with any other Sales Order, you will be given the option to print or exclude pricing information when printing your Pick Ticket.

NOTE: When converted to an Invoice, your detail lines will include only the Non Stock Line item: 2" Hose Kit, Kit detail will not print on customer invoices.

Impact on Inventory

As with any Sales Order, the Inventory quantities used to create your Kit will be COMMITED as they are entered into your Order. Then, when the order is invoiced and the Sales Register is updated, your inventory quantities are RELEAVED.

This is how it will appear in your Inventory Item Transaction History for each item.



Remember: The KITTING process is designed as a Point of Sales transaction; Kits are to be created as the items are sold. Kits **are not** intended to be used as a bill of material allowing you to put quantities of the newly created item on the shelf.

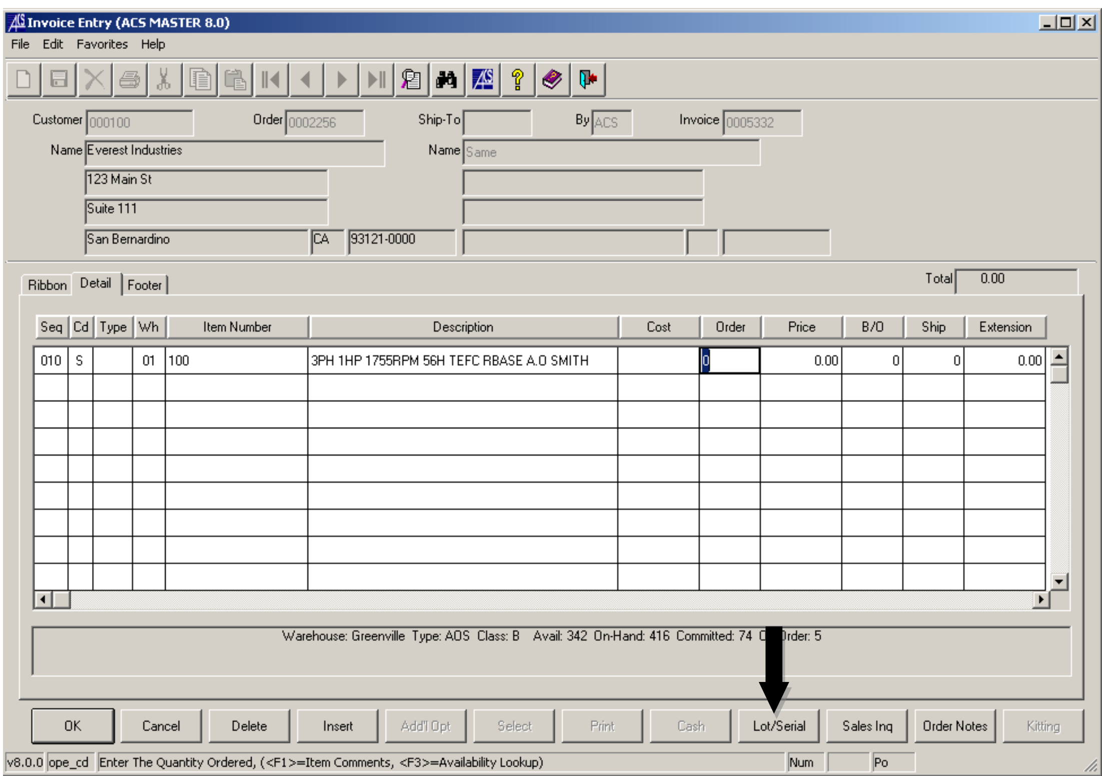
Application Computer Systems, Inc.
Order Processing

Inventory Lot/Serial Number Processing

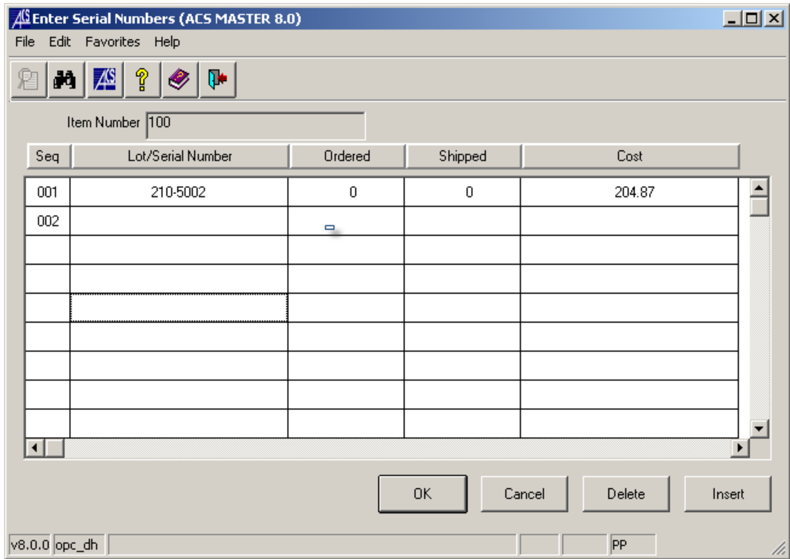
When processing the sale of an inventory item that has been issued a lot/serial number, it becomes necessary to specify which individually numbered part is being sold.

The creation of the ORDER will not prompt the user for a specific lot or serial number. However, when the order is converted to an invoice or the invoice is created in Invoice Entry; it becomes necessary to identify the specific item being sold.

You will note that the Lot/Serial button at the bottom of the page is "grayed out" as you process your Invoice. It does not become available until you begin to enter the detail lines of your invoice. Upon entering the Item Number for an item that has been issued a lot or serial number, your system will populate the Description field and take you directly to the Order field. It is here that the Lot/Serial option becomes available.



Upon selecting the Lot/Serial button, the Enter Serial Numbers box becomes available. It is here that you will select the specific items being sold.



Item Number

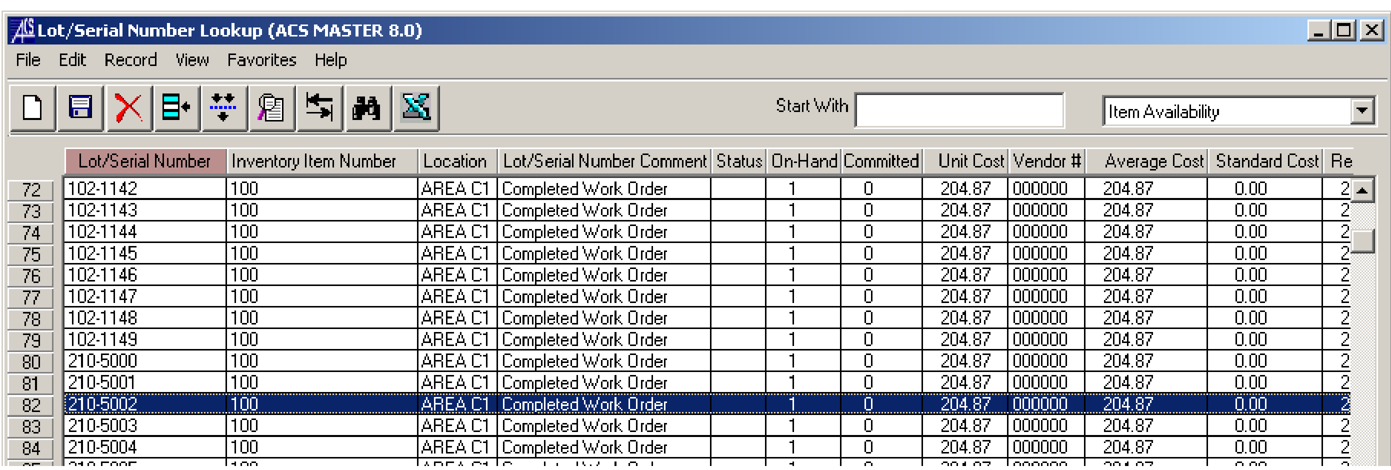
This field will be populated using the item number entered in the order detail line

Seq

The sequence numbers will increment automatically, so you will enter through this line

Lot/Serial Number

Performing a Lookup in this field will allow the user to select from a list of available items. If multiple quantities of this item are being sold, it will be necessary to select each item one at a time to designate specific lot or serial numbers.



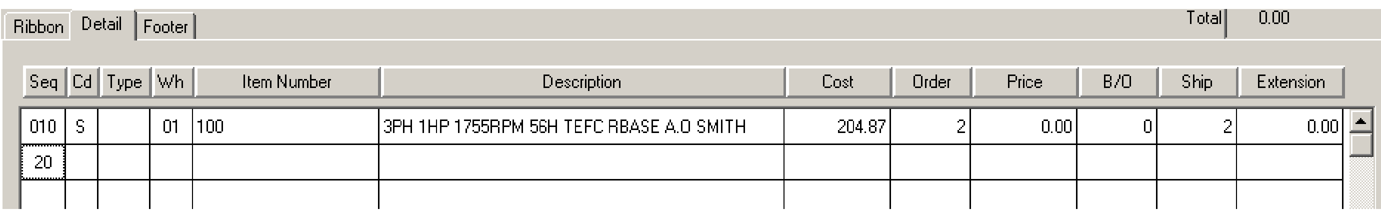
Ordered/Shipped

Your system will populate these fields for a quantity of One Ordered and One Shipped

Cost
Your system will populate this field with the cost that was recorded for this item when it was received.

When all items have been entered
-Select OK to up load your selections into the line detail of your invoice
-Select Cancel to return to your Detail line entry
-Select Delete to remove a single line item or delete the entire Lot/Serial number selection

NOTE: If multiple lot/serial numbers were selected in the Enter Serial Numbers screen, these items will be combined and printed as one line on the invoice itself and will reflect a quantity based on how many items were selected.



Price
Pricing for these items will follow the same hierarchy as any "regular" sales.
1. The system will check for Contract Pricing for this customer and part number
2. If Contract Pricing is not found, the system will check for a Pricing Table using the Item Class for the part and the Pricing Code for the customer.
3. If a Pricing Table is not found, the system will use the List Price found in the item maintenance file for this inventory item.
4. If List Price is not found it will be necessary to manually enter the pricing.

NOTE: It is possible to manually override any current pricing available.

Once the Invoice is printed and the Sales Register is updated, the specific Lot and Serial numbers sold will update to reflect Zero quantity in stock and will reflect a C for Closed status.

When printing the invoice for this order, your system will display the specific lot or serial numbers being sold as part of the invoice detail.

Application Computer Systems, Inc.
Address Line One, Address Line Two
City, State 12345
Phone: 864-292-5980 / Fax: 864-292-5984
Email: www.acsmaster.com
Web: support@acsmaster.com

Invoice

Invoice No.:	0005332
Invoice Date:	07/07/10
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
0002256	07/07/10	JDP	07/07/10	UPS GCD	2% 10 Days - Ne

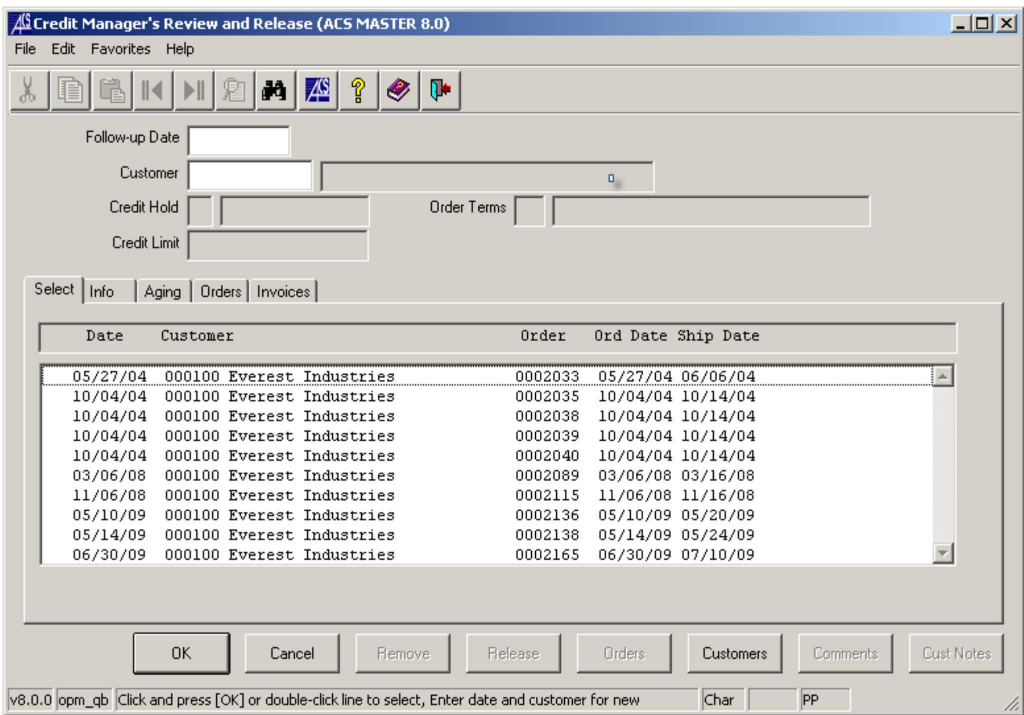
Customer PO:	BLM11247	**PO Release:**	RM2144	**Misc Number:**	

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
2.0	2.0	0.0	100	782.00	1,564.00
			3PH 1HP 1755RPM 56H TEFC RBASE A.O SMITH		
			S/N: 210-5002		
			S/N: 210-5003		

Credit Manager's Review and Release

For the user to have access to this option, the Credit Management Parameters must be configured in Order/Invoice Parameters. Once the Credit Manager flag is set, Credit Manager's Review and Release becomes available.

Upon selecting this option, your system will display a list of Customers with previously entered Follow-up Dates.



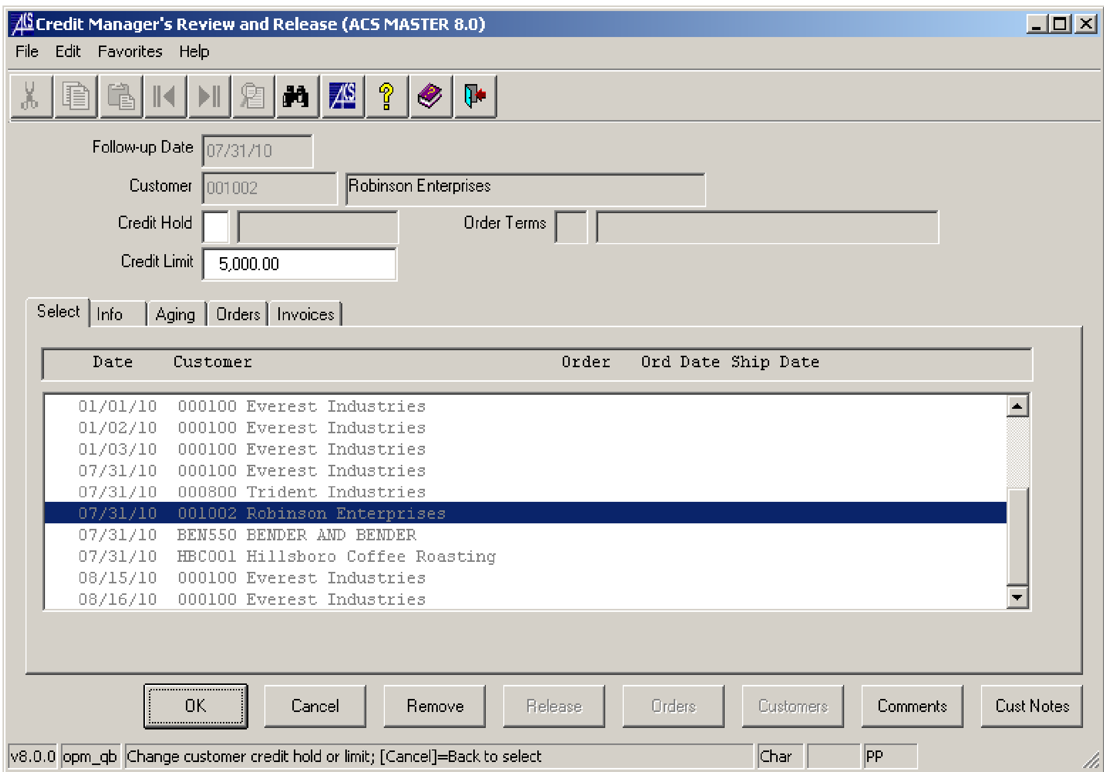
From here you have 2 options:
-Enter a new follow-up date and Customer number
-Select the CUSTOMERS button at the bottom of your screen

Follow-up Date:
-Enter a follow-up date
This field gives the user a way to flag the customer for future credit review.

Example: Let's say that we have 4 customers that are slow paying and you want to follow-up on their status at the end of the month. By entering the month end date and the customer number you will create detail line for that customer which will display when you select the Customer button at the bottom of the screen.

Customer
-Enter a Customer number
-Perform a Lookup to select from a list of valid Customer numbers
Once the customer number is entered select OK or hit enter to add the customer and date to the "Select" list.

To access and edit existing customer information, select the **Customer button** at the bottom of your screen. Select one of the customers listed.



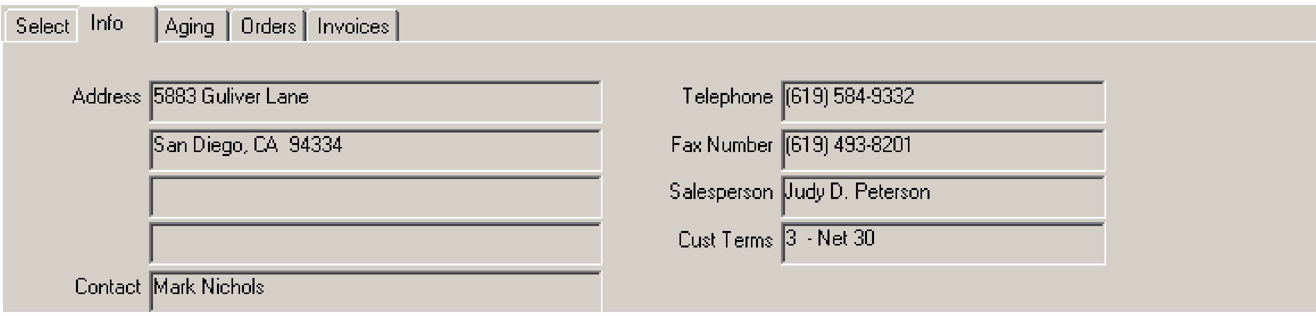
Your system will display the Follow-up Date and Customer selected.

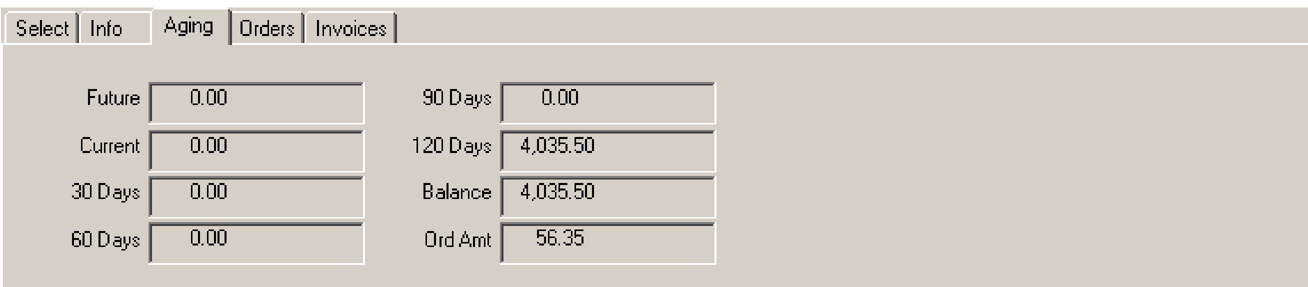
Credit Hold
-Select this option to place this customer on credit
-Leave this option blank to remove customer from credit hold status

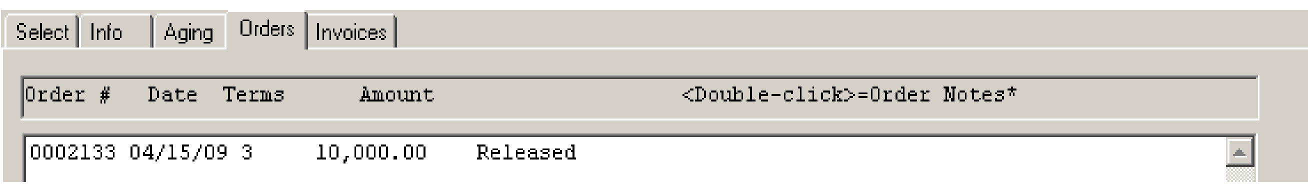
Credit Limit
-Enter the Maximum credit being extended to this customer

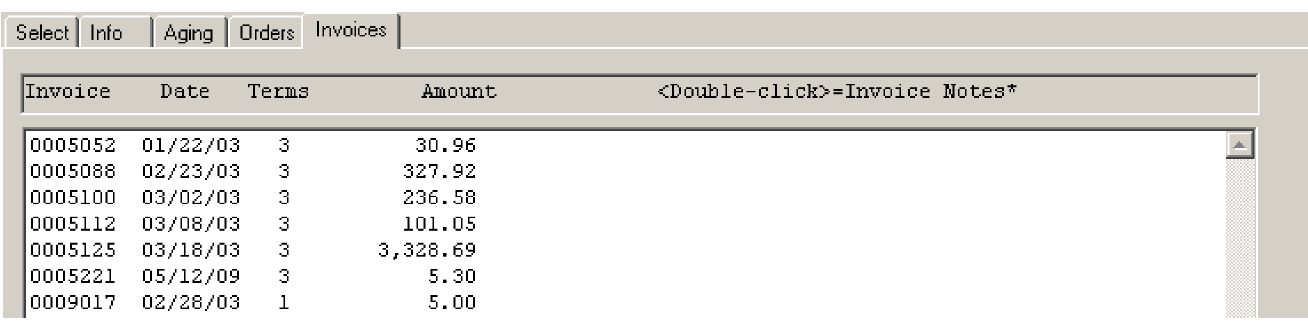
NOTE: If the Credit Manager Parameter AUTO HOLD OVER CREDIT LIMIT flag is selected, this customer will automatically be placed on hold when this amount has been reached. To determine this level of activity, your system will view Open INVOICES, open Orders and Jobs in process.

The 5 "TABS" displayed in the lower portion of your screen are only available when a customer has been selected. The INFO, AGING, ORDERS and INVOICES "tabs" will now reflect information for the customer selected:



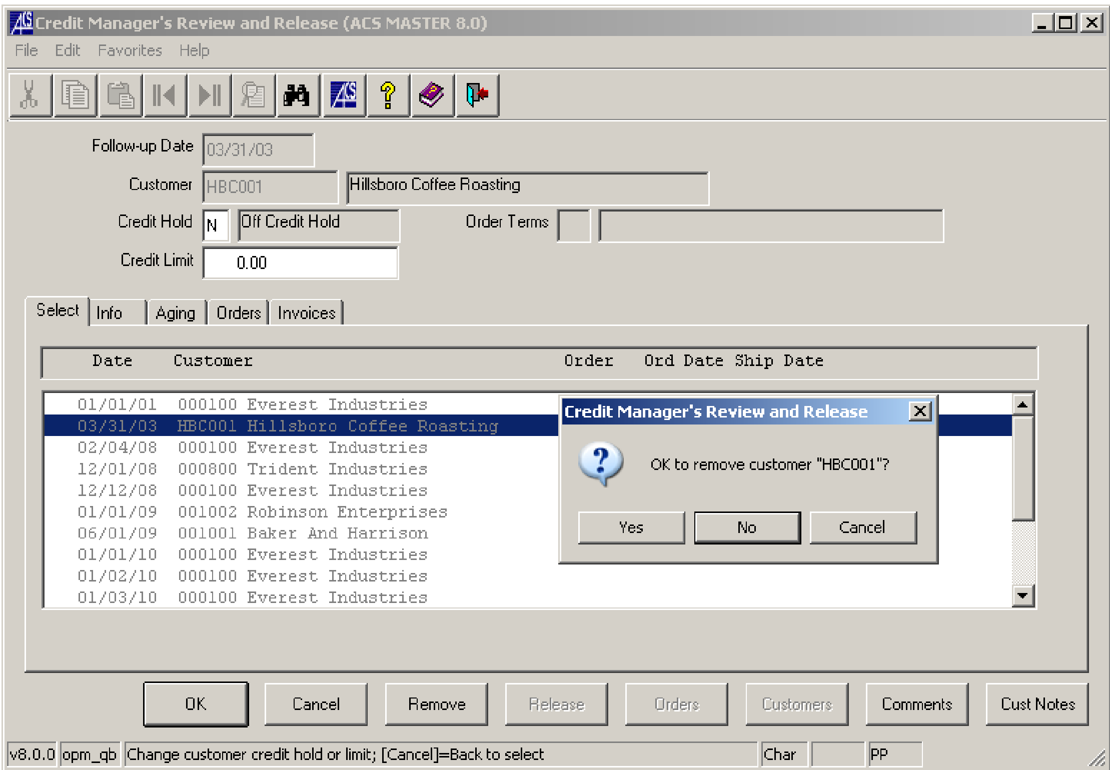






Also available to you, after selecting a specific Customer, is the REMOVE button. Use this option to remove a specific Customer and Follow-up date from the Select "list".

Remove the Customer selected and you will receive the following prompt:



-Select OK to remove this listing
-Select NO or Cancel if you elect not to remove this listing

NOTE: If this customer has multiple Follow-up dates, the Remove function will only remove the entry selected. If other follow-up dates exist, they will not be removed.

G. PERIOD END PROCESSING

In this section we will be reviewing the tasks that are part of the Order/Invoice Period End process. Unlike the Accounting Modules and Inventory, this module does not have a Period End Update option that increments period totals. However, your monthly Sales Tax information, as well as Salesperson Commission information can be accessed here. There are also sales and invoice reports that you may wish to run as part of the period end process.

What this section will cover:

1. Sales Tax Report
2. Sales Tax History Purge
3. Salesperson Commission Report
4. Commission File Purge
5. Monthly Sales Report
6. Monthly Sales Register
7. Invoice History Report
8. Invoice History Purge

Prerequisites:

1. Individuals to be trained must have a basic working knowledge of Order/Invoice processing and procedures.
2. At least one month of Order/Invoice processing must be complete and ready to be balanced.

Period End Processing Overview

Distribution ➔ Order Processing ➔Period End

Sales Tax Report - Use this task to print a report of taxable sales by month for each tax code used in the Order/Invoice Processing module. The Sales Tax Report identifies some of the information necessary for completing the quarterly sales tax reports required by most states.

Sales Tax History Purge - Use this task to delete records accumulated in the Sales Tax file, prior to a specified date. Use this task carefully as it will permanently remove Sales Tax information from your system. To maintain a permanent record of the sales tax information, print the **Sales Tax Report** before purging any periods.

Salesperson Commission Report - All the information needed to prepare sales commission checks is provided on this report. An individual commission statement is printed for each salesperson, showing each invoice sold by the salesperson during the period. You can base the commission statement on either booked or paid invoices, and on either gross sales or gross profits.

Commission File Purge - Use this task to delete records accumulated in the Salesperson Commission file, through a specified date. Use this task carefully as it will permanently remove Sales Commission from your system.To maintain a permanent record of the commission information, print the **Salesperson Commission Report** before purging any periods.

Monthly Sales Report - The Monthly Sales Report is a numeric listing of all updated sales invoices. You can print a date range such as a week or a month. Invoices may be retained for printing as long as required.

Monthly Sales Register - This task prints a register showing general ledger postings generated by the Order/Invoice Processing module. You can print the register in detail or summary format, sort by customer name or number, and select a range of customers and dates. To maintain a permanent record of the sales information, print the **Monthly Sales Report** before purging any periods.

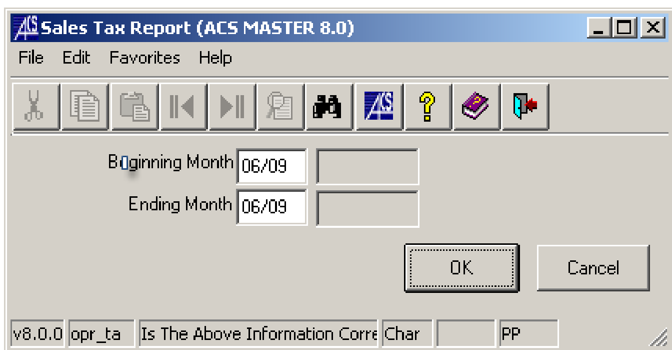
Invoice History Report - Use this report to review detailed historical invoice information. You can view all or designated historical invoices, and select by customer number range, invoice date range, salesperson code, item number, and minimum gross profit percentage.

Invoice History Purge - If the *Customer Inv Dtl His* field is set to Y in the *Parameter Maintenance* task, detail invoice history records are created by the **Sales Register** update for customers with the *Retain Invoice Detail History* flag set to Y. These records are created for each detail line item invoiced. Summary invoice history is created for all customers except “cash” customers. Both summary and detail history is retained until purged with this task.

Period End Processing Training

Distribution → Order Processing →Period End

Sales Tax Report
This report provides a breakdown of total sales and tax collected for each Accounts Receivable Tax Code set up and assigned to each Customer or Transaction. Because this report allows you to define the month for which you need the information, it is important to understand that the Sales Tax History Purge function will limit the access you have to history information. USE THE PURGE FUNCTION WITH CARE if you will have the need to access history information.



Beginning Month
-Enter the first date to appear on report
-Select F1 to select the first date on record
NOTE: Date format is to be entered MMYY

Ending Month
-Enter the last date to appear on report
-Select F1 to select the last date on record

When all fields have been entered, you will see the following prompt displayed at the bottom of your screen: Is The Above Information Correct?
-Select OK to accept your settings and print report
-Select Cancel to return to the Period End Processing menu without printing

Understanding the Sales Tax Report

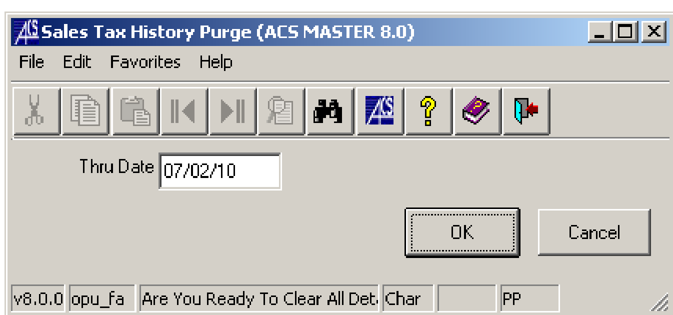
The Sales Tax Report identifies some of the information necessary for completing the monthly or quarterly sales tax reports required by most states. The meaning of each of the columns is as follows:

Tax Cd	The code under which a sales tax is accumulated
Description	The description of the tax code
Rate	The percentage of the tax charged under this tax code
Date	Identifies the month and year for which taxes were accumulated
Taxable	The amount of sales subject to sales tax for this tax code. Some items on an invoice may not be subject to sales tax, such as service charges, labor, refurbished items, and food products. If an invoice uses a tax code defined as a build-up of other tax codes, the taxable amount for the invoice is included in the totals for all the tax codes that are part of the definition. For this reason it is not meaningful to have a total taxable amount for the entire report, nor does the total of the Taxable column represent the total sales for a particular period.
Tax	The sales tax calculated for this tax code, using the rate in the tax code file at the time of the Sales Register update. The totals for this column are the total amount of sales tax billed to customers in the period shown.
Gross	The dollar amount of the invoices updated with the specific tax code, including all charges for products, labor, freight, etc., regardless of their taxability. The Gross dollar amount does not include sales tax.
Non-Taxable	The Gross dollar amount minus the taxable amount

07/02/10 ACS MASTER 8.0
10:23 AM Sales Tax Report
From 06/09 Thru 06/09

Tax Cd	Description	Rate	Date	Taxable	Tax	Gross	Non-Taxable
CA	California State	6.00	06/09	106,278.07	6,376.68	106,434.00	155.93
	Totals For CA			106,278.07	6,376.68	106,434.00	155.93
LA	Los Angeles County	0.50	06/09	102,785.00	513.93	102,785.00	0.00
	Totals For LA			102,785.00	513.93	102,785.00	0.00
NT	Non Taxable	0.00	06/09	13,347.77	0.00	17,461.75	4,113.98
	Totals For NT			13,347.77	0.00	17,461.75	4,113.98
	Totals For Report				6,890.61		

Sales Tax History Purge
Use this task to delete records accumulated in the Sales Tax file prior to a specified date. Care should be taken when using this task as all Sales Tax information will be permanently deleted from your system for all records dated before the Thru Date entered.
If you elect to purge sales tax records, it is suggested that you maintain a permanent record of the sales tax information by printing the Sales Tax Report before purging any period.



Thru Date
-Enter the date through which sales tax history will be deleted
-Hit Enter to accept the default date shown (this will usually default to the current date)

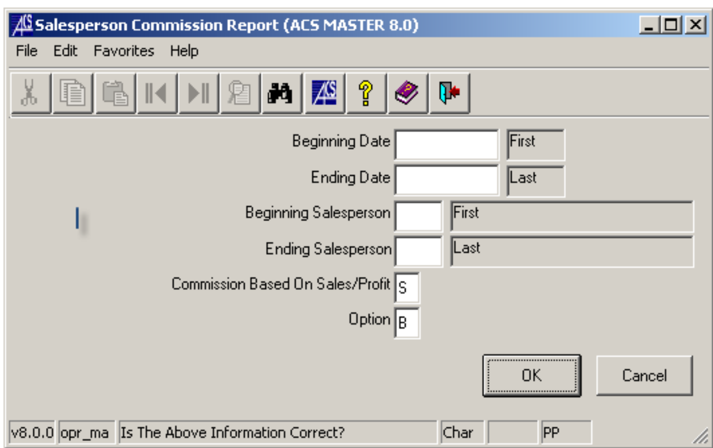
When you have entered a date, you will see the following prompt at the bottom of your screen: Are You Ready To Clear All Detail Through xx/xx/xx?

-Select OK to begin purge
-Select Cancel to return to the period end menu without purging.

WARNING: Upon selecting OK the purge will begin immediately and will not print any type of report

Salesperson Commission Report

Using the Salesperson maintenance information configured in Accounts Receivable, this option allows the user to capture sales information showing each invoice sold by salesperson during the period entered.



Beginning Date
-Enter the first date to appear on the report
-Select F1 to select the first date on record.

Ending Date
-Enter the last date to appear on the report
-Select F1 to select the last date on record.

Beginning Salesperson
-Enter a valid salesperson code
-Select F1 to select the first salesperson code on file
-Perform a Lookup to select from a list of salesperson codes

Ending Salesperson
-Enter a valid salesperson code
-Select F1 to select the last salesperson code on file
-Perform a Lookup to select from a list of salesperson codes

Commission Based On Sales/Profit
-Select S to base the commission on gross sales
-Select P to base the commission on gross profit
-Perform a Lookup to select from a list of these options

Option
-Select B to base the commission on booked invoices
-Select P to base the commission on paid invoices
-Perform a Lookup to select from a list of these options

When all fields have been entered, you will see the following prompt displayed at the bottom of your screen: Is The Above Information Correct?
-Select OK to accept your settings and print report
-Select Cancel to return to the Period End menu without printing

The resulting report provides detailed invoice/sales information based on the report criteria selected.

07/02/10 ACS MASTER 8.0 Page 1
12:31 PM Salesperson Commission Report
Beginning Salesperson: First Booked Invoices Beginning Date: 06/01/09
Ending Salesperson: Last Commission Based On Gross Sales Ending Date: 06/30/09

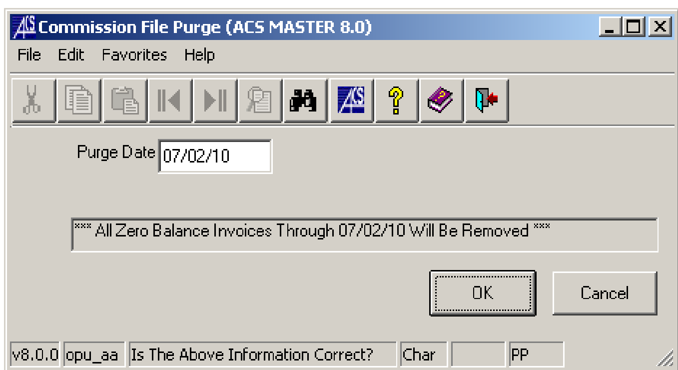
Salesperson JDP Judy D. Peterson

Invoice Number	Customer	Date	Gross Sales	Other	Cost	Gross Profit	GP %	Comm %	Commission
0005224	000100 Everest Industries	06/01/09	155.93	0.00	0.00	155.93	100.00%	12.00%	18.71
0005225	000100 Everest Industries	06/02/09	0.00	0.00	0.00	0.00	0.00%	12.00%	0.00
0005226	000100 Everest Industries	06/02/09	102,785.00	0.00	1,229.22	101,555.78	98.80%	12.00%	12,334.20
0005227	000100 Everest Industries	06/02/09	8.07	0.00	6.00	2.07	25.65%	12.00%	0.97
0005228	001001 Baker And Harrison	06/03/09	690.05	0.00	791.71	101.66-	-14.73%	12.00%	82.81
0005229	001001 Baker And Harrison	06/03/09	1,080.00	0.00	820.00	260.00	24.07%	12.00%	129.60
0005230	001001 Baker And Harrison	06/03/09	1,480.00	0.00	1,240.00	240.00	16.22%	12.00%	177.60
0005231	001001 Baker And Harrison	06/03/09	4,112.00	0.00	2,930.00	1,182.00	28.75%	12.00%	493.44
0005232	001001 Baker And Harrison	06/08/09	234.00	0.00	58.50	175.50	75.00%	12.00%	28.08
0005233	000100 Everest Industries	06/23/09	1,750.00	0.00	1,024.35	725.65	41.47%	12.00%	210.00
0005235	000100 Everest Industries	06/30/09	0.00	0.00	0.00	0.00	0.00%	12.00%	0.00
0005238	000100 Everest Industries	06/30/09	0.00	0.00	0.00	0.00	0.00%	12.00%	0.00
0005239	000100 Everest Industries	06/30/09	12,227.90	0.00	5,564.22	6,663.68	54.50%	12.00%	1,467.35
0005241	000100 Everest Industries	06/30/09	650.00	0.00	333.26	316.74	48.73%	12.00%	78.00
	Total For Salesperson JDP Judy D. Peterson		125,172.95	0.00	13,997.26	111,175.69	88.82%		15,020.75

In this example the report parameters were set to Booked Invoices with commission calculations to be done on Gross Sales. Invoices using the Salesperson code JDP are listed by invoice number.
The detail also includes Gross Sales, Cost, Gross Profit and GP% for each invoice; then, using the salesperson data from the Accounts Receivable module, it lists JDP Sales Commission rate and the calculated commission for each invoice.

Commission File Purge

Use this task to delete Zero Balance invoices accumulated in the Salesperson Commission file, through a specified date. Care should be taken when using this task as all Commission information will be permanently deleted from your system for all records dated before the Purge Date entered.
If you elect to purge Salesperson commission records, it is suggested that you maintain a permanent record of the commission information by printing the Salesperson Commission Report before purging any periods.



Purge Date

-Enter the date through which salesperson commission history is to be deleted
-Select Enter to accept the default date (usually the current date)

When you enter a date the system will display the following prompt:
All Zero Balance Invoices Through XX/XX/XX Will Be Removed

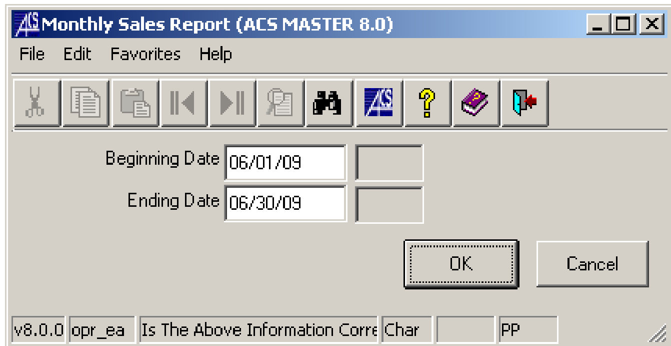
You will also see the following prompt at the bottom of your screen:
Is The Above Information Correct?

-Select OK to begin Purge
-Select Cancel to return to the period end menu without purging.

WARNING: Upon selecting OK the purge will begin immediately and will not print any type of report

Application Computer Systems, Inc.
Order Processing

Monthly Sales Report
This option allows the user to print a report capturing all updated sales invoices for a specific date range. They resulting information will be listed in numeric order by invoice number.



Beginning Date
-Enter the first date to appear on the report
-Select F1 to select the first date on record

Ending Date
-Enter the last date to appear on the report
-Select F1 to select the last date on record

When all fields have been entered, you will see the following prompt displayed at the bottom of your screen: Is The Above Information Correct?

-Select OK to accept your settings and print report
-Select Cancel to return to the Period End Processing menu without printing

```
07/02/10                                   ACS MASTER 8.0                                        1
02:50 PM                                 Monthly Sales Report
                                       From 06/01/09 Thru 06/30/09

Invoice Customer                                                                     Gross
Number  No.      Date         Sales         Tax     Freight   Discount       Total        Cost      Profit    GP %

0005224 000100 06/01/09      155.93        0.00        0.00        0.00      155.93        0.00      155.93  100.00%
          Everest Industries
0005225 000100 06/02/09        0.00        0.00        0.00        0.00        0.00        0.00        0.00    0.00%
          Everest Industries
0005226 000100 06/02/09  102,785.00    6,681.03        0.00        0.00  109,466.03    1,229.22  101,555.78   98.80%
          Everest Industries
0005227 000100 06/02/09        8.07        0.48        0.00        0.00        8.55        6.00        2.07   25.65%
          Everest Industries
0005228 001001 06/03/09      690.05        0.00        0.00      103.51      586.54      791.71     101.66-  -14.73%
          Baker And Harrison
0005229 001001 06/03/09    1,080.00        0.00        0.00      162.00      918.00      820.00      260.00   24.07%
          Baker And Harrison
0005230 001001 06/03/09    1,480.00        0.00        0.00      222.00    1,258.00    1,240.00      240.00   16.22%
          Baker And Harrison
0005231 001001 06/03/09    4,112.00        0.00        0.00      616.80    3,495.20    2,930.00    1,182.00   28.75%
          Baker And Harrison
0005232 001001 06/08/09      234.00        0.00        0.00       35.10      198.90       58.50      175.50   75.00%
          Baker And Harrison
0005233 000100 06/23/09    1,750.00       87.00        0.00      300.00    1,537.00    1,024.35      725.65   41.47%
          Everest Industries
```

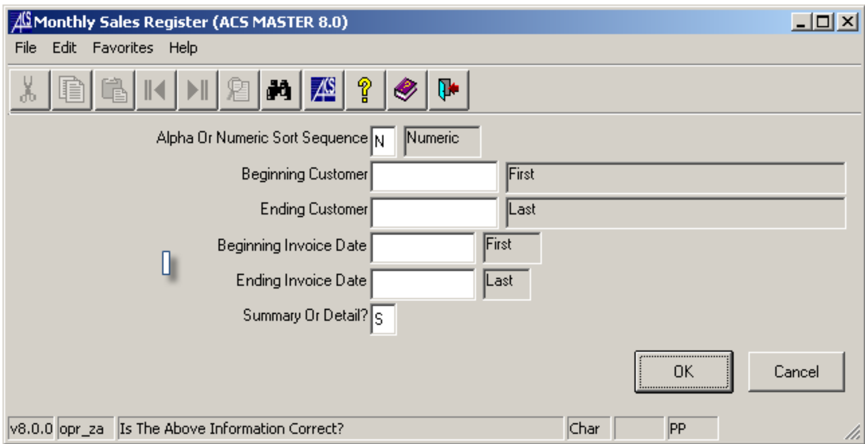
The last page of the Monthly Sales Report will provide monthly totals for the following:

Total Number of Invoices updated	Total Discounts
Total Sales	Total of Sales+Tax+Freight-Discount
Total Tax	Total Costs
Total Freight	Gross Profit
	GP%

```
07/02/10                                   ACS MASTER 8.0
02:50 PM                                 Monthly Sales Report
                                       From 06/01/09 Thru 06/30/09

Invoice Customer                                                                     Gross
Number  No.      Date         Sales         Tax     Freight   Discount       Total        Cost      Profit    GP %


  Total Invoices: 15
  Totals:                126,922.95    6,890.61        0.00    3,027.20  130,786.36   15,021.61  111,901.34   88.16%
  Averages:                8,461.53      459.37        0.00      201.81    8,719.09    1,001.44    7,460.09   88.16%
```

Monthly Sales Register

This report allows the user to print a list of general ledger postings generated by the Order/Invoice Processing module as of the day the Monthly Sales Register is run. If changes have been made to the transactions after the invoices have been updated, the Monthly Sales Register will include all changes and adjustments to the postings.



Alpha Or Numeric Sort Sequence
-Enter A to run the register by Alternate/Alphabetic sequence
-Enter N to run the register by Customer number sequence

Beginning Customer
-Enter the number of the first customer to appear on the register
-Select F1 to select the first customer on file
-Perform a Lookup to select from a list of valid customers

Ending Customer
-Enter the number of the last customer to appear on the register
-Select F1 to select the last customer on record
-Perform a Lookup to select from a list of valid customers

Beginning Invoice Date
-Enter the first date to appear on the register
-Select F1 to select the first date on record

Ending Invoice Date
-Enter the last date to appear on the register
-Select F1 to select the last date on record

Summary Or Detail
-Enter S to summarize the information on the register
-Enter D to detail the information on the register
-Perform a Lookup to select from a list of these options

When all fields have been entered, you will see the following prompt displayed at the bottom of your screen: Is The Above Information Correct?

-Select OK to accept your settings and print report
-Select Cancel to return to the Period End Processing menu without printing

The **Summary** format will list each General Ledger Account with activity for the period selected as well as the total dollars posted to each account.

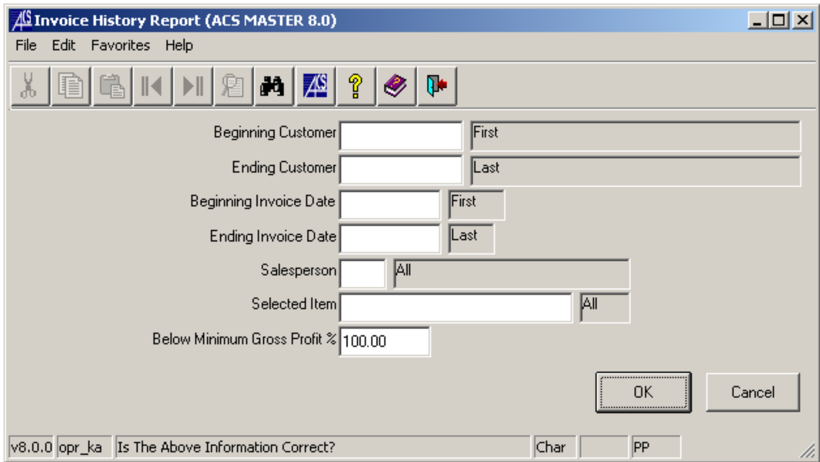
```
07/02/10                                              ACS MASTER 8.0
03:17 PM                                          Monthly Sales Register

Beginning Customer: First                             *** Summary ***
   Ending Customer: Last
                                                General Ledger Account Totals

Account  Description                             Debit        Credit

1010-00  Cash In Bank - First National        11,625.21
1040-00  Accounts Receivable                 119,161.15
2010-00  Accounts Payable - CA Sales Tax                      6,376.68
2011-01  Accounts Payable - LA Sales Tax                        513.93
4000-01  Sales - Product A/Location 1            654.59
4010-15  Sales - Non Stock                                   14,342.00
4020-01  Sales - Product C/Location 1                       106,713.52
4030-01  Sales - Materials - Mechanical Rpr                   5,191.98
4200-00  Sales - Miscellaneous                   769.26
????-??  Unknown G/L Account Number              927.90
                                          ----------------------------
         Total For Report                    133,138.11    133,138.11-
```

The **Detail** format will provide a break down by Customer and Invoice number showing the GL postings made for each invoice generated.

```
07/02/10                                        ACS MASTER 8.0                                          Page   1
03:18 PM                                     Monthly Sales Register

Beginning Customer: First                        *** Detail ***                    Beginning Invoice Date: 06/01/09
   Ending Customer: Last                                                              Ending Invoice Date: 06/30/09

Customer                       Invoice   Invoice  Line   G/L
Number Name                    Number      Date   No.    No.    Description                          Debit     Credit

000100 Everest Industries      0005224  06/01/09        1040-00 Accounts Receivable                 155.93
                                                   120  4030-01 Sales - Materials - Mechanical Rpr              155.93
                               0005225  06/02/09        1040-00 Accounts Receivable                               0.00
                                                   080  4010-15 Sales - Non Stock                                 0.00
                                                   120  4010-15 Sales - Non Stock                                 0.00
                               0005226  06/02/09        1040-00 Accounts Receivable             109,466.03
                                                        2010-00 Accounts Payable - CA Sales Tax               6,167.10
                                                        2011-01 Accounts Payable - LA Sales Tax                 513.93
                                                   180  4010-15 Sales - Non Stock                                 0.00
                                                   190  4010-15 Sales - Non Stock                                 0.00
                                                   200  4010-15 Sales - Non Stock                                 0.00
                                                   210  4010-15 Sales - Non Stock                                 0.00
                                                   220  4010-15 Sales - Non Stock                                 0.00
                                                   060  4020-01 Sales - Product C/Location 1                    350.00
                                                   070  4020-01 Sales - Product C/Location 1                 20,487.00
                                                   100  4020-01 Sales - Product C/Location 1                 20,487.00
                                                   110  4020-01 Sales - Product C/Location 1                 20,487.00
                                                   120  4020-01 Sales - Product C/Location 1                 20,487.00
                                                   140  4020-01 Sales - Product C/Location 1                 20,487.00
                                                   170  4020-01 Sales - Product C/Location 1                      0.00
```

Invoice History Report

Use this report to review detailed historical invoice information. You can view all or designated historical invoices, and select by customer number range, invoice date range, salesperson code, item number, and minimum gross profit percentage.



Beginning Customer
-Enter the number of the first customer to appear on the report
-Select F1 to select the first customer on file
-Perform a Lookup to select from a list of customer numbers

Ending Customer
-Enter the number of the last customer to appear on the report
-Select F1 to select the last customer on record
-Perform a Lookup to select from a list of customer numbers

Beginning Invoice Date
-Enter the first date to appear on the report
-Select F1 to select the first date on record

Ending Invoice Date
-Enter the last date to appear on the report
-Select F1 to select the last date on record

Salesperson
-Enter a valid salesperson code
-Select F1 to select all salesperson codes
-Perform a Lookup to select from a list of salesperson codes

Selected Item
-Enter a valid item code
-Select F1 to select all items
-Perform a Lookup to select from a list of item codes

Below Minimum Gross Profit %
-Enter a required percentage of profit
-Select F1 for 100% profit.

EXAMPLE: Only invoices with line items showing a gross profit greater than this amount are listed on the report. If you want to list only invoices for line items showing a gross profit greater than 50%, enter 50.

When all fields have been entered, you will see the following prompt displayed at the bottom of your screen: Is The Above Information Correct?

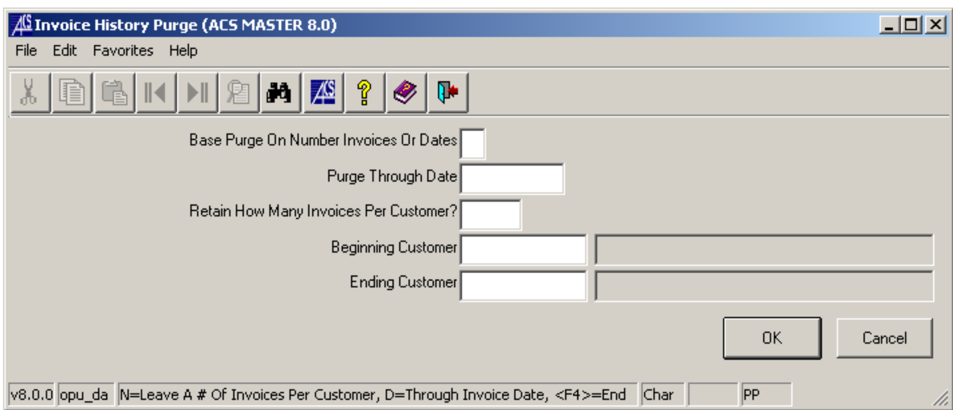
-Select OK to accept your settings and print report
-Select Cancel to return to the Period End Processing menu without printing

```
07/06/10                                   ACS MASTER 8.0                                   Page   7
10:03 AM                                Invoice History Report

Beginning Customer: 000100                    Salesperson: All                   Beginning Invoice Date: 01/01/10
   Ending Customer: 000100                  Selected Item: All                      Ending Invoice Date: 07/01/10
                                             Minimum GP%: 100.0%

  -- Customer --                        Order  Invoice  Invoice        P.O.                Dist              Tax
Number  Name                            Number  Number    Date    By  Sls Number  Ship Via   Code  Terms          Code

000100  Everest Industries              0002202 0005285  02/24/10 ACS JDP          UPS GCD    A1   2% 10 Days - Ne  CA

                                                                            Gross             Extended
 Ln Cd Prd Whs Item                        Ord    B/O   Ship   Disc   Price   Sales     Cost     Cost      Profit   GP %
 010 N A   01  Hose Kit                10ft hose kit
                                            2      0     2     .0%   214.50   429.00    97.20    194.40    234.60   54.69
                                                                      ------------------------------------------------------
                                                     Sales Total:     429.00              194.40    234.60   54.69
                                                        Discount:      42.90-
                                                         Freight:       0.00
                                                       Sales Tax:      23.17
                                                                  ------------
                                                 *  Invoice Total:    409.27

000100  Everest Industries              0002206 0005287  01/31/10 ACS JDP          UPS GCD    A1   2% 10 Days - Ne  CA

                                                                            Gross             Extended
 Ln Cd Prd Whs Item                        Ord    B/O   Ship   Disc   Price   Sales     Cost     Cost      Profit   GP %
 010 N BAS 01  3TEST                   TEST BACK DATING
                                            1      0     1     .0%   250.00   250.00   175.00    175.00     75.00   30.00
                                                                      ------------------------------------------------------
                                                     Sales Total:     250.00              175.00     75.00   30.00
                                                        Discount:      25.00-
                                                         Freight:       0.00
                                                       Sales Tax:      13.50
                                                                  ------------
                                                 *  Invoice Total:    238.50
```

Invoice History Purge

If the Customer Inv Dtl His field is set to Y in the Parameter Maintenance task, detail invoice History records are created by the Sales Register update for customers with the Retain Invoice Detail History flag set to Y. These records are created for each detail line item invoiced. Summary invoice history is created for all customers except "cash" customers. Both summary and detail history is retained until purged with this task.

NOTE: It is important to understand that Invoice history is used by the SpeedSearch Customer Invoice History, Customer Maintenance Invoice History Inquiry, Invoice History lookup in order/invoice entry, Monthly Sales Report, Monthly Sales Register, and the Invoice History Report. Invoice History Purge will **permanently delete** this detail information from your system. Be sure that this history is not needed before purging. To maintain a permanent record of the history information, print the Invoice History Report before purging any periods.



Base Purge On Number Invoices Or Dates
-Select N to retain a maximum number of historical invoices for each customer
-Select D to purge all invoices up to and including a given invoice date
-Perform a Lookup to select from a list of these options

Purge Through Date - This field is accessible when you enter D in the Base Purge On Number Invoices Or Dates field.
-Enter the date through which invoice history is deleted.

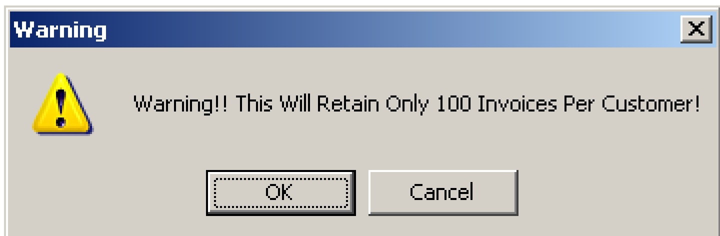
Retain How Many Invoices Per Customer - This field is accessible when you enter N in the Base Purge On Number Invoices Or Dates field.
-Enter the maximum number of invoices to retain for each customer.

Beginning Customer
-Enter the number of the first customer to purge invoice history
-Select F1 to select the first customer on file

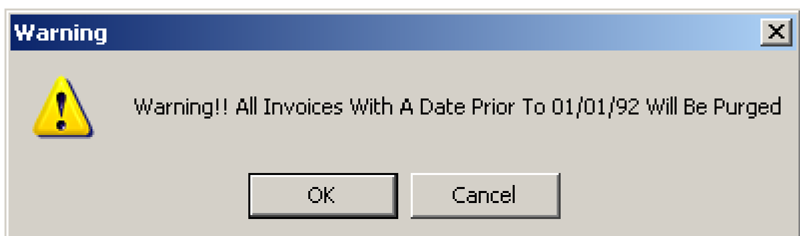
-Perform a Lookup to select from a list of valid customers

Ending Customer
-Enter the number of the last customer to purge invoice history
-Select F1 to select the last customer on record
-Perform a Lookup to select from a list of customer numbers.

When you finish making entries to the fields the system issues the following warning prompt if your purge criteria is set to retain a specific number of customer invoices:



If your purge criteria is set to Date Through parameters you will see the following warning:



-Select OK to purge the specified records.
WARNING: upon selecting OK the purge will begin immediately, there will be no report printed listing deleted invoices.

-Select Cancel to return to Period End Processing without purging any records.

Suggested Order/Invoice Period End processing steps:

1. Print and review the Open Order Detail Report to determine if all billing has been completed for the month.
2. Print and review the Non Stock Received and not Billed option to determine if there are received Non Stock Items that can be billed at this time.
3. Run the Back Order Fill Update and Back Order Fill Picking Lists to determine if there are recently received Purchase Order Items that can be billed at this time.
4. Be certain that the Sales Register has been run and updated for all invoices to be included in the accounting period to be closed.
5. Once all invoices have been processed and the Sales Register has been updated, run the Sales Tax report for the period being closed.
6. Once all invoices have been processed and the Sales Register has been updated, run the Salesperson Commission Report (if applicable).
7. It is also suggested that the Monthly Sales Report and the Monthly Sales Register be run and reviewed at this time.