ORDER ENTRY (POS)

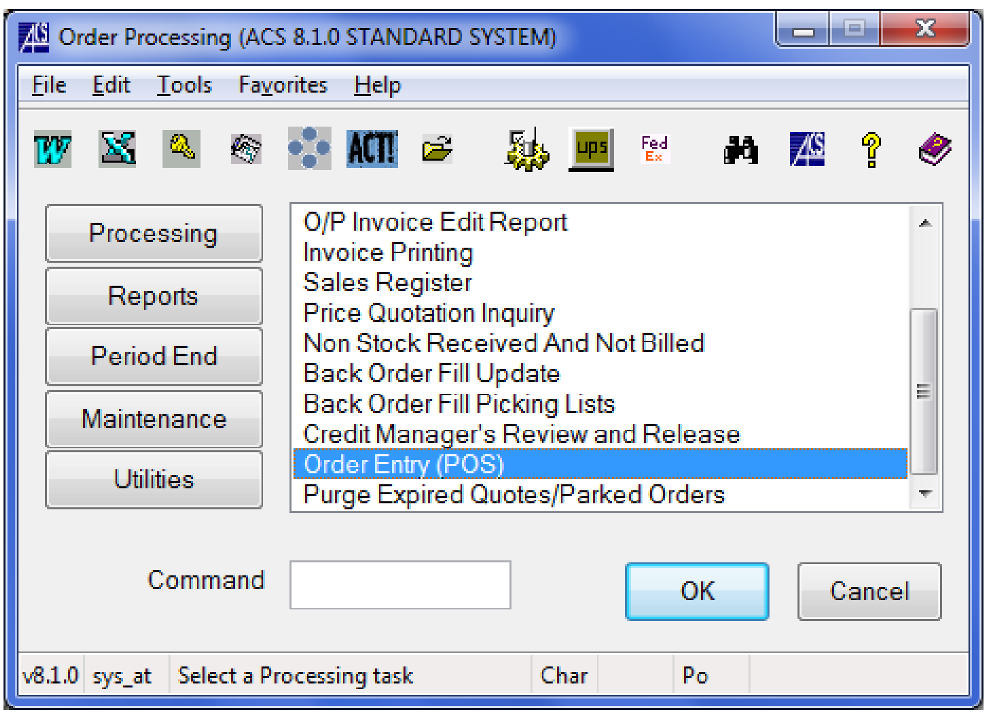
Introduction

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

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

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

Distribution ➔ Order Processing ➔ Processing ➔ Order Entry (POS)



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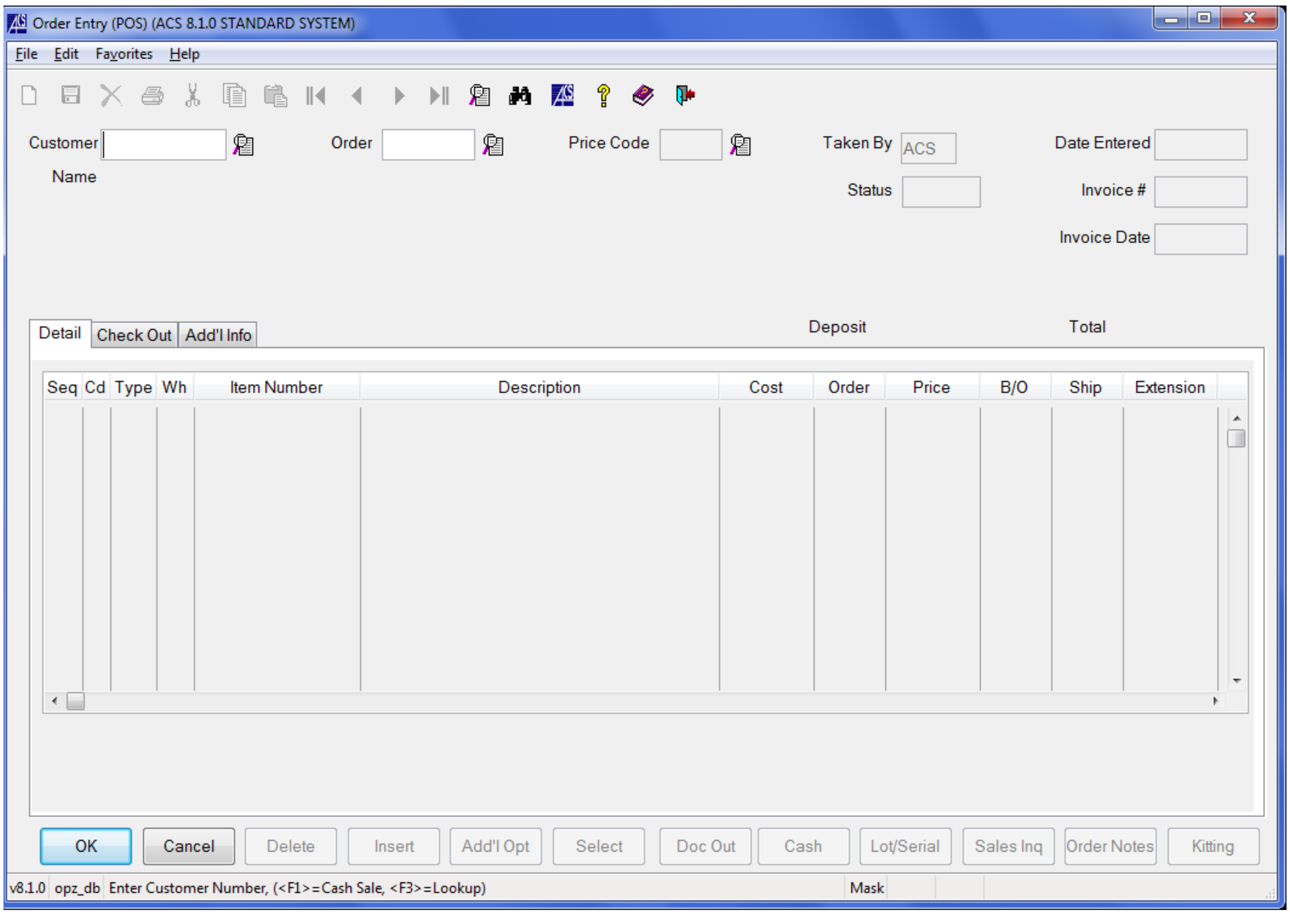
POS PROCESSING

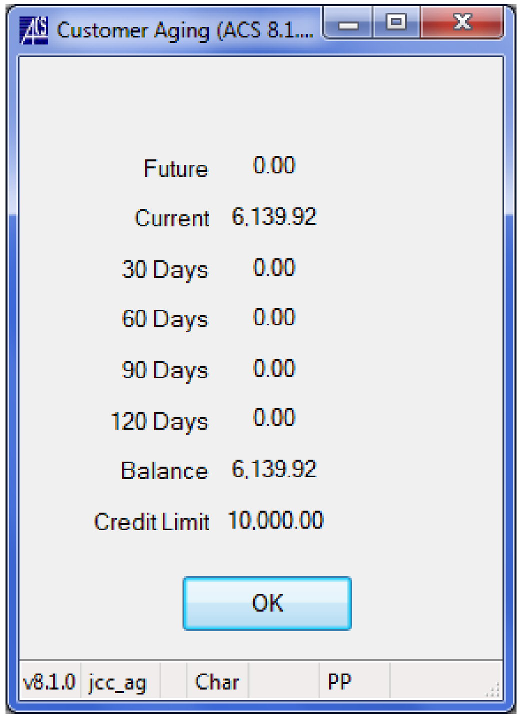
The training will focus on basic, day-to-day, POS Processing. The Order Entry (POS) main screen fields consist of the following fields:



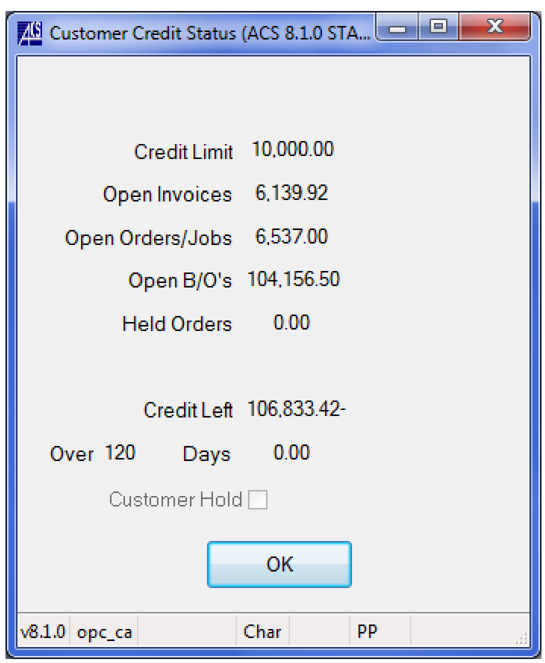
Customer: Valid customer options are listed at the bottom of the screen.
-Enter a valid customer number
-Press "F1" to create a Cash Sale.
-Press "F3" or select the magnifying glass to perform a Lookup to select from a list of customer numbers

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

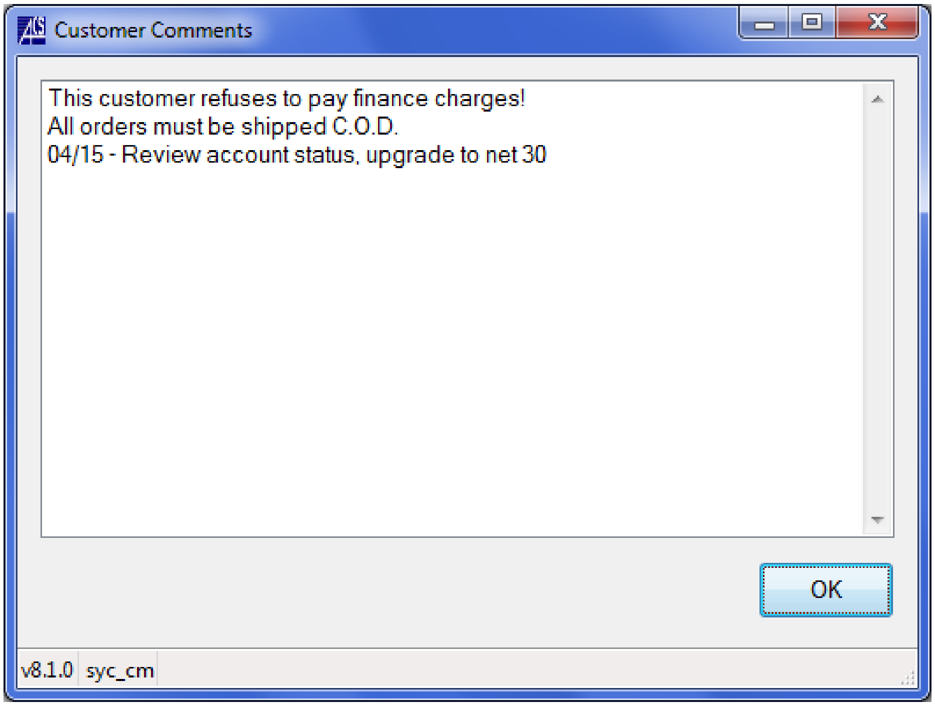
If the Display Credit Info in Order Entry field in the Order Processing Credit Management Parameters task is set to A, the *Customer Aging* window automatically appears showing the customer's credit limit, the amounts used for open orders/invoices, backorders, and remaining credit. The Display Credit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

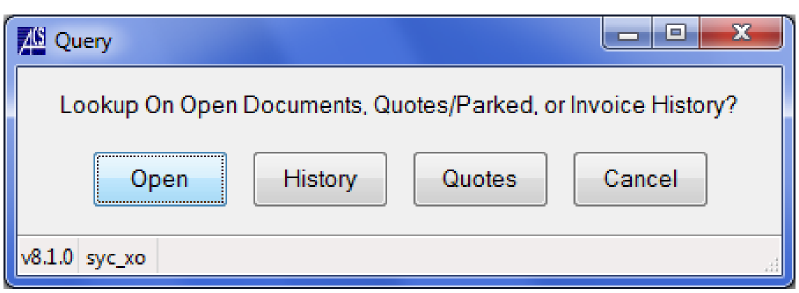


After you close the Customer Credit Status window, any Customer Comments associated with the customer are displayed and order entry continues from the Order field.



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

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



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

Accessing Open Orders
When you enter or select the number of an open **existing** order, all associated information is displayed and the system issues the prompt: "Is this the Correct Order?"
-Enter "YES" to accept the order
-Enter "NO" to return to the Order field
-Enter "Cancel" to return to the Order field

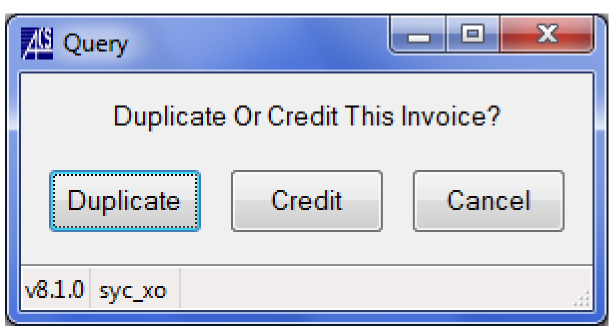
Upon accepting an existing order, your system will ask: "Reprint the Order?" (in the next batch print)
-Select "NO" to proceed without printing
-Select "Cancel" to proceed without printing

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

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

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

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



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

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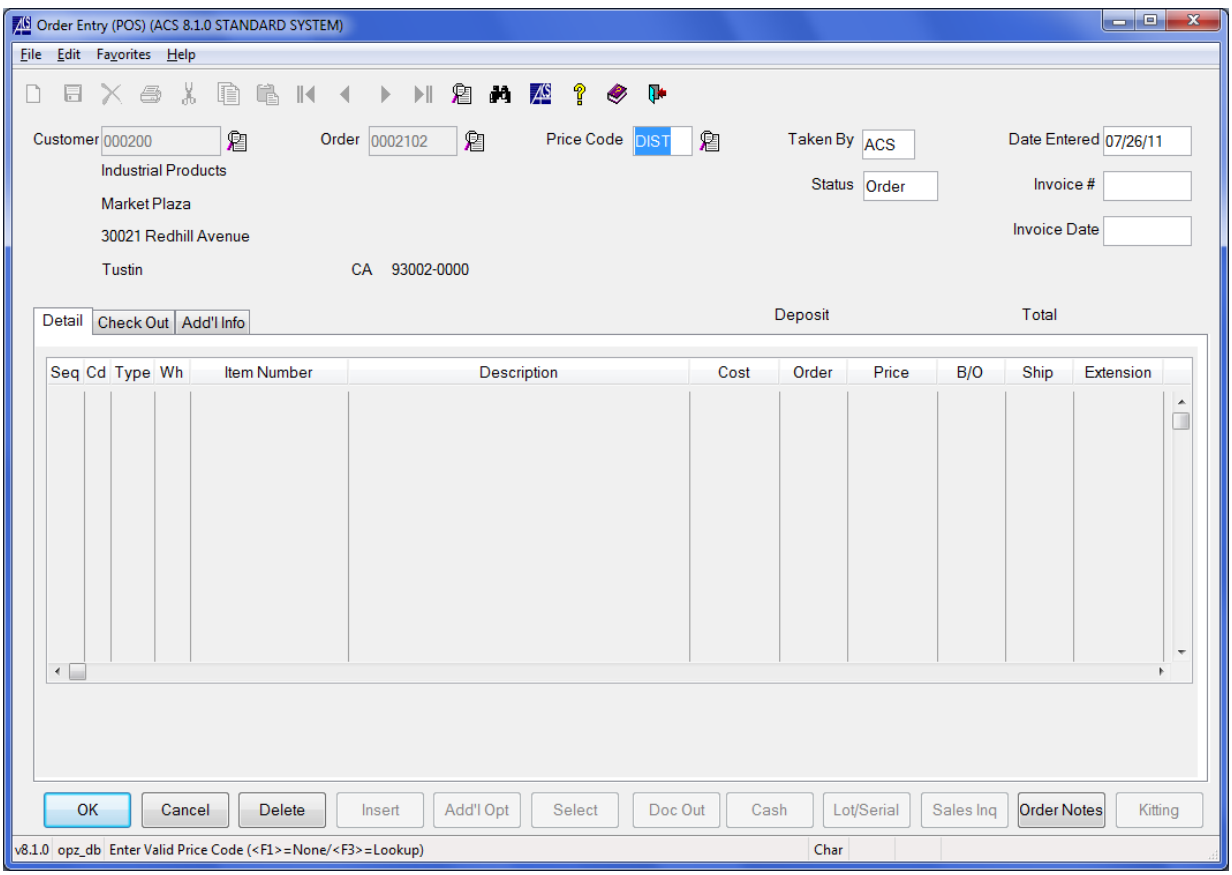
Order Entry POS

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

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

When you enter or select the number of an open **quote**, all associated information is displayed and the system issues the prompt: "Is this the Correct Order?"
-Enter "YES" to accept the quote
-Enter "NO" to return to the Order field
-Enter "Cancel" to return to the Order field

Header Field Options:



Price Code: The Customer Profile information in AR Customer Maintenance is used to populate the PRICING field of your header information.
-Enter a valid price code.
-Press "F1" to select "None" for price code.

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

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

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

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

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

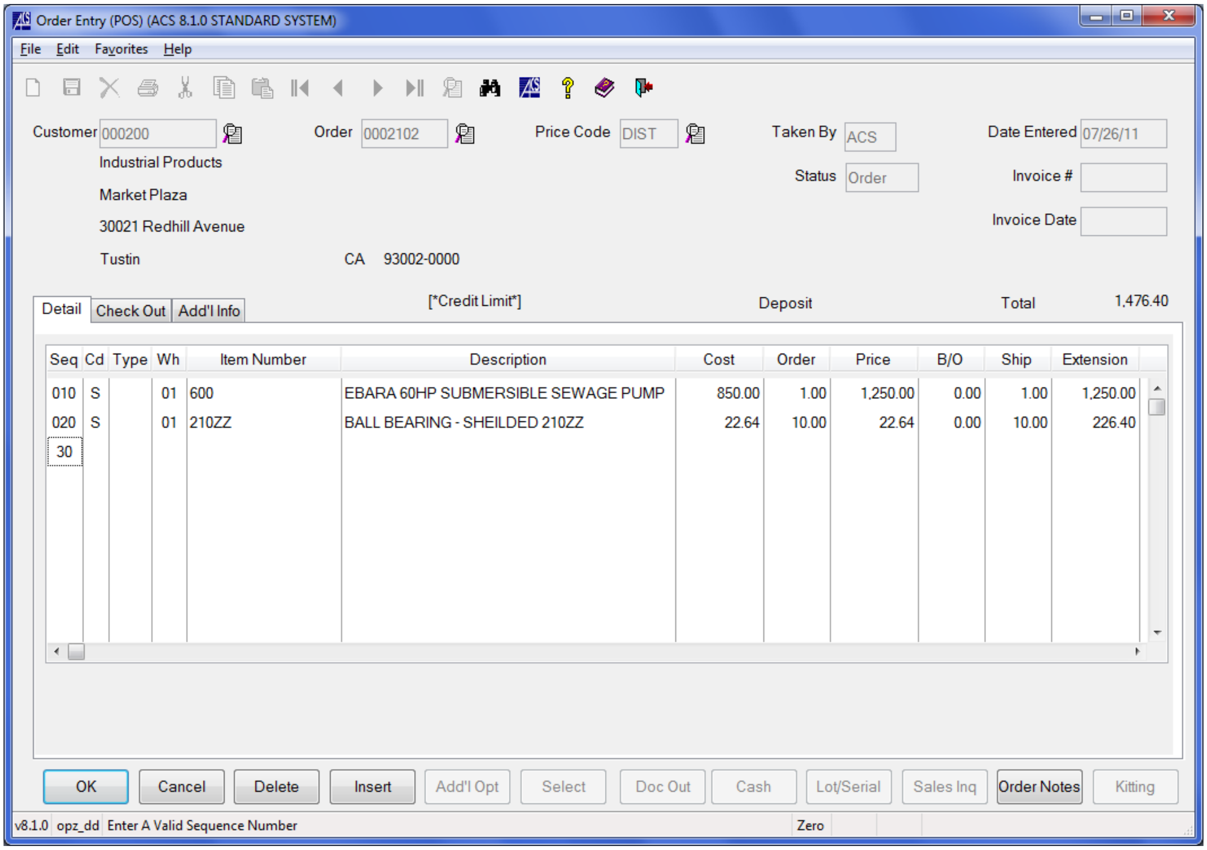
Invoice #: For all new entries this field will be blank. Orders that have been marked in the Status field as Invoice the system will automatically assign the next invoice number.

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

When you finish making entries to the heading information, the system issues the prompt:
“Is The Heading Information Correct?”
-Select OK to continue processing
-Select “Cancel” to cancel the order and return to the Customer field. Cancel performs the same function as delete for new entries.
-Select “Delete” to delete the order.

Detail Tab Information

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



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.

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

Type: This field is available for N line code types.
-Enter a product type
-Perform a Lookup to select from a list of product types.

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

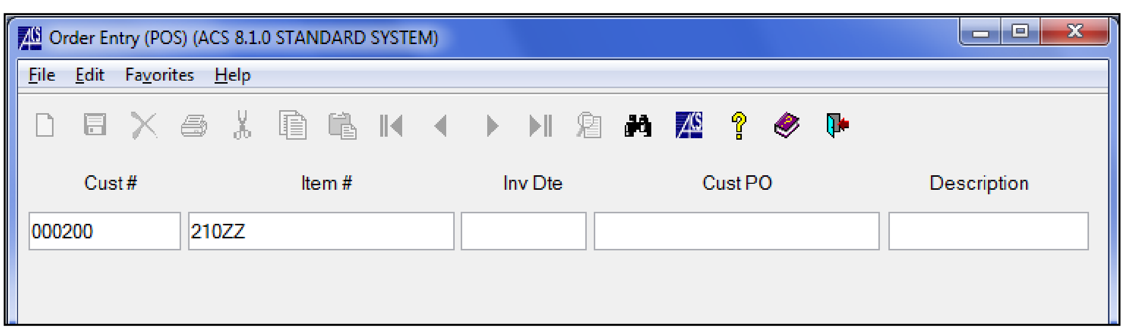
Wh:
-Enter a valid warehouse code
-Perform a Lookup to select from a list of warehouse codes
-Enter to accept the default W/H

Item Number:
If the **Line Code** selected is **Stock line type**
-Enter a Stock Inventory Item number
-Perform a Lookup to select from a list of inventory items
-Select the **Sales Inq** Button at the bottom of your screen to perform a query.
-Enter a **Synonym**

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

The Sales Inquiry button in the lower right portion of your screen becomes available when your 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:



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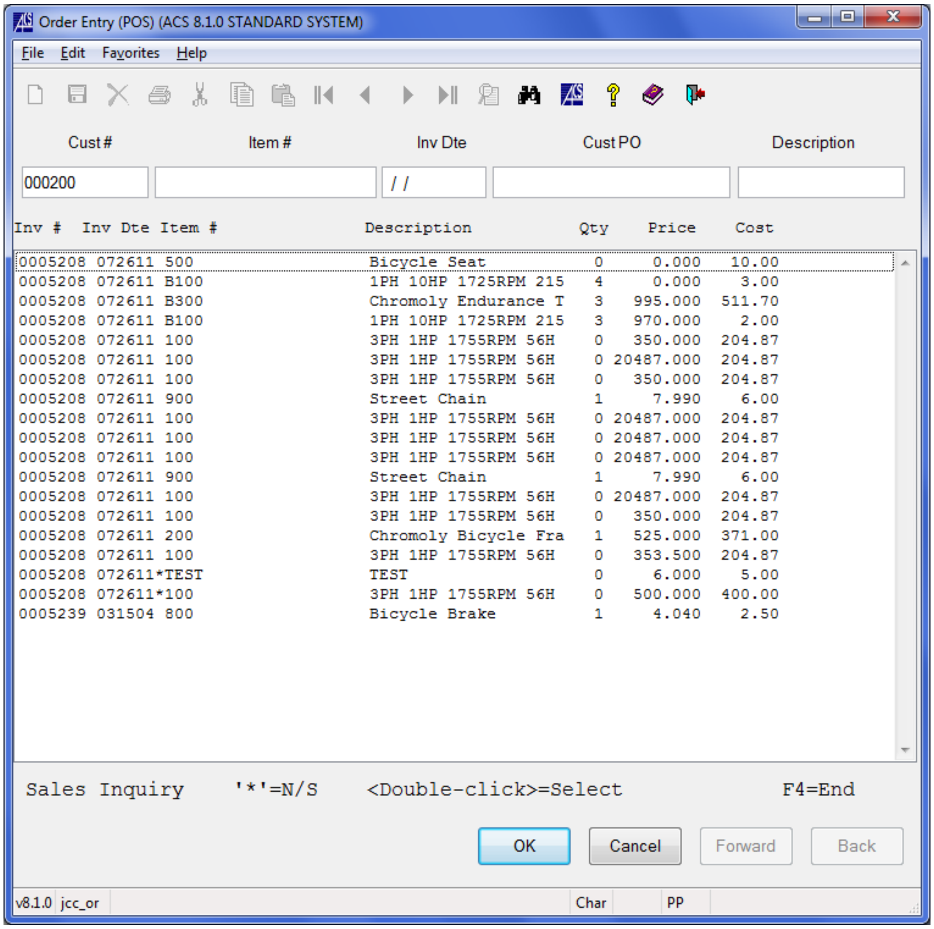
The search criteria will include Invoice#, Inv Date, Item#, a Description of the item, Qty and Price. The inquiry results will also flag each item as being Stock or Non-stock. The resulting Sales information is determined by the criteria entered into these 5 inquiry fields.



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:

Use Current Price or Sales Inquiry Price?

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

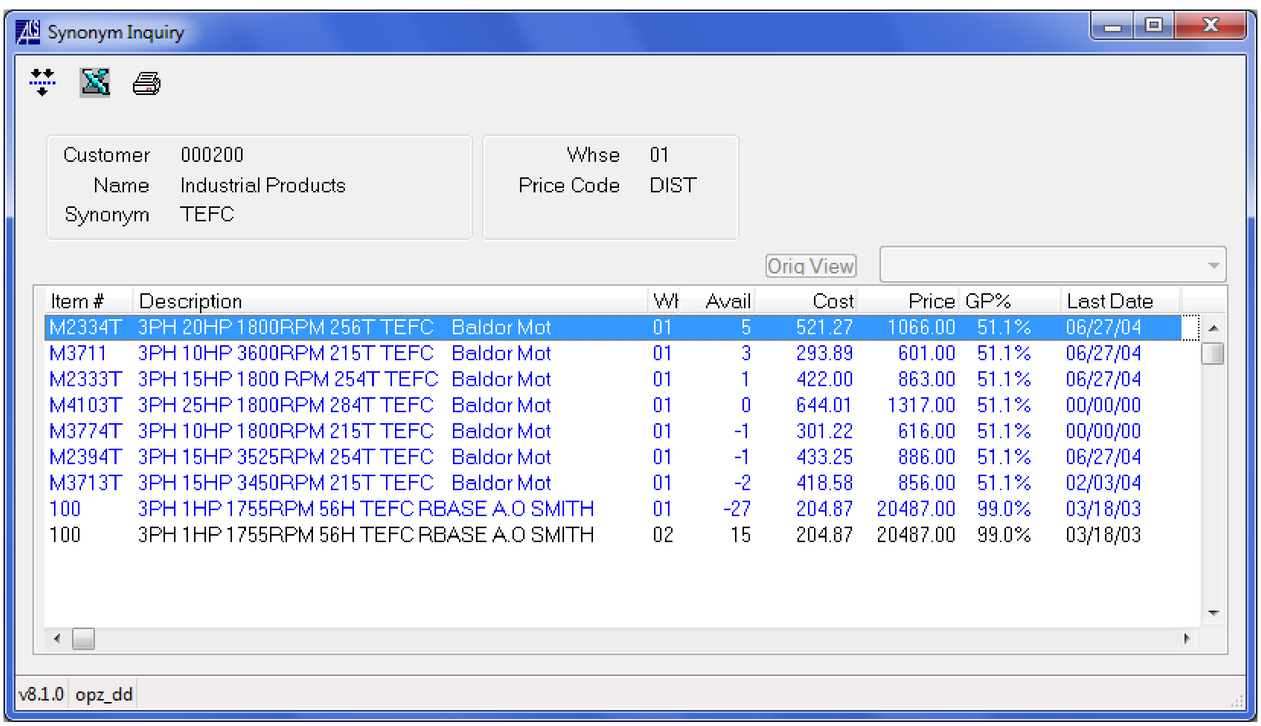
-Select "Sales Inquiry" and the system will populate the price field using the original sale price.
-Select "Cancel" to return to the Item# field.

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

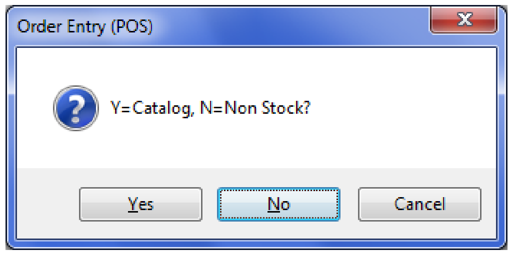
When performing a Sales Inquiry for a **Non Stock Line Type**, you will be allowed to select any previously purchased **Non Stock** item by double clicking on that item to have the detail inserted into the Sale Order detail line you are creating.

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

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



If the **Line Code** selected in your Order Detail line is **Non-Stock Type**
-Enter a Non-Stock part number
-Select the **Sales Inq** Button at the bottom of your page to perform a query
-Perform a Lookup in this field and you will receive the following prompt:



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

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

Description: This field is available for N and M Line Code Types
S Line codes will automatically display the description associated with the inventory item number entered.
-Enter 1 to 40 characters for an item description or message line to print on the order.

Cost: This field is available for N Line Codes Types or Inventory Items with zero cost.
-Enter the cost per unit
S Line codes will automatically display the current cost associated with the inventory item number entered.

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

Order: Enter the number of items your customer wishes to purchase.
When you access the Order field for a Stock Item, the quantity availability for this item in the selected warehouse will display at the bottom of the screen.

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

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

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

B/O: This field automatically displays the quantity of any backordered items but can be accessed when using the F2 key from the Line End field.
If you have insufficient quantity to fill an order for a *stock item*, your system will place the quantity that you have on hand in the Ship field and place the remaining ordered quantity in the B/O field. The quantity for a *non-stock* item will always be placed in the B/O field.

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

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

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

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

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

Vendor:
-Enter a valid vendor number you wish to generate the PO/REQ for.
-Perform a Lookup by selecting "F3" to select from a list of Vendors.

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

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

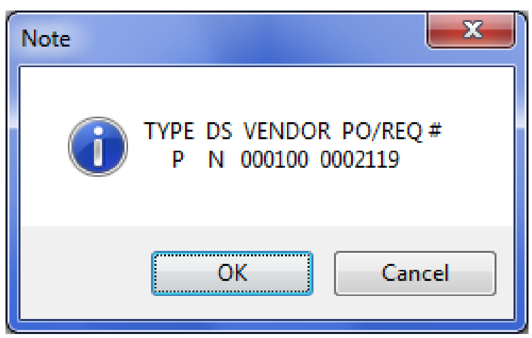
-Enter "Y" to Drop Ship this item directly to your customer.
-Enter "N" if you do not want this item Drop Shipped to the customer.

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

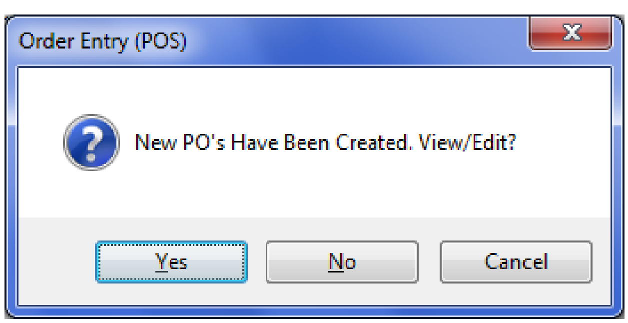
When you have completed your sales order and are ready to exit, you will select OK. Your system will **immediately create the Purchase Order or Requisition** that you requested and you see a popup box displaying this information. (Quoted and Parked orders will not create a Purchase Order or Requisition.)

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

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



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



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

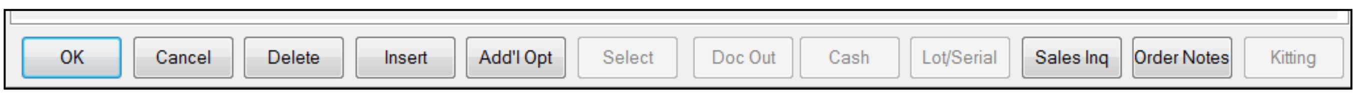
Upon selecting yes, your system will display each Purchase Order or Requisition that has been created and will allow you to make any changes necessary.

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

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

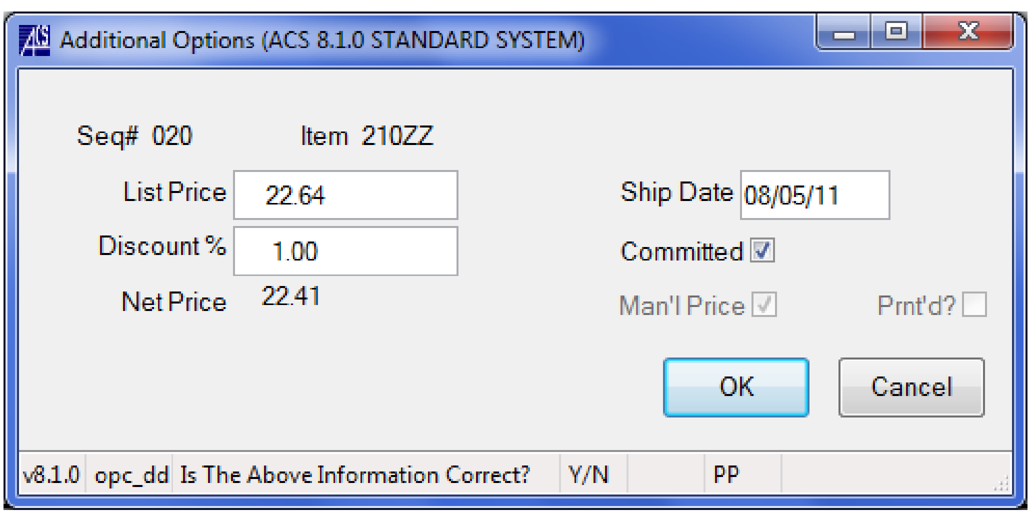
Options at the bottom of the Detail screen:

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



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

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



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

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

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

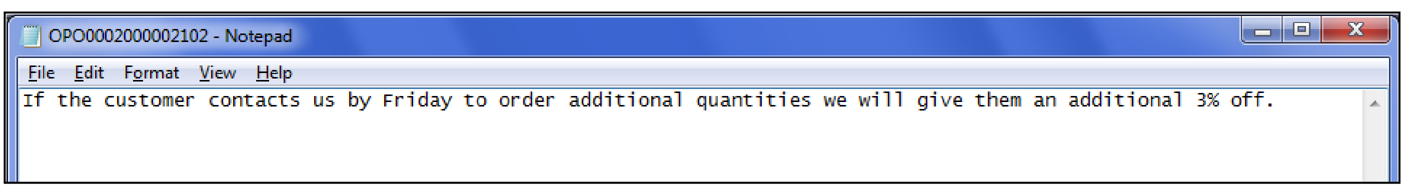
Committed:
-Check this box to commit the items to the order
-Leave this box blank if the items should not be committed, regardless of the scheduled shipping date.
If a line item is committed with this field, the *Ship* quantity is set equal to the *Order* quantity.
If the line item is uncommitted, the *B/O* quantity, *Ship* quantity, and *Extension* amount are set to zero.

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

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

When the Additional Options are complete:
-Select "OK" to continue
-Select "Cancel" to return to the sequence field of the next detail line

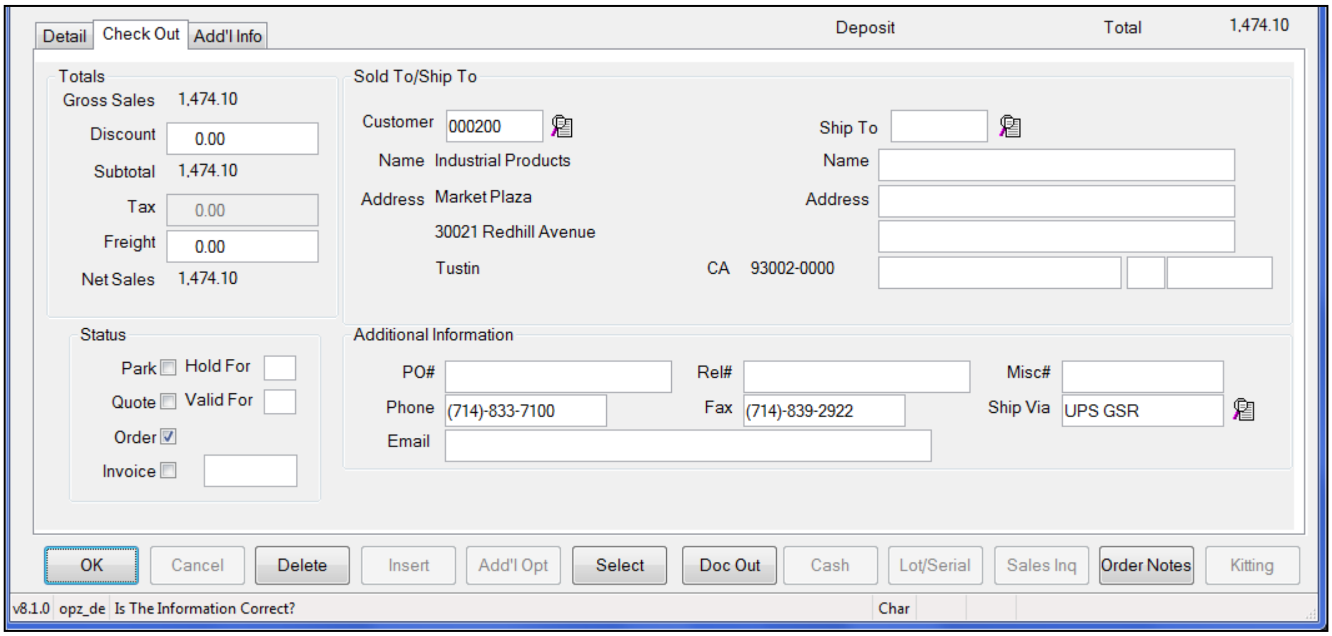
Order Notes: Located in the lower right corner of your Order screen you will see the Order Notes button. Unlike Customer Comments or Memo Lines, this Notes function is designed not to print on your Picking Ticket or Invoice; it is for internal use only and might be used to record information you would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



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

When all line detail is complete for this Sales Order select OK, your system will display a prompt at the bottom of your screen: "Is the Above Information Correct?"
-Select OK to continue to the Check Out tab.
-Select Delete to remove the entire order.

Check Out Tab:



Totals
Gross Sales: Display only.
This field totals the dollars displayed in the order detail extension field.

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

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

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

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

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

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

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

Upon completion of your totals information, and if all other information is correct you will be asked: "Is the Information Correct?"
-Select "OK" to continue
-Select "Delete" and you will be asked: "Are you sure you want to Delete?"
-Or if information needs to be changed in the following fields below, select the field and enter the changes.

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

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

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

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

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

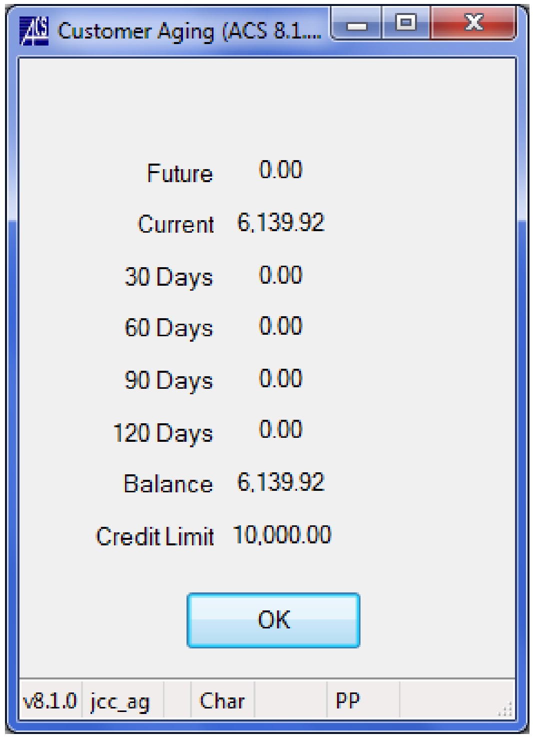
Order: Use order to record information necessary for processing a sales order.

Invoice: Select to create an invoice for this order.
- Enter in the Invoice Date.
-The next invoice number will be automatically assigned to this order and will display in the header of this order.

Sold To/Ship To
Customer #: Valid customer options are listed at the bottom of the screen.
-Press Enter to leave the selected customer number.
-Enter a valid customer number
-Press "F1" to create a Cash Sale.
-Press "F3" or select the magnifying glass to perform a Lookup to select from a list of customer numbers

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

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



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

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

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

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

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

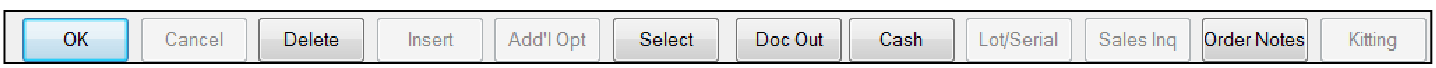
Phone: The customer's Profile information in AR Customer Maintenance is used to populate this phone number field and can be overridden. If using a Ship-To address the phone number will populate from the Ship-To file.

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

Ship Via: The customer's default Ship Via information will populate from customer Maintenance.
-Enter in the Ship Via information
-Select "F3", or select the magnifying glass to perform a Lookup to select from a list of shipping options.

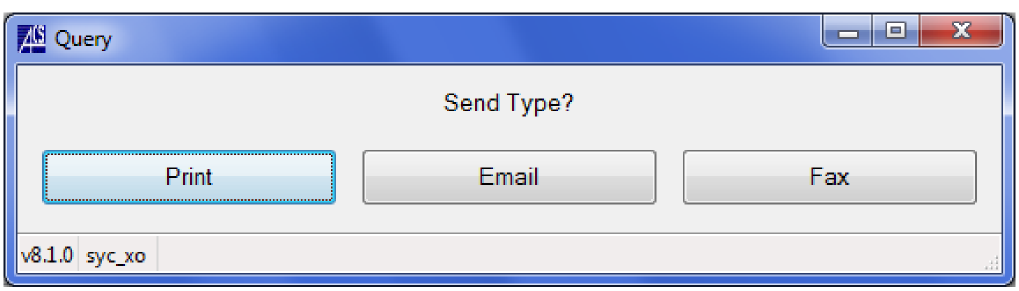
Email: Enter the customer's email address.

Options at the bottom of the Check Out screen:



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

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



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

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

Park: Doc Out is disabled.

Application Computer Systems, Inc.
Order Entry POS

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

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

Sales Quote

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

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

Quote	Quote Date	Sales Code	Expire Date	Ship Via	Terms
0002102	07/26/11	JDP	08/25/11	UPS GSR	C.O.D.

Customer PO:		PO Release:		Misc Number:	

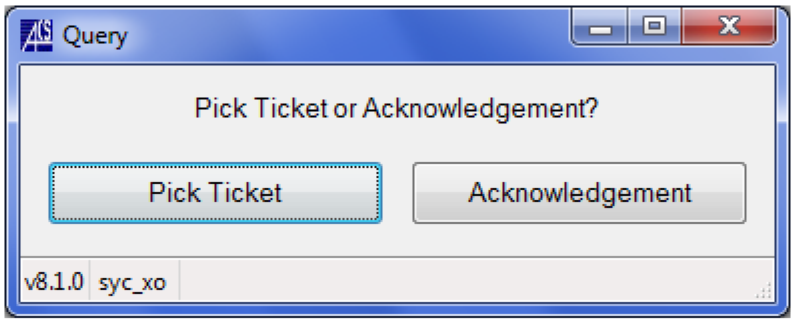
	Order		Item #/Description/Notes		Unit Price	Extension
	1.0		600	Wh:01 Location:BIN 160	1,250.00	.00
			EBARA 60HP SUBMERSIBLE SEWAGE PUMP			
	10.0		210ZZ	Wh:01	22.64	.00
			BALL BEARING - SHEILDED 210ZZ			
			Returned Items Subject To 15% Restocking			
			Charge. Return Authorization Required.			
			Please Phone Our Customer Service Dept.			
			For Details.			

Sub Total	.00
Discount	.00
Tax	.00
Freight	.00
Total	.00

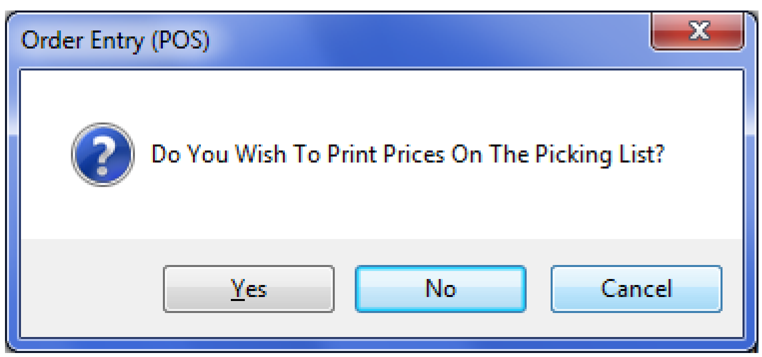
Quoted By: ____ Date: ______________
Based on our Terms and Conditions.

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

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



Pick Ticket: Do You Wish To Print Prices On the Picking List?
-Select Yes to print prices on Picking List.
-Select No for no pricing to print on the Pick Ticket.



Application Computer Systems, Inc.
Order Entry POS

application computer systems, inc.

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

Pick Ticket

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

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

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

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

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

All of this order to be filled from this warehouse

Received By: ____ **Date:** ______________

Application Computer Systems, Inc.
Order Entry POS

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

Sales Order Acknowledgement

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

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

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

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

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

All of this order to be filled from this warehouse

Sub Total	1,476.44
Discount	.00
Tax	.00
Freight	.00
Total	1,476.44

Acknowledged By: ____ **Date:** ______________

Based on our Terms and Conditions.

Application Computer Systems, Inc.
Order Entry POS

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

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

Invoice

Invoice No.:	0005209
Invoice Date:	07/27/11
Page:	1

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

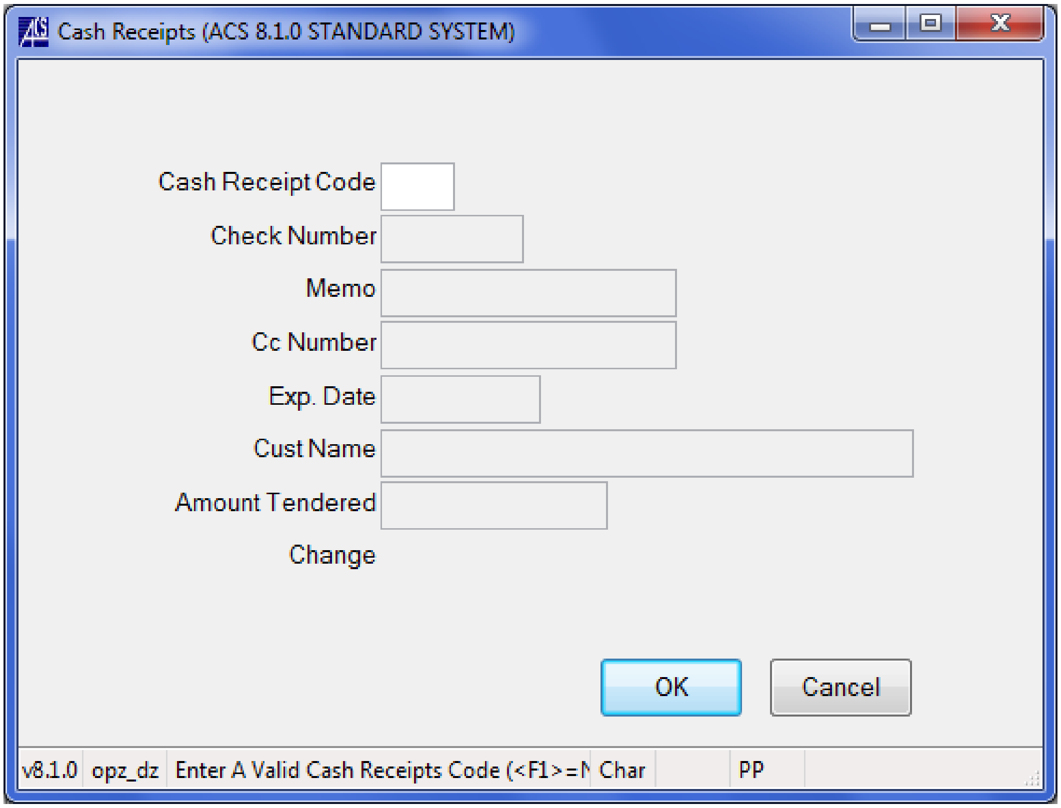
Order	Order Date	Sales Code	Ship Date	Ship Via	Terms
0002102	07/26/11	JDP	08/05/11	UPS GSR	C.O.D.

Customer PO:		PO Release:		Misc Number:	

Order	Ship	B/O	Item #/Description/Notes	Unit Price	Extension
1.0	1.0	0.0	600	1250.04	1,250.04
			EBARA 60HP SUBMERSIBLE SEWAGE PUMP		
10.0	10.0	0.0	210ZZ	22.64	226.40
			BALL BEARING - SHEILDED 210ZZ BALL BEARI		
			Returned Items Subject To 15% Restocking Charge. Return Authorization Required. Please Phone Our Customer Service Dept. For Details.		

Sub Total	1,476.44
Discount	.00
Tax	.00
Freight	.00
Total	1,476.44

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



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

Cash Receipt Code:
Check Number:
Memo:
Cc Number:
Exp. Date:
Cust Name:
Amount Tendered:
Change:

Usually CASH, CHECK, or CREDIT CARD

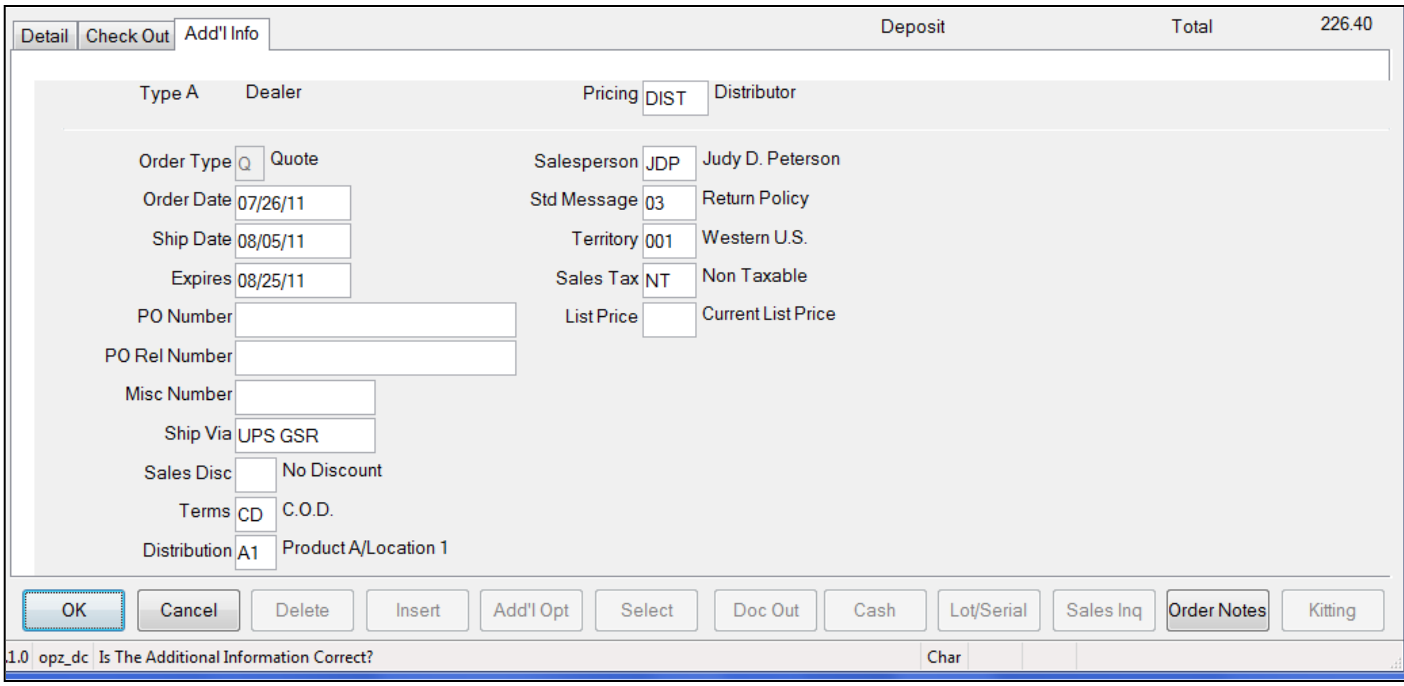
It will then be necessary to PRINT your Invoice.
Hit the **Select** Button at the bottom of the page. A query box will pop up asking you to select the Invoice or Receipt printer. Select Invoice.

Your Printer Options box will appear.

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

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

Add'l Info Tab



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

Order Type: This information is for display purposes only and is populated from the Check Out Tab Status field selection.
-I the order is an invoice
-O the order is a sale
-Q the order is a quote
-Z the order is selected as park

An **I**/Invoice is to create an invoice for this order.
An **O**/ order is to record information necessary for processing a sales order.
A **Q**/quote is to produce an itemized quotation or bid containing the same information as that of a sales order. The quote may be printed and given to the customer and later converted to a sales order or invoice if desired.
A **Z**/Park is to place this order on hold for completion at a later time.

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

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

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

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

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

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

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

Ship Via: The customer's default Ship Via information will populate from customer Maintenance.
- Enter in the Ship Via information.
-Select "F3", or select the magnifying glass to perform a Lookup to select from a list of shipping options.

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

The *next 7 fields* will default to the information recorded for this customer in Customer Maintenance. Your system will use the Customer billing information UNLESS this order uses a Ship To address, in which case it defaults to the settings for the specific Ship To address used. These fields can be overridden if necessary.

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

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

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

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

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

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

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

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

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