



Sales Order Entry

*with Batch Order Processing, Invoicing with Backorder Tracking
Part #106*

User Manual



Version 7.3

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CHAPTER 1 INTRODUCTION

The primary purpose of a **Sales Order Entry** module is to track customer orders from the time of initial order placement through the complete shipments of those orders. The **Infinity POWER Sales Order Entry** module expands on this primary requirement to provide you with a very sophisticated on-line proposal and sales order processing system which allows complete backorder processing and analysis, as well as complete invoicing and billing capability. In addition, the system allows you to perform many of the functions included in the **Manufacturing Inventory Management** module.

Full integration with the Accounts Receivable and Manufacturing Inventory Management modules provides complete on-line update of inventory commitment and customer credit line information. Backlog reporting and on-line inquiries are also provided for inventory items, customers, and sales orders. Integration with the **Purchase Order Entry** module allows the generation of purchase orders to your vendors for drop shipments and special orders, as well as normal purchase orders.

In addition, shipments may be scheduled for specific days with management reports showing order status and stock requirements aged on current orders and stock availability. If integrated with the Job Cost Main Module, you have the capability of applying specific sales orders directly to a project. All income billed through the Sales Order Entry module will be recognized in Job Cost as it updates the project's profitability.

As you can see, the **Sales Order Entry** module not only provides you with comprehensive sales order processing (*from proposal to sales order through shipping and invoicing*), but also provides the on-line processing and reporting capabilities that allow you to effectively manage all sales order commitments to your customers.

SALES ORDER TYPES

The Sales Order Entry module allows the processing of several different kinds of sales orders. Each of these sales order types is handled slightly differently. The following explains each type:

Normal	This is the regular sales order type.
Auto Cancel	This sales order type processes normally throughout the system until the current system date is greater than the latest ship date set for the order. At this point the unfilled portion of the order will be automatically canceled.
Special Order	This sales order type allows the automatic generation of a purchase order for all items listed on the sales order. The purchase order will request shipment to your address.
Drop Shipment	This sales order type is the same as the special order, except that the purchase order will request direct shipment to your customer.
Proposal	The proposal is not a true sales order. It simply records an estimate given to a customer. Proposals may be printed and changed at any time. Eventually, a proposal should be deleted from your sales order system or converted into an order or a Job Cost Project.
Return Authorization	This sales order type is a return authorization. It is used to control inventory that will be returned to stock. The system will return the inventory to stock when shipments are posted and print a credit memo to the customer when the billing takes place.

NOTE

If you are not interactive with the Purchase Order Entry module, special orders and drop shipments will act like normal sales orders.

ORDER PROCESSING CYCLE

Only three steps are required to completely process a sales order in the Sales Order Entry module. These steps are as follows:

- 1) Enter the original sales order (“Add a Sales Order” option).**
- 2) Record the shipment of the sales order to your customer (“Record Shipments” option).**
- 3) Bill your customer for the shipped order (“Perform Billing and Print Invoices” option).**

Although these are the only essential steps, the system provides you with numerous other aids to smooth sales order processing. You may select only those options that provide benefit to your company. The following example utilizes the complete sales order process for a normal order:

1. A customer calls you for an estimate. You generate a proposal and send it to your customer. (*Options: A. “Add Sales Order,” type proposal; B. “Print Sales Order,” type proposal*).
2. The customer calls you with the verification on the proposal and you change the sales order type from proposal to normal. The system will automatically make all inventory stock commitments. You print and send a confirmation sales order to your customer. (*Options: “Change a Sales Order” and “Print Sales Orders”*)
3. Print a manufacturing worksheet to send to the warehouse based on the sales order. (*Option: “Print Manufacturing Worksheet”*)
4. When you receive the manufacturing worksheet back from the warehouse, the quantity of stock packed, number of physical boxes and total weight will be hand written on the packing list by the warehouse employee. You record the manufactured items, the shipment information as well as any freight charges. (*Options: “Record Manufacturing” and “Record Shipments”*)
5. You print the shipping labels for each box and a formal bill of lading showing what is shipped, the number of boxes and total weight. You send these documents to the warehouse, where they place the shipping labels on the boxes and enclose or attach the bill of lading for the shipper. (*Options: “Print Shipping Labels” and “Print Bills of Lading”*)
6. You may now bill the customer automatically based on quantities shipped. If you prefer, you may make multiple shipments between billings. When an order is complete, it will automatically be removed from the system. (*Options: “Perform Billing and Print Invoices” and “Remove Completed Sales Orders”*)

SYSTEM INTEGRATION

This section includes a brief overview of how the **Sales Order Entry** module integrates with various other accounting modules. These modules include: **General Ledger, Inventory, Purchase Order Entry, Accounts Receivable** and **Job Cost Main Module**.

Integration w/ General Ledger

Sales Order Entry is interactive with the General Ledger through its integration with the Accounts Receivable module. If your Accounts Receivable module is interactive with the General Ledger module, the General Ledger will be updated periodically after printing the current Sales Code Summary Report or directly to the integration file if the option in Accounts Receivable **“Post in Detail”** is turned on.

Each sales code has a General Ledger account associated with it that will be used in the journal entry. This journal entry may be posted daily, weekly or monthly. There is one unique accounting transaction that takes place during the shipment of inventory items that is important to explain. Normally, when you sell an item from your inventory, the cost of the item should be entered as a credit to your inventory asset account and a debit to your cost of sales account.

However, the Sales Order Entry module allows you to ship the item from one option and then allows you to print the invoices in a batch mode from another option. When the item is shipped, the cost of the item will be entered as a debit to the inventory asset account. Because the invoice has not actually been printed at this time, the system uses a special “*holding*” account called Cost of Sales Accruals.

This account will contain the cost of items that have been shipped from your inventory, but not yet billed to your customer and recorded as cost of sales. When the invoice is **finally printed**, the system will automatically remove the amounts from the cost of sales accrual account and record it as a debit to your “*real*” Cost of Sales account.

The following displays the typical journal entry:

Account Description	Debit	Credit
DEPOSITS JOURNAL ENTRY		
Cash in Bank	X	
Deposits Received		X
MANUFACTURING INV. Ship. Journal Entry		
Inventory (Assembly)	X	
Inventory (Component)		X
INVENTORY SHIPMENT JOURNAL ENTRY		
C.O.S. Accruals	X	
Inventory		X
INVOICING JOURNAL ENTRY		
Accounts Receivable	X	
Sales Account		X
Revenue from Freight		X
Finance Charge Revenue		X
Sales Tax Accrual		X
Sales Discounts	X	
C.O.S. Accruals		X
Cost of Sales	X	

You may update your general ledger at any time by entering the General Ledger module and executing the “*Post Integration Files*” option. (See your *General Ledger manual for details*). Or, if you choose the option “*Automatically Post Integration Modules*” in the General Ledger Master Configuration, these same transactions will be posted in real time to the General Ledger each time a transaction is entered into the Sales Order Entry system.

Integration w/Inventory

The Sales Order Entry module provides three primary interfaces with Inventory. First, during the writing of the Sales Order, you may retrieve the individual inventory items for inclusion on a sales order. The description, unit of measure, price table, and sales code will be automatically retrieved.

If the **“Unit of Measure Conversion”** tables are utilized in the Inventory set up, you will have an opportunity to choose the unit of measure in which to sell your inventory items. By using the multiplying factor, the system can calculate the quantities required at the lowest level and withdrawal them for the sale of merchandise.

Upon validation of the sales order, inventory will be updated for the new quantity reserved to ship in exactly the same manner as the **“Record Sales Orders”** option in the Manufacturing Inventory Management module. The second interface includes the manufacturing options. All of the manufacturing reports use information from the Inventory module. When the option to **“Perform Manufacturing”** is used, the Inventory files are updated just as they are when this option is used in the Inventory module itself.

The third interface occurs when you execute the Sales Order option of recording shipments. The update performed in Inventory upon validation of these transactions is identical to the Inventory option of **“Record Withdrawals,”** except that the General Ledger update is handled by Accounts Receivable.

Integration w/Purchase Order Entry

The Purchase Order Entry interface is only invoked when special order or drop shipment sales orders are used. After these sales orders are initially entered, you may execute the option to **“Transfer Sales Orders into Purchase Orders.”** This option creates a special integration file that may be loaded into the Purchase Order Entry module and converted into purchase orders.

Integration w/Accounts Receivable

In order to use the **Sales Order Entry** module, you **must** process interactive with the Accounts Receivable module. All sales orders must be **“attached”** to specific customers in order to be processed. Customer name, Bill-To:, and Ship-To: addresses, terms, tax rates, discount percent, AR Sales Codes, etc. are retrieved for use on each sales order from the Customer's files in Account Receivable.

The **AR Sales Code** is designed to allow Accounts Receivable transactions to post to various Accounts Receivable account numbers in the General Ledger. When a customer is set up in the Accounts Receivable module, you can assign a default AR Sales Code to their record. This default AR Sales Code will follow through to Sales Order Entry. When a sales order is entered and the customer selected has a default AR Sales Code assigned, it will appear on the sales order. However, this AR Sales Code may be changed from the customer's default, to another AR Sales Code only if the question, **“Allow Override of AR Sales Code”** is turned on in the **Accounts Receivable Master Configuration**. If you do not wish to utilize the multiple Accounts Receivable account feature, the system will use the AR Account number defined in the **Accounts Receivable Master Configuration**. Several reports, such as the Backlog Report, may be printed in the Order Entry module in order by customer. In addition, orders may be retrieved by customer name or number, as well as the customer's purchase order number.

Integration w/Job Cost Main Module

Sales Order Entry may be integrated with the Job Cost Main Module. This integration provides the ability to apply product sales (*through the use of either inventory item sales or sales recognized through “sales codes”*) to projects. Each inventory item and/or sales code must have a **“Cost & Billing”** type project code (*set up in the Job Cost module*) assigned to it. This will designate the appropriate categories to update in Job Cost when the sales order is billed. This capability will allow you to show additional sales and cost of sales towards a project.

NOTE

This particular type of integration with the Job Cost module does not affect **WIP** (Work in Process). It only increases the sales and cost of sales on a project.

An example of this concept would be if your company attended a trade show. You will set up this event as a project in Job Cost. You will apply the costs to go to the show and all expenses incurred including booth space expense, brochures and labor. These are costs of the project. They may be entered into the system through whatever means are normally used and will be applied to the job through **Accounts Payable, Manufacturing Inventory Management and Payroll**. Because of this trade show, you will attract sales. When sales orders are entered into the Sales Order Entry module, you will apply the order to the project that was set up in the Job Cost Main Module. When billing occurs, the sales amount and the cost of sales amount of the order will be updated to the project. Reports within the Job Cost Main Module such as the "Project Income/Expense Report" will show the profitability of this event on a month to date, year to date and project to date basis. This way, you have an excellent accounting tool to look at a project's profitability over the long term.

DATA FILE DESCRIPTIONS

The Sales Order Entry module utilizes the following data files:

- **Master Configuration File**
- **Sales Order File**
- **Sales Order Detail File**

File Name	Description
Master Configuration File (filetype: SO01) (filename: coSO0.dbf, where "co" is the company number)	This file contains certain configuration information, such as the preprinted form selection, automatic order numbering, systems to integrate with, etc.
Sales Order File (filetype: SO01) (filenames: coSO1dy.dbf and coSO1dy.mdx)	This file contains all of the overhead and status information for each sales order in the system.
Sales Order Detail File (filetype: SO02) (filenames: coSO2dy.dbf and coSO2dy.mdx)	This file contains every detail line, stock items, descriptions and all quantity information for all sales orders.

PREPRINTED FORMS

This section outlines the various forms available for the Sales Order Entry module. As in our other modules, several types of forms may be used with this program. For convenience, custom forms modifications may be made to accommodate any specific needs of a particular business. The forms that are shipped standard with this module and the preprinted forms that are supported by the accounting system are described in the **Sales Order Entry** sections of the *Infinity POWER Supported Forms Reference Manual*. This can be found in the User Manuals section of the Data Pro web site and on the CD-ROM. Preprinted forms will be illustrated in the **DPAForms** catalog in the Product Kit or on the CD-ROM. If you find that customization of your forms is necessary, **DPAForms** can adjust any preprinted form to meet your specific form printing need. Most of the forms illustrated in the **DPAForms** catalogue are also available in "**Laser Form**" format.

This means these versions of the forms are pre-cut to specifically meet the needs of the various HP LaserJet and compatible printers. **Infinity POWER** programs have already included the necessary forms files with your software for you to utilize this advanced feature. All forms that have an "**L**" in their form name have been modified to accommodate form printing on LaserJet printers. To utilize any of the forms listed here, simply go to the **Sales Order Entry>Set Up and Maintenance>Change Master Configuration** option. In Change mode, select the "**SO Entry**" tab and input the name of the form you want to use in the "**Sales Order Form**" field. This tells the system which forms you would like to use.

SPECIAL KEYS

This section covers any special keys that take on additional meanings when used with this particular module. All other keys defined in the **System Administrator** manual continue to operate in their normal fashion.

CTRL + F7	This combination allows you to quickly add a new customer while you are in the Sales Order Entry module. This provides you immediate convenience so that you do not have to go to the Accounts Receivable module, and then return back to Order Entry. You may add all pertinent information for the customer at this point, or simply add the basic name and address, and then go to the Accounts Receivable module and add the rest of the account information.
CTRL + F8	This combination allows you to quickly add a new inventory item while you are in the Sales Order Entry module. This provides you immediate convenience so that you do not have to go to the Manufacturing Inventory Management module, and then return back to Order Entry. You may add all pertinent information for the inventory item at this point, or simply add the basic item number, description and price, and then go to the Manufacturing Inventory Management module and add the rest of the item information.
CTRL + F9	This combination allows you to quickly add a new ship-to address while you are in the Sales Order Entry module. This provides you immediate convenience so that you do not have to go to the menu option, and then return back to Order Entry. You may add all pertinent information for the ship-to address at this point.

MASKED FIELDS

This following field may be “**Masked**” when generating reports from the system:

Customer Number

BAR CODE READER

This section discusses the usage of Bar Code Readers with the Order Entry module. Your Manufacturing Inventory Management module provides you with the ability to print Bar Code Price Labels that can be recognized by the system with an approved bar code reader.

The format of the label is as follows:

- 1) **Normal user readable text which contains the Item Description.**
- 2) **Normal user readable text which includes the Item's Part Number and Price.**
- 3) **Encoded Inventory Item Number.**

When using the bar code reader, pass the bar scanner over the item number. The scanner may pass in a left to right, or a right to left direction, but it must be kept at about a **45** degree vertical angle to the bar code. You may use the bar code entry method any time you are prompted by the system to enter the inventory item number.

The bar code scanner should be configured to automatically perform a carriage return after scanning the code. Keep in mind that the Inventory Item Number is coded as one **(1)** field of text. This means that the modules involved should be configured to “**Default to IM,**” because the Item Number segmentation is not supported.

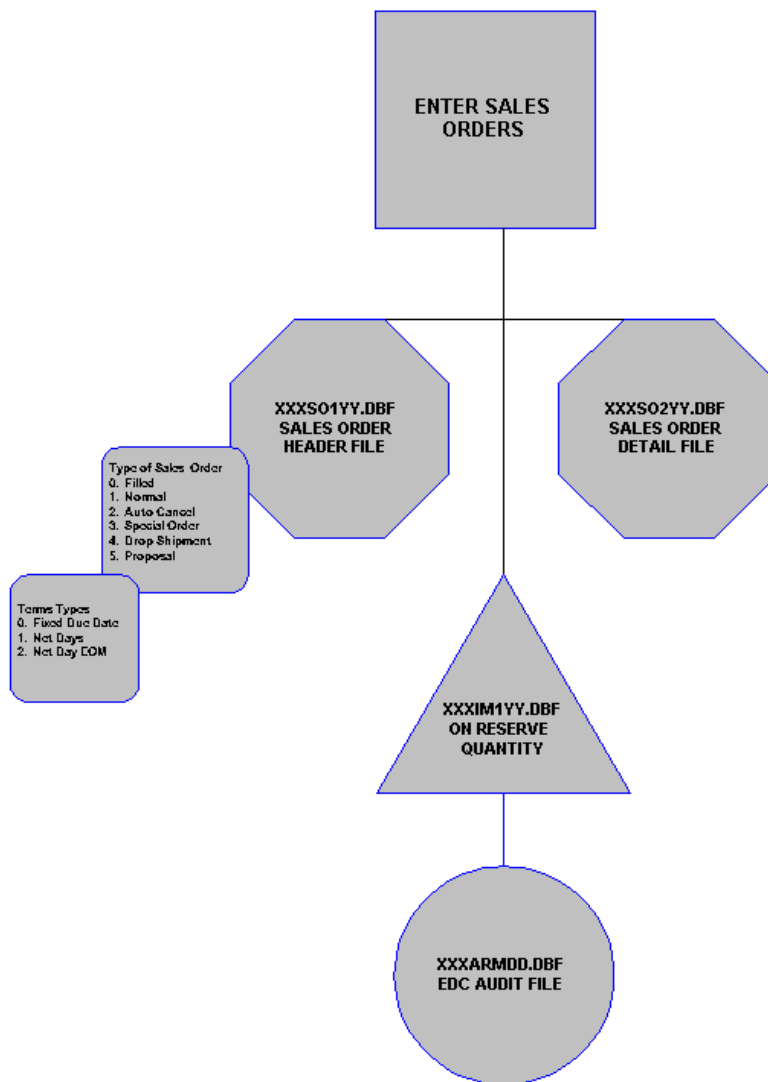
You may use the bar code entry method any time you are prompted by the system to enter the inventory item number. After you have input the inventory item number, you will be prompted to input the quantity sold and then the unit price.

TRANSACTION PROCESSING FLOWCHARTS

This section covers the processing flow for the different types of transaction processing in the Sales Order Entry system.

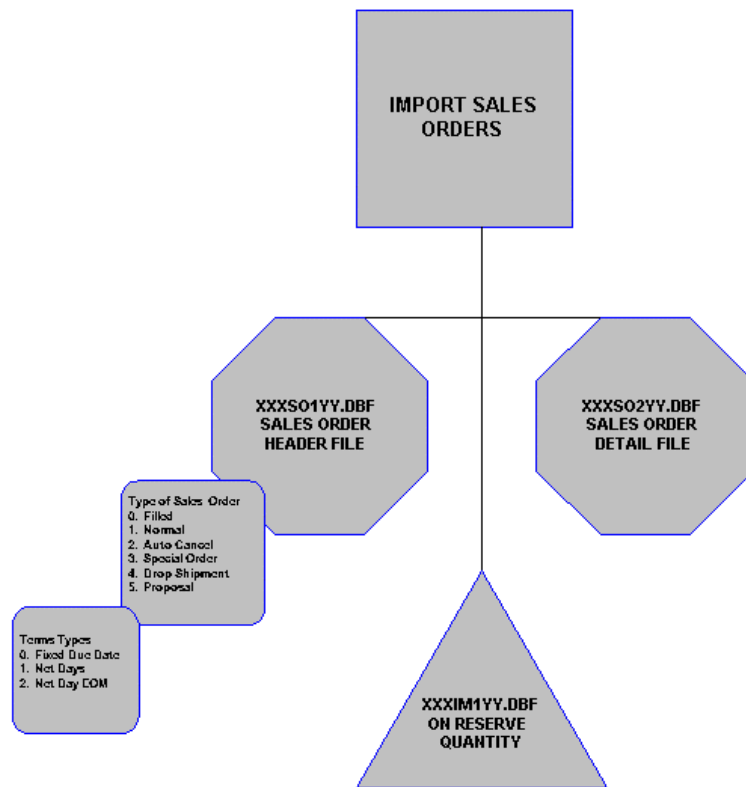
Enter Sales Order Flowchart

Enter Sales Orders updates the Sales Order Header File and the Sales Order Detail File. If integrated with Inventory it also updates the On Reserve Quantity in the Inventory Master File. No posting to General Ledger is done at this time. If posting a deposit to the sales order on entry using a Credit Card it will also update the EDC Audit File, designating the day as part of the file name.

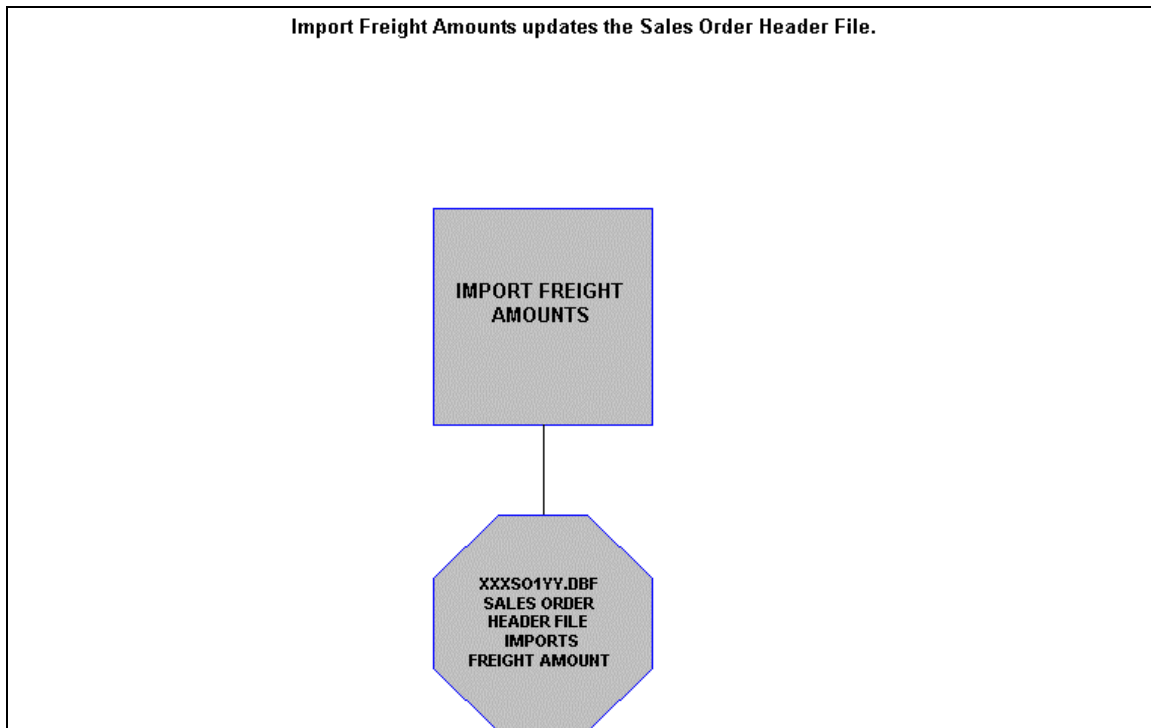


Import Sales Order Flowchart

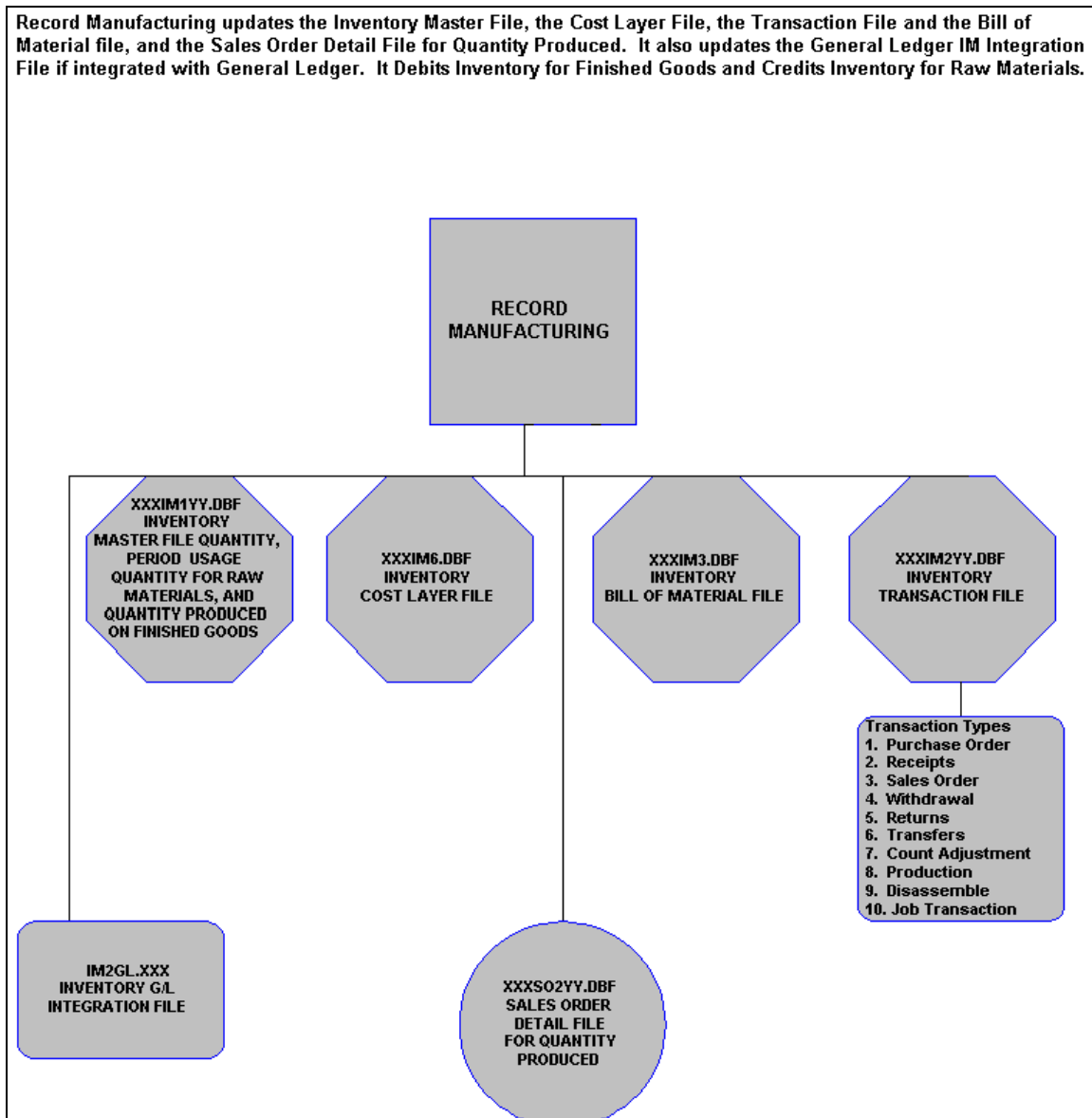
Import Sales Orders updates the Sales Order Header File and the Sales Order Detail File. If integrated with Inventory it also updates the On Reserve quantity in the Inventory Master File. No posting to General Ledger is done at this time.



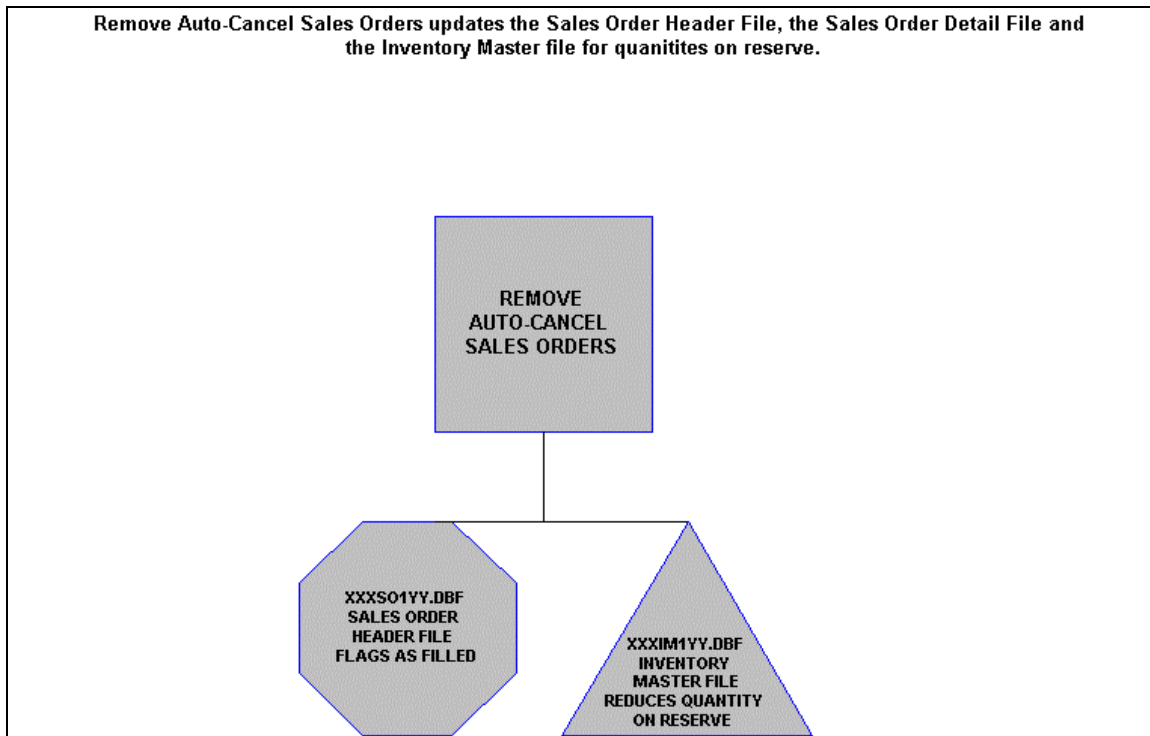
Import Freight Amounts Flowchart



Record Manufacturing Flowchart

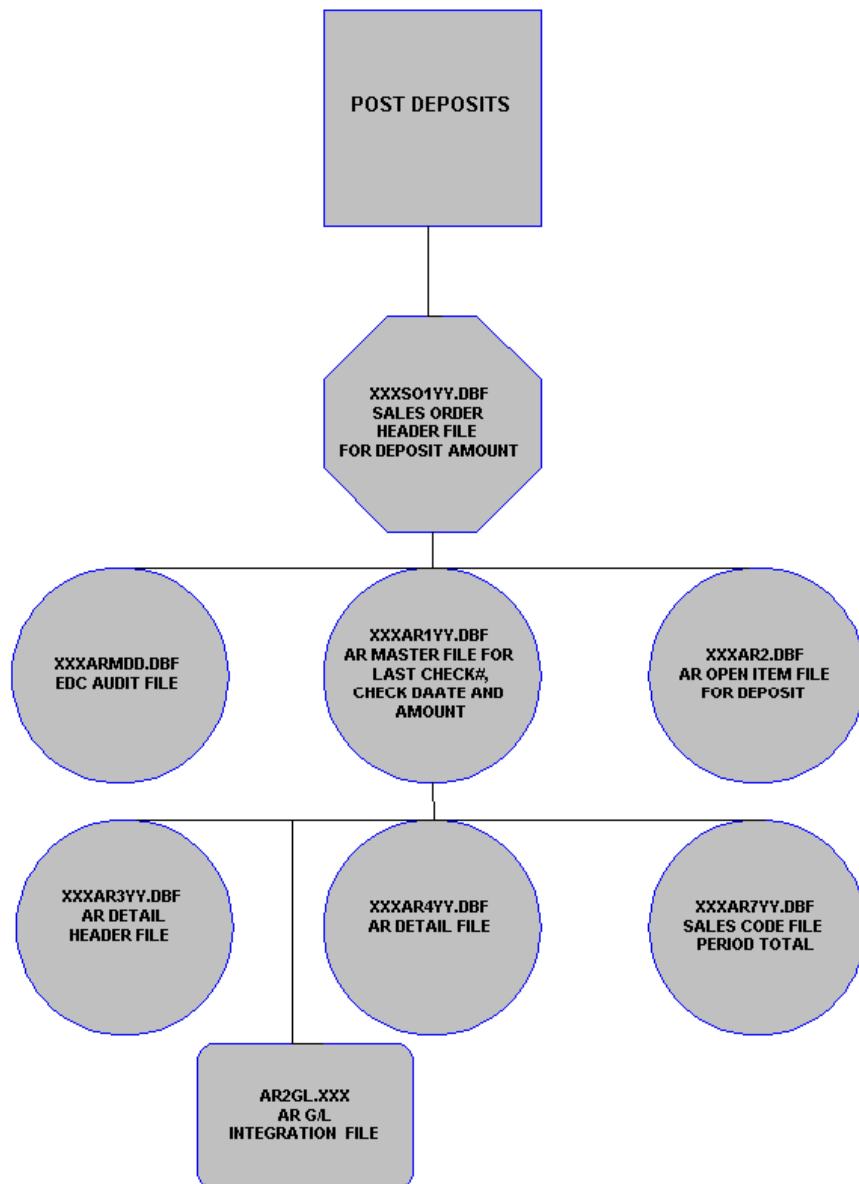


Remove Auto Cancel Sales Orders Flowchart



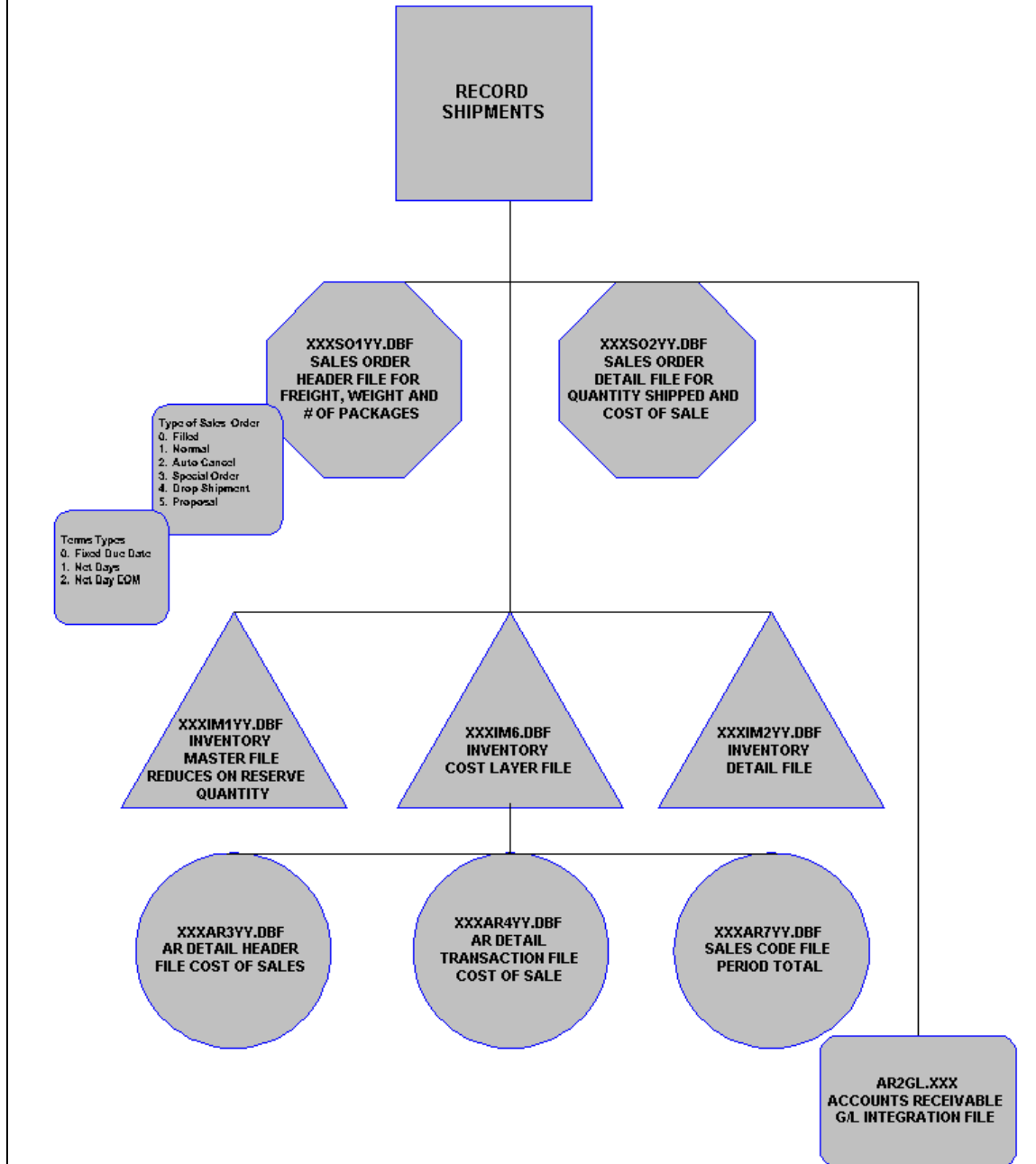
Post Deposits Flowchart

Post Deposits updates the the Sales Order Header File, the AR Transaction Header File, the Transaction Detail File the Sales Code Period Total, the Open Item File and the AR Master File for Last Check #, Check Date and Amount. If integrated with the General Ledger it will also update the AR General Ledger Integration File. If posting a deposit using Credit Card Processing it will also update the EDC Audit File, designating the day as part of the file name.



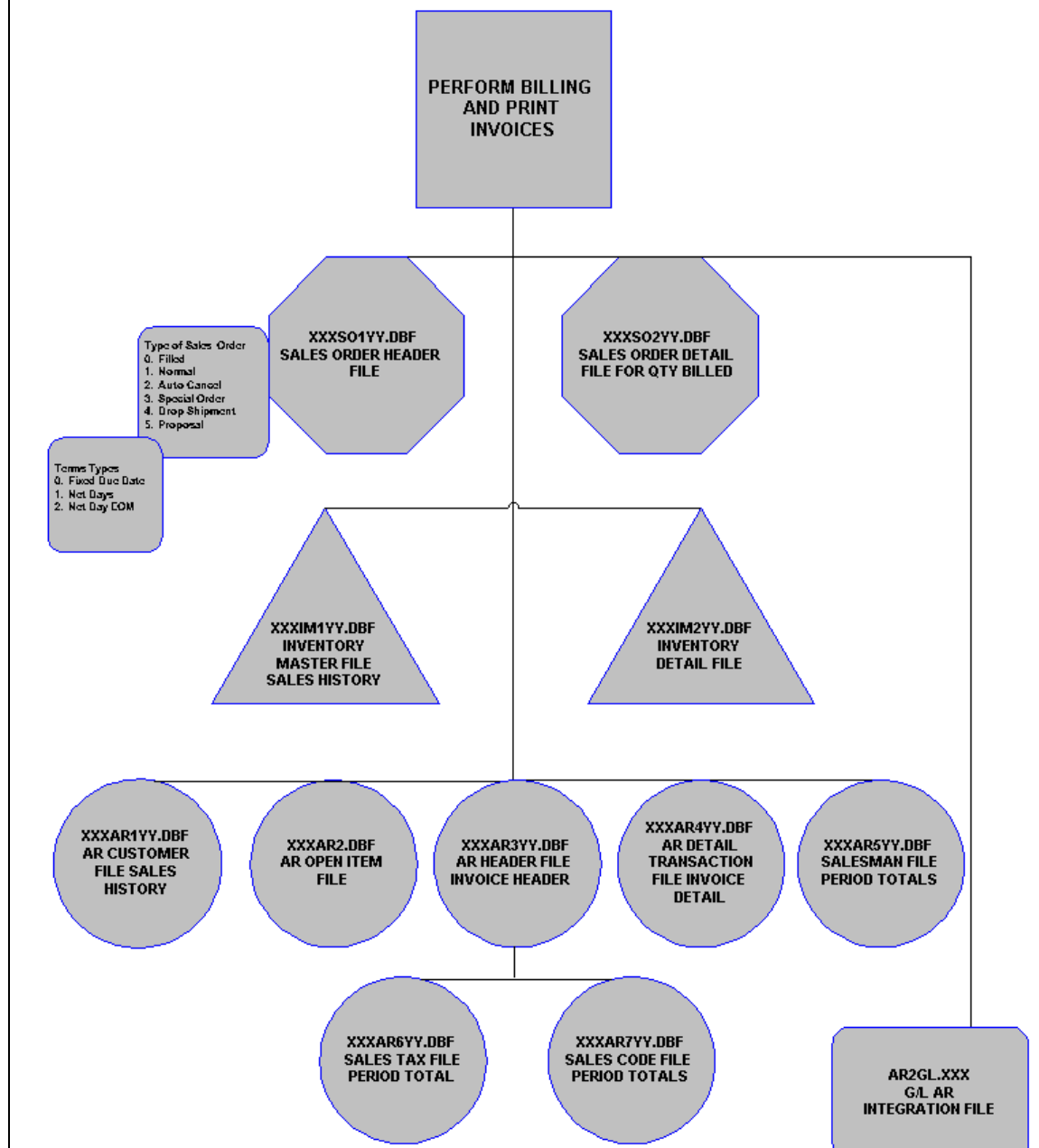
Record Shipments Flowchart

Record Shipments updates the Sales Order Header File for freight, weight, and # of packages, and the Sales Order Detail File. If integrated with Inventory it also updates the On Reserve Quantity in the Inventory Master File. It updates the AR Detail Header File, the AR Detail Transaction File and the Sales Code File. If integrated to General Ledger it also updates the AR Integration File.



Perform Billing and Print Invoices Flowchart

Perform Billing and Print Invoices updates the Sales Order Header File, and the Sales Order Detail File for quantity shipped. If integrated with inventory it also updates the Period Sold quantity in the Inventory Master File, and records the shipment in the Inventory Detail File. It updates the Customer Master File for Sales History, the AR Header File, the AR Detail Transaction File, the Sales Tax File, the Sales Code File and the Salesman File. If integrated to General Ledger it also updates the AR Integration File.

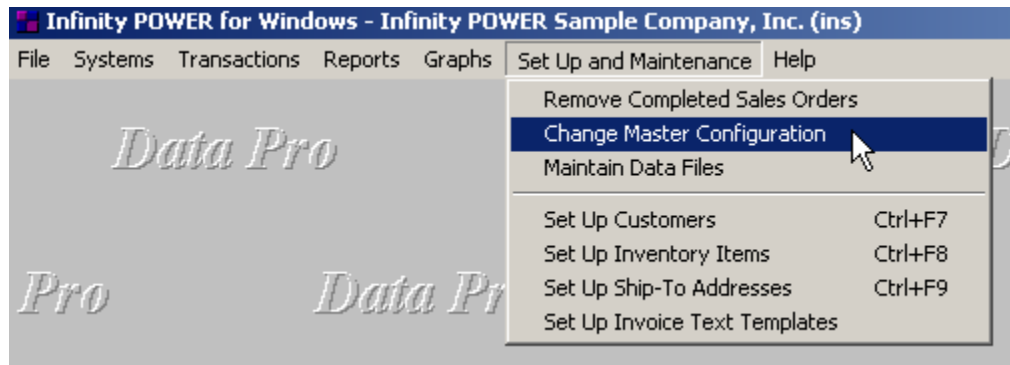


CHAPTER 2 SET UP AND MAINTENANCE

This chapter provides you with a step-by-step procedure for the initial set up and maintenance of your Sales Order Entry files.

Once you have installed your module(s) and reviewed the System Overview chapter, you are ready to set up your master Sales Order files from scratch. The **Sales Order Entry** module allows you the ability to define your Sales Order, Packing List, Bill of Lading, and Invoice forms, the stock requirements aging categories, etc. This procedure is performed only once. Thereafter, your configuration files can be modified through ***“Change Master Configuration.”***

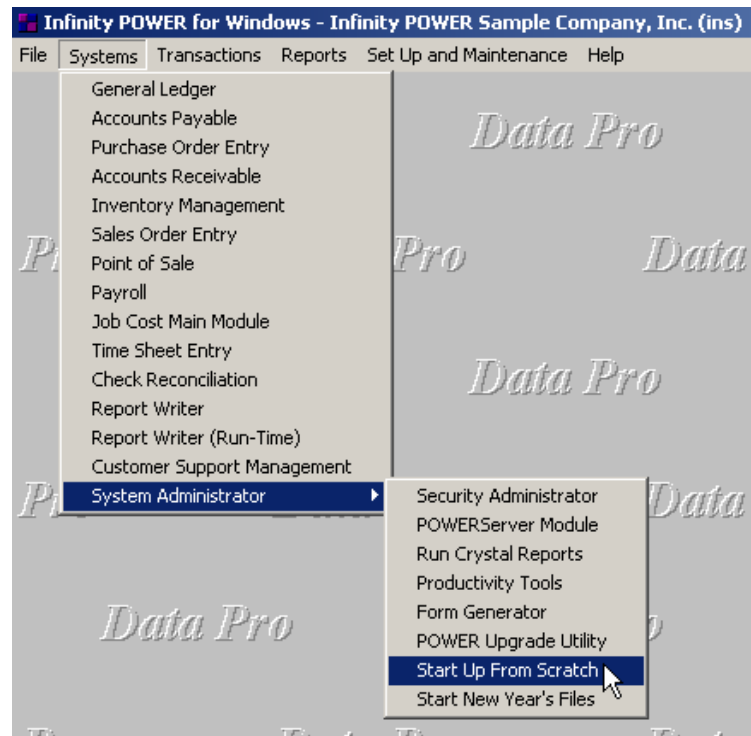
When you select this menu option, a complete list of choices will be displayed as shown on the following screen:



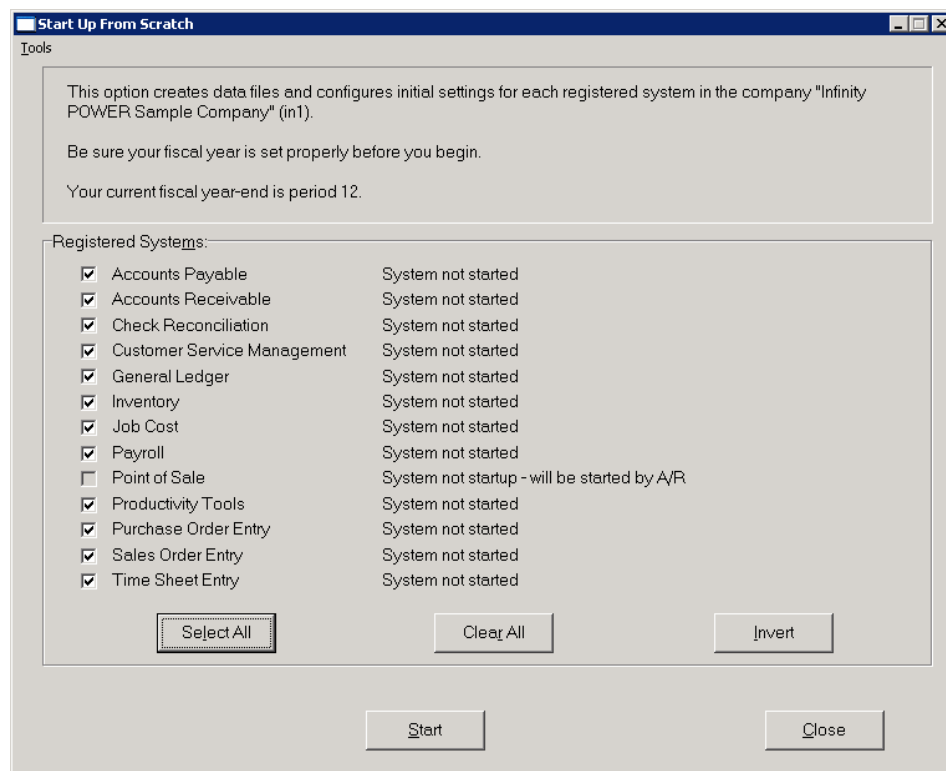
GENERAL OVERVIEW

Once you have installed your module(s) and reviewed the System Overview, (*Chapter 1*), you are ready to set up your master Accounts Payable files from scratch. Select the ***“Systems”*** option from the Menu Bar. Then, select the ***“System Administrator”*** option. Then, select the ***“Start up from Scratch”*** menu option as shown on the following screen.

“Start Up From Scratch” is utilized to set up your initial Sales Order Entry and any other integrated accounting module data files for a particular company. This procedure is performed only once. Thereafter, your data files may be packed or re-indexed through the Sales Order Entry option ***“Maintain Sales Order Entry Files.”***



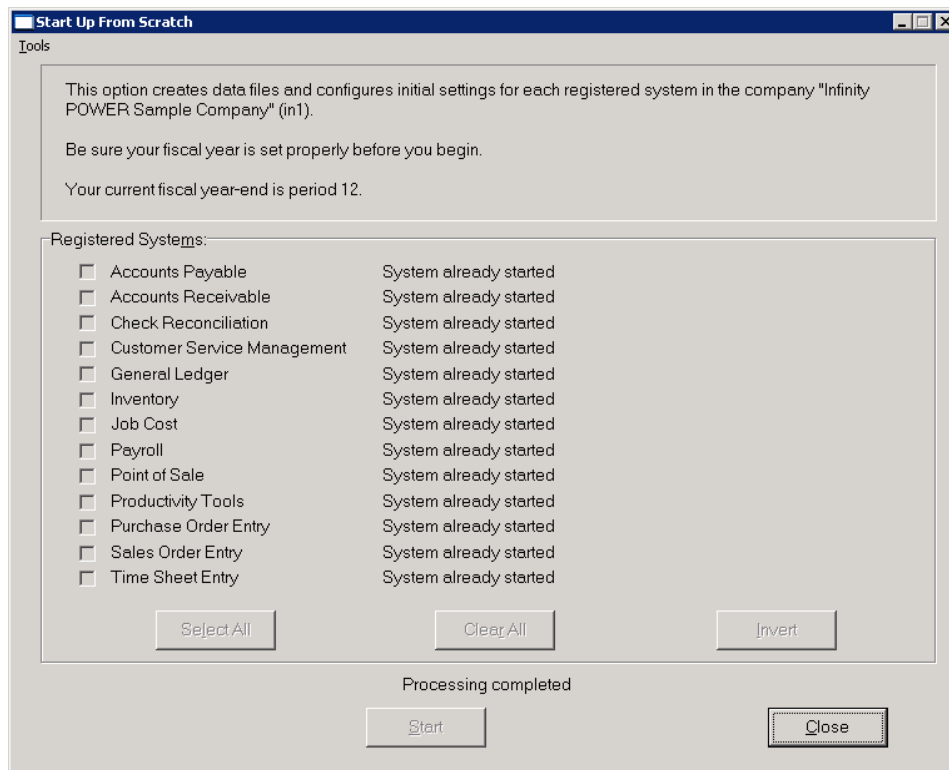
Once this option is selected, the following screen will appear showing a listing of all accounting modules that have been installed on your computer system.



This is an automated utility designed to simplify the process of creating all of the data files for each accounting module throughout the system. Users may choose to **“Select All”** accounting modules by <clicking> on this button which will check all modules and make them ready for processing. Otherwise, you may <click> on the **“Clear All”** button to undo your selections. The **“Invert”** button will reverse the order of all current selections.

Additionally, you may use your mouse to manually <click> on each module to <click> it on or off to be included in the startup process. Remember, modules such as Purchase Order require Accounts Payable to function. Sales Order Entry requires Accounts Receivable and Time Sheet Entry requires the Payroll data files. Point of Sale and Accounts Receivable share common files which is why it is so noted on the screen.

This step must be done for each company for which you intend to process data. To begin, <click> on the **“Start”** button. The following screen illustrates how the screen will change when the process is completed.



<Click> on the **“Close”** button when done and then return to **“Systems”** and select the **“Sales Order Entry”** module to continue with the configuration functions to be described from here.

Once you select this option, the following data files will be created:

File Name	Description
Master Configuration File (filename: coSO0.dbf)	This file contains your Master Configuration, Forms, Aging Categories and Integration with other modules information.
Sales Order File (filename: coSO1dy.dbf)	This file contains the overhead information for each of your current sales orders.
Sales Order Detail File (filename: coSO2dy.dbf)	This file contains the detail lines for each of your current sales orders. This includes the quantities, description, unit prices, etc.

NOTE












Attempting to execute this option after these files have already been set up will result in an error message that will not permit you to execute this option again.

Once the files are created, <click> on the “**Close**” button.

NAVIGATION TOOLS

Within this module there are numerous references to navigation. The following navigation buttons are defined for reference when used through this chapter.



Navigation Button	Function
	Selects the first record.
	Selects the previous record.
	Selects the next record.
	Selects the last record.
	Scroll view. Selects a specific record from a list.
	Creates a record.
	Modifies the current record.
	Deletes the current record.
	Creates a record based on the current record.
	Maintains notes for this record.
	Displays record timestamp information.

REMOVE COMPLETED SALES ORDERS (SO0404)

This option allows you to conserve disk space by periodically removing all completed or canceled Sales Orders and Proposals from your data files.

This option performs a *“house keeping”* task of freeing up disk space that is no longer needed. Although the completed Sales Orders will be removed from the Sales Order files, your Accounts Receivable files will maintain a complete audit trail of the transactions processed.

Before you execute this option, be sure that no users are accessing the Sales Order files and also check the file size of your Sales Order file (**coSO1dy.dbf**) and Detail File (**coSO2dy.dbf**). The system will create a temporary work file with all currently open Sales Orders only and then delete the old file. Make sure that you have sufficient disk space to create this temporary file.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your sales order detail file. If your Sales Order data files are **1MB**, you may need as much as **1.2MB** in additional free space before proceeding with this option.

When the option to *“Start File for a New Fiscal Year”* is run, it basically performs a similar function as this option. It will only carry forward into the new year's Sales Order files those orders with outstanding items **“backordered.”** All other items will be maintained in the prior year's data files.

When you select this option, you may <click> on the **“Start”** button to begin the process or <click> on the **“Close”** button to exit. Once begun, all completed and canceled Sales Order numbers will be displayed as they are being removed. The system will remove **ONLY** those orders that have been completely normally and that the Order Date is less than the current System Date. After the process is complete you may <click> on the **“Close”** button to return to the menu.

Results:

All completed Sales Orders and Proposals in the Sales Order Entry files will be removed.

CHANGE MASTER CONFIGURATION (SO0401)

This option allows you to change the standard Order Entry configuration. This includes changing the aging categories, forms, decimal places and unit of measure for weight, etc., and define which systems you want to integrate with (*Manufacturing Inventory Management, Purchase Order Entry, etc*). A default configuration is already built into the Sales Order Entry module. However, you may prefer to change this configuration to meet your company's specific requirements. If you do decide to assume the default values, please review them carefully before you begin processing.

After selecting this option, a screen will appear displaying the following four tabs:

- 1) **Master Configuration**
- 2) **SO Entry**
- 3) **Manufacturing**
- 4) **System Integration**

As you proceed to select each tab option, enter all required information or <click> on **“OK”** to validate and assume the default configuration.

Master Configuration

The Master Configuration screen displays the data items necessary for configuring your Sales Order Entry data files.

Configuration

Tools Launch

Master Configuration | SO Entry | Manufacturing | System Integration

Shipped Over Order: ☒

Stock Receipts Aging Categories:

	Description	Max. Days
Category 1:	1-7 Days	7
Category 2:	8-14 Days	14
Category 3:	15-30 Days	30
Category 4:	Over 30	Remaining

Weight Dec. Places: 2

Weight UM:

COS Accrual Sales Code: SC008

Shipping Label Lines: 6

E-Mail Shipment Confirmation:

Enabled: ☐

Host Name:

From:

OK Cancel Apply

Allow QTY Ship Over Order	<p>Default: Off</p> <p>If this data item is not turned on, the system will not allow you to ship any quantity above the original quantity ordered. This item may be turned on, to allow you to ship more than the original order.</p>																				
Stock Requirement Aging Categories	<p>Default: (Below)</p> <p>These data items define the aging categories that will be used when printing the “<i>Stock Requirements Aging</i>” report. The default values are listed below.</p> <table><tr><td></td><td>Desc.</td><td>Max</td><td>Days</td></tr><tr><td>7)</td><td>1-7 Days</td><td>7</td><td></td></tr><tr><td>8)</td><td>8-14 Days</td><td>14</td><td></td></tr><tr><td>9)</td><td>15-30 Days</td><td>30</td><td></td></tr><tr><td>10)</td><td>Over 30</td><td></td><td>(Remaining)</td></tr></table>		Desc.	Max	Days	7)	1-7 Days	7		8)	8-14 Days	14		9)	15-30 Days	30		10)	Over 30		(Remaining)
	Desc.	Max	Days																		
7)	1-7 Days	7																			
8)	8-14 Days	14																			
9)	15-30 Days	30																			
10)	Over 30		(Remaining)																		
Decimal Places for Weight	<p>Default: 2</p> <p>This number is used to determine how many decimal places are necessary for fractional quantities of weight. For example, the use of percentage units of measures (<i>e.g., 1/4 pound or .25</i>) for weight measurements, would dictate the use of 2 decimal places to the right. You may choose up to five (5) decimal places for this item.</p>																				

Unit of Measure for Weight	<p>Default: Lbs.</p> <p>This is a four (4) character description of the unit of measure for weight. This will be used on all reports showing weight and on some of the bill of lading forms.</p>
COS Accrual Sales Code	<p>Default: SC008</p> <p>This data item contains the Accounts Receivable Sales Code that will be used to hold the cost of inventory items that have been shipped but not billed. These costs will be reversed into the Cost of Sales account when the invoice is printed.</p>
# of Lines per Shipping Label	<p>Default: 18</p> <p>The Sales Order Entry module allows you to configure the size of the shipping labels you are printing on. The size may range from 6 lines to 66.</p>
E-Mail Shipment Confirmation	<p>The Sales Order Entry module allows you to define the e-mail server configuration necessary to provide notice to your customers that a specific Sales Order, or a portion thereof, has been shipped when the options “Perform Shipping” or “Perform One Step Invoicing” are executed from within the Sales Order Entry module. This feature is available on the Windows Graphical, Windows Character-based, SCO UNIX and LINUX operating system platforms of Infinity POWER. The e-mail server that is defined must support SMTP protocol. This feature does NOT require that your firm have an e-commerce web site in place to provide such shipping notices to your customers but a server which supports the SMTP protocol for sending internal e-mail must be available.</p>
Enabled	<p>Default: Off</p> <p>This data item allows you to specify to the system whether to enable the e-mail shipping notification capability. If this feature is checked on, then you must fully complete the following two data fields.</p>
Host Name	<p>Default: Blank</p> <p>This data item allows you to specify the SMTP Host Name for your e-mail server. Normally, this would be a statement line such as SMTP.MINDSPRING.COM or something similar based on your current Internet Service Provider (ISP). Providers such as America On-Line (AOL) currently do not support SMTP services to their clients. If you are currently an AOL user, you will not be able to utilize this feature. Please check with your Internet Service Provider to ensure you have the capabilities you need to proceed.</p> <p>If you are going to use the customized shipping confirmation feature in DP/AUTO, enter “DPAUTO” in this field. This allows the e-mail shipping notification information to be stored in temporary files instead of being immediately e-mailed to the customer. This allows a new DP/AUTO script to be used to retrieve this shipping information and sent as an e-mail which can be customized in its message, design and timing. The DP/AUTO module is required for this new feature. Changing the E-Mail Shipment Confirmation Host Name to “DPAUTO” in the Sales Order Master Configuration will create a “*.shp” file in the Power\Specdata directory during the “Record Shipments” or “One Step Invoicing” options which will automatically be monitored by the DP/AUTO script. The DP/AUTO script will send an e-mail notification to your customer in a format that can be “customized” by installation (company) that may also include “UPS Tracking Numbers” for each shipment from the order with links directly to the UPS web site for real</p>

	time tracking of each shipment. This is possible only if the user has also purchased and integrated the UPS WorldShip Link software program which is available as a Third Party Product from Data Pro and/or your Data Pro Dealer.
From	<p>Default: Blank</p> <p>This data item would contain the e-mail address you want to be shown on the confirmation e-mail to your customer. It could be from the Manager of the Shipping Department, it could be a fictitious e-mail address for a group such as orders@amazon.com or anything you would like. The address that goes here is the FROM Address that will appear to the customer receiving the e-mail. The e-mail receiving the address will be the e-mail address entered into the Sales Order by the order entry department or staff. The default value is the e-mail address of the Customer Record that is selected for the Sales Order. The system will automatically place this e-mail address in this field during normal order entry processing. It may, however, be overridden during the data entry process to go elsewhere.</p>

SO Entry

Configuration

Tools Launch

Master Configuration **SO Entry** Manufacturing System Integration

Print After Entry:	<input checked="" type="checkbox"/>	Post Deposits During SO Entry:	<input checked="" type="checkbox"/>
Check Quantity Available:	<input checked="" type="checkbox"/>	Check for Duplicate Customer PO's:	<input checked="" type="checkbox"/>
Update Inventory Detail:	<input checked="" type="checkbox"/>	Auto Apply Deposits:	<input checked="" type="checkbox"/>
Invoice Reprint:	<input checked="" type="checkbox"/>	Sales Order #:	10528
Line Item Ship Dates:	<input checked="" type="checkbox"/>	Sales Order Form:	LORD1
Back-ordered Items On Invoice:	<input checked="" type="checkbox"/>	Packing List Form:	LISTS
On Hold By Line:	<input type="checkbox"/>	Bill of Lading Form:	BILL
One-Step Invoice Range:	<input checked="" type="checkbox"/>	Invoice Form:	LINV1
Freight-Only Invoices:	<input checked="" type="checkbox"/>		
Completed Items On Invoice:	<input type="checkbox"/>		

OK Cancel Apply

Print After Entry	<p>Default: Off</p> <p>This option tells the system to print the sales order, immediately after it is initially entered. After validating a sales order entered through the <i>"Add a Sales Order"</i> or <i>"Copy an Existing Sales Order"</i> menu options, the system will print the sales order form. You may always print the sales orders through the menu option <i>"Print Sales Orders"</i> whether this option is turned on or not.</p>
--------------------------	--

Check Available Quantity	<p>Default: Off</p> <p>This option allows you to turn on or off the warning message that will be displayed when entering a sales order, if the quantity is more than the quantity on hand or available in Manufacturing Inventory Management. This will only be applicable if you are interactive with inventory. If your business regularly takes orders for inventory that is not currently in stock, this option allows you to turn off the warning message, if you leave this option turned off.</p>
Update Inventory Detail	<p>Default: Off</p> <p>If you are interactive with Manufacturing Inventory Management and the maximum number of records for the inventory transaction file is not zero, the Sales Order Entry module will post the sales orders' detail and invoice detail to this file. To reduce the disk space required for the inventory detail file, you may use this option to indicate that you do not want the sales order detail posted to this file. If you leave the check box blank, the system will not update the inventory detail file with each initial sales order. By <clicking> on the check box, this will tell the system to save initial order detail.</p>
Invoice Re-print	<p>Default: Off</p> <p>If this data item is not <clicked> on, the system will not stop during the printing of the invoices. This item may be turned on, to tell the system to pause after each invoice is printed and ask you if you want to re-print that invoice. You may continue to re-print the invoice until you clear the check box, at which time the system will update the invoice transaction and then proceed to the next invoice.</p>
Allow Line Item Ship Dates	<p>Default: Off</p> <p>Turning this data item on will allow a scheduled ship date to be entered by each line item on the sales order. By leaving the check box blank, the system will allow only one ship date for each sales order.</p>
Back-ordered Items on Invoice	<p>Default: Off</p> <p>By turning on this option, you are telling the system to print all items on each invoice that have a “Backordered” amount, whether they are shipped or not. The normal default would be to have the system only print those items on an invoice that have a “shipped” amount during this invoicing session.</p> <p>Therefore, if you had twenty line items on a sales order and shipped six of those line items, the standard invoice would only reflect those six particular line items. Turning this option on, would tell the system to print all twenty line items whether they had any shipped quantities or not.</p>
On Hold by Line	<p>Default: Off</p> <p>Activating this data item will enable the ability of holding specific line items on a sales order. Though you still have the capability to hold the entire order, you may be more specific and hold a single line item.</p>
One-Step Invoice Range	<p>Default: Off</p> <p>If this data item is turned on, the system will prompt the user for a range of invoices to ship and bill when you select the “One-Step Invoicing” option.</p>
Freight Only Invoices	<p>Default: Off</p> <p>If this check box is blank, the system will only generate an invoice for an order if there are unbilled shipments remaining. If this check box is <clicked> on, the system will write invoices for any orders which have unbilled freight</p>

	charges on them. All sales orders within the specified invoice range with unbilled freight will be included, even if no shipments have been made.
Completed Items on Invoice	<p>Default: Off</p> <p>By turning this option on, the system will allow all shipped items to be included on the printing of an invoice, regardless of their status. Leaving this option blank will eliminate the printing of completed line items on invoices.</p> <p>NOTE: Based on the nature of your business, having both of these options checked can become very cumbersome and expensive in terms of the quantity of invoice forms used by your system.</p>
Posts Deposits During SO Entry	<p>Default: On</p> <p>Turning this option "on" will enable the system to prompt for deposit information during the entry of a new Sales Order. If this data item is turned off, the system will refrain from prompting for deposit information. However, you may enter deposit information separately using the "Post Deposits to Sales Orders" option.</p>
Check for Duplicate Customer POs	<p>Default: On</p> <p>Setting this data item "on" will allow the system to check for duplicate Purchase Order Numbers during the entry of a Sales Order.</p>
Apply Auto Deposits	<p>Default: Off</p> <p>This data item, when turned "on," will allow the system to automatically apply a deposit to the invoice, when the sales order is billed. This will occur only if the invoice amount billed and the deposit amount are exactly the same.</p>
Sales Order Number	<p>Default: 1203</p> <p>This is the starting sales order number that you would like the system to use for automatic numbering at initial sales order entry. If you set this value to zero (0), the system will allow you to assign sales order numbers at the time you add or copy new sales orders.</p>
Sales Order Form	<p>Default: LORD1</p> <p>This is the name of the sales order form that will be used when printing sales orders. See Chapter 1 of this manual for a listing of the standard forms available with this module.</p> <p>A catalogue of preprinted forms available through Professional Business Forms may also be found in the Product Kit or printed from the CD-ROM.</p> <p>Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used. This option may be changed as often as desired. If none of the standard forms fit your particular company's requirements, custom modifications are available to configure to your needs.</p>
Packing List Form	<p>Default: LLIST</p> <p>This is the name of the packing list form that will be used when printing packing lists. Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used. This option may be changed as often as desired. If none of the standard forms fit your particular company's needs, custom modifications are available to configure to your needs.</p>
Bill of Lading Form	<p>Default: LBILL</p>

	This is the name of the bill of lading form that will be used when printing bills of lading. Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used. This option may be changed as often as desired. If none of the standard forms fit your particular company's requirements, custom modifications are available to configure to your needs.
Invoice Form	<p>Default: L0201</p> <p>This is the name of the invoice form that will be used when printing invoices. Once you have reviewed the available forms, simply enter the form name into this field to activate it as the current form being used. This option may be changed as often as desired. If none of the standard forms fit your particular company's requirements, custom modifications are available to configure to your needs.</p>

Manufacturing

The Manufacturing configuration screen displays three questions.

The screenshot shows a 'Configuration' dialog box with the 'Manufacturing' tab selected. The 'Include Sub-Assemblies' checkbox is checked. The 'Labor WIP Sales Code' and 'Default Labor Sales Code' are both set to '99'. The 'OK', 'Cancel', and 'Apply' buttons are visible at the bottom.

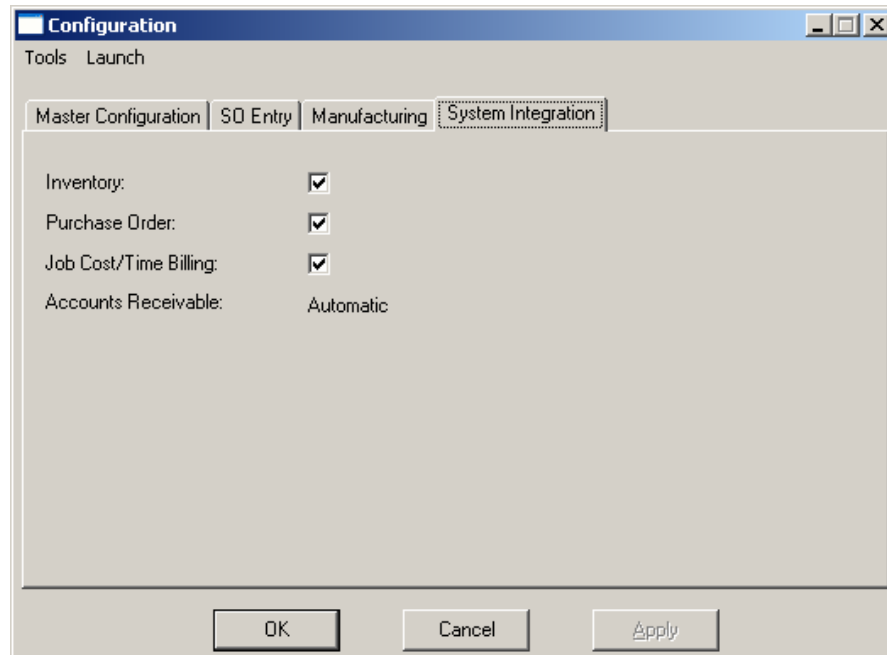
Include Sub-Assemblies	<p>Default: Off</p> <p>If you leave this check box blank, the system will not break down sub-assemblies on the Manufacturing Worksheet. <Clicking> on the check box will cause the program to include the sub-assemblies.</p>
Labor WIP Sales Code	<p>Default: SC009</p> <p>This is the sales code that will be posted to when you record labor costs to a sales order. The asset account, or the sales code, should be the GL account to be credited (<i>e.g., labor expense</i>).</p>
Default Labor Sales Code	<p>Default: SC010</p> <p>This is the sales code that will be posted to during the invoicing process.</p>

	The asset account should be the GL WIP labor account. The Cost of Sales account should be the actual Costs of Goods account for labor. You can change this option at any time. No special procedure is required when making this change. You have now completed the Manufacturing Configuration.
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System Integration

Integration with Other Systems - Default (Below)

- 1) **Inventory** : N
- 2) **Purchase Order** : N
- 3) **Job Cost** : N
- 4) **Accounts Receivable** : Automatic



The system will, however, automatically configure this option based on the modules you select for the option “**Start New Files From Scratch.**” Based on this selection, the system will determine what options should be integrated automatically and set them for you. You may use this option to custom configure these choices in a different manner.

<Click> on the appropriate check box if your system will be integrating with **Manufacturing Inventory Management, Purchase Order Entry**, or the **Job Cost Main Module**. These are the only modules that you may configure Sales Order Entry to actively update.

Integration with **Accounts Receivable** is automatic and is **required** in order to use the Sales Order Entry module. The integration with **General Ledger** is accomplished through the integration as defined in the **Accounts Receivable** module.

MAINTAIN DATA FILES (SO0403)

This option includes both “**Pack**” and “**Re-Index**” utilities to manage your Sales Order Entry files after a hardware or media failure. This procedure will also physically remove records that have been marked for deletion. You should **NOT** rely on this option to replace backups. Your backup procedures should include daily backups and weekly offsite backups.

There are several situations in which this option need be accessed.

- **Power (*hardware*) failure.**
- **Media Errors (*bad disk*)**
- **Remove records marked for deletion**

Before you execute the **Pack** option, check the file size of your Sales Order Entry files. The system will sort each of the current “**out of index**” files into new “**indexed**” files before deleting the old ones.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files. If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

NOTE

This option will only reorganize undamaged data within your files. Therefore, you should carefully audit all information after you execute this option and make any necessary adjustments to your data.

The following files are available for maintenance:

- **Sales Order File**
- **Sales Order Detail File**

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to “**Select All**” files, “**Un-select All**” files, and “**Invert Selection,**” which selects those files that were not selected in a previous pack or re-index condition. There is also a button, “**Details**” that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the “**Start**” button, after selecting the files you wish to manage. You are then given the options to “**Pack**” or “**Re-Index**” the selected data file(s). **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a “**Percentage of Completion**” graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a “**Pack**” procedure.

Results:

All Records in all or specified Sales Order Entry Files will be packed and/or re-indexed.

START NEW YEAR’S FILES (SO0405)

This option starts up the Sales Order files for the new fiscal year. Before executing this option, you should make multiple copies of the old year's files for archival purposes.

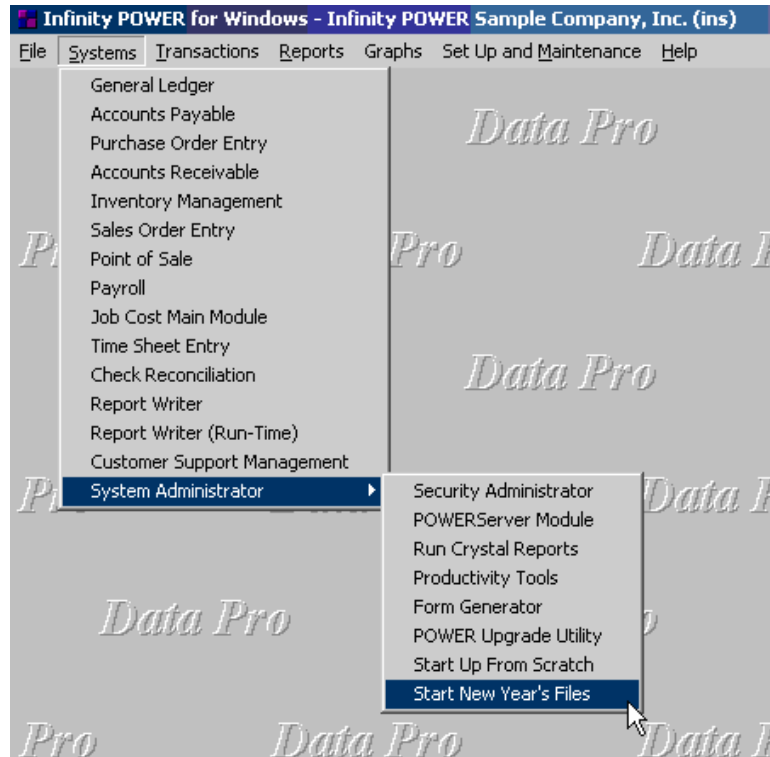
When you start the files for a new fiscal year, the following files are copied into or created for the new year:

- **Sales Order File (coSO1dy.dbf)**
- **Detail File (coSO2dy.dbf)**

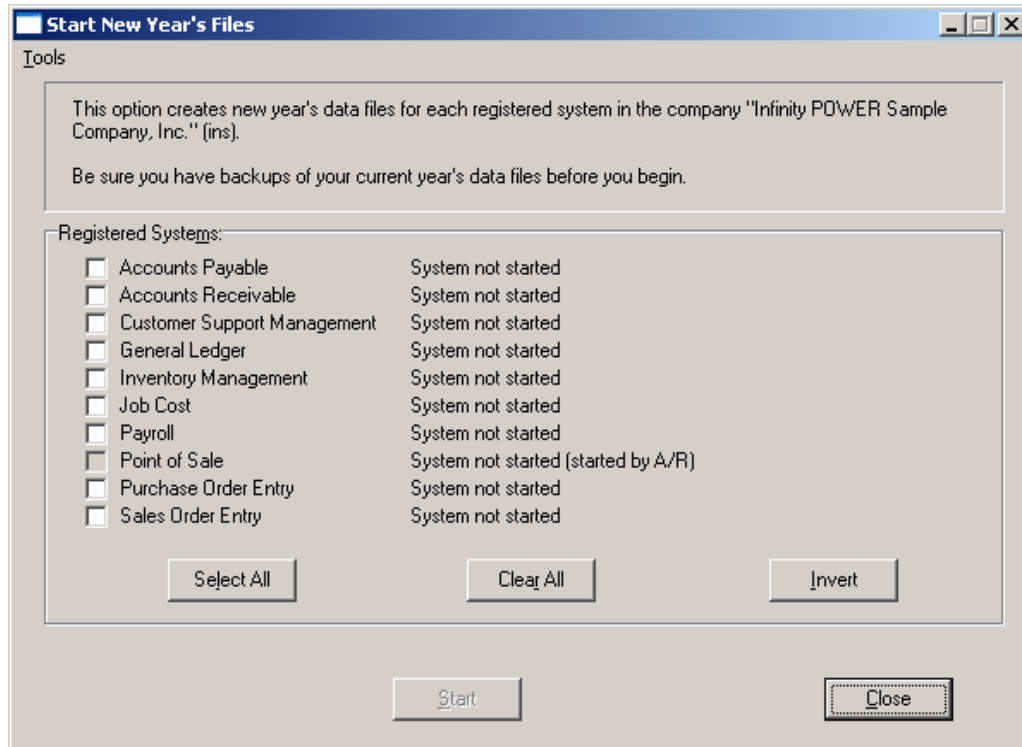
After you create the files for the new year, you may process in both years simultaneously. All transaction activity for each year will be tracked independently, except that the open item information will always reflect the most current information for both years combined. In addition, you must be careful to make any overhead changes, such as changing a customer's billing address, to the most current year (*or to both years*). This overhead restriction is only applicable on the files listed above.

Before selecting this option you should make several backups of the old year for archival purposes before starting the new year.

To select this option, you will go to **“Systems”** from the Menu Bar and select **“System Administrator.”** The following screen illustrates where to locate this option.



Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. *You must also be in the last fiscal period (month) of the year before you can execute this option.*



If you are in any other period or month other than the last fiscal period of the year, the system will not allow the user to select any modules to **"Start New Year's Files."** Therefore, if you are looking to create **2007** data files as the new year, the old year is **2006** and your date should be set to a day in the last fiscal period of **2006**. If you are prepared to begin data files for the new fiscal year, you may choose the **"Select All"** button which will highlight all Registered Systems. Or, you may choose the **"Clear All"** button to undo your choices. The **"Invert"** button reverses the choices currently selected on the screen.

You may also take your mouse and <click> on each accounting module one by one to specify which module(s) to select for this function. It is not uncommon for many users to be prepared to begin certain data files for the new fiscal year such as General Ledger and Accounts Payable while holding back on certain modules such as the Sales Order Entry module. This would allow users to continue processing orders in the prior fiscal year to allow additional sales to get on the books or to complete orders prior to starting the new order file for the new year. Once this file is started, only outstanding orders will be transferred to the new fiscal year.

General Ledger, however, is one module whereby users may create new data files for the new fiscal year and continue to process in both the prior and new fiscal years and the same time. Once postings are made to the prior fiscal year, the option to **"Bring Balances Forward"** into the new year is run to bring all adjusted balances current.

Select the module(s) to Start New Year's Files for and <click> on the **"Start"** button. The program will create the new year's data files. The system will show a message next to each module stating **"System already started."** The bottom of the screen will show **"Processing Completed."**

<Click> on the **"Close"** button to return to the Menu Bar.

Results:

Files copied to or created for the New Year.

- **Sales Order File (coSO1dy.dbf)**
- **Detail File (coSO2dy.dbf)**

SET UP CUSTOMERS

This section discusses the ways to add, change, import, delete, and copy customers. It also discusses how to print the Customer Listing, which is used to verify all information input into the Customer File. You may add **“notes”** to any Customer Account that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current date and time. You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters, each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the vendor through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this vendor.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (AR0400)

The **“Inquiry”** mode allows you to view summary information about your customers. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

Once the customer has appeared on the screen, you may <click> on the following keys to view important information. <Click> on the **“Billing”** button to review the billing information.

The screenshot shows a window titled "Billing - ALLE1" with a menu bar containing "Tools" and "Launch". The window is divided into several sections:

- Tax Rate:** A dropdown menu showing "2".
- County Tax:** A text field.
- Comments:** A text area containing "He has stores in St. Pete, Tampa, Clearwater, Orlando. Check Ship-To Addresses before shipping!".
- Price Levels:** A list of radio buttons for levels 1 through 11. Level 4 is selected.
- Invoice Terms:** A section with "Description:" showing "Net 30 (2 % Disc)", "# Days:" showing "30", and a "Type:" dropdown with "Net Days" selected.
- Discount Percent:** A text field showing "5.000 %".
- Credit Limit:** A text field showing "\$175,000.00".
- Customer:** A text field.
- Bank Account:** A text field.
- Customer Bank Routing:** A text field.
- Customer Payment By EFT:** A checkbox.
- Consumer Bank Account:** A checkbox.
- Finance Charge:** A checkbox.
- Balance Forward:** A checkbox.
- A/R Sales Code:** A text field.
- Project:** A dropdown menu.
- Account Type:** A section with radio buttons for "Checking" (selected) and "Savings".
- Password:** A button labeled "Password...".
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

<Click> on the **“Contact Info”** button to review the optional Contact Management fields available for this record as shown on the following screen. All of these fields are **“free form”** text fields and may be used in any fashion desired. Primarily, these fields are used with Data Pro’s advanced **DP/DashBoard (Enterprise Management System)** for special **Customer Relationship Management (CRM)** capabilities. The fields such as **“Do Not Mail,”** **“Do Not E-Mail,”** and **“Do Not Fax”** are used for Custom Report Writer features which highlight the ability to set flags on a specific contact record and whether to include each record when using the **Infinity POWER Report Writer** as an advanced data extraction tool for mailing, e-mailing and faxing.

Customer Contact Information - 8138768844

Tools Launch

Salutation:	Mr.	Do Not Mail:	<input type="checkbox"/>
Title:	Vice President	Do Not E-Mail:	<input type="checkbox"/>
First Name:	Thomas	Do Not Fax:	<input checked="" type="checkbox"/>
Middle Name:	J.		
Last Name:	Kennedy		
Alternate Phone:	727-884-8678		
Extension:	50441		
Cell Phone:	813-841-3461		
Business Type:	Business Banker		
Tag ID:	N/A		

Save Cancel

<Click> on the **“Open Items”** button to review all current open items and multiple payments made on a specific invoice as shown below.

Item #	Payment Date	Amount	Check #
1	04/30/2004	\$500.00	998
2	04/30/2004	\$225.00	1075
3	03/09/2004	\$461.00	1278
4	03/26/2004	\$384.00	1344

Cancel

This will only occur if the **“Payment”** button is highlighted due to the fact that one or more payments have been applied to a specific invoice as shown below.

Item #	Type	Transaction #	Description	Total Amount	Date	Due Date	Job #	G/L Account #	Remaining Amount	Post Date	Payment History	Complete Payment Date	Partial Payment Date	Check #
1	Inv	69098	Home Show sale	\$1,992.89	01/31/2003									
				\$422.89	01/31/2003									
2	Inv	69078	Built Shed	\$7,021.55	02/21/2003									
				\$7,021.55	02/21/2003									

Cancel

<Click> on the **“Aging”** button to review the current aging summary, Year-to-Date sales amount, last check date, last check number and amount and highest credit balance.

Customer Aging Summary - HARC1

Tools Launch

Unpaid Finance Charges:	\$0.00	Aging Date:	04/24/2003
Year-To-Date Finance Charges:	\$0.00	Aging Amounts:	
Available Credit:	\$14,317.44	Total Balance:	\$3,682.56
Last Check#:	504461	Current:	\$242.88
Check Date:	04/18/2003	31-60 Day:	\$0.00
Check Amount:	\$600.00	61-90 Day:	\$3,439.68
Year-To-Date Sales:	\$4,282.56	91-120 Day:	\$0.00
Average Days To Pay:	0	Over 120:	\$0.00
# Invoices In Average:	0	Last Invoice Date:	04/09/2003
High Balance:	\$4,282.56	Last Order Date:	

Close

<Click> on the **“Pricing”** button to display an additional inquiry screen that will allow you to choose an inventory item and a specific quantity to give you exact pricing on that item for that customer. It also checks the quantity available, on-order, and reserved for that item.

Calculate Inventory Pricing - ALLE1

Tools Launch

Inventory Item: Lightweight Sawblades

50 221 165

Pricing Information:

Unit Of Measure:

☒ EA

Quantity On-Hand: 2.00

Quantity On-Order: 0.00

Quantity Reserved: 0.00

Quantity Req. Mant.: 0.00

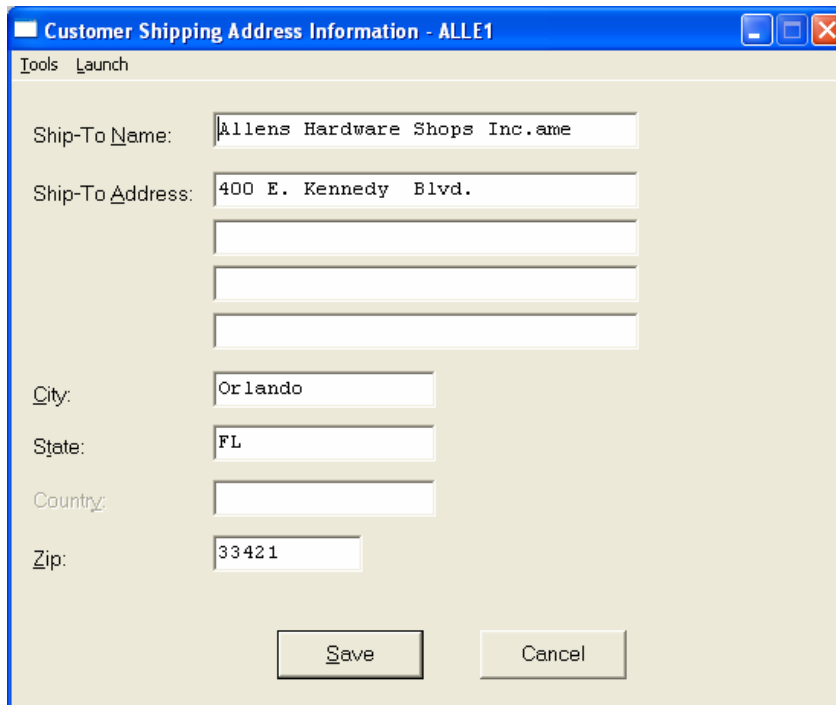
Quantity Available: 2.00

Quantity: 12.00

Calculated Price: \$8.80

Close

<Click> on the **“Shipping”** button to review the customer’s Ship To information.



Customer Shipping Address Information - ALLE1

Tools Launch

Ship-To Name: Allens Hardware Shops Inc.ame

Ship-To Address: 400 E. Kennedy Blvd.

City: Orlando

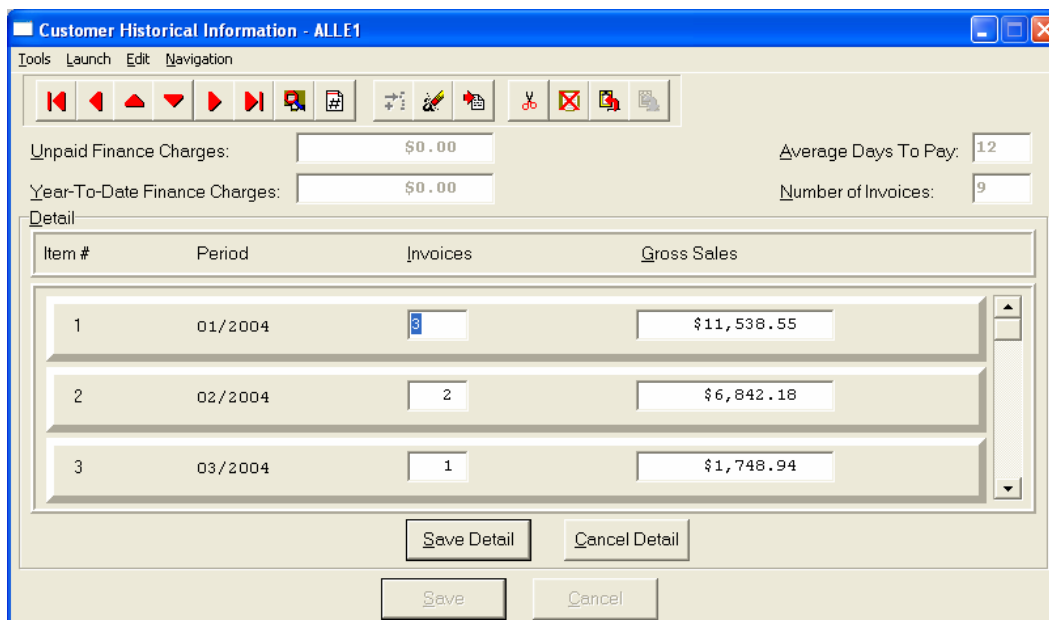
State: FL

Country:

Zip: 33421

Save Cancel

<Click> on the **“Historical”** button to review the historical information of invoices and gross sales by month.



Customer Historical Information - ALLE1

Tools Launch Edit Navigation

Unpaid Finance Charges: \$0.00 Average Days To Pay: 12

Year-To-Date Finance Charges: \$0.00 Number of Invoices: 9

Detail

Item #	Period	Invoices	Gross Sales
1	01/2004	3	\$11,538.55
2	02/2004	2	\$6,842.18
3	03/2004	1	\$1,748.94

Save Detail Cancel Detail

Save Cancel

<Click> on the **“Price Plans”** button to view the Price Plans that have been assigned to this customer.

When accessing the “**Open Items**” or the “**Historical**” features, the screen will have the option to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number. When you select to view by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on “**OK.**”

Add Mode (AR0401)

This option allows you to set up new customers. You may input all customer specific information with this option except for open items. There is a considerable amount of information kept track of for each customer in your files. Not all information requested must be filled in. Different companies have varying levels of need for this type of information. Utilize only those fields that apply to your specific needs.

If you are adding a new record, navigation is not required. <Click> on the “**Create a New Record**” button or choose the “**Operation**” option from the Menu Bar and then “**Add.**” The following is an explanation of each of the data items set up on a customer account:

Customer Number	Each customer must be assigned a customer number that may be up to ten (10) characters (<i>alpha/numeric</i>). This is the primary number the system uses to track customers by. To best utilize the F2 search method, it may be recommended that the first three to four letters of a customer’s name be used as the first portion of the customer number. This way, if you cannot remember the customer's full number, you may enter a portion of the number and the system will then go to the closest “ match. ” You would then be able to use your up or down arrows to highlight their actual number.
Customer Description	This is the company or customer name that will be displayed on all screens, reporting, invoices, and statements. This name may be up to thirty (30) characters (<i>alpha/numeric</i>).
Address	This is the full billing address of the customer. There are four lines of thirty (30) characters each for the address.
City	This is the city of the customer. There are thirty (30) characters allocated for the city.

State	The system will allow fifteen (15) characters for the state of this customer.
Country	If you have elected to include “ Country in Address ” (an option during the set up of a Company) the system will include “ Country, ” as a data field in the address information for this company. The system will allow for fifteen (15) characters for the country.
Zip	<p>This is a ten (10) character zip code for the customer’s address.</p> <p>For example:</p> <p>Customer Name: ABC Company, Inc. Address: 123 Main Street Suite 1030 Building 123 City: Vancouver State: Brit. Columbia Cntry: Canada Zip: V6E 4A2</p>
Region	This is a five (5) character (alpha/numeric) field for an abbreviation indicating the customer's region. This may be a very useful field because all customer reports may be printed using a region “ mask. ”
Salesman	This is the five (5) character (alpha/numeric) salesman number of the salesman you would like to assign to this customer.
E-Mail	This is a fifty (50) character (alpha/numeric) field for the E-Mail address name for the company or contact for this customer. This field is for reference purposes only.
Special	This field will be called whatever you have set up as the “ Special Field ” heading in the Master Configuration. This is a twenty (20) character field for any special comments or key data that may be searched or sorted on.
Contact	This is a twenty (20) character field for the name of the person to contact at this customer. This will be displayed on all screens, and reports. On some invoice forms it will be displayed below the mailing address as the “ ATTN:. ”
Phone	This is the twenty (20) character field for the customer's phone number. There is enough room for the full phone number, including area code, and all parentheses, spaces, and hyphens.
Fax Number	This is the twenty (20) character field for the customer's fax number. There is enough room for the full fax number, including area code, and all parentheses, spaces, and hyphens.
Billing (Button)	This button will allow you to change the billing information for this customer. If you <click> on this button, another window will be displayed which will allow you to change the following information.
Tax Rate	This is the Tax Rate Number, which may be up to ten (10) characters (alpha/numeric) that has been set up in the tax rate file that you would like to assign the customer. There must be a tax rate number entered in this field, so any “ exempt ” customers must be assigned a tax rate that has been set up with zero tax percentages.

Price Levels	<p>The price level assigned here will be used when invoicing, if you have configured the system to be interactive with Manufacturing Inventory Management. If you are not interactive with Manufacturing Inventory Management, the Price Level section will not be displayed.</p> <p>If you are interactive with Manufacturing Inventory Management, <click> on the price level from inventory that you want to assign this customer. You may choose 1-10 or 11 for “no price.” When you are invoicing a customer for an inventory item, the program will automatically calculate the correct unit price based on the inventory item selected, the price level specified, and the quantity break, if applicable.</p>
Discount Percent	<p>You may also place a “negative discount” into this field. This is for those customers who base their pricing to their customers on a “cost plus” basis. In other words, an inventory price level may be established for each customer. The price level that is assigned could, in essence, be your “cost” for each inventory item. By placing a negative discount in this field, the system will look at whatever the sales price is for that price level and add the effective discount amount on top of the sales price. This is how automatic “cost plus pricing” may be applied. This “negative discount amount” may also be overridden at the time of invoicing, if the prompt “Allow Line Item Discounts” in the Master Configuration is turned “on.”</p>
Credit Limit	<p>This is the dollar credit limit that you wish to assign the customer. It will be used in the Customer Inquiry screen to calculate the available credit for a customer. When creating invoices, a warning message will be generated if the total amount of the transaction is larger than the available credit limit remaining.</p>
Customer's Bank Account	<p>This is the Customer's Bank Account number. This may be entered for informational purposes or for use with the Electronic Funds Transfer (EFT) system included in the Check Reconciliation module. If used with the EFT system, the Customer's Bank Routing number MUST be entered to complete the information required to send the transaction to the EFT Processor. For more information on the EFT processing procedures, please refer to Chapter 1 of the Check Reconciliation manual.</p>
Customer's Bank Routing	<p>This is the Customer's Bank Routing number. This is a nine (9) character field in which to enter the routing number for your bank account. The nine character format will verify that it meets with the United States requirements and performs a validation check when a nine digit number is entered into this field. You may also enter a six (6) digit number into this field for use in the United Kingdom and other countries. However, when a six digit number is entered into this field, no validation of what is being entered is being done by the system.</p> <p>This may be entered for informational purposes or for use with the Electronic Funds Transfer (EFT) system included in the Check Reconciliation module. If used with the EFT system, the Customer's Bank Account number MUST be entered to complete the information required to send the transaction to the EFT Processor. For more information on the EFT processing procedures, please refer to Chapter 1 of the Check Reconciliation manual.</p>
Customer's Bank Account Type	<p>This is either Checking or Savings and is used to define the type of bank account the previous two data fields will be accessing. For more information on the EFT processing procedures, please refer to Chapter 1 of the Check Reconciliation manual.</p>
Customer Payment by EFT	<p>This data item is used to define whether this customer's transactions will be processed using the EFT system. If during Cycle Invoicing, EFT has been set</p>

	up and this data item is turned on the system will proceed with EFT processing. If during Payment entry, the payment type selected is an EFT payment type and this data item is turned on the system will proceed with EFT processing. For more information on the EFT processing procedures, please refer to Chapter 1 of the Check Reconciliation manual.
Consumer Bank Account	This refers to whether this account is a “ personal ” bank account verses a “ business ” bank account. This is a required piece of information that is sent to the ACH network during transmission of the EFT transaction. If it is not checked, it is automatically assumed to be a “ business ” bank account.
Comments	These are two lines of fifty (50) characters each for any comments that you would like to assign this customer. These comments can be used to “ flag ” the user, drawing attention to pertinent information before recording transactions in the system. This feature can be set by turning “ on ” the Display Customer Comments field in the <i>Accounts Receivable Master Configuration</i> . Any Comments will then display on the screen when performing “ Write Invoices & Credit Memos ,” “ Prepare Proposals ,” or “ Record Manual Invoices ” for that customer. See the “ <i>Master Configuration</i> ” option for more details on setting up this feature.
Invoice Terms Description	<p>This is a twenty (20) character description of the terms that you wish to assign this customer. This will be displayed on the invoice form. The default description will be what you have set up in the Master Configuration.</p> <p>This field may be utilized to invoke a Credit Check warning system when this specific customer is put on credit hold. To activate a credit hold status for this customer, enter the words “Credit Hold” as the terms description. In doing this, the system will not allow an invoice to be entered for this customer, instead a warning will be displayed “This Customer is on Credit Hold, No New Transactions are allowed.”</p> <p>If you are integrated with the Sales Order Entry module, this Credit Check warning system will be activated there as well and the system will not allow the order to be placed. If you have installed the Advanced Security Administrator, there is a <i>custom security object</i> that may be used in conjunction with this field. You can set up the Advanced Security system to allow only certain users to edit or change this field.</p>
# of Days	This is the number of days from either the invoice date or the end of the month that will be used in calculating the due date. The default value will be what you have set up in the Master Configuration.
Terms Type	<p>The terms type defines how the due date for each invoice will be calculated. The default value will be what you have set up in the Master Configuration.</p> <p>Fixed Due Date will tell the system not to calculate a due date, but ask you what the due date is at the time of the transaction.</p> <p>Net Days will calculate the due date in a specified number of days from the invoice date.</p> <p>Net days EOM will tell the system to calculate the date for the end of the month in which the transaction was written. Then, calculate a specified number of days from the end of the month date.</p>
Finance Charges	This field indicates whether this customer is subject to finance charges. If they are subject to finance charges, then <click> “ on ” the box.
Balance Forward	This field indicates how the open items (<i>invoices, payments, credit memos, etc.</i>) for this customer will be treated by the system. The default values will be what you have set up in the Master Configuration. Leave this box blank to indicate this customer should be treated as an “ open item ” type customer. To

	indicate this customer should be treated as a “Balance Forward” type customer, <click> “on” the box.
A/R Sales Code	This is the Accounts Receivable Sales Code you would like to assign this customer. This Sales Code represents the Accounts Receivable chart of account number that will be used for Invoice and Payment entries to the General Ledger integration file for this customer. If you choose to leave this field blank, you are choosing not to utilize the Multiple Accounts Receivable processing functions. The system will then obtain the “default” Accounts Receivable chart of account number from the <i>Accounts Receivable Master Configuration</i> for all transaction entries, unless otherwise specified at the time of transaction entry.
Project #	This data item is a ten (10) character (<i>alpha/numeric</i>) field which represents a project number associated with this customer. This is a reference only field unless certain conditions exist. If you are utilizing the Sales Order Entry and Job Cost Main Modules to track revenues associated with a project, you can use this field to define a specific project number to be associated with each order entered in the Order entry module for this customer. This project number may be overridden at the time of order entry.
Password	The remote access password is used in conjunction with an Internet Web Site environment. It is a security feature to allow customers to login to a web site and gain access to specific information. This information could be specific pricing based on that customer pricing level or important information specifically for that customer. Enter a password and re-key the same password for verification. <Click> on “OK” to save this information.

When you have completed the **“Billing”** information section of the customer’s record, <click> on **“Save”** to return to the main data entry screen.

Contact Info (Button)

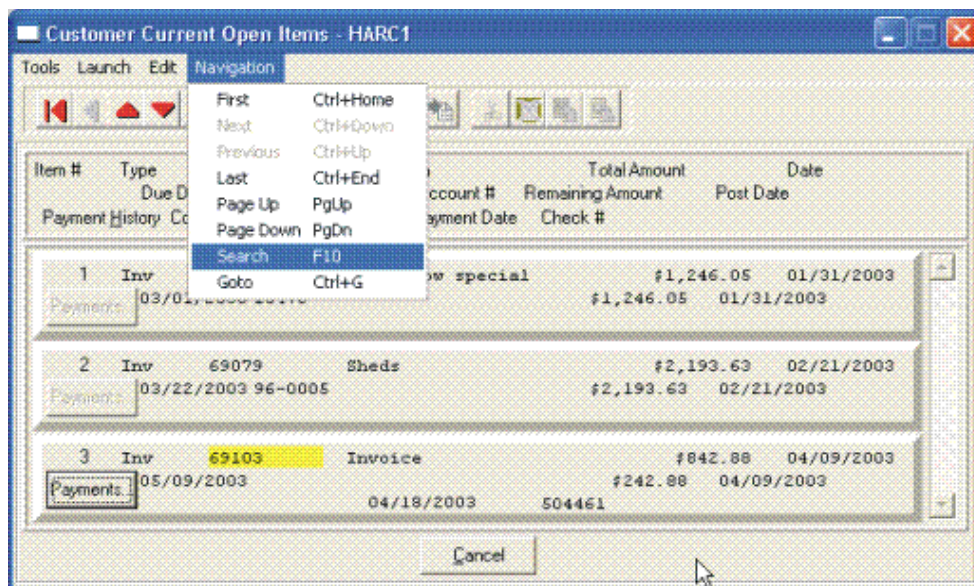
When you <click> on the “**Contact Info**” button, you may enter and/or review the optional “**Contact Management**” fields available for this record as shown on the following screen. All of these fields are “**free form**” text fields and may be used in any fashion desired. Primarily, these fields are used with Data Pro’s advanced **DP/DashBoard (Enterprise Management System)** for special **Customer Relationship Management (CRM)** capabilities.

Salutation	This data item is a ten (10) character (<i>alpha/numeric</i>) field which represents how you would normally address a person (<i>i.e. Mr. Mrs. Dr.</i>).
Title	This data item is a thirty (30) character (<i>alpha/numeric</i>) field which allows you to store the person’s title. This is normally for titles like President, Vice President, Sales Manager, Collections Manager, Assistant, etc.
First Name	This data item is a twenty (20) character (<i>alpha/numeric</i>) field which allows you to store the person’s first name (<i>i.e. Mary, Thomas, John</i>).
Middle Name	This data item is a twenty (20) character (<i>alpha/numeric</i>) field which is used to store the person’s middle name.
Last Name	This data item is a twenty (20) character (<i>alpha/numeric</i>) field which is used to store a person’s last name. The storage of the combination of the three fields (<i>First Name, Middle Name, Last Name</i>) is ideal for Contact Management applications and for Mail Merge purposes.
Alternate Phone	This data item is a twenty (20) character (<i>alpha/numeric</i>) field which is used to store an alternate phone number unique possibly to this contact and different than the main phone number stored on the main Customer record.
Extension	This data item is a six (6) character (<i>alpha/numeric</i>) field which is used to store this contact’s extension for their Alternate Phone Number.
Cell Phone	This data item is a twenty (20) character (<i>alpha/numeric</i>) field which is used to store this person’s “ Cell Phone ” number. This could also be used for their pager number or however you deem appropriate.

Business Type	This data item is a thirty (30) character (<i>alpha/numeric</i>) field which is used to store the type of business for this Customer Record. This could actually be the SIC Code for the company or a more generic description of the nature of their firm. Examples could be Hotel, Convenience Store, Manufacturer, Distributor, or Retailer. This is user-definable so it may be whatever makes sense for your firm.
Tax ID	This data item is a twenty (20) character (<i>alpha/numeric</i>) field which is used to store this Customer's Tax ID number. Many firms are exempt from Sales Tax and therefore have a Tax ID number that they provide their vendors to keep from paying state and local sales tax. This field may be used to store this customer's Tax ID number so it is permanently kept on file.

The fields such as “Do Not Mail,” “Do Not E-Mail,” and “Do Not Fax” are used for Custom Report Writer features which highlight the ability to set flags on a specific contact record and whether to include each record when using the **Infinity POWER Report Writer** as an advanced data extraction tool for mailing, e-mailing and faxing.

Open Items (Button)	The Open Items button provides the user with the ability to view all of the outstanding invoices and non-applied payments that are pending against this specific customer. The following pieces of information are also displayed regarding each open item.
Item #	This is simply the line number or item number of the total number of open items that are being displayed on this screen. You may have a total of 10,000 open items displayed during this open item inquiry at one time. Obviously, with this many possible open items available, this could be cumbersome to try and find a specific item to pay or inquire upon without some helpful tools. Therefore, while you have this screen open, you may <click> on the Navigation choice at the top of the screen and you will be provided with several options including a “Search” tool to find items throughout the file. The following screen illustrates this menu and how an open item transaction number is highlighted in Yellow once the item is found during a search.



Once you select the **Search** option or press **F10**, you may enter the information you are looking for such as an invoice number, date of transaction, invoice amount or check number as shown on the following screen. You may also choose to search up or down the file, pick if it is to be case sensitive and more.

The dialog box titled "Search - Customer Current Open Items - HARC1" contains the following elements:

- Text:** A text input field containing "69103".
- Direction:** Two radio buttons labeled "Down" (selected) and "Up".
- Wrap:** An unchecked checkbox.
- Match Case:** An unchecked checkbox.
- Buttons:** "New Search", "Next", and "Close".

You may scroll up or down through the file manually to find the open item you are seeking and if there is one or more partial payments made against an open item, the **"Payments"** button located directly underneath the Item # and titled **Payment History** will be shown as active. If it is active, you may <click> on this button and a new screen will appear displaying all of the partial payments made to date against this specific open item as shown on the following screen.

The window titled "Open Item Payment History - Invoice # 69098" displays a table of payment history with the following data:

Item #	Payment Date	Amount	Check #
1	04/30/2004	\$500.00	998
2	04/30/2004	\$225.00	1075
3	03/09/2004	\$461.00	1278
4	03/26/2004	\$384.00	1344

A "Cancel" button is located at the bottom of the window.

Type	This is the transaction type that was assigned during the origination of this open item. It could be an invoice, payment, credit memo, debit memo as an example. This will always inform the user of the nature of the transaction and how it should be affecting the customer's account balance.
Transaction #	This is the Transaction Number that was created for this open item at the time the transaction occurred. For instance, if this was an invoice, this would represent an invoice number. If this was a payment on account, this would normally be the customer's check number.

Description	This is the description of the open item. During the origination of the transaction, the user has the ability to override the default description (<i>i.e. invoice, credit memo, payment</i>) and enter another description to provide a simplified description of the nature of this specific transaction. Whatever description was entered will appear into this field. If no description was entered, the default descriptions will appear.
Total Amount	This is the complete amount of the transaction, including any taxes, freight or other charges.
Date	This is the date of the transaction based on the System Date that was used to post the transaction. This is different than the actual posting date which uses the computer's clock/calendar to keep track of when items are actually posted to the system. This is the date that will be used to start all agings and reports.
Due Date	This is the date that the invoice is due from the customer. Based on the terms of the transaction used at the time of invoicing, this date was automatically calculated at the time the transaction was originated and store into the file.
Job Number	If the integration to the Job Cost Main Module was turned ON, this open item can be related to a Job or Project. The invoice may be a Job Invoice and a payment may be associated to making a payment related to a job. The Job Cost Collections Report utilizes this field when the report is run.
G/L Account Number	If you have configured your system to use multiple Accounts Receivable accounts and have changed the A/R Sales Code during the posting of payments or the writing of invoices for example, this will information be displayed in this field. This Sales Code ultimately relates to the actual General Ledger Account Number for the various Accounts Receivable accounts that may be stored on your Balance Sheet reflecting each unique "receivables" account. Each posting could therefore be updating a different GL account uniquely although they are being billed and/or paid through the same customer account.
Remaining Amount	This number would be the remaining balance still due on this open item if there had been any partial payments made on this open item. If this is the case, you would have the ability to <click> on the "Payments" button under the Payment History column and check on the details of all of the payments made to date on this open item.
Post Date	The posting date is the System Date at the time the transaction occurred. This is normally set to the same value as the Invoice Date, except when using scheduled payments. When posting scheduled payments, the Invoice Date will be set to the future dates that the payments should occur. However, the Posting Date will be the date the transaction was entered. The Posting Date will be used when printing the Aging Report to identify which open items existed at any point in time so that back-dated aging reports can be printed properly.
Payment History	As mentioned earlier, if a partial payment is made against a specific open item, this button becomes active and stores a detail of all of the associated payments that are made against the open item until it is paid in full.
Complete Payment Date	This is the date that the actual open item is completely paid off. Once this item is paid in full, the system will automatically update this field.

Partial Payment Date	This field stores the “last” date that a partial payment was made on this open item. Even if multiple payments have been made to this open item, the date stored here will reflect the last date a partial payment was made.
Check Number	This field stores the “last” check number that was posted against this open item. Even if multiple payments have been made to this open item, the Check Number stored here will reflect the last Check Number that was used on a payment for this open item.

When you are done with the “**Open Items**” section of the customer’s record, <click> “**Cancel**” to return to the main data entry screen.

Aging (Button)	When you <click> the “Aging” button, a new screen will appear to provide you with several pieces of information including a summary of all of the outstanding open items for this specific customer broken down by Aging Category as defined in the Master Configuration. The Default configuration is set to a thirty day aging calculation but may be changed to meet specific customer needs.
Unpaid Finance Charges	This field is storing the amount of finance charges that have been billed to the customer but have yet to be paid.
Year-To-Date Finance Charges	This field stores the total amount of Finance Charges that have been billed to this customer Year-To-Date. Finance Charges are a specific transaction type and calculated uniquely. See the Accounts Receivable Master Configuration setup as to how your company is defined in the method of how it is charging finance charges, if at all.
Available Credit	This is an on-going calculated balance that is automatically generated by the system and defined by taking the customer’s Credit Limit and subtracting their current outstanding balance. This includes any outstanding invoices, credits, debit memos and payments on account.
Last Check Number	For inquiry purposes, this field is used to store the Last Check Number the customer used in making payments to their account. Therefore, if the customer calls and inquires whether a payment was received or not, it is easy to view this screen and immediately determine whether you received their check or not.
Check Date	Likewise, when the last payment is received on the customer’s account, the Check Date field is also updated immediately as well. This is the date entered at the time the payment was made. This is typically the date that was printed on the customer’s check.
Check Amount	This field stores the “last” check amount that was posted against this open item. Even if multiple payments have been made to this open item, the Check Amount stored here will reflect the last Check Amount that was used on a payment for this open item.
Year-To-Date Sales	This is a calculated field by the system that keeps an on-going total of Sales Totals for this customer based on all invoices, credit memos, and debit memos that have been issued to this account.
Average Days to Pay	This field is a calculated weighted average based on the number of days it takes this customer to pay each open item. On average, you will be able to determine that the customer is a good paying client, slow paying client, or in between based on this on-going calculation.

# Invoices in Average	This field stores the total number of invoices that have been used in the “Average Days to Pay” calculation. Therefore, you don’t want to base a credit decision necessarily on one or two invoice payments. On the other hand, if it is based on fifty invoices, a better history has been defined and can assist you more accurately in your decisions.
High Balance	This field stores the highest outstanding balance the customer has maintained with your company.
Aging Date	This field stores the last date of when a customer aging was calculated for this account. Therefore, when you are looking at all of the balances in each of the following Aging Categories, make sure to look at this date to ensure that the date is fairly recent. If it is fairly old, then you should go to the Reports menu option and run the option to “ <i>Calculate Age of Accounts</i> ” to realign all of the open items into the current aging categories before making any business decisions.
Aging Amounts	This section is actually contained in seven fields of information. This system displays a Total Balance, as well as six fields for the Aging Categories that have been defined in the Accounts Receivable Master Configuration. This includes the Current category plus each increment thereafter (<i>i.e. 30 days each</i>).
Last Invoice Date	This field stores the “last” invoice date that was posted against this customer account. This field is automatically updated on the customer’s record whenever an invoice is generated for a customer.
Last Order Date	This field stores the “last” Order date that was posted against this customer account. This field will be updated directly from the Sales Order Entry module each time a new order is entered into the system.

When you are done with the “**Aging**” section of the customer’s record, <click> “**Cancel**” to return to the main data entry screen.

Pricing (Button)	<p>When the “Pricing” button is selected, a new screen will appear that will allow the user to enter an Inventory Item into the system and have the system calculate a price for the item selected for this customer. Depending on whether the customer has any specific price plans defined, or if there are any quantity breaks defined for each of the inventory items, the system will automatically calculate the customer’s price on demand while at the same time show a display of the status of the item’s inventory levels.</p> <p>As shown on the following screen, you may enter the Inventory Item directly or use the scrolling screen to select the specific item. Once selected, the screen will show if the item has multiple units of measure, its Quantity On-Hand, On-Order, Reserved, Required for Manufacturing, and total Available. You will then be prompted to enter a Quantity that you would like the system to “Calculate a Price” for. Although this screen shows a price of \$5.25 for the following item, this field only appears AFTER the quantity was entered.</p>
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When you are done with the **“Pricing”** section of the customer’s record, <click> **“Cancel”** to return to the main data entry screen.

Shipping Address (Button)	This shipping address allows merchandise to be shipped to a company or separate location with an entirely different name than the Customer Name. You will be able to set up multiple shipping addresses for each customer set up in this option.
Ship-to Name	This is the company name that will be printed above the ship to address on the invoice. If this field is “Same,” the program will use the Customer Name. Once the customer has been added to the file, you may select the option, <i>“Set Up Ship-To Addresses”</i> from the menu to add up to one million additional shipping addresses (Windows Character-based) or nine million under (UNIX).
Ship-to Address	This is the address that will be printed in the “Ship To:” area of the invoice. If this field has the word “Same,” the program will use the Billing Address. This information may be changed at the time of invoicing for additional flexibility. This allows bills to be sent to one location while merchandise may be shipped to another.

When you have completed the **“Shipping”** information section of the customer’s record, <click> on **“Save”** to return to the main data entry screen.

Historical Information (Button)	This option will allow you to change the historical information for this customer. Another screen will be displayed which will allow you to change the following information:
Unpaid Finance Charges	This is the amount of finance charges that have been charged to the customer's account and have not yet been paid. Whenever the option, “Calculate Finance Charges” is executed, the amount of finance charges calculated will be added to this field until it is specifically paid.
YTD Finance Charges	This is the total amount of finance charges that have been charged to this customer's account for the year. This amount will be cleared when the option, “Start a New Year” is performed. This amount will be displayed on the Year-end Customer Statement.
Average Days to Pay	This is the average number of days that it takes for this customer to pay an invoice. It will automatically be calculated when payments are entered and posted against an invoice in full. This could be a very useful number when deciding the amount of credit to extend to a customer.
Basis - # of Inv.	This is the number of invoices that was used in the calculation of “Average Days to Pay.” The bottom portion of this screen, allows you to enter the total number of invoices and the gross sales for each period of the fiscal year. These figures will automatically be updated during normal processing.

When you have completed the **“Historical”** information section of the customer’s record, <click> on **“Save”** to return to the main data entry screen.

Price Plans (Button)

This option allows you to change the **“Price Plan”** information for this customer. By <clicking> on the **“Price Plans”** button, another screen will be displayed which will allow you to add, change, or delete price plans for this customer. The system allows up to twenty (20) different price plan assignments for each customer.

Inventory Price Plans must first be set up in the Manufacturing Inventory Management module to be available for use with this option. Once they are set up, they may be accessed and assigned to each customer on this screen. Keep in mind that if an inventory item is used in more than one plan, the first plan that is listed here to include that item will be used for its pricing as long as all other criteria are met. Therefore, the order in which plans are assigned here is very important.

Type in the Plan Number for each line or <click> the **Down Arrow (F2 by default)** and select from the available list and its description will appear immediately to the right.

When you have completed the **“Price Plans”** information section of the customer’s record, <click> on **“Save”** to return to the main data entry screen.

To validate this entire customer record <click> on the **“Save”** button. To exit from this option <click> on the **“Close”** button.

Results:

coAR1dy.dbf - Customer File

- Customer is Added to File

coARF.dbf - Price Plan Assignment File

- Price Plans are Added to File

Change Mode (AR0402)

This mode allows you to change information on an existing customer. If you have made any mistakes during this set up process, you may return to the **“Set Up Customers”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

While in **“Change”** mode, you may choose to change Historical information by <clicking> on **“Historical”** button. This screen is a scrolling window, which contains the purchase amounts for each month of the year. It also has the Year-To-Date Payments and Average Days to Pay, and Number of Invoices.

Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (*either text or a line number*) and <click> on **“Save.”**

When you choose to select a specific record in the file, you may search for that record by customer number, name or special (*u-define*) field. <Click> on the either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **“OK.”**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting (*cut*), delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.

When all changes are made, <click> on the **“Save”** button to validate your changes to this screen. You will then be returned to the previous screen. <Click> on the **“Save”** button to validate this record.

Results:

coAR1dy.dbf - Customer File

- Customer Information is Updated

coARF.dbf - Price Plan Assignment File

- Price Plan Information is Updated

Delete Mode (AR0403)

This mode allows you to delete a customer account. You cannot, however, delete a customer that has current open items. In addition, you should not delete customers that have had any account activity during the current period. This will result in incorrect sales reporting information. This option allows you to delete customers that you may have entered by mistake, or you no longer want.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once a customer is deleted, it can not be retrieved again. A backup of data files is always recommended prior to deletion of records.

Results:**coAR1dy.dbf - Customer File**

- Customer Information is marked for Deletion

coARF.dbf - Price Plan Assignment File

- Price Plans Information is marked for Deletion

Copy Mode (AR0404)

This mode allows you to create a new customer by copying the information from an existing one. Using this option, the system provides a quick method of setting up customers that are very similar. This may apply where a single customer may actually require multiple accounts because of separate locations or branch offices, which require separate billings.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the **Menu Bar** and then **“Copy.”** You will be asked if you wish to copy customer pricing information. Choose **“yes”** or **“no.”**

You will notice all the information, except for the customer number, will be copied to a new record. Enter the new customer number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

Results:**coAR1dy.dbf - Customer File**

- New Customer Information is Set Up

coARF.dbf - Price Plan Assignment File

- Price Plan Information is Set Up

SET UP INVENTORY ITEMS

This section discusses the ways to set up, change, delete, and copy inventory items. It also covers how to **“import”** new items from other accounting systems and print the Inventory Detail Report, which is used to verify all information input into the inventory files.

You may add **“notes”** to any Inventory Item that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new item, changing an existing item or copying an item.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current date and time.

Maintain Notes

Navigation Operation

Mode: **Add**

Account: 10 601 78511 UserID: SCOTT

Description: Corner Blocks

Date/Time: 05/15/2003 P 3:21

Title: New Batch Quality

Note: The last two batches we have ordered have been slightly better than previous orders. The supplier has taken our recommendations to heart.

User Fields...

Save

Cancel

Close

You will be prompted for a description of fifty (50) characters which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the item through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields.

Item #	Field Name	Description	Type	Length
1	UQUALITY	Quality Rating of Product	CCHR	20

Excellent

Save Cancel

You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields** and that you have run Item #1 below “Convert Data Pro file to match data dictionary.” This option is located under “**Productivity Tools**” on the “**Systems Menu.**” This will ensure that your data files are in sync with any new fields you have added to the system.

Item #	Utility ID	Description	Execute
1	DPUCVFDD	Convert Data Pro file to match data dictionary	Execute...
2	DPUEDDD	Edit Utility for User-Defined Data Fields	Execute...
3	DPUFILE	Edit Utility for User-Defined Data Files	Execute...
4	DPUINDX	Edit Utility for User-Defined Indexes	Execute...
5	DPUARTAX	Utility to Re-Build Sales Tax Accumulators	Execute...

Close

Inquiry Mode (IM0100)

This option allows you to view assorted summary information about your inventory items. You may check certain inventory information by selecting the **Inventory Item Inquiry** menu option. First, you must navigate to the record you wish to inquire on. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

Once the item has appeared on the screen, you will notice several buttons on the bottom of the screen. You may view each of these additional screens of information about this inventory item.

Re-Order	This button allows you to view the primary and secondary vendors associated with this inventory item, as well as re-order quantities, lead time for integration to the Invertech Manufacturing Requirements Product (MRP); plus the minimum and maximum quantities to stock.
Price Table	This button allows you to view the pricing that was assigned for this inventory item. There are up to ten (10) price levels assigned to an inventory item.
Historical	This button allows you to view the summarized history of sales and purchases for the current year, month by month.
Manufact	This button allows you to view the summarized manufacturing history of this inventory item for the current year, month by month. This includes usage quantity and quantity produced.
View Image	This button only allows access if an image file name has been defined in the “Internet” section of this part number. This image must be in either a JPG or BMP format.
Bill of Mat	This button allows you to view the “Bill of Materials” associated with the manufacturing of this inventory item.
Internet	This button allows you to view the image, text, audio and video files associated with this inventory item that will be used in conjunction with an internet web site.
Cost Layers	This button allows you to view all cost layers for this particular inventory item.
Serial/Lot	This button allows you to view “Serial Number” or “Lot Number” information for a selected inventory item. A scrolling screen will appear with all available Serial Number or Lot Number items. When you select one of the displayed items and <click> on “OK,” a screen will appear with additional information about that specific Serial Number or Lot Number. This information includes an additional description, Serial Number or Lot Number, quantity on-hand, the bin number, warranty flag setting and two fifty (50) character comment lines.
Location	This button displays the Multi-Location inventory inquiry. This information includes the On-Hand and Available Quantities of all inventory locations for each defined location for this inventory item.
Costs	This button allows you to view the total cost and average unit cost of the item. This feature is set this way for security purposes.

Add Mode (IM0401)

This option allows you to set up new inventory items. Several screens will be used, taking you step-by-step through the sequential process of properly and thoroughly identifying your inventory items. This process will repeat itself for each inventory item. After initial set up, all cost and historical information should be input through **“Enter Transactions”** in order to maintain an audit trail.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”**

Enter the inventory item number in the format that you initially set up in the Master Information (*e.g., the default configuration is shown below.*)

- 1) **Category**
- 2) **Class**
- 3) **Item**
- 4) **Location**

NOTE

If you add new inventory items in the old year **after** performing **“Year End Procedures,”** the new inventory items added will **not** appear in the new year. This is because the inventory item file was already created during Year End Procedures. To alleviate this problem, simply change your system date to the New Year, and re-enter the new inventory items and pertinent costs, pricing and quantity information.

The following is an explanation of each of the data items required for a new inventory item:

Item Description	There are four (4) lines available for your inventory item description. Each line consists of thirty (30) characters (<i>alpha/numeric</i>) including spaces. All lines of the description will print on all reports except in one instance. If a line of description (<i>except for the first line</i>) is preceded with a single asterisk (*), that line will not print on any external documents generated by the system, (<i>e.g., Price Labels, Price Lists, or documents printed by other modules, such as Invoices, Packing Lists, etc.</i>). In this way, certain information can be part of the file, but remain for internal use only.
Category	This is a ten (10) character (<i>alpha/numeric field</i>) that will identify the category of this inventory item. This field can be used for informational purposes or it may be used to categorize items for specific sort routines for Internet related access of inventory items.
Bin No.	This ten (10) character (<i>alpha/numeric</i>) field identifies the location number of items stored in bins.
Unit Wgt.	This ten (10) character field specifies the quantity of weight associated with this particular item number. It is used in conjunction with the Sales Order Entry system for Bill of Ladings.
Cost Method	<p>Costing Methods are defined for each individual inventory item. The default costing method which appears automatically will be the costing method set up in the Inventory Master Configuration. There are eight (8) costing methods to choose from. They are:</p> <ol style="list-style-type: none"> 1) LIFO 2) FIFO 3) Average 4) Latest 5) Standard 6) Serial Number 7) Lot Number 8) Fixed O/H <p>Careful consideration of the way your business operates is highly suggested before this selection is made. Refer to <i>Chapter 1, Normal Costing Methods</i> for more information on each of these inventory costing methods. Once you have selected the costing method here and have begun to receive additional inventory items into stock, you cannot just switch costing methods. Make sure to check with your accountant or CPA prior to making any changes of this nature to your accounting files.</p>
Cost Label	<p>This data item is a fifteen (15) character (<i>alpha/numeric</i>) field which will only be available if you have selected the Lot Number type costing method for this inventory item. The Cost Label is used to define the structure of the Lot Numbers to be used with this specific inventory item.</p> <p>For example, you may have a shoe store which carries boots. The boots can be stored as lots with the label “<i>Style/Color/Sz.</i>”</p> <p>The store may also carry accessories for boots, such as, anklets or taps, which may only require a cost label of “<i>Style/Color.</i>” Each “lot” inventory item can have a different cost label. The “cost label” is also used to describe the warehouse location in the Multi-Warehouse set up of your inventory. For example, the cost label may be “<i>Warehouse No.</i>” or “<i>Truck Number</i>” or “<i>Store Number.</i>”</p>

Asset	This is the account number used to update the General Ledger module to reflect any increases or decreases in the value of this particular inventory item. This account number is also used to print the Manufacturing Inventory Management Value Summary Report which does not require General Ledger to be interactive. This account is used when transactions are originated in the Manufacturing Inventory Management module or when receipts of inventory are entered through Accounts Payable or Purchase Order. If the Accounts Receivable module is integrated with Inventory, the AR Sales code defined on the Inventory Item will dictate the Inventory Asset account to be used for sale and return transactions.
COS	This is the account number used to update the General Ledger module to reflect any increases or decreases in the Cost of Sales calculations when recording a sale, withdrawal, or return of an item.
Sls Code	This code is used by the Accounts Receivable module to group sales of items into various categories of sales. This determines total sales by various breakdowns defined by you or you may simply use one code to represent all sales. This code may be up to ten (10) characters (<i>alpha/numeric</i>). Make sure that if you are interactive with Accounts Receivable that any codes you use when you set up Inventory are set up in Accounts Receivable. Otherwise, when invoicing and such, the system will always be looking for near matches instead of assuming the proper number immediately.
U/M	This is a four (4) character (<i>alpha/numeric</i>) field that will identify the count value of that item; (<i>e.g., ea., lb., doz., gal., etc.</i>). This will define the default or “ <i>stocking unit of measure</i> ” if the Unit of Measure Conversion options are utilized.
Job Cost Code	This is the default Cost Code used to transfer the cost of inventory into a job. You may override this default code at the time of allocation to a specific job or project, but the code entered here will be used as the default value for the system. You may <click> on the Down Arrow (F2 by default) if you are integrated with the Job Cost Main Module to review a scrolling list of valid list of Cost Codes to enter into this field. This is very important to configure in advance, particularly if you intend to utilize the Sales Order Proposal Writing feature that allows quotes to be converted into Jobs once the quote has been accepted by the customer. If these line items on the Proposal have been setup properly with their Cost Code setup, they will be added as “ Budgeted Cost Codes ” on the new Job when the option “ <i>Transfer SO Proposals to Job Cost</i> ” is run.
Alternative Part Numbers	If your inventory includes similar products from different vendors, you may assign separate inventory numbers to them. Quite often, when one vendor's product is not available, an alternative vendor's product can be substituted. With this feature, you have the ability to quickly reference these alternative part numbers. A twenty (20) character (<i>alpha/numeric</i>) field is provided. If this feature is not applicable to your inventory, ignore these fields or use them for miscellaneous descriptions.
Quantities	Information is entered here only once in the “ Add ” mode. Thereafter, all activity to that item will be updated and reflected automatically in these fields.
Last Count	Last Count: Default : 0 This is the count value as of your last physical inventory count. After executing the “ <i>Update Book to Physical Count,</i> ” discussed later, this quantity will be zeroed out.

	<p>NOTE: This is not the amount of beginning inventory quantity that is on-hand. This field is used by the Physical Count Procedure. To define the beginning quantity and unit cost for this item, reference the “Change Cost Information” field on this screen.</p>
On-Order	<p>Default: 0</p> <p>This number reflects the quantity of product you currently have on order. This field is updated when you either <i>“Enter Purchase Orders”</i> or <i>“Record Receipts.”</i></p>
Reserved to Ship	<p>Default: 0</p> <p>This number reflects the quantity of product you have committed to pending Sales Orders. Any number entered here will alter the quantity available for this item. This field is automatically updated by either the option to <i>“Record Sales Orders,”</i> from the Sales Order module when a sales order is added or changed with a quantity for this item or if the <i>“Auto-Reserve Bill of Materials”</i> switch in the Master Configuration is turned “on.” If it is, this quantity will also include the quantity required for the manufacturing of the finished good items which have been placed on customer Sales Orders.</p>
Qty. to Adjust	<p>Default: 0</p> <p>This field is used by the system to reflect any discrepancies which may occur during processing (<i>e.g., if you were to make a withdrawal or a transfer of goods greater than the quantity on hand.</i>) The quantity difference would be displayed here. This is a management-by-exception auditing tool. It serves as a flag to inform you that an exception has occurred. The system does not attempt to analyze or correct this exception, (<i>due to the uniqueness of each business</i>) but instead, provides this field for your individual attention. You must manually zero this field only after you have determined the cause of the adjustment quantity, and have made the necessary accounting adjustments. If you are interactive with Accounts Receivable or Point of Sale, this field can be cleared when the option to <i>“Record COS Adjustments”</i> is performed. This field is extremely important to watch. Therefore, it is highly recommended that the Inventory Quantity Report, with the criteria selection to include only those items with a <i>“Quantity to Adjust,”</i> be run at least on a weekly basis to stay on top of any potential problems with overselling of inventory items.</p>
On-Hand	<p>Default: 0</p> <p>This field is automatically calculated and displayed by the system based on the transactions and initial setup quantities posted to the system. This is the perpetual “Quantity On-Hand” field for each inventory item. Therefore, when performing an inquiry on an item, this would be the field to be viewed to immediately determine what the current amount of inventory is on-hand at any given time.</p>
Req. Manf.	<p>Default: 0</p> <p>This field (<i>Required for Manufacturing</i>) is automatically updated by following the procedures in the <i>“Enter Projected Usage Amounts”</i> menu option. There are two different ways that the Inventory system can track, display, and report the manufacturing requirements. As a manager, you must decide how you are deploying your Bill of Materials processing system and you must be comfortable with the way in which you want to determine the requirements you will need for sub-assemblies of items used in the Manufacturing cycle.</p>

First there is a field under the “**Re-Order**” button called “**Proj. Requirements**” as shown on the following screen.

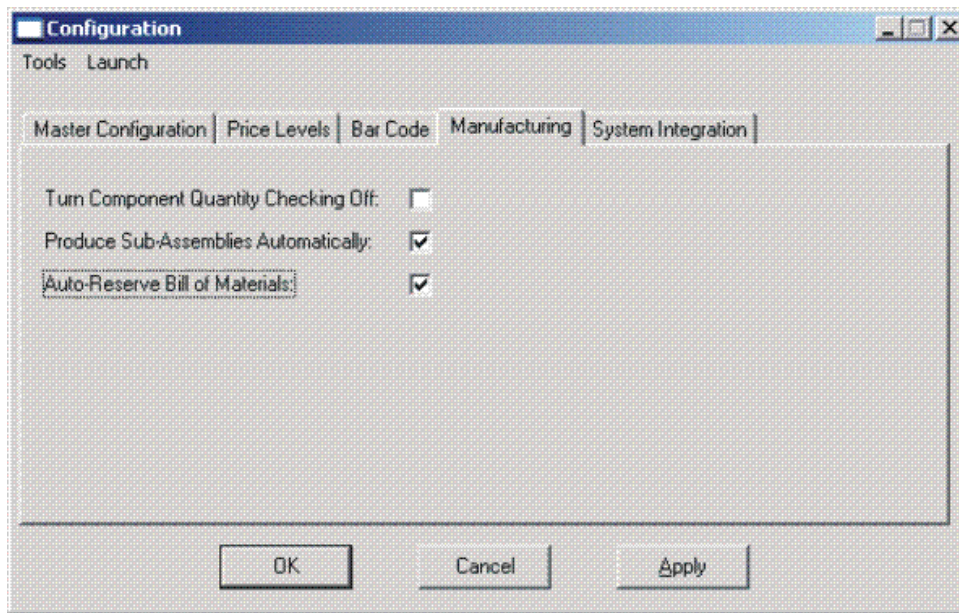
Projected Requirements	This field is used in the calculation of an item's Projected Bill of Material requirements amounts during the use of the “ Projected Usage Amounts ” menu options. This field contains the quantity that you need to manufacture to meet the requirements of outstanding sales orders or stocking levels. However, the key to this function is that management must overtly utilize the “ Projected Usage Amounts ” option to calculate what requirements exist for a specific sub-assembly or Bill of Materials item. Typically, this “ Projected Requirements ” field would be used for Finish Goods and not for sub-assemblies and/or Bill of Materials items.
Req. Manf.	This field is the calculated quantity of the sub-assembly or raw material which will be required to meet the manufacturing requirements calculated in the “ Projected Usage Amounts ” option. For instance, you may have sub-assemblies and raw materials that are used in the manufacturing of several different finished good items. You could use the “ Projected Usage Amounts ” option to transfer all of your Sales Order backorder quantities to the “ Projected Manufacturing Requirements ” and then calculate the manufacturing requirements. The “ Req. Manf. ” field would then contain the total quantity required to meet all of your manufacturing needs and will be used in the “ Projected Materials Usage Report ” to let you know what raw material items you may need to order.

As you can see, the “**Required for Manufacturing**” quantities of your sub-assemblies and raw materials will only be set by using the “**Projected Usage Amounts**” option. This provides you with a lot of flexibility in calculating the requirements as you prepare for your manufacturing cycles.

However, the quantities required for manufacturing are not automatically updated as users are entering customer orders and the Sales Order, Accounts Receivable, and Point of Sale modules will not warn the user if the quantity of the Inventory Item being entered is required for the manufacturing process.

The second method that the Inventory System has of maintaining the manufacturing requirements is by updating the Reserved Quantity of the sub-assemblies and raw materials as the finished good items are being entered on the customer Sales Order. If you are selling the sub-assembly and raw material items as well as using them in your manufacturing process and need the Sales Order, Accounts Receivable, and Point of Sale systems to dynamically warn the users that the quantity being entered has been reserved for manufacturing then this method should be used.

Depending on the **Advanced Security Object** configuration you define in the system for each user, they may override and continue to sell the item or not be allowed to proceed at all. This becomes a very dynamic way of tracking the needs of Bill of Material items verses using the other methodology which uses a more planned approach. To utilize this feature, you must have the Inventory Master Configuration option “**Auto-Reserve Bill of Materials**” <clicked> on as shown on the following screen:



Available	<p>Default: 0</p> <p>This field will constantly be updated to reflect the total quantity of an item that is currently available to sell. The system takes into account the current Quantity On-Hand plus the Quantity On-Order minus the Quantity Reserved to determine the current Quantity Available.</p>
Manuf. Type	<p>Default: Blank</p> <p>This is a ten (10) character (<i>alpha/numeric</i>) field designed to accommodate a wide variety of manufacturing codes. Each user may define their own set of definitions which can tell them whether this item is to be manufactured by the company, sub-contracted out to another firm to be made, or if they should be buying it from a third party (i.e. distributor). If you are integrating with the Invertech Manufacturing Requirements Planning (MRP) system, you may define your own codes or use the standard codes as follows:</p> <p>M = Make S = Subcontract P = Buy this Part (Purchase)</p>

Special Cases:

These data items will have default values. Respond to these items by <clicking> on the appropriate button and an “*Option Window*” will appear for the keying of additional information.

User Fields:

This button provides access to all of the “**User Defined Fields**” that may have been created for the Inventory file. This assumes that the option in the “**Configuration**” setup has been turned on and new fields have been added to the system. Otherwise, this button will not be accessible.

If “**User Defined Fields**” have been added to the system, a new screen will appear and display the total number that has been added. If more fields have been added than what fits on a single screen, the screen will become a scrolling screen that will allow the user to move up and down and make entries into these fields accordingly. You must <click> on “**Save**” this screen to save all entries made to this screen and store your work before you will be returned to the main screen. <Click> on “**Save**” again to ensure these entries are completely saved. User Defined information entered into these fields is accessible by the **Infinity POWER Report Writer** and **POWERServer** module for web applications.

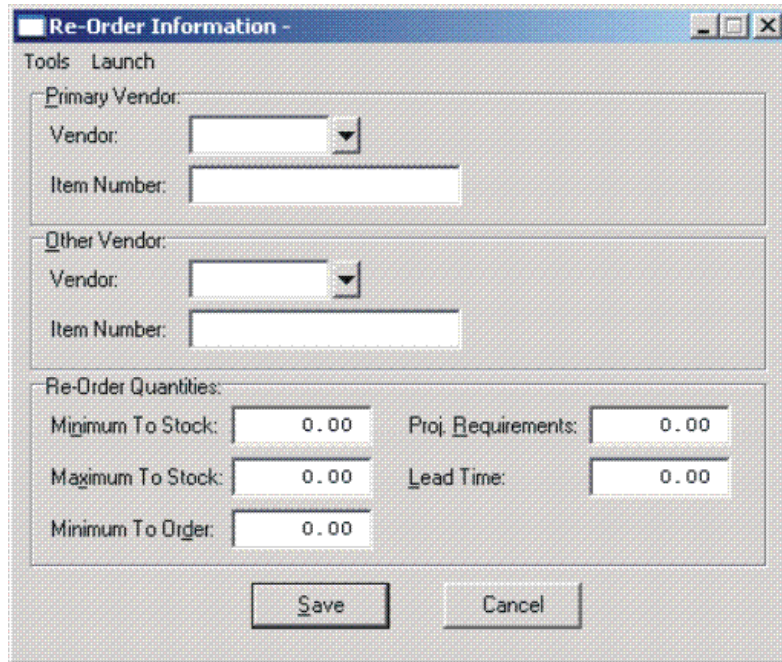
Item #	Field Name	Description	Type	Length
1	UQUALITY	Quality Rating of Product	CCHR	20

Excellent

Save Cancel

Re-Order:

The Vendor Information required by this screen includes the Vendor # or your primary source for acquiring this inventory item. If your system is integrated with **Accounts Payable**, the vendor numbers should match in both programs. This field is ten (10) characters (*alpha/numeric*) in length. This field must be completed in order to transfer a sales order into a purchase order.



The image shows a Windows-style dialog box titled "Re-Order Information -". It has a menu bar with "Tools" and "Launch". The dialog is divided into three main sections. The first section, "Primary Vendor:", contains a "Vendor:" dropdown menu and an "Item Number:" text box. The second section, "Other Vendor:", also contains a "Vendor:" dropdown menu and an "Item Number:" text box. The third section, "Re-Order Quantities:", contains four text boxes: "Minimum To Stock:" (0.00), "Maximum To Stock:" (0.00), "Minimum To Order:" (0.00), "Proj. Requirements:" (0.00), and "Lead Time:" (0.00). At the bottom are "Save" and "Cancel" buttons.

Vendor Item #	A twenty (20) character (<i>alpha/numeric</i>) field identifying the number assigned to that particular item by its vendor. This number will be used by the Purchase Order Entry module, if interactive, and if a form that utilizes the vendor's item number has been selected. This would allow you to issue purchase orders to vendors with their items numbers printed on them for their ease of recognition and uniformity. The numbers maintained in your inventory module do not have to conform to those of your vendors.
Other Vendor and Vendor Item Number	These are used for alternative sources for this item.
Minimum/Maximum Quantities to Stock	These are the limits that you determine are best for your particular inventory " <i>turnover</i> ." The minimum may be set up to reflect the quantity established to get the price break you have based all of your pricing factors on. The maximum is designed to keep excess inventory amounts to a minimum. These two fields are essential to printing the Suggested Order Report and Overstock Report, respectively.
Projected Requirements	A special analytical quantity used for the material requirement reporting based on manufacturing. Normally this field will be updated automatically by the option to " <i>Enter Projected Usage Amounts</i> ." Fields are ten (10) characters (<i>numeric only</i>) in length. The system will round to the nearest number if you enter a number larger than seven digits. This is typically used for Finished Goods and not sub-assemblies or Bill of Material items.
Lead Time	A numeric field with two additional decimal places for use with third party Manufacturing Requirements Planning (MRP) products such as the Invertech MRP software. Users may define lead times in terms of hours, days, weeks months or years depending on what makes sense for each item. This is a field that is not currently used within Infinity POWER for reporting calculations.

Price Table	<p>If you set up the default factor information for your entire inventory system, (using the “Inventory Configuration, Price Levels” option), the information to be entered on this screen would only be the Retail Price or Price Level #1; or the Base Price or Price Level #6. You would then <click> on the “Reset Prices” button. The system will automatically calculate all the prices for that item based on the factors set up.</p>
--------------------	---

Description	Price	Factor
1) Retail	\$5.40	1.0000
2) Level 2	\$5.13	0.9500
3) Level 3	\$4.86	0.9000
4) Level 4	\$4.32	0.8000
5) Level 5	\$4.05	0.7500
6) Level 6	\$3.78	0.7000
7) Level 7	\$3.65	1.0000
8) Level 8	\$3.60	1.0000
9) U Name It	\$3.52	1.8000
10) Bro In Law	8.64	1.6000

Buttons: Reset Factors, Reset Prices, Save, Cancel

If you want to override the default factors set up in the Master Configuration, you may do it here on an item by item basis. You may also use this option to do “*What If*” calculations of prices by changing the factors around and then <clicking> on the “**Reset Prices**” button to recalculate the prices. <Clicking> on the “**Reset Factors**” button will restore the Master default factors when you are done. If you are utilizing the Unit of Measure Conversion procedures, the selling price will be based on the Price Level defined for each unit of measure in the Unit of Measure Conversion table.

Costs:

This screen is used to display the average cost of this item and the current total value of the item in stock. This is based on the total quantity on hand times the price paid for those quantities regardless of the costing method in effect for this item. An average cost is then calculated based on total value divided by the number of quantities in stock.

The following screen shows how this would appear.

Cost Information - 10 601 85461	
Total Cost:	\$5,208.06
Average Unit Cost:	\$2.83
Last Received Date:	04/30/2003
Last Received Quantity:	300.00
Last Received Unit Cost:	\$2.91
<input type="button" value="Close"/>	

Additionally, the lower portion of the screen displays the “**Last Received Date,**” “**Last Received Quantity,**” and the “**Last Received Unit Cost.**” This provides the user an instant lookup ability to see the last time this item was purchased, how much was purchased and what was paid for the item. This avoids having to run reports to determine whether certain items should be kept, discontinued or re-ordered. All three of these fields are automatically updated each time a “**receipt**” transaction is posted in the system for this item.

Remember this item is an **Advanced Security** object and can be defined for users to see or not on a user by user basis or by groups. This allows management the flexibility to control who has access to viewing cost and who doesn't.

Historical:

This screen is used to enter any historical information pertaining to the movement and profit of that item. The three areas of input are:

- **Purchases**
- **Sales** (*as expressed in dollars and quantities*)
- **Cost of Sales**

Purchases	For each period (<i>month</i>) of the accounting cycle, you would enter the total dollar amount spent on purchasing that item and then the quantity of items that amount represents.
Sales	For each period (<i>month</i>) of the accounting cycle, you would enter the total dollar amount of Sales for that item and then the quantity of items that amount represents.
Cost of Sales	For each period (<i>month</i>) of the accounting cycle, you would enter the total dollar amount of Cost of Goods Sold for that item to allow the system to determine the gross profit per item for that period.

NOTE

Historical information is only input during the initial setup process. The system will automatically update this information as transactions are posted to the system.

Historical Information - 10 601 78511

Tools Launch Edit Navigation

YTD Purchases: \$520.50
YTD Purchases Quantity: 150.00

YTD Sales: \$11.18
YTD Cost of Sales: \$6.94
YTD Sales Quantity: 2.00

Detail

Item #	Period	Purchase Amount Cost of Sales Amount	Purchase Qty	Sales Amount	Sales Qty
3	03/2003	0.00 \$0.00	0.00	\$0.00	0.00
4	04/2003	\$520.50 \$6.94	150.00	\$11.18	2.00
5	05/2003	\$0.00 \$0.00	0.00	\$0.00	0.00

Save Cancel

U/M Conv:

This data item will facilitate the need to receive and sell this inventory item at different units of measure. You must have a unit of measure defined in the “U/M” field on the primary screen, Unit of Measure, before the system will allow access to this option. The “*stocking unit of measure*” will be the smallest level of stocking (*usually each*). This should be the unit of measure that was defined in the “U/M” field.

Unit of Measure Conversion - 10 601 78511

Tools Launch Edit Navigation

Detail

Item #	U/M	Mult. Factor	Price Level	Price Plan
1	Flat	12.0000	7) Level 7	DISTRIE
2	Skid	48.0000	8) Level 8	

Save Cancel

You can define up to ten (10) different unit of measure conversions in this option for this inventory item. The four areas of data input are:

U/M	Each of the unit of measure conversions will define a four (4) character (<i>alpha/numeric</i>) unit of measure identifier (<i>e.g., ea., lb., doz., gal., etc.</i>). These units of measure will “ <i>pop up</i> ” on data entry screens when the system recognizes that the inventory item selected has a unit of measure conversion table defined.
Mult. Factor	<p>The multiplying factor is the number used to calculate the quantities being received or sold when a unit of measure conversion table is defined.</p> <p>For example, you may stock your inventory at the lowest level (<i>each</i>), but by defining a unit of measure conversion table, you can define the conversion for a “case.” A case may be comprised of twelve (12) items. The multiplying factor for the “case” should be twelve (12).</p> <p>When you receive items into inventory, you can enter one (1) case. When the inventory files are updated, they will show twelve (12) each. The multiplying factor allows the system to calculate the quantities received and sold at the lowest stocking level.</p>
Price Level	This data item will allow you to define the Price Level for each individual Unit of Measure Conversion. These are the price levels defined in Data Item #23.
Price Plan	<p>Pricing Levels can also be defined by implementing special “Price Plans.” You may set up a Price Plan to correspond with an individual unit of measure, such as “dozens.” Include in that price plan, all inventory items that would have a unit of measure of “dozens.” The pricing established in that Price Plan should be pricing based on “dozens.” All Price Plans set up and used as described above, will override the Price Level set up on the Unit of Measure conversion table. These price plans are “<i>special price plans</i>” and should not be assigned to any customer.</p>

Manufact:

This screen is used to enter any historical information pertaining to the manufacture and usage of that item.

Manufacturing Information - 00 100 8x10 BLT

Tools Launch Edit Navigation

Total Usage Quantity: 0.00 Total Quantity Produced: 4.00

Detail

Item #	Period	Usage Quantity	Quantity Produced
1	01/2003	0.00	2.00
2	02/2003	0.00	1.00
3	03/2003	0.00	1.00
4	04/2003	0.00	0.00
5	05/2003	0.00	0.00

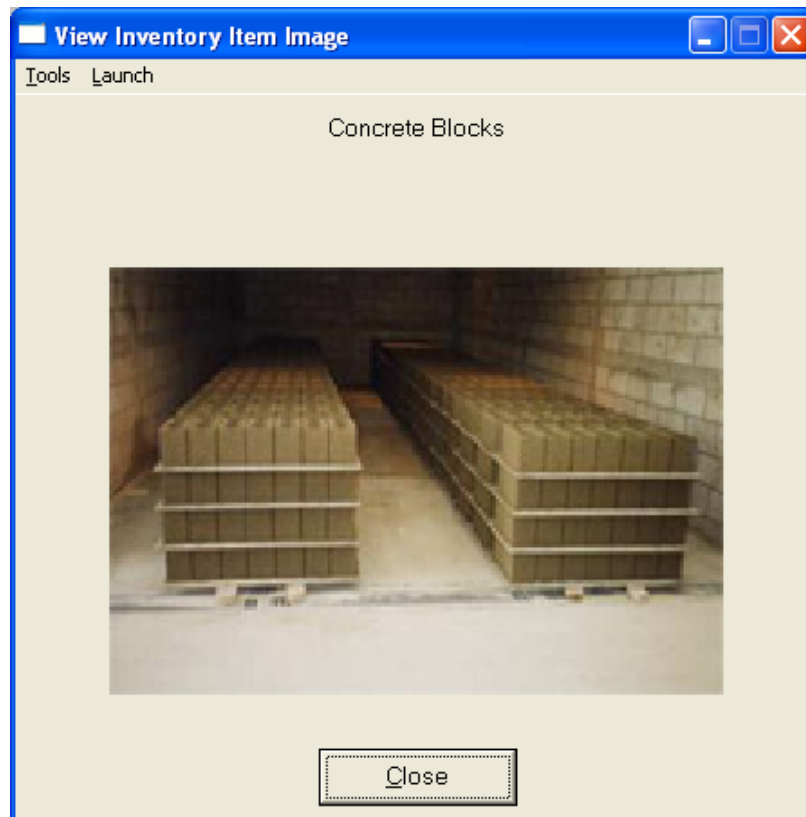
Save Cancel

The two areas of input are:

User Quantity	For each period (<i>month</i>) of the accounting cycle, you would enter the total quantity of this item used in production (<i>producing other items</i>).
Quantity Produced	For each period (<i>month</i>) of the accounting cycle, you would enter the total quantity of this item, which was produced (<i>manufactured</i>). These fields will be automatically updated every time you record manufacturing.

View Image

This screen is used to show the image of the Inventory Item based on the name of the image file you defined under the **“Internet”** button. Once you select the **“Internet”** button, there are four choices and it is the **“image file”** that is required to be defined so that the picture or graphic can be displayed when this option is selected. This file must be stored as a **“JPG”** or **“BMP”** image file. Keep in mind, when using the **“View Image”** feature the best results for image display would be **186 X 265** pixels. A sample is shown below of what is possible. These images may also be used interactively with the **Infinity COMMERCE** tools that are included as a standard feature of the **System Administrator** module which drive all of the Data Pro e-commerce solutions.



Bill of Mat:

This screen is used to enter all inventory items, which go into the manufacture of the current assembly. This bill of materials may consist of up to one thousand (**1000**) total raw materials, sub-assemblies, and by-products.

Item #	Component Item Quantity On-Hand Unit Cost	Item Description	Quantity
1	30 501 1670 115.00 \$3.38	8' - 2" X 4" Boards	44.00 \$148.72
2	30 501 1677 1,303.00 \$3.75	10' - 2" X 4" Boards	4.00 \$15.00
3	30 502 2511 307.00 \$8.59	4' X 8' - Sheet Plywood	14.00 \$120.26

Save Cancel

The following fields may be input for each of the components:

Component Item Number	Each component on the bill of materials must be an existing inventory item. When you enter the number, the description will be displayed immediately below the item number. If you are not certain of the item number, you may press TAB to scroll through the inventory file to make your selection.
Quantity	This field indicates the quantity of this component, which goes into the manufacture of this assembly. Every time you record production, this quantity will be withdrawn from the component's on-hand quantity. Entering a negative quantity may specify by-products. Every time you record production, this quantity will be added to the component's on-hand quantity.
Unit Cost	This field contains the unit cost of this component at the last time production was recorded. This field will be automatically updated with the new unit cost every time you record manufacturing (<i>except for by-products</i>). The default cost is the current average unit cost of the component. When a by-product is produced or when you record disassembly, this amount is the unit cost used to update the component's cost information.
Total Cost	This field is a display only field, which shows the extended cost of the quantity times the unit cost.

Internet:

These fields allow you to specify the filenames, which contain the marketing text, graphic images, audio clips and video clips for use when presenting your Inventory Items internally or on an Internet Web Site.

Marketing Text Filename	This field is used for a marketing text filename up to twenty (20) characters (<i>alpha/numeric</i>) to define a text or html type file to be used in conjunction with display mechanisms on an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive.
Item Image Filename	This field is used for an image filename up to twenty (20) characters (<i>alpha/numeric</i>) to define image file to be used in conjunction with display mechanisms on your local pc or an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive. To utilize the “View Image” feature on the Inventory Item, the image file must be in a JPG or BMP format. The entire path name to where the image resides must be included in this field. The default directory would be the Infinity POWER program directory unless otherwise defined. You may use the “Browse” button to look for and select the image file. Keep in mind, when using the “View Image” feature the best results for image display would be 186 X 265 pixels.
Audio Filename	This field is used for an audio filename up to twenty (20) characters (<i>alpha/numeric</i>) to define any type of audio file to be used in conjunction with audio mechanisms on an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive.
Video Filename	This field is used for a video filename up to twenty (20) characters (<i>alpha/numeric</i>) to define any type of video file to be used in conjunction with display mechanisms on an Internet Web site. Keep in mind, when in the UNIX operating system, filenames are case sensitive.

Cost Layers

This button is designed to display the various cost layers accumulated for the quantities currently on hand. As the following screen illustrates, the screen will show Item # for each unique cost layer based on a different price layer that the item was purchased. The system will show the Cost Date, Description, Quantity of the item at that layer, which vendor it was purchased from, the Vendor's Invoice #, the unit cost and the total cost. The screen will become a scrolling screen depending on how many layers of prices there are. This is an inquiry screen only and no changes will be allowed.

The screenshot shows a window titled "Cost Layer Detail for - 10 601 78511". It has a menu bar with "Tools", "Launch", "Edit", and "Navigation". Below the menu is a toolbar with various icons. The main area is labeled "Detail" and contains a table with the following data:

Item #	Cost Date: Description	Quantity Vendor #	Unit Cost	Total Cost Vendor Inv. #
1	12/05/2003	9.00 SCO1	\$3.38	\$30.42
2	04/07/2003	100.00 SUN	\$3.42	\$342.00
3	04/30/2003	20.00	\$3.47	\$69.40
4	04/30/2003	148.00 SUN	\$3.47	\$513.56

At the bottom of the window are "Save" and "Cancel" buttons.

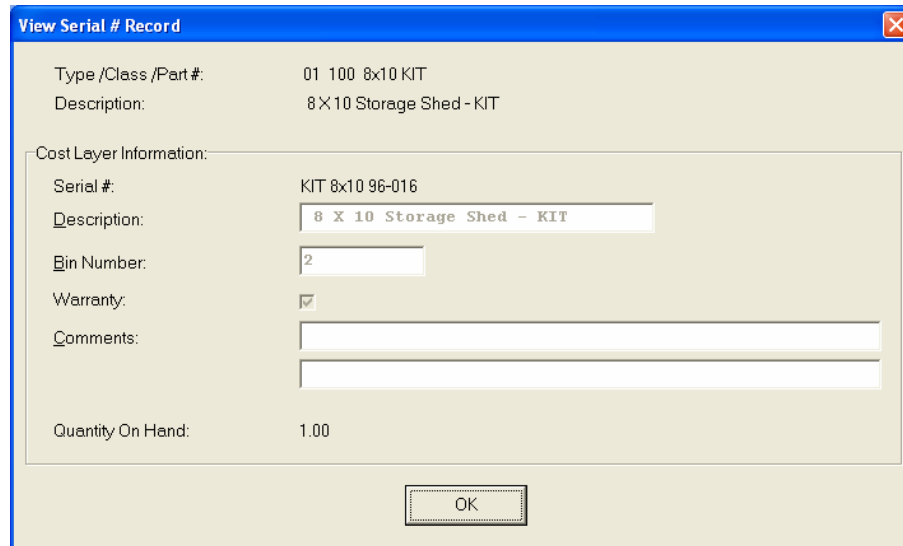
Serial/Lot

When you <click> on the **“Serial/Lot”** button, the system is going to look at the costing method that is being used for the specific item that is currently selected first. Only if the item is coded as either using Serialized or Lot Number tracking will this button be active. If the item is one of these two choices, a new screen will be displayed showing a listing of the various Serial Numbers or Lot Numbers that are currently in stock. Two columns will be displayed.

“Status” will indicate to the user if the specific Serial Number or Lot # is **“RES”** or reserved by an order in the Sales Order Entry module. This means there are commitments for the item but it has not been removed (*shipped*) from the inventory yet.

You may scroll up or down to review the listing of available numbers available in the system based on the current quantity in stock. <Click> on the item you want and then <click> **“OK.”** Or, you may <click> **“Cancel”** to return to the main item number screen.

If you <click> **“OK”** the following screen will appear displaying information on the specific Serial Number or Lot Number.



View Serial # Record

Type /Class /Part #: 01 100 8x10 KIT
 Description: 8 X 10 Storage Shed - KIT

Cost Layer Information:

Serial #: KIT 8x10 96-016
 Description: 8 X 10 Storage Shed - KIT
 Bin Number: 2
 Warranty: ☒
 Comments:
 Quantity On Hand: 1.00

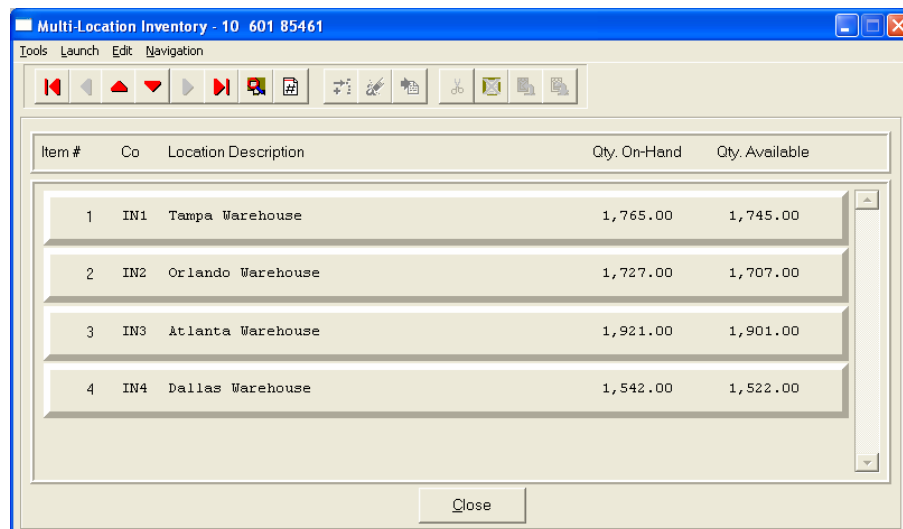
OK

This would include various information entered at the time of its receipt such as which bin it is located in, any warranty information, or comments. For Serialized Items, obviously, the quantity on hand would be one. For Lot #'s, the quantity can be variable. <Click> **“OK”** to exit this option to select another number or return to the main item screen.

Location

When you <click> on the **“Location”** button, the system is going to look at all of the various inventory files that have been defined in the menu option **“Set Up Inventory Locations”** to determine the current quantities **“on-hand”** and **“available”** for the current item at each location on the screen. You must have pre-defined these locations in advance for this option to function. The description of each location and its company number is also displayed.

Further, you must use the same item number across all locations for correct matching to occur in the system. If you this done, users have an instant lookup at what inventory levels are available at all locations throughout the related store locations or warehouses in the company's system. The following screen illustrates how stock can be instantly checked at four locations with one <click> of the mouse.



Multi-Location Inventory - 10 601 85461

Tools Launch Edit Navigation

Item #	Co	Location Description	Qty. On-Hand	Qty. Available
1	IN1	Tampa Warehouse	1,765.00	1,745.00
2	IN2	Orlando Warehouse	1,727.00	1,707.00
3	IN3	Atlanta Warehouse	1,921.00	1,901.00
4	IN4	Dallas Warehouse	1,542.00	1,522.00

Close

Once you have entered all the information for each item, <click> on **“Save”** and you are ready to input the next item. <Click> on **“Cancel”** to exit the screen without saving any changes.

Results:

coIM1dy.dbf - Inventory Item File

- All Item Information is set up
- Cost Information is updated
- Historical Information is updated

coIM3.dbf - Assembly File

- Bill of Materials is Set Up

Change Mode (IM0402)

This option allows you to change all information for any inventory item. After initial set up, all cost and historical information should be input through **“Enter Transactions”** in order to maintain an audit trail. If you have made any mistakes during this set up process, you may return to the **“Change Inventory Items”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

Keep in mind that changes made through this option to any of the cost layers in terms of quantities or dollar amounts do not print an audit trail or update any transaction registers. This is **not** how you would enter new quantities into the system. A password is highly recommended for this option.

Results:

coIM1dy.dbf - Inventory Item File

- Item Information is updated
- Cost Information is updated
- Historical Information is updated

coIM3.dbf - Assembly File

- Bill of Materials is Updated

Delete Mode (IM0403)

This option allows you to delete inventory items. **NOTE: You cannot delete an item which has a quantity on hand.** If you delete an item that has **YTD** sales or purchases information, it will distort some of your reports. This option allows you to delete items you may have entered by mistake, or no longer want. Select the menu option **“Delete Inventory Items”** and enter the item number you wish to delete.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once an item is deleted, it can not be retrieved.

Results:

coIM1dy.dbf - Inventory Item File

- Item Information is marked for Deletion

coIM3.dbf - Assembly File

- Bill of Materials is marked for Deletion

Copy Mode (IM0404)

This option allows you to set up new inventory items by copying existing ones. This option is very helpful in setting up multiple locations or in renumbering your inventory items.

Using this option, the system provides a quick method of setting up items that are very similar. Many items may only vary by color, size, or any other variable. The rest of the information relevant to these items may be exactly the same. You are able to quickly create and enter new items into the file. This option will also save a considerable amount of re-keying of the same information when setting up the same items for multiple locations or when assigning new numbers to old inventory items.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the information, except for item number, will be copied to a new record. Enter the new item number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file.

Results:

coIM1dy.dbf - Inventory Item File

- All Item Information is set up
- Cost Information is updated
- Historical Information is updated

coIM3.dbf - Assembly File

- Bill of Materials is Set Up

SET UP SHIP-TO ADDRESSES

This section discusses the ways to add, change, and delete ship-to addresses. These addresses are used during the invoicing process and allow a central location to be billed for goods and services while shipping merchandise to a separate location.

Inquiry Mode (AR0430)

The **“Inquiry”** mode allows you to view summary information about your customer’s ship-to addresses. Navigate to the record you wish to view. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

Add Mode (AR0431)

This mode allows you to add new ship-to addresses. You may input all shipping address information with this option. It is possible that a customer will have multiple locations for shipping and a central location for billing. This option allows for the shipping addresses to be defined and tied to a particular customer. These multiple ship-to addresses can be called up on demand during the invoicing process in both Accounts Receivable and Sales Order Entry modules.

If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** The following is an explanation of each of the data items set up on a customer’s ship-to address.

Customer #	Enter a valid customer number or press the F2 key to gain access to your customer listing (required).
Location #	This field is large, allowing for a wide range of coding schemes. Many firms will want to use a customer's actual warehouse or store coding number. Others may want to create their own coding system, but you should be consistent regardless of the method you choose (required).
Name	This is a thirty (30) character field that allows you to enter the name where the products or invoices will be sent to. If left blank, this field will default to the Customer Name on the invoice.
Address	This is the full shipping address of the customer. There are four lines of thirty (30) characters each for the address.
City	This is the city of the customer. There are fifteen (15) characters allocated for the city.
State	The system will allow fifteen (15) characters for the state of this customer.
Country	If you have elected to include “Country in Address” (an option during the set up of a Company) the system will include “Country,” as a data field in the ship-to address information for this company. The system will allow for fifteen (15) characters for the country.
Zip	This is a ten (10) character zip code for the customer's ship-to address. For example: Customer Name: ABC Company, Inc. Address: 123 Main Street Suite 1030 City: Vancouver State: Brit. Columbia Cntry: Canada Zip: V6E 4A2
Tax Rate	This field is designed to allow the flexibility of charging the appropriate tax rate at a specific location. A customer may have several locations around a state, but counties in each state may have varying tax rates. Assigning the appropriate tax rate here will override the default Tax Rate set up in the customer's master file. This may also include “exempt” in case some locations are out of state and not subject to taxation (required).
Salesman	This field is included to allow the system to pay commissions to different sales representatives based on their location. A large customer with many locations may have several sales representatives calling on their various locations. This feature will override the default Salesman that is set up in the customer's master file. Commission calculations will be made based on the salesman that is assigned to this field (required).
E-Mail	This is a fifty (50) character (alpha/numeric) field for the E-Mail address name for the company or contact for this customer. This field is for reference purposes only.
Contact	This is a twenty (20) character field for the entry of the primary contact at this location.
Phone	This field is for the telephone number of this particular Ship-To location.
Fax Number	This is the fourteen (14) character field for the customer's fax number. There is enough room for the full fax number, including area code, and all parentheses, spaces, and hyphens.

<Click> on the **“Save”** button to validate this Ship-To Address, which will add this address to the file and make it available during the invoicing and sales order entry process. When finished, simply <click> on the **“Close”** button to exit this option.

Results:

coAR8.dbf - Ship-To File

- Ship-To Address Information Added

Change Mode (AR0432)

This option allows you to change information on an existing Ship-To Address. If you have made any mistakes during this set up process, you may return to the **“Set Up Ship-To Addresses”** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **“Modify the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Change.”** Make the changes required and <click> on the **“Save”** button to save your changes or <click> on the **“Cancel”** button to cancel the changes made.

Results:

coAR8.dbf - Ship-To Address File

- Ship-To Address Information Updated

Delete Mode (AR0433)

This option allows you to delete a Ship-To Address. This option allows you to delete Ship-To Addresses that you may have entered by mistake, or you no longer require.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record.

Make sure this is what you want to do, because once a ship-to address is deleted, it can not be retrieved again. A backup of data files is always recommended prior to deletion of records.

Results:

coAR8.dbf - Ship-To Address File

- Ship-To Address Information is marked for Deletion

SET UP INVOICE TEXT TEMPLATES

This section discusses the ways to add, change, delete and copy **Invoice Text Templates**. The Invoice Text Template routines allow you to create text information and store it without having to manually enter the invoice text information every time on each invoice you write. You may set up the invoice text information one time and repeatedly use the same text over and over again when entering invoices for customers.

Invoice Text can be used to solicit a special sale to your customers or to give customers your store hours. It can be a single line text message or a multiple (*ten (10) lines of sixty (60) characters each*) line text message.

When you create an Invoice Text Template, the system will automatically assign it a number and store it in the Invoice Text Templates file. When you are writing invoices or credit memos you may select one of the two sales codes, **“.TEXT** or **..**TEXT”** and the system will automatically look for any stored Invoice Text Templates. You may**

choose from a list of available Invoice Text Templates or create one on the fly. If you select from the list of available Invoice Text Templates, you will have the option of changing any information on that text for that line item. Changes to Invoice Text Templates, while invoicing are not saved back to the original Invoice Text Template.

Add Mode (AR0435)

This option allows you to add a new Text Template. A Text Template is comprised of a name, a description and text information (*up to ten (10) lines of sixty (60) characters each*) that your company can use on their invoices or during Sales Order Entry.

The following is an explanation of each of the data items.

Template Name	The Template Name is a twenty (20) character alpha-numeric field. It can be any combination of letters or numbers. However, keep in mind that the file is sorted in alphabetically. When accessing the Text Template File for search purposes it can be sorted by name or description.
Template Description	This field contains a thirty (30) character alpha-numeric field. This is the description you wish to give this Text Template. Keep in mind that the file is sorted in alphabetically. When accessing the Text Template File for search purposes it can be sorted by name or description.
Text	This is a free form text area that is comprised of ten (10) lines of text at sixty (60) characters each line. Enter any text you wish for the template. When you have finished entering text, press the Page Down key to exit the text box.

<Click> on the “**Save**” button to validate and save the Text Template.

Results:

coARC.dbf - Text Template File

- Text Template Information is Added

coARD.dbf - Text Template History File

- Text Template Information is Added

Change Mode (AR0436)

This option allows you to change information on an existing text template. If you have made any mistakes during this set up process, you may return to the “**Change A Text Template**” option to change any information you have already entered. Select the data item you want to change on the first overhead screen by either entering the Text Template number and pressing **TAB** or use your up or down arrows to move around the screen to the data item you want to change.

Make the change desired and press **TAB** to move to the validation prompt. <Click> on the “**Save**” button to validate the text template when you are finished making all of your changes.

Results:

coARC.dbf –Text Template File

- Text Template Information is Updated

coARD.dbf –Text Template History File

- Text Template Information is Updated

Delete Mode (AR0437)

This option allows you to delete an existing text template. This option allows you to delete text templates you may have entered by mistake or no longer want. Select the menu option **“Delete a Text Template”** and enter the text template number you wish to delete. The text template will appear on the screen and the system will ask you to:

**“<Click> on the “Save” button to delete the item above
(ESC to exit).”**

Make sure this is what you want to do, because once a text template is deleted, it cannot be retrieved.

Results:

coARC.dbf – Text Template File
- Text Template is marked for Deletion

Copy Mode (AR0438)

This option allows you to create a new text template by copying the information from an existing one. Using this option, the system provides a quick method of setting up text templates that are very similar. By using the **“Copy an Existing Text Template”** menu option, you are able to quickly create and enter new text templates into the file.

First, enter the **“Source”** text template you want to copy from. Next, enter the new **“Destination”** text template to copy to. The next screen will bring you the new text template and you will be in the **“Change Mode”** to make any changes that would differ from the original source text template. The new text template is not actually added to the file until you have <clicked> the **“Save”** button to validate from this screen.

Results:

coARC.dbf – Text Template File
- New Text Template Information is Set Up

MAKE COMPLETE DATA BACKUPS

Make sure that you make complete data backups as you add more and more information to your system. The file naming structure is designed to allow you to copy data files only; very quickly and easily. We strongly recommend that the following backup procedures be followed to adequately protect your data files against any possible problems. Experience has shown that **“careless disregard”** of making adequate backups can literally cost you months of hard work and expense.

Any of the following problems could destroy all or part of your accounting information.

- 1) **Hardware Failure of any kind** (*such as a hard disk failure*)
- 2) **Power Failure or Fluctuations**
- 3) **Improper Execution of certain operating system commands**
- 4) **Careless Handling of Data Disks or Tapes** (*such as copying files the wrong direction*)

It is recommended that you make a backup of your data files on a daily basis. This does not mean for you to continue copying over the same backup that you may have made the previous day. Instead you should consider the following structure. Create five to seven daily backup sets of disks or tape cartridges, depending on your system. The number will vary based on the number of days you **“normally”** work on your files.

Mark each set with the name of the day of the week that it is to be used for backup purposes. For instance, disk set or tape #1 may read Monday, disk set or tape #2 may read Tuesday, etc. Only use these specific sets of disks or tapes on the days that are designated. This would mean that they would not be used more than once a week. Therefore, if a problem was to occur and you did not realize it immediately, you could at least go back as far as a week to find your last set of valid data files.

Of course the entries made during the last week may be lost, but that is better than many months or years worth of input. To go a step further, we recommend that you next make four additional sets of disks or tapes. These would be your weekly master backups. Mark them accordingly with the week number (**Week #1**) and at the end of every week, make a full backup of your data files.

Though you may have a complete daily backup for each day of the week, sometimes problems are not found within the week's time frame and all of those backups could be invalid. This way, you could go back several weeks at a time to find your last set of valid files.

Next, you will want to go further and create a monthly master set of disks or tapes. You would mark them accordingly with the name of the month of the year. At the end of every month, you would then make a complete backup of your data files again.

This allows you to then go back several months at a time, if necessary, to review information or to print historically dated information. Of course, the last set of files created should be the yearly set of files done at the end of each fiscal year for archiving purposes. It is also highly recommended that all key master file reports, journals, agings, etc. be run at this time for hard copy backup.

As an additional protection for those users with tape backup systems, it is still highly recommended that if you have a floppy disk drive on your computer that a floppy disk backup be made occasionally (***at least monthly***) in case a problem were to develop on the tape drive that you are using. Normally, you would not find out there is a problem until you needed to restore information, and that may be too late.

This all may sound like a considerable amount of work and inconvenience, but consider the investment involved. Depending on your business, you may have anywhere from one to several hundred people working on your accounting processing.

The largest true cost of a hardware failure or loss of information is not the loss of programs, disks, or even computers. The largest cost is that of labor and management's time inputting your accounting information. This can literally represent thousands of man hours over time. This is a large investment that should be safeguarded at all times.

These programs are designed for creating and generating accounting information. Unfortunately, they have limited ability to protect the information created. That is entirely up to you, the user and manager, to protect your investment.

For further information on Backup Procedures and commands, refer to either your **System Administrator** manual or the documentation for your operating system.

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CHAPTER 3 ENTER TRANSACTIONS

This section discusses all five types of transactions utilized by **Order Entry**. These transaction types include all of the daily activity normally associated with Sales Order Management. You should not use these options until your master information is completely set up.

ENTER SALES ORDERS

This section discusses how you may perform the normal Sales Order entry and maintenance functions in the **Sales Order Entry** module. These functions include inquiring, adding, changing, deleting and copying sales orders. These options should not be used until the initial set up has been completed. A screen will appear with several processing options.

Enter Sales Orders

Tools Launch Navigation Operation

Mode: **Inquiry**

Document: 10468

Customer: ALLE1
Allens Hardware Shops Inc.

Comments...

Type: Normal

Tax Rate #: 2

County Tax

Price Level: 4) Level 4

Discount %: 5.000 %

Salesman: JF Jack Friedman

Terms: Type: Fixed Due Date
Due Date: 05/28/2006
Net Days
Net Days EOM
Days: 30
Desc.: Net 30 (2 % Disc)

Shipping Instructions: Customer Pickup

Freight: \$37.45

A/R Sales Code:

Scheduled Payments: ☐ \$0.00

Description: Invoice

Job #: 96-0005

Cust PO #: 122

Order Date: 04/20/2003

E-Mail: ballen@allenshardware.com

Details... Address... Status... Add. COS... User Fields... Save Cancel Close

From this screen, you may choose to **“navigate”** either through the Menu Bar or by <clicking> on the first set of buttons. You will have the choice of going to the first record in the file, the next record, the previous record, the last record or a specific record in the file (*which can be based on a search routine*). You are automatically in **“Inquiry”** mode when you select this option.

You may add **“notes”** to any Sales Order that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new sales order, changing an existing order or copying an order. The Add, Change, or Copy Sales Order options automatically check for any **“Transaction Lockout Dates”** that may have been set for that company. The **“Transaction Lockout Dates”** allows users to specify a beginning and ending date range in which transactions will be allowed to be posted. Any attempt to post transactions outside of the date range specified will be halted by the system.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the **“Create a New Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Add.”** A screen will appear with the current date and time. You will be prompted for a description of fifty (50) characters, which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten (10) lines of fifty characters each which may be used for your free-form notes.

Maintain Notes

Navigation Operation

Mode: **Inquiry**

Account: 10468 UserID: SCOTT

Description: ALLE1

Date/Time: 03/23/2005 P 1:23

Title: Customer Request

Note: Kathy at Allens called to request we hold the order for three days since their warehouse will be shutdown for an inventory physical count.

User Fields...

Save

Cancel

Close

Once notes are added to the file, they can be reviewed at any time by accessing the sales order through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **“User Fields”** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your **General Configuration** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (SO0100)

This mode allows you to review all information concerning current Sales Orders. Navigate to the order you wish to view. You may find an order using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option.

Once the order has appeared on the screen, you may <click> on the **“Details”** button to view the order detail or you may <click> on the **“Address”** button to view the ship to address information. To view status information such as shipping dates, order status, vendor and vendor purchase order numbers, <click> on the **“Status”** button. To view additional cost of sales on this order, <click> on the **“Add. COS”** button.

Add Mode (SO0101)

This option allows you to enter your initial customer Sales Orders, Proposals and Return Authorizations. You may optionally print a sales order after each one is entered. The Proposal Summary feature provides a summary view of the gross profit margin of a sales order. This will allow you to determine how changes in sales discounts or gross profit margins will affect the sales order selling prices.

A Sales Order may be accessed by Sales Order number, customer number (*or name*), or customer's P.O. Number. This option is the primary option for the entry of all sales orders and proposals into the system. The advantages of a sales order system are many. By utilizing the input of sales orders into the system, you have the ability to retrieve the original order at any time and either print it out or simply view it on the screen.

You also have the ability to make additional changes to the order at any time you desire. The only exception to this condition is when you have already shipped an item that was on an order and have not already billed the item (*written an invoice*).

The information entered in this option updates order information only. Shipping and billing information is recorded through the *“Record Shipments”* and *“Perform Billing & Print Invoices”* options respectively. After entry of a new order, a Sales Order form will print showing all new order information if you have set the data item, *“Print Sales Order after Entry”* in your Master Configuration turned on.

There are two other Master Configuration switches that may affect the way Sales Orders are entered. They include, allowing deposit information to be prompted during entry and checking for duplicate customer's purchase orders. Either of these options may be turned on or off in the Master Configuration.

The form that will be used is the *“Sales Order Form”* you have set up in the Master Configuration. This form will be loaded by the system when this option is selected. Writing a sales order is almost exactly like writing an invoice in the **Accounts Receivable** module. However, you are creating a document that may be modified several times before the actual processing of that document.

If you are adding a new sales order, navigation is not required. <Click> on the *“Create a New Record”* button or choose the *“Operation”* option from the Menu Bar and then *“Add.”* Enter the new sales order number or if auto-numbering is turned on the next sales order number will be used.

NOTE

Once a sales order is filled, no changes to the sales order will be allowed.

Enter Sales Orders

Tools Launch Navigation Operation

Mode: **Add**

Document: Automatic

Customer: Customer Number: [] Comments...

Type: Normal

Tax Rate #: []

Price Level: []

Discount %: 0.000 %

Salesman: []

Terms: Type: ☒ Fixed Due Date ☐ Net Days ☐ Net Days EOM

Due Date: 04/28/2006

Days: 0

Desc.: []

Description: Invoice

Job #: []

Cust. PO #: []

Order Date: 04/28/2006

E-Mail: []

Shipping Instructions: []

Freight: \$0.00

A/R Sales Code: []

Scheduled Payments: ☐ \$0.00

Details... Address... Status... Add. COS... User Fields... Save Cancel Close

The following is an explanation of each of the data items necessary for sales order entry.

Customer

Enter either the Customer Number that you wish to enter a sales order for or <click> the **Down Arrow (F2 by default)** to gain access to the customer list. Once selected, key information concerning this customer will appear in some of the data items on the screen. You may assume these defaults by pressing **TAB**, or you may change them as necessary.

There are two situations that may occur if the **Credit Check** warning system has been activated. If this customer has a **“Credit Hold”** terms description on their file, the system will not allow a Sales Order to be entered.

If the **Credit Hold** description is not utilized, but the **global** Credit Check warning system has been activated in the Accounts Receivable Master Configuration, and if this customer's outstanding balance falls within the aging category that has been defined to initiate the Credit Check warning system or older, a warning message will appear on the screen. The system will allow you to continue entering this sales order, however the system will put the order automatically on **“hold.”**

If you have installed the **Advanced Security Administrator**, there is a *custom security object* that may be used in conjunction with this feature. You can set up the Advanced Security system to allow only certain users to bypass a credit limit check.

Sales Order Type

Select the Sales Order type you want to use by <clicking> on the pull down box to display your choices at this point. There are six types of sales orders available in the system. Each is discussed here.

Normal	This is the standard type of sales order used by most firms. There are no special considerations that must be made regarding this order type.
Auto-Cancel	Using this type of sales order will tell the system to automatically delete the sales order from the system if the order has not been processed prior to the cancel date specified. Many firms rely on shipments being met on a timely basis, otherwise, they are of no value to them. This type of sales order processing is designed specifically for them. The system date will indicate to the system what date is currently being processed, therefore, much care should be used when selecting this type of sales order.
Special Order	This order works exactly like a Normal sales order except for one condition. This order may be transferred to the Purchase Order Entry module and turned into a purchase order without requiring you to re-key the information on the order all over again. Many firms may take an order from a customer and then have to turn around and place the exact or near exact order with their vendors. If the part numbers and other information are the same, many times, all that is necessary to change is the costing information. This option will save considerable amounts of time for those types of situations.
Drop Shipment	This order works just like a Special Order in that it too may be transferred to the Purchase Order Entry module and turned into a purchase order. The big difference here is that instead of specifying the shipping address to be your shipping address, the system will ask you for your customer's shipping address so that the bills will be sent to you and the merchandise sent to your customer. Because the merchandise will be shipped from your vendor, no packing list will ever print for this type of sales order.

Drop Shipment Proposal	This is a very special type of sales order that gives you the ability to generate proposals to your customers at any time, fully interactive with the Manufacturing Inventory Management module.
Drop Shipment Proposal (continued)	<p>This is a big convenience because you may simply call up all of the inventory items and get the price, unit of measure, and descriptions automatically. Non-inventory items may be used as well.</p> <p>Once a proposal is generated by the system, you may continue to review it, modify it, or print it out as often as required.</p> <p>Once a final agreement is met between you and your customer, all that is necessary to get the new “Sales Order” into the system is to select the “Change an Existing Sales Order” menu option and change the sales order type from proposal to one of the other four types of sales orders available.</p> <p>No re-keying of data is required unless you simply want to make additional adjustments to the existing proposal. No inventory or accounts receivable information is affected as long as the status is a proposal. Once transferred to a full sales order status, any inventory items on the order will then be counted in the “Quantity Reserved to Ship” field of each item.</p>
Return Auth	This is a return authorization type sales order. It is used to control inventory that will be returned to stock. The system will return the inventory to stock when shipments are posted and print a credit memo to the customer while the billing takes place.
Tax Rate	This is the tax rate number that should be used in the calculation of sales tax for this transaction. The default will be the tax rate set up in the customer's master file. You may <click> the Down Arrow (F2 by default) to scroll through the tax rate file to make your selection. After the tax rate has been selected, the tax rate description will be displayed below this data item.
Price Level	<p>This is the price level in inventory that will be used when calculating the unit price of inventory items. If you are not interactive with the Manufacturing Inventory Management module, the system will display “Not Applicable” and will not use this data item.</p> <p>If you are interactive with Manufacturing Inventory Management, you may select the price level or <click> on the pull down box to choose the price level. The default will be the price level set up in the customer's master file.</p> <p>After selecting the price level, the price level description will be displayed below this data item. This data item will only be available if you have turned on the feature “Allow Price Level Changes” in the Accounts Receivable Master Configuration.</p>
Discount Percent	This is the overall discount that will be given on this transaction. The default will be the discount set up in the customer's master file. The system will calculate this discount on the total of the extended prices entered for this transaction. This discount amount will be posted to the “Sales Discount” sales code set up in the Master Configuration.
Salesman	This is the salesman number of the salesman you would like to assign to this transaction. The default will be the salesman set up in the customer's master file. You may enter the salesman number, or press TAB to accept the default salesman, or <click> the Down Arrow (F2 by default) to scroll through the salesman file. Once the salesman number has been selected, the salesman name will be displayed below this data item. The salesman number entered here will be used by the system to later calculate the commissions by salesman.

Terms Type	This data item is used (<i>in combination with the next data item</i>) to define the due date of the transaction. The default will be the terms set up in the customer's master file. The term types are described below.
Fixed Due Date	The system will then ask for the due date to be entered. The system will not calculate any due date but use the date entered as the due date of the transaction.
Net Days	The system will then ask for the “Number of Days.” You may enter the number of days from the invoice date the customer has to pay this transaction. The system will then use this to calculate the due date of this transaction.
Net Days EOM	The system will then ask for the “Number of Days.” You must enter the number of days after the end of the month the customer has to pay this transaction. The system will then use this to calculate the due date of this transaction.
# of Days	This data item is used (<i>in combination with the previous data item</i>) to define the due date of the transaction. The default will be the terms set up in the customer's master file. This item will only be available if you have selected either terms type Net Days or Net Days EOM.
Terms	This is a twenty (20) character description of the terms for this transaction. The default will be the terms description set up in the customer's master file. This terms description will be printed on the form when this transaction is completed.
Description	This is the twenty (20) character description that you would like to assign this transaction. This description will be displayed on all aging reports, transaction registers, and customer statements. If you leave this data item blank, the system will use the default transaction type description of “Invoice.”
Job Number	If the integration with Job Cost is turned on, you may enter a job or project reference number. <Click> the Down Arrow (F2 by default) to scroll through the Job Numbers available. If this sales order contains inventory items or sales codes which have had “cost codes” defined, it will use these codes to update the projects profitability accordingly in the Job Cost module.
Customer P.O. #	This is a twenty (20) character field for the customer's purchase order number. This field will be displayed on some invoice forms and is also the number you may optionally retrieve sales orders by. Therefore, if a customer calls to check on the status of their order and all they know is their purchase order number, you would be able to easily retrieve it from the system.
Order Date	This is the date that the customer originally placed the order. You may press TAB to default to the current system date. This field will be displayed on some invoice forms and backlog reports.
E-Mail	This is the e-mail address of the customer selected for this order. It will automatically default from the Customer's Master Record into the Sales Order. It may be overridden at the time of order entry to another e-mail address, if desired. If the feature “E-Mail Shipment Confirmation” is turned on in the Sales Order Entry Master Configuration and configured properly, the system will then send the e-mail address specified in this field a confirming e-mail once one of the two options “Perform Shipping” or “One Step Invoicing” has been executed from within the Sales Order Entry module. This will notify the customer that their order is on its way to them and the contents thereof.

Shipping Instructions	This is a twenty (20) character field for a description of any special shipping instructions that may be necessary for this transaction. This field will be displayed on some invoice forms.
Freight Amount	This is the dollar amount of freight that you would like to charge this customer for this transaction. This amount will be added to the net amount of the invoice and also posted to the sales code for freight set up in the Master Configuration.
AR Sales Code	This data item allows you to indicate to the system the AR Sales Code (AR Code) you would like to assign to this transaction. This AR Sales Code defines the Accounts Receivable chart of account number to be used in conjunction with the transaction entries that flow to the General Ledger. The default will be the AR Sales Code set up in the customer's master file. If you have selected to “Override the AR Sales Code,” (an option in the Accounts Receivable Master Configuration) you may accept the default AR Sales Code by pressing TAB key or <click> the Down Arrow (F2 by default) to scroll through the Sales Code file.
Scheduled Payment	This check box allows you to indicate to the system that you want to specify a specific payment schedule for this order when the billing is performed. This item will be turned off if you have specified “None” to the option “Scheduled Payment Type” in the Accounts Receivable Master Configuration. If you <clicked> “on” this item, the system will pause before the invoice is printed for this order, and ask you for the payment scheduling information.
Address	<p>By <clicking> on the “Address” button the system allows you to change the shipping address for the customer and the customer's “Ship To:” name. Enter the necessary changes and then <click> on the “Save” button to validate and return to the main screen. If multiple ship-to addresses have been defined for this customer, you may <click> on the “Select” button. This “pops-up” a window that displays all of the Ship-To Addresses that have been set up for this customer. You may use the up and down arrow keys to scroll through the listing to select the address you want. If you have elected to use “International Addresses” (a set up feature in Global Functions) the system will include “Country,” as a data field in the address information for this company. The address information will consist of four lines of thirty (30) characters for the address, thirty (30) characters for the city, fifteen (15) characters for the state, fifteen (15) characters for the country and (10) ten characters for the zip code. For example:</p> <p>Customer Name: ABC Company, Inc. Address: 123 Main Street Suite 1030 City: Vancouver State: Brit. Columbia Cntry: Canada Zip: V6E 4A2</p> <p>These changes will not affect the customer's master file, but will only override the master file for this particular transaction.</p>

Status

<Clicking> on the **“Status”** button allows you to enter tracking information on sales orders. This is very useful in keeping both management and customers updated on the status of a specific order. If you <click> on this button, a *“Pop-Up”* window will appear displaying the following status data items:

These are the data items available when you select this option.

Scheduled Ship Date	Enter this date as the date that you plan to ship the order. The default is the current system date. You may change this date as often as necessary to reflect any delays or early shipments of merchandise. In addition, this is the date used to calculate the “Stock Requirements Aging” report as well as the “Print Packing Lists” ship through date.
Latest Ship Date	This date is primarily for Auto-Cancel type sales orders. This would be the date that the order should be canceled by the system.
Hold Shipment	This field allows you to place an indefinite hold on a particular sales order. The reasons for this could be many, but it is most useful in “Credit Hold” situations. This way, orders won't accidentally be processed for customers whose accounts have been placed on credit hold, but will remain active in the system and waiting for credit release.
Ordered in PO System	<p>This indicates whether or not you have transferred a sales order to a purchase order in the Purchase Order Entry module. The automatic generation of purchase orders will only occur for special order and drop shipment sales order types when you execute the “Transfer Sales Orders into P.O.” option.</p> <p>This data item should be left blank. The system will automatically switch this option on when the items on this order have been transferred to the Purchase Order Entry module.</p>
Vendor #	<p>This data item contains the vendor number of the Accounts Payable vendor that you want to order these items from. This vendor number must be entered before the option “Transfer Sales Orders into P.O.” will transfer this order.</p> <p>If you have indicated that you are interactive with the Purchase Order module, in the Master Configuration, you may <click> the Down Arrow (F2 by default) to scroll through the Accounts Payable vendor file to make your selection.</p>

Vendor P.O. #	This data item contains the purchase order number used to order these items in the Purchase Order module. You may manually enter the purchase order number after you have actually placed the order, and assigned the order number, in the Purchase Order module. This way you will be able to cross-reference the sales order to the purchase order.
Sales Order Status	This is a 30 character (<i>alpha/numeric</i>) description field for any miscellaneous comments about this particular sales order. This may include any problems or dates of updates that may be associated with this order. This information is also displayed on the “ <i>Sales Order Status Report</i> ” and “ <i>Sales Order Inquiry</i> .” This description may be periodically changed to reflect changes in the status of this order.
Customer Dept.	
Bill of Lading #	
Carrier Pro #	
Shipping Carrier Code	
Transit Type	
Current # of Boxes	
Current Total Weight	
Number of Times Printed	

Make any changes necessary and then <click> on the “**Save**” button to return to the main screen.

Add C.O.S.

<Clicking> on this button will allow you to enter the additional cost of sales amount for this transaction. This may be used if you are not interactive with Manufacturing Inventory Management or if you are billing the customer for an item not currently in the inventory file. The sales journal and commission reports that you may print later in the Accounts Receivable module will include this cost and will calculate a gross profit amount and percentage.

Using this field for non-inventory type sales will insure accurate gross profit calculations on these reports. The system will display a small window which will allow you to enter the additional cost of sales amount and sales code. This sales code will be used when posting the cost amount to the sales code file. You may <click> the **Down Arrow (F2 by default)** to scroll through the sales code file to make your selection.

After all data items on the overhead screen have been entered, you may <click> on the **“Save”** button to validate this portion of the transaction and return to the main screen.

By <clicking> on the **“Details”** button a screen will appear in which you may enter the detail of the transaction. The top of this screen displays the total amounts such as Subtotal, Subtotal after Discount, Tax, Freight, and Invoice Total. The bottom portion of the screen is a scrolling window which allows you four hundred fifty (**450**) lines of detail for the transaction.

The following describes each of the data items for each line of detail.

Sales Code

This is the sales code, which classifies the sale for this line. You may enter the sales code or press **TAB** to scroll through the sales code file.

If the sales code selected has a period “.” as the first character of the sales code, the system will recognize this as a description line only. In this case, you will be allowed to enter only the description line and then move to the next line of data. This gives you the flexibility to create as descriptive an invoice as you desire.

You may also mix various lines of descriptions. In other words, lines of descriptions do not have to all be in one single order. Therefore, you may enter an inventory item, and then enter a line of description only. Then you may add another item and six lines of description and so on.

The **“.TEXT”** sales codes work during invoicing in Accounts Receivable to allow free form text notes that will print on the invoices. This replaces the need to use “.” and “..” sales codes where the limit of characters per line is only thirty (**30**) characters each. This option allows ten (**10**) lines of free form text for each **“.TEXT”** sales code entered which is centered on the invoice form and is sixty (**60**) characters wide and uses an auto-wrap feature during data entry. Further, although the **“.TEXT”** sales code may be up to ten (**10**) lines in length, each one only uses a single line during data entry so as not to consume all of the lines of the invoices’ detail section. Multiple **“.TEXT”** sales codes can be used for each invoice. This is ideal for highly descriptive invoice writing capabilities.

The **“.TEXT”** sales code can be used and created as a **“template”** for repeated use. Templates can store any information that will be repeated on a series of invoices. This option allows users to create standard groups of text statements that can be used repetitively on invoices and sales orders and selected during invoicing and Sales Order Entry without having to re-key the same information into the system time and again. This would be ideal for items such as warranty statements, support policies, return policies and much more!

There are both **“.TEXT”** and **“..TEXT”** sales codes to be added to each system similar to the use of all other sales codes in the system. A single dot sales code does not have to be attached to any inventory items whereas double dot sales code items are associated to the previous inventory item entered into the system.

If you are creating a new company from scratch, these two sales code variations will be created automatically by the software. For existing **Infinity POWER** users upgrading from a prior version, these sales codes have to be added manually to each company that you are processing in. No other data such as, General Ledger account numbers and such are required to be setup. However, existing users will have to **“pack”** their data files first before they will have access to this option. To **“pack”** your data files, select the menu option, **“Maintain Data Files,”** and select **“**ALL FILES**.”**

If you are not integrated with the Manufacturing Inventory Management module and you have selected a sales code to describe this line item you are selling, certain defaults may appear according to how this sales code was set up.

The defaults that are available during set up of a sales code are unit of measure, unit cost, unit sales price and JC Cost Code. You may choose to accept these defaults or you may override these fields.

Inventory Item Number

The heading for this field will be the heading set up in the Inventory Master Configuration. If you are not interactive with Manufacturing Inventory Management, this heading and field will be blank. If you are interactive with Manufacturing Inventory Management, the heading will be displayed and, if you have selected an inventory item for this line, the item number will be displayed.

NOTE

Enter either the actual Inventory Item # or Alternate SKU number. The system will automatically cross reference the actual Inventory Item # and will display it in this field.

If the inventory item selected has a **Unit of Measure Conversion** defined in the set up of the Inventory Item, a window will appear with the available **“units of measure”** to choose from. The system will record the reservation of inventory in the selected unit of measure format. The unit of measure format selected will appear on the Sales Order reports. For more information on the Unit of Measure Conversion procedure, refer to the **“Set Up Inventory Items”** section of the Inventory manual.

If you select an inventory item which utilizes either a **“Serial #”** type costing method, the system will request additional information. Since you have the option of reserving inventory at the time of order entry, the system will prompt you to <click> on the Serial # button at the end of the second line to select Serial Number(s) to be reserved. The following screen illustrates how this would appear if you have entered an item number that is a Serial Number based item.

Sales Order Detail - 10525

Tools Launch Edit Navigation

Sub-Total: \$11,227.50 After Discount: \$11,227.50 Tax: \$729.79
 Freight: \$0.00 Invoice Total: \$11,957.29

Item #	Sales Code	Inventory Item	Description	Tax Hold	Ship Date	Invoice Text
Quantity	UM	Unit Price	Discount %	Extended Price	Ser. Items	
1	10000	SONY 52311	SONY 50" LCD Color Television	<input checked="" type="checkbox"/>	04/28/2006	Invoice Text...
5.00	Each	\$2,495.00000	10.000 %	\$11,227.50	Ser. Items...	

Item Price Order Price Save Cancel

If you entered a non-Serialized item, this button would NOT appear on your screen.

By <clicking> on this button, the following screen will appear.

The screenshot shows a software window titled "Serial-Numbered Items - SONY 52311". At the top, there is a menu bar with "Tools", "Launch", "Edit", and "Navigation". Below the menu bar is a toolbar with several icons for navigation and editing. On the right side of the window, there are two status fields: "Quantity Back-ordered: 5.00000" and "Quantity Reserved: 0.00000". The main area of the window is titled "Detail" and contains a table with one row. The first column is labeled "Item #" and contains the number "1". The second column is labeled "Serial-Numbered Item" and contains a text input field. At the bottom right of the window, there is a "Close" button.

Notice at the top right side of the screen that the total Quantity Back-ordered and Reserved amounts are currently shown for this order. By this screen displaying that no quantity is reserved, it means that serial numbers have been selected to be attached to this specific order at this time.

There are two choices at this point. The user can proceed to pre-select a serial number that they desire to reserve for this customer's order in advance, or, they may just allow the shipping department pull the TV from their warehouse and then enter into the system which specific unit they intend to ship to complete the customer's order. If the latter method is selected, no step should be taken at this point in the order entry cycle and the entry of the serial number(s) should be done through the options "**Record Shipments**" or "**Perform One Step Invoicing.**"

If it is desired to specifically reserve a unique serial number or lot # item at this point in the order entry cycle, then the serial number may be entered or scanned with a Bar Code Reader into field #1 on the prior screen or the user may or <click> the **Down Arrow (F2 by default)** to view a scrolling screen containing all available Serial Numbers.

The following screen illustrates a listing of valid Serial Numbers for this item.

The user may select any of the valid numbers listed on the screen and <click> **“OK”** to continue. Or, <click> on the **“Cancel”** button to exit this screen. By selecting one of the valid numbers and <clicking> on **“OK,”** the Serial Number field will be filled in on the prior screen and the Reserved field at the top right of the screen will automatically be updated. This may be repeated as long as there are quantities ordered and remaining available serial numbers to continue. When done, <click> on the **“Close”** button and you will be returned to the prior data entry screen for where you may continue to add additional inventory items and sales codes to this order.

All Serial Numbers will print on the Sales Order form and/or Invoice generated to the customer. A single line item will appear for the total quantity ordered (*i.e.* **20 Televisions**) with a listing of the **20** Serial Numbers that were shipped to complete the order underneath the specific line item.

If the item selected has a **“Lot #”** type costing method, the system will prompt you for a Lot Number. Enter a valid Lot Number or <click> the **Down Arrow (F2 by default)** to view a scrolling screen containing all available Lot Numbers for this item.

The Lot Number is a twenty (**20**) character (*alpha/numeric*) field used to identify a **“likeness”** of items being reserved. This is normally a **“run”** of products or color groups associated to various types of products.

Unlike Serialized Items, Lot Number items can be stored with multiple quantities. For example, you received four (**4**) cases of *red paint* for resale, which was manufactured at two different plants. The manufacturer marked on the cases the Lot Numbers so that the paint can be sold in quantity with the same dye match.

When you recorded the receipt of this stock, you entered it as two separate line items or **“cost layers,”** two (**2**) cases with Lot Number **“123”** and two (**2**) cases with Lot Number **“789.”** Selling these types of items may be done one of two ways. The first, by entering the total quantity you are selling. The system will request a Lot Number. If there is not enough stock in the Lot Number requested, during the validation and update of the transaction, it will continue to ask for additional Lot Numbers until the quantity entered has been sufficed. The second way is to separate out the quantities by line item so that Lot Numbers can be distinguished for each line item.

Once the item number has been selected, the system will enter the sales code designated in the Inventory Item File for this particular item. If this item's default sales code is non-existent, then you will be allowed to select a near match. If the sales code selected has a period **“.”** as the first character of the sales code, the system will recognize this as a description only line.

In this case, you will be allowed to enter only the description line and then move to the next line of data. This gives you the flexibility to create as descriptive an invoice as you desire. You may mix these *“description only”* lines in any order with the actual items on the order. For example, you may enter an inventory item, and then enter a line of description only. Then you may add another item and six lines of description and so on.

There should actually be two “..” sales codes set up in the Accounts Receivable sales code file. Using a single period will perform as described here. But there is also one additional feature that needs to be taken into account.

The system will recognize that sales codes which begin with two periods or “..” should remain attached to the preceding inventory item and will print on all reports and forms that the inventory item prints on. This special description line will act like it is part of the description of the preceding regular line. Every time the regular line is printed or skipped over, the special description line is printed or skipped over respectively.

The **Advanced Security Administrator** module also provides an advanced **“Security Object”** for use with this option which provides management with the ability to control whether users will be allowed to sell items that are in stock or not. This is a decision that must be made on a *“company by company”* basis. It is not uncommon in many industries where there is only a quantity of one of an item that overselling the item would be a major problem (i.e. **jewelry**).

The Accounts Receivable module provides an advanced option which allows for the ability to *“Record Cost of Sale Adjustments”* for those transactions where the actual quantities were not in stock at the time of one step invoicing and/or recording of shipments in the Sales Order Entry module. However, the quantities were later received and these adjustments could be made which allows the system to update the Sales Journal in Accounts Receivable for the appropriate amount of Cost of Sales to the specific and affected invoiced customer transactions.

In some companies, their receiving docks cannot always keep up with the receipt of their inventory. Therefore, they have the products and customers ready to take delivery of those products and they do not want to slow down the billing of those products. Therefore, even if this option warns them that the quantity on hand is less than what is being invoiced, the user may be allowed to proceed because management knows they will adjust the system at some point in time in the future when receiving catches up.

In light of these scenarios, the **Advanced Security Administrator** provides management with the advanced tools to configure the system to run based on their specific needs. The system can be set to never allow an item to be sold if the quantity on hand is less than what is being invoiced. Or, it can be set to allow it to be invoiced but only if a Manager's Authorization password is entered into the system providing the authorization necessary to proceed. Or, the system may be configured to allow the users to proceed in all cases.


Again, this is an **Advanced Security Administrator** module security object called **“IM ONHAND”** which requires that the **Advanced Security Administrator** module be fully deployed to take advantage of this feature. It must be setup in advance to provide the proper level security depending on what this company's management desires.

If you are not integrated with the Manufacturing Inventory Management module, and you have selected a sales code to describe the line item you are selling, certain defaults may appear according to how this sales code was set up. The defaults that are available during set up of a sales code are unit of measure, unit cost, unit sales price and JC Cost Code. You may choose to accept these defaults or you may override these fields. The default unit of measure and price will default to the sales code set up. It will also use the unit cost and multiply it by the quantity entered to calculate the total cost of sales for this detail line.

Description	<p>This is a thirty (30) character (<i>alpha/numeric</i>) field for the description of either the Sales Code or the Inventory Item you have selected for this line item. If you press TAB, the description will default to the description of the Sales Code. If you are interactive with Manufacturing Inventory Management and you have selected an inventory item for this line, this description will be the description of the inventory item and you will not be allowed to change this field, unless you have turned on the Accounts Receivable Master Configuration option “Allow IM Description Edits.” This Master Configuration option also controls whether you may override the default descriptions for Sales Codes.</p>
Tax	<p>This check box indicates whether or not this item is taxable. The default value will be the value set up for the sales code of this line. You will not be allowed to change this data item unless you have set “Override Tax by Line” in the Master Configuration to be turned on.</p>
Hold	<p>You have the ability to keep a specific item of the sales order from being processed by <clicking> “on” this check box. Though you still have the ability to hold the entire order, you may be more specific and hold a single line item. When packing lists are printed for a sales order, any items that have this check box checked will not print on the packing list. This will keep them from being processed until you use the “Change Existing Sales Orders” menu option and blank out this check box.</p> <p>If you have installed the Advanced Security Administrator, there is a <i>custom security object</i> that may be used in conjunction with this field. You can set up the Advanced Security system to allow only certain users to edit or change this field.</p>
Ship Date	<p>The Ship Date field will only appear if you have turned on the feature “Allow Line Item Ship Dates” in the Master Configuration. The system will prompt you for a ship date for each line item on the sales order. Type in the desired ship date or press TAB to default to the system date.</p>
Quantity	<p>This is the quantity of the item you are entering. If you are interactive with Manufacturing Inventory Management, this is the quantity that will be removed from the Quantity On Hand for the inventory item. If you are utilizing the “Unit of Measure Conversion” feature, you will want to enter the quantity based on the unit of measure you have selected to use on this line item. Do NOT enter the quantity as the “stocking unit of measure” if you have chosen an alternative unit of measure.</p> <p>If you have turned on the “Verify Quantity Available” field in the Master Configuration, the system will check the inventory file to see if there is enough quantity on hand or available to remove the quantity entered. If there is insufficient quantity on hand or available, a warning message will be displayed. The system will ask you if you want to continue, enter a different quantity, or choose from the two alternate part numbers set up for this particular inventory item.</p> <p>These alternate part numbers will be displayed as a choice in the warning box. Use the up and down arrows to highlight your choice and press enter to continue. If you elect to ship more than the quantity on hand, the quantity above the on hand quantity will be placed in the “Quantity to Adjust” field for the inventory item.</p> <p>The number of decimal places for this quantity field will be set from the “Quantity Decimals” in the Accounts Receivable Master Configuration.</p>

U/M	<p>This is a four (4) character field for the unit of measure for this item. If you are interactive with Manufacturing Inventory Management, this will default to the unit of measure set up for the inventory item selected. If you are interactive with Manufacturing Inventory Management and you are not using the “Unit of Measure Conversion” feature, this will default to the unit of measure set up for the inventory item. Otherwise, the unit of measure field will contain the unit of measure selected for the specific unit of measure conversion for this item(s).</p>
Unit Price	<p>This is the unit price of the item being billed. This will be multiplied by the quantity to calculate the extended price. If you are interactive with Manufacturing Inventory Management, the unit price will be calculated from the price level you have selected for this transaction and the price table for the inventory item. All quantity breaks will be automatically calculated, if applicable.</p> <p>If you are not integrated with Manufacturing Inventory Management and you are using sales codes, the unit price will be the unit price defined on the sales code you have chosen for this line item. You may override this “default” price with another amount if you so desire. If you have entered an inventory item, you will not be allowed to change the unit price if you have turned off the feature “Allow Line Item Price Changes” in the Accounts Receivable Master Configuration.</p> <p>If you are utilizing the special Price Plan feature that is set up in the Inventory module and have assigned this customer one or more Price Plans to be used, if the criteria is met based on the assigned Price Plan for this customer, then the system will automatically place the customized price in this field.</p>
Discount %	<p>This is the percent discount that will be given on this line when calculating extended price. If you have turned on the “Allow Discount % by Line” option in the Master Configuration, you will be allowed to enter a percent here. Otherwise, the system will skip this data item. If your company performs pricing calculations on a “cost plus” basis, you may set one of the inventory price levels in the inventory data file as your cost for each item. Then, at this prompt, you may enter a “negative” discount that has the effect of increasing the price above the price level specified.</p> <p>You must precede the number enter in this field with a hyphen “-” to specify to the system that this should be a negative discount. For example, if the normal price for an item was \$10.00, by giving this item a “negative discount” of “-20,” the net effect would be that the price would be \$12.00.</p>
Extended Price	<p>This is the calculated extended price for this line of the transaction. This amount will be automatically calculated from the quantity, unit price, and discount percent entered for this item. You may not change this value. This is for your verification only. When you have entered all detail lines necessary for this transaction, you may <click> on the “Save” button to validate your detail lines.</p>

You may now <click> on the **“Save”** button to save the transaction. Upon exiting of this screen you will be prompted to see if you want to post a **“Deposit”** for this order as shown on the following screen:

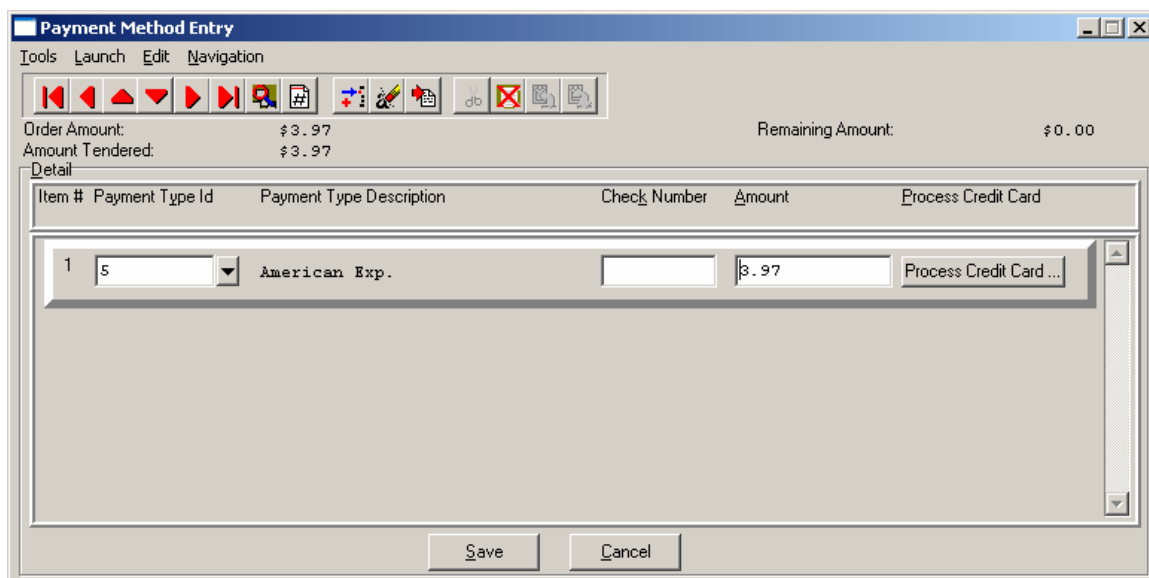


The dialog box titled "Post Deposits to Sales Order" has a menu bar with "Tools" and "Launch". It contains an "Order" section with a text field containing "10528" and labels "HARC1" and "Fred Hart". Below this is an "Order Information:" section with the following details:

Sales Order Type:	Normal
Job Number:	96-0005
Date Ordered:	09/07/2005
Shipping Instructions:	
Status:	
Total Invoice:	\$195.60
Deposit Amount:	\$0.00
Net Amount Due:	\$195.60

At the bottom, there are two buttons: "Post Deposit" and "Close".

<Click> on the **“Post Deposit”** button to proceed or <click> on the **“Close”** button if you are done with this transaction at this point in time. If you <click> on the **“Post Deposit”** button, another screen will appear similar to the following screen allowing you to enter a number of payment types depending on your Master Configuration setup.



The "Payment Method Entry" dialog box has a menu bar with "Tools", "Launch", "Edit", and "Navigation". It features a toolbar with various icons. The main area displays the following information:

Order Amount: \$3.97 Remaining Amount: \$0.00
 Amount Tendered: \$3.97

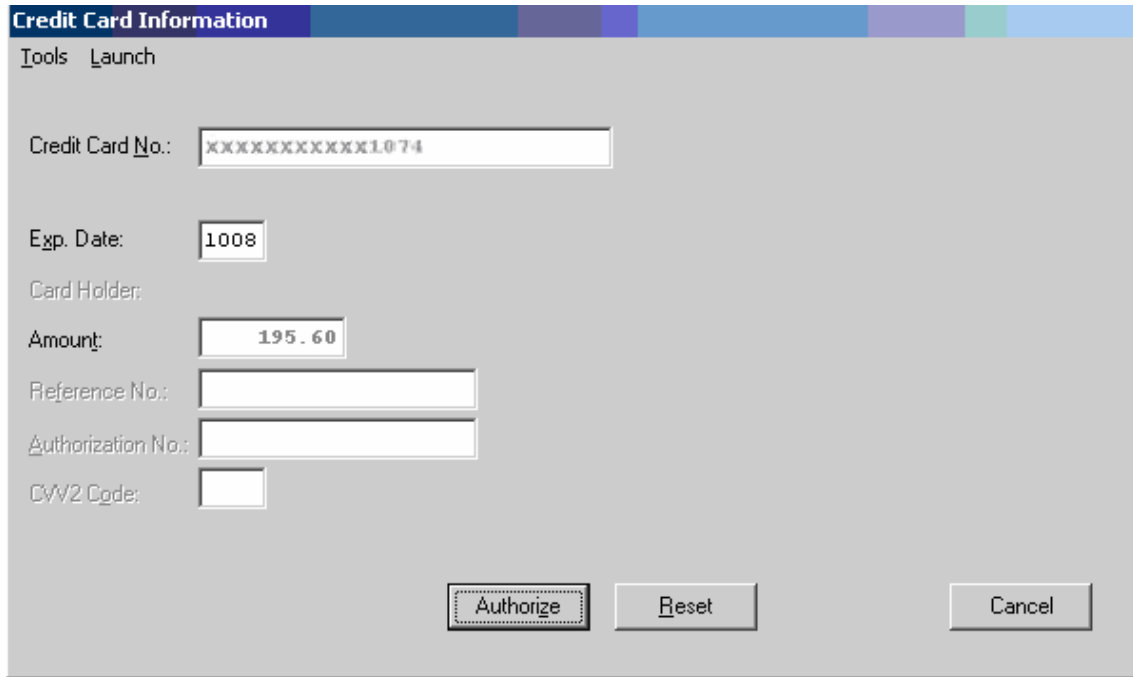
Below this is a table with the following columns: Item #, Payment Type Id, Payment Type Description, Check Number, Amount, and Process Credit Card.

Item #	Payment Type Id	Payment Type Description	Check Number	Amount	Process Credit Card
1	5	American Exp.		3.97	Process Credit Card ...

At the bottom, there are "Save" and "Cancel" buttons.

You can select any of the payment types that have been set up. If the payment type is set up as check, you will be able to enter a check number, and if it is set up as credit card, it will take you to the credit card screen where you can enter the credit card information and authorize it if connected to a credit card processor.

If your payment type is a credit card, then <click> the **Process Credit Card** button. The Credit Card Information screen displays. Enter the credit card information. If you do not have Credit Card Processing setup, you can still enter a valid credit card if you have an authorization number and it will still post.



NOTE

A valid credit card must be entered. For security purposes the actual credit number is not revealed in this example. If the CVV2 Code is “grayed” out, this means that this option is not enabled in the Set Up Credit Card Processors configuration.

<Click> the **Authorization** button after entering the complete credit card information to process the card.

A **“Deposit Posting”** will update the Accounts Receivable Sales Journal with any postings processed in this option. The system will use the **“Deposit”** number being maintained in the Accounts Receivable Master Configuration as the transaction number for this transaction posting.

Therefore, multiple transactions postings to the same Sales Order may be made within the same day, week or month and a running balance will be maintained until the Sales Order is completely invoiced and finalized.

The system will use the next Accounts Receivable Invoice Number as the transaction number if **(-1)** is setup in the Master Configuration as the next Deposit Number. Or, separate transaction numbers may be maintained for Deposits by simply entering a different auto-number sequence in this option’s setup.

All postings done here will be included in the daily Accounts Receivable Sales Journal for easy reconciliation for the bank deposits made each day.

When you are done making your deposit postings on this screen, <click> on **“Save”** or <click> on **“Cancel”** to exit this screen with no entries. You will be returned to the prior screen where you can choose to return to **“Post Deposits”** to **“Close”** the option.

If you have selected the option in the Master Configuration “SO Entry,” “Print After Entry,” a screen will appear allowing you to print a copy of the Sales Order as soon as the order entry is complete. The following screen illustrates what you will see:

Select Form - Enter Sales Orders

Current Form:

Default Form: LORD1

Suggested Form: LORD1

Alignment

☒ Suggested Form

☐ Current Form

Contact DPAForms, Inc. for the best quality business forms, checks, tax forms and related accessories for your business software products. Online Ordering at www.dpaforms.com Or call (800) 660-8605 9:00am - 6:00pm EST.

The system will default to the Sales Order Form setup in the Master Configuration. You may leave it alone or “Browse” to use another form format to print this order. <Click> on “**Select**” to continue to print a Sales Order. You may reprint a Sales Order upon demand from the Print Reports menu option, particularly if any additional changes have been made since the original entry was done.

Results:

coSO1dy.dbf - Sales Order File

- New Sales Order Added to File

coSO2dy.dbf - Sales Order Detail File

- New Sales Order Lines Added to File

coAR1dy.dbf - Customer File

- Account Balance updated if Deposit Entered
- Customer’s Date of Last Order field Updated

coAR3dy.dbf - Transaction File

- Transaction Record is added if Deposit Entered
(optional)

coAR4dy.dbf - Transaction Detail File

- Transaction Detail is added if Deposit Entered (optional)

coAR7dy.dbf - Sales Code File

- Sales Code History is updated if Deposit Entered
- Sales Code Current Amounts are updated if Deposit Entered

coIM1dy.dbf - Inventory Item File

- Quantity Reserved to Ship increased if Inventory Items included on Sales Order

coIM2dy.dbf - Inventory Transaction File

- Transaction Record Added (optional)

Proposal Summary

The **Proposal Summary** is activated by <clicking> on the **"Item Price"** button either on an individual line to obtain a proposal summary for just that line or <clicking> on the **"Order Price"** button to obtain a proposal summary on the entire order. A *"pop-up"* window summarizes the retail prices, selling price, cost, gross profit, total discount and gross profit margin for all line items on the sales order.

These calculations can be performed for inventory items and sales codes on the sales order. The retail price of each line item will be assumed to be the inventory Price Level 1 or the default price on the sales code. The cost will be the actual cost of the inventory item if there are enough on hand. Otherwise, the last cost of the item will be used. The overall discount or gross profit margin may then be changed. For sales codes, the default cost defined on the sales code will be used.

This will cause the system to automatically recalculate each line item's selling price to provide the requested discount or margin. You may also specify the unit price rounding. This rounding may be selected from a list of choices represented on the screen.

Repeated changes may be made to the discount, gross profit margin and rounding fields until the window is validated. Once the Proposal Summary window is validated, the gross profit margin on the Proposal Summary window is applied to each line item of the sales order and the selling price of each line is recalculated. The sales order line item screen is then redisplayed with the adjusted selling prices.

Change Mode (SO0102)

This mode allows you to edit or change existing Sales Orders and Proposals. The Proposal Summary feature provides a summary view of the gross profit margin of a sales order. This will allow you to determine how changes in sales discounts or gross profit margins will affect the sales order selling prices. You may also change a Proposal into a Sales Order.

NOTE

Once a sales order is filled, no changes to the sales order will be allowed.

If you have made any mistakes during the entering of your sales orders, you may and change any information you have already entered. First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the **"Modify the Current Record"** button or choose the **"Operation"** option from the Menu Bar and then **"Change."** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

The kind of changes made here may include changing the Ship To: address or changing the sales order type from Proposal to Normal. The system would then consider it a full sales order and allow full processing to take place with just this one change.

While in the **"Change Mode"** you may add multiple Ship To Addresses to the notes file for additional information. This may be done by <clicking> on the **"Address"** button. Enter the Ship To Address information or <click> on the **"Select"** button to choose from the list of available Ship To Address locations for this customer. Once the address is on the screen, <click> on the **"Add to Notes"** button and this address will be added to the notes file. These notes can then be accessed anytime, in an inquiry or change mode of this sales order to be viewed by <clicking> the **"Notes"** button on the main screen of the sales order in inquiry or change mode.

If no changes are required or you have completed your changes, <click> on the **"Details"** button and you will then be allowed to edit the detail lines of the sales order. Make any necessary changes or additions to the sales order detail and then <click> on the **"Save"** button to validate any changes made. Please note that no changes may be made to any lines which have had quantities shipped but have not yet been billed.

Results:

coSO1dy.dbf - Sales Order File
- Reflects any adjustments made

coIM1dy.dbf - Customer File
- Adjusts Quantity Reserved to Ship

coSO2dy.dbf - Sales Order Detail File

- Reflects any adjustments made

Delete Mode (SO0103)

This mode allows you to delete an existing Sales Order or Proposal. You cannot delete a Sales Order which has quantity shipped, but not billed. The system will automatically adjust inventory commitments for all deleted Sales Orders. This option allows you to delete sales orders that you may have entered by mistake, or you no longer want. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the **“Delete the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Delete.”** This will place you into the **“Delete”** mode, then <click> on **“Save”** to validate your deletion of this record. Make sure this is what you want to do, because once a sales order is deleted, it can not be retrieved again. Please note that you may not delete a sales order that has quantities shipped, but not billed.

NOTE

Once a sales order is filled, no changes to the sales order will be allowed.

Results:**coSO1dy.dbf - Sales Order File**

- Order is marked for deletion

coSO2dy.dbf - Sales Order Detail File

- Detailed Lines are marked for deletion

coIM1dy.dbf - Inventory Item File

- Quantity Reserved to Ship is reduced by Backorder Amount

Copy Mode (SO0104)

This mode allows you to create new Sales Orders or Proposals by copying the information from existing ones. It also allows you to copy an existing Sales Order to a Proposal type order. Using this option, the system provides a quick method of setting up sales orders that are very similar. This may apply where customers may have repetitive orders over a period of time that only have minor differences between them. Instead of re-keying all of the information, you may instead copy an existing order and make any additional changes necessary. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **“Navigation”** option on the Menu Bar and then the appropriate navigation option. <Click> on the **“Create a Record Based on the Current Record”** button or choose the **“Operation”** option from the Menu Bar and then **“Copy.”**

You will notice all the information, except for customer account number, will be copied to a new record. Enter the new customer account number for this record. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate, which will then add it to the file. If you have your purchase order numbering set to automatic, the system will automatically choose the next purchase order number in the system. All of the **“Source”** purchase order information will be copied to the **“Destination”** purchase. At this point, you may choose to edit any of the information or <click> on the **“Save”** button to validate.

Results:**coSO1dy.dbf - Sales Order File**

- New Sales Order added to file

coAR7dy.dbf - Sales Code File

- Sales Code Current Amounts are updated if deposit entered

coSO2dy.dbf - Sales Order Detail File

- New Sales Order Lines added to file

coIM1dy.dbf - Inventory Item File

- Quantity Reserved to Ship increased if Inventory Items included on Sales Order

coAR1dy.dbf - Customer File

- Account Balance updated if Deposit entered

coIM2dy.dbf - Inventory Transaction File

- Transaction Record added (optional)

coAR3dy.dbf - Transaction File

- Transaction Record is added if Deposit entered
(optional)

coAR4dy.dbf - Transaction Detail File

- Transaction Detail is added if deposit entered (optional)

IMPORT SALES ORDERS (SO0602)

This option is designed to allow you to import Sales Orders directly into the Sales Order Entry module. They will be updated as if processed through the normal **“Add”** mode in the *Enter Sales Orders* menu option from within the Sales Order system.

When you select the option to **“Import Sales Orders”** from the **“Transactions”** section of the Menu Bar, a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **“Print Map”** button. To create a map file in the program directory, <click> on the **“Create Map”** button. This will print out the format in which this option is looking for information to be organized in.

Only imported transactions whose month agrees with the current system date are imported. **Example:** If the **Infinity POWER System Date** is set anywhere in April of 2004, only those import transactions with a date between **4-01-2004** and **04-30-2004** will be imported.

The Fixed Length ASCII file logical record length for this import file is **518** bytes.

Description	Type	Position	Length
Cont? (0=NO, 1=YES)	CHAR	1	1
Sales Order #	STRING	2	20*
Customer #	STRING	2	20*
Order Type (1-5)	CHAR	32	1
Customer PO #	STRING	33	20
Date Ordered	STRING	53	6
Sched. Ship Date	STRING	59	6
Cancel Date	STRING	65	6
Ship To Name	STRING	71	30
Ship To Address 1	STRING	101	30
Ship To Address 2	STRING	131	30
Ship To Address 3	STRING	161	30
Ship To Address 4	STRING	191	30
Ship To City	STRING	221	15
Ship To State	STRING	236	2
Ship To Zip Code	STRING	238	10
Misc. Status	STRING	248	30
Tax Rate #(1-99)	CHAR	278	10*
IM Price Level	CHAR	288	2
Overall Discount %	FLOAT	290	10

Description	Type	Position	Length
Salesman #	STRING	300	5*
Terms Desc.	STRING	305	20
Terms Type (0-2)	CHAR	325	1
Terms # of Days	CHAR	326	2
Open Item Desc.	STRING	328	20
Project #	STRING	348	10
Shipping Inst.	STRING	358	20
Total Freight Amount	DOUBLE	378	15
Total Deposit Amount	DOUBLE	393	15
Sales Code	STRING	408	5*
Inventory #	STRING	418	20*
Description	STRING	438	30
Taxable	CHAR	468	1
Order Quantity	FLOAT	469	10
Unit of Measure	STRING	479	4
Unit Price	DOUBLE	483	15
Line Item Disc. %	FLOAT	498	6
Extended Amount	DOUBLE	504	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of “text” file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as “transaction” information for those master files, such as invoices and credit memos, journal entry updates, etc.

These “text” files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three (3) data items.

- 1) **Import File Format**
- 2) **Import File Name**
- 3) **Process Import File**

The “**Import File Format**” is prompting you to select the type of file you will be using during the import process. There are three choices:

- 1) **Fixed Length (ASCII)**
- 2) **Variable Length (ASCII)**
- 3) **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII “text” Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

```
1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200
```

Variable Length ASCII Files

Variable Length ASCII “text” Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence {CR}{LF}. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

```
1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}
```

Comma Delimited *.PRN Files

Comma Delimited *.PRN “text” files are those files in which text type data fields are enclosed in double quotes (“”), and all data fields are separated by commas (.). The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence {CR}{LF}.

For example, a transaction import should look like this:

```
1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}
1,"68500","Lodging
Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}
```

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your “import” file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the “Start” button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the “import” process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **“import”** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **“Next”** button, otherwise, <click> on the **“Close”** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **“text”** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability to import information into the **Infinity POWER** modules provides the user with several benefits.

- It allows the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- It allows the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX file servers.
- It allows the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **“text”** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

- 1) **Fixed Length ASCII Records**
- 2) **Variable length ASCII Records**
- 3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **“action numbers.”** These **“action numbers”** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

- 1 = Add Record to file**
- 2 = Change record in file**
- 3 = Delete record in file**
- 4 = Add record if it doesn't exist, otherwise change it**

Some of the transaction import file structures require a field called **“Cont? (0=NO, 1=YES).”** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line

should be placed in a separate record of the text file with a **“1”** for **YES** to indicate that the transaction is continued. The last line should contain a **“0”** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with an asterisk (*).

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **“MAP”** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **“MAP”** files one of two ways. You may first <click> on the **“Create Map”** button at the point in the program when you have selected the **“import”** option. The result is to produce a **“XXXXXX.map”** file in the program directory. The **“Xs”** in this file name represent the actual name of the **Infinity POWER** option within the program (e.g., **GL0604.MAP**).

The **“XXXXXX.map”** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or **“vi”** under UNIX, you may create a customized import record layout. Whenever a **“XXXXXX.map”** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE: **“Key Value”** fields must be present in the import file and cannot be deleted from the record layout file. **“Key Value”** fields are those fields that are designated with an asterisk (*) in the documented import record layouts. You may also have customized **“MAP”** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Sales Order Transactions File

Data Pro Support Document



IMPORT SALES ORDER TRANSACTIONS (SO0602.MAP) DEFAULTS

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import Sales Orders and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as SO0602.MAP.**

Explanation of File:

"Sales Order #", (field name found in data dictionary) 0, (DPOffset (This is an internal offset and cannot be changed) 20, (length of field) "STRING", (Type of field) 2, (Starting position of field) 20 (length of field)

NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPoffsets or Lengths.

```
"Cont? (0=NO,1=YES)",526,0,"CHAR",1,1
*"Sales Order #",0,20,"STRING",2,20
*"Customer #",21,10,"STRING",22,10
*"Order Type (1-5)",54,0,"INT",32,1
"Customer PO #",32,20,"STRING",33,20
"Date Ordered",56,6,"STRING",53,6
"Sched. Ship Date",63,6,"STRING",59,6
"Cancel Date",70,6,"STRING",65,6
"Ship To Name",77,30,"STRING",71,30
"Ship To Address 1",108,30,"STRING",101,30
"Ship To Address 2",139,30,"STRING",131,30
"Ship To Address 3",170,30,"STRING",161,30
"Ship To Address 4",201,30,"STRING",191,30
"Ship To City",232,30,"STRING",221,30
"Ship To State",263,2,"STRING",251,2
"Ship To Zip Code",266,10,"STRING",253,10
"Misc. Status",277,30,"STRING",263,30
*"Tax Rate #",308,10,"STRING",293,10
*"IM Price Level",320,0,"INT",303,2
"Overall Discount %",322,0,"FLOAT",305,10
*"Salesman #",326,5,"STRING",315,5
"Terms Desc.",332,20,"STRING",320,20
*"Terms Type (0-2)",354,0,"INT",340,1
*"Terms # of Days",356,0,"INT",341,2
"Open Item Desc.",527,20,"STRING",343,20
*"Project #",358,10,"STRING",363,10
"Shipping Inst",369,20,"STRING",373,20
"Total Freight Amount",390,0,"DOUBLE",393,15
"Total Deposit Amount",398,0,"DOUBLE",408,15
*"Sales Code",406,10,"STRING",423,10
*"Inventory #",417,20,"STRING",433,20
*"Description",459,30,"STRING",453,30
```

Data Pro Support Document

```
"Taxable",490,0,"CHAR",483,1
*"Order Quantity",492,0,"DOUBLE",484,10
*"Unit of Measure",500,4,"STRING",494,4
*"Unit Price",510,0,"DOUBLE",498,15
"Line Item Disc %",506,0,"FLOAT",513,6
*"Extended Amount",518,0,"DOUBLE",519,15
"LRL",533
```

* Required fields for importing records

Field Types:

CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE

IMPORT SALES ORDER TRANSACTIONS (SO0602.MAP) CUSTOMIZED

```

*"Sales Order #",0,20,"STRING",2,20
*"Customer #",21,10,"STRING",22,10
*"Order Type (1-5)",54,0,"INT",32,1
*"Customer PO #",32,20,"STRING",33,20
*"Date Ordered",56,6,"STRING",53,6
*"Tax Rate #",308,10,"STRING",59,10
*"IM Price Level",320,0,"INT",69,2
*"Salesman #",326,5,"STRING",71,5
*"Terms Type (0-2)",354,0,"INT",76,1
*"Terms # of Days",356,0,"INT",77,2
*"Project #",358,10,"STRING",79,10
*"Sales Code",406,10,"STRING",89,10
*"Inventory #",417,20,"STRING",99,20
*"Description",459,30,"STRING",119,30
*"Order Quantity",492,0,"DOUBLE",149,10
*"Unit of Measure",500,4,"STRING",159,4
*"Unit Price",510,0,"DOUBLE",163,15
*"Line Item Disc %",506,0,"FLOAT",178,6
*"Extended Amount",518,0,"DOUBLE",184,15
*"LRL",198

```

*Required fields for importing records

Field Types:

CHAR = NUMBER NO DECIMALS
 STRING = TEXT
 INT = INTEGER = NUMBER NO DECIMALS
 FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
 DOUBLE = AMOUNT DECIMALS REQUIRED
 LRL = FIXED LENGTH OF RECORD LINE

Field Descriptions:**"ACTION" TYPES**

- 1 = ADD A RECORD
- 2 = CHANGE
- 3 = DELETE
- 4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

"TERM" TYPES

- 0 = FIXED DUE DATE
- 1 = NET DAYS
- 2 = NET EOM

"ORDER" TYPES

- 1 = FILLED
- 2 = NORMAL
- 3 = SPECIAL ORDER
- 4 = DROP SHIPMENT
- 5 = RETURN AUTHORIZATION

Data Pro Support Document

Field Type Formatting:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, FIXED LENGTH HAS NO CARRIAGE RETURN OR LINE FEED, VARIABLE LENGTH REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)
LRL = RECORD LENGTH REQUIRED ONLY FOR FIXED AND VARIABLE LENGTH IMPORTS
DATE = MMDDYY

Import Tips:

1. Map file descriptions that contain [\$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a General Ledger number the line would look as follows: *""1 Order Type (1-3)",74,0,"INT",-1,1, (1 being the length of the Order Type).

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

If you are importing from Excel using a space delimited file:

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prm file. This is the file you will import.

PRINT MANUFACTURING WORKSHEET (SO0220)

This report shows the original order quantity, remaining quantity to ship, quantity manufactured, and quantity remaining to manufacture on all current Sales Orders. A blank space is provided on each line to record the quantity of each item manufactured. This report is available in Sales Order numeric order or Customer number order. This report gives you a complete detailed report of all manufacturing status of your orders. You may select a Sales Order range, and optionally change the sorting criteria to print the report in customer order.

This report is intended for use in a way similar to a standard packing list. A blank space is provided by each line item. The person in the warehouse would normally record the quantity actually manufactured for each order. This quantity can then be entered with the option to record manufacturing.

This is also an excellent report to quickly view the current non-manufactured quantities by detail line for each order. The fields included in this report are listed below. Select a beginning and ending Sales Order number to include on the report. You may enter a **“Customer”** mask to base this report on. If you wish to print one item per page, <click> **“on”** the check box for **“Separate Page Per Item.”** <Click> on the **“Start”** button to begin the report.

Field Names:

- Order Number
- Customer
- Type
- Customer P.O. Number
- Order Date
- Ship Date
- Latest Ship Date
- Item Description
- Inventory Item Number
- Unit of Measure
- Quantity Ordered
- Quantity Remaining on Backorder
- Quantity Manufactured to Date
- Quantity Remaining to Manufacture
- Order Totals
- Grand Totals

Print Manufacturing Worksheet (SO0220)

Infinity POWER Sample Company, Inc.						Page 1		
Manufacturing Worksheet						(4) 04/28/2006		
Order #	Description	Item Number	Type	Ordered	Cust. PO Remaining To Ship	Qty Mfg. (WIP)	Order Date Remaining To Mfg.	Ship Date Latest Date Quantity Mfg./Used
10484	HOME1	Home Depot Inc.	Normal		6545466		03/16/2006	04/11/2006 04/27/2006
	1) 10 X 12 Storage Shed - KIT	9990110010x12KIT	EA	3.00	3.00	0.00	3.00	0:-----
	** Components:							
	1: 8' - 2" X 4" Boards	305011670	EA	42.00	/per		126.00	1:-----
	1: 10' - 2" X 4" Boards	305011677	EA	12.00	/per		36.00	1:-----
	1: 4' X 8' - Sheet Plywood	305022511	EA	17.00	/per		51.00	1:-----
	1: Roofing Tar Paper	201502241	Roll	1.00	/per		3.00	1:-----
	1: Roofing Tar	201513311	Gal	0.50	/per		1.50	1:-----
	1: Roofing Nails	201646141	Bag	0.50	/per		1.50	1:-----
	1: Roofing Shingles	301402200	Box	2.00	/per		6.00	1:-----

Infinity POWER Sample Company, Inc.
Manufacturing Worksheet

Page 2
(4) 04/28/2006

Order #	Description	Item Number	Type	UM	Cust. PO Remaining Ordered To Ship	Qty Mfg. (WIP)	Order Date Remaining To Mfg.	Ship Date	Latest Date Quantity Mfg./Used
10493	SAMPGRILL Sampsons Grilling Systems		Normal		P-24343488		04/04/2006	05/16/2006	05/29/2006
	1) 10 X 12 Storage Shed - BUILT Fully Assembled	9990010010x12BLT	EA		1.00 1.00	0.00	1.00		0:-----
	** Components:								
	1: 8' - 2" X 4" Boards	305011670	EA		42.00 /per		42.00		1:-----
	1: 10' - 2" X 4" Boards	305011677	EA		12.00 /per		12.00		1:-----
	1: 4' X 8' - Sheet Plywood	305022511	EA		17.00 /per		17.00		1:-----
	1: Roofing Tar Paper	201502241	Roll		1.00 /per		1.00		1:-----
	1: Roofing Tar	201513311	Gal		0.50 /per		0.50		1:-----
	1: Roofing Nails	201646141	Bag		0.50 /per		0.50		1:-----
	1: Roofing Shingles	301402200	Box		2.00 /per		2.00		1:-----

* Number of records printed: 2

RECORD MANUFACTURING (SO0120)

This option allows you to record the manufacture of assemblies or sub-assemblies. **Note:** The components inventory will be reduced and the assembly inventory increased by this option.

When you select this option, the system will ask you for the Sales Order to record manufacturing. Enter the Sales Order number or <click> the **Down Arrow (F2 by default)** to scroll through the Sales Order file to make your selection. After selecting the Sales Order, a screen will be displayed showing some of the overhead information of the Sales Order. The system will display one data item for you to complete.

Order Produced Complete?

This item indicates to the system whether or not all backorder quantities for this order were manufactured. If you <click> **“on”** the check box, the system will automatically record the assembly of all quantities not yet produced. If you leave the check box blank, the system will allow you to specify by line the quantity that was manufactured.

<Click> on the **“Start”** button to validate this screen.

If you have left the check box blank to indicate that the order was not manufactured complete, the system will display a scrolling window showing the information for each item on the order. You may use your up and down arrow keys to move through the items and enter the quantity manufactured for each item. As you enter the quantity manufactured, you will notice that the quantity remaining field will be adjusted accordingly.

After all information has been entered, the system will record the assembly, update Inventory, and print the manufacturing log. If a Serial Number or Lot Number costing method type inventory item is part of the Bill of Materials or is the finished good being manufactured, additional information will be required. The system will prompt you for the appropriate Serial Number or Lot Number to be used in the manufacturing process.

Results:

coSO2dy.dbf - Sales Order Detail File

- Quantity Produced Updated

coIM1dy.dbf - Inventory File

- Quantity on Hand and Cost Information updated

coIM2dy.dbf - Inventory Transaction File

- Manufacturing Recorded

coIM3dy.dbf – Inventory Detail Transaction File

- Manufacturing Recorded

coIM6.dbf – Cost Layer File

- Cost Layers Updated

IM2GL.co – Inventory Integration File

- General Ledger accounts updated

RECORD DISASSEMBLY (SO0121)

This option allows you to record the disassembly of finished items. **Note:** The components inventory will be increased and the assembly inventory reduced by this option.

When you select this option, the system will ask you for the Sales Order to record disassembly. Enter the Sales Order number or <click> the **Down Arrow (F2 by default)** to scroll through the Sales Order file to make your selection.

After selecting the Sales Order, a screen will be displayed showing some of the overhead information of the Sales Order. The system will display one data item for you to complete.

Order Completely Disassembled ?

This item indicates to the system whether or not all manufactured quantities for this order were disassembled. If you <click> **“on”** the check box, the system will automatically record the disassembly of all quantities produced. If you leave the check box blank, the system will allow you to specify by line the quantity that was disassembled.

When the above item has been entered, <click> on the **“Start”** button to validate this screen. If you have left the check box blank to indicate that the order was not disassembled complete, the system will display a scrolling window showing the information for each item on the order.

You may use your up and down arrow keys to move through the items and enter the quantity disassembled for each. As you enter the quantity disassembled, you will notice that the quantity remaining field will be adjusted accordingly.

After all information has been entered, the system will record the disassembly, update Inventory, and print the disassembly log. If a Serial Number or Lot Number costing method type inventory item is part of the Bill of Materials or is the finished good being disassembled, additional information will be required. The system will prompt you for the appropriate Serial Number or Lot Number to be assigned in the disassembly process.

Results:

coSO2dy.dbf - Sales Order Detail File

- Quantity Produced Updated

coIM1dy.dbf - Inventory File

- Quantity on Hand and Cost Information Updated

coIM2dy.dbf - Inventory Transaction File

- Disassembly Recorded

coIM3dy.dbf – Inventory Detail Transaction File

- Manufacturing Recorded

coIM6.dbf – Cost Layer File

- Cost Layers Updated

IM2GL.co – Inventory Integration File

- General Ledger accounts updated

RECORD LABOR COSTS (SO0122)

This option allows you to record any labor costs associated with the manufacture of items on a sales order. Before using this option, the sales codes for **“Labor WIP”** and **“Default Labor Sales Code”** must be specified in the Manufacturing Configuration option of the Master Configuration.

The purpose of this option is to allow for the allocation of additional labor cost of sales amounts to a specific order. This provides the ability to achieve more accurate profitability reporting on an order by order basis. The configuration of the Labor Sales Code should be designed to move payroll costs reported to the Income Statement that would be processed as normal payroll expenses (*i.e. Wages and Salaries*) to a Work-In-Process amount.

This Work-In-Process amount is then tracked through to the General Ledger until such time that an invoice is generated for the sales order. At that point in time, the Work-In-Process amounts entered here will be transferred to the Cost of Sales amounts for the transaction.

This provides the user the ability to better define a more accurate picture of profitability for a given sales (*or work*) order. When you select this option, the system will prompt you for a sales order. A screen will be displayed where you may enter the associated WIP labor hours and costs into the following fields:

Labor Reference	Labor Reference - This is a transaction reference number that will be used to record the AR transaction.
Reference Description	This is a thirty (30) character description of the transaction that will print on the Transaction Report and on the Transaction Detail Report.
Labor Hours	The quantity of hours of labor applied to this sales order should be entered here. This quantity is not multiplied by the following field, “Labor Costs.” It is used for referencing only but will update the WIP field for labor hours.
Labor Costs	Enter the total labor costs (<i>in dollars</i>) that you want to apply towards this specific sales order. This is the dollar amount that will be charged to the WIP account.

When WIP labor hours and costs are entered through this option, the system is impacted as follows:

- 1) The WIP labor hours and costs are added to running totals for the sales order. The **“Manufacturing Status Report”** can be run to display these totals.
- 2) The WIP labor costs are added to the current and period totals on the **“Labor WIP”** sales code. These costs are then reported on the **“Sales Code Summary”** report.
- 3) An Accounts Receivable transaction record is created. The transaction number in the transaction record is the labor reference number on the **“Record Labor Costs”** screen. The transaction record does **NOT** contain WIP labor hours and cost.
- 4) An Accounts Receivable transaction detail record is also created for the above transaction. This detail record contains the Labor WIP sales code, and the labor hours and costs entered on the **“Record Labor Costs”** screen.

Printing an invoice for the sales order has the following impact on the system with respect to WIP labor hours and costs:

- 1) Labor costs are transferred from the Labor WIP sales code to the Default Labor sales code.
- 2) The WIP labor costs for the sales order are added to the Cost of Sales field on the invoice transaction record. WIP labor costs and hours in the sales order are then cleared.

Once this information is entered and the screen is validated by <clicking> on the “Start” button; the system will print a brief confirmation report and prompt you for another sales order.

Results:**coSO1dy.dbf - Sales Order File**

- WIP labor hours and costs updated

coAR4dy.dbf - AR Transaction Detail File

- Transaction detail records added

coAR3dy.dbf - AR Transaction File

- Transaction record added

coAR7dy.dbf - Sales Code File

- Sales codes amounts updated

RECORD SHIPMENTS (SO0105)

This option allows you to record partial and/or complete order shipments. The freight charges, number of packages shipped, and total weight may also be entered for each shipment. A Shipping Log will be printed showing all shipping information.

When you select this option, the system will ask you for the Sales Order to record shipments for. Enter the Sales Order number or <click> the **Down Arrow (F2 by default)** to scroll through the Sales Order file to make your selection. After selecting the Sales Order, a screen will be displayed showing some of the overhead information of the Sales Order. The system automatically checks to see if the customer has a **“Credit Limit”** on their account. If the customer is over their credit limit, the system will flash a warning on the screen, alerting the operator. There are two data items on this screen, which allow you to specify how the order was shipped and a reference number for the recording of the transaction detail. These items are on the following pages.

Enter Shipment Reference Number

This data item contains the reference number that will be used to record the Cost of Sales Accrual transaction entry in the Accounts Receivable journal. The default entry will be the sales order number for this order. Normally you should accept this default reference number. However, if you have made more than one shipment for the same order on the same day, you should change this number to be unique.

For example, if the order number is **1001**, the first shipment of the day could be **1001-1**, and the second shipment **1001-2**. This unique reference number is required because of the cost of sales accrual transaction and transaction detail that will be recorded in the Accounts Receivable files.

The cost of the inventory items shipped will be removed from your inventory asset account and placed in the Cost of Sales Accrual account. This cost will be treated as actual cost of sales at the time the invoice is printed. The **“COS Accrual Sales Code”** set up in the Order Master Configuration, and defined in the Accounts Receivable sales code file, will be used to handle these journal entries.

Order Complete

This data item indicates to the system whether or not all backorder quantities for this order were shipped. If you <click> **“on”** the check box, the system will automatically record the shipment of all backorder quantities. If you leave the check box blank, the system will allow you to specify by line the quantity that was shipped. When the above data items have been entered, <click> on the **“Start”** button to validate this screen.

If you have left the check box blank to indicate that the order was not shipped complete, the system will display a scrolling window showing the information for each item on the order. You may use your up and down arrow keys to move through the items and enter the quantity shipped for each. If you enter a quantity that is **greater** than the current quantity on hand, the system will **“Pop Up”** a window that will warn you that the quantity entered exceeds the on-hand quantity.

Directly below this message, the system will also display the current quantity on hand and the quantity entered. If you wish to enter a different quantity, <click> on the **“OK”** button to return to the **“Qty. Shipped”** field. Click on the **“Save”** button to proceed. Keep in mind that if you <click> on the **“Save”** button to continue and **“Record Shipments”** for items that you **do not** currently have recorded as on-hand in the inventory system, you will be creating a **“Quantity to Adjust”** that will require additional accounting efforts to correct at a later time. When this happens, there is no **“cost”** assigned to the items you are shipping. Therefore, everything from Sales Journals in Accounts Receivable to Income Statements in General Ledger is now incorrect. To correct this problem you will need to go to the Accounts Receivable module and utilize the **“Perform COS Adjustments”** options. As you enter the quantity shipped, you will notice that the quantity remaining field will be adjusted accordingly.

If you have turned on the option **“Allow Qty Ship Over Order”** in the Master Configuration, you will be allowed to enter a shipped quantity greater than the original quantity ordered. Otherwise, you may enter a quantity shipped only up to the quantity remaining. If any of the line items on the order are Serial Number or Lot Number type inventory items, the system will request the user to choose the Serial Number(s) or Lot Number(s) actually being shipped on this order. If one or more of the line items selected on this screen is a **“Serialized”** inventory item, you will be prompted to specify the actual serial numbers shipped for the quantity entered into the field as shipped. The following screen illustrates how the Serial Number button will appear on the screen when a Serialized item is selected.

Item #	Qty Shipped	Qty Ordered	Unit Price	Qty Remaining	Qty Produced	UM	Description	Item Number	Ser. Items
1	2	5.00	\$2,495.00000	5.00	0.00	Each	SONY 50" LCD Color Television	SONY 52311	Ser. Items...

After the Quantity Shipped is specified, <click> on the **“Serial Items”** button to continue. The following screen will appear.

Item #	Serial-Numbered Item
1	[Dropdown Menu]

Quantity Back-ordered: 5.00000
Quantity Reserved: 0.00000
Quantity Shipped: 2.00000

The top right of the screen will display the total Quantity Back-ordered and if there are already any serial numbers reserved for this specific item number. It will also show the Quantity Shipped that was entered on the previous screen dictating how many serial numbers need to be entered at this point. The user may either Bar Code Scan the serial numbers into the blank field or <click> on the **Down Arrow (F2 by Default)** to scroll through the list of available serial numbers in the file. The following screen shows the listing of available serial numbers that may be used at this point for this specific inventory item.

<Click> **“OK”** to select a specific serial number or <click> **“Cancel”** to exit this screen. When the total number of serial numbers have been selected for this specific shipment, the screen will be updated as is illustrated on the following screen.

Notice in the upper right side of the screen that the Quantity Reserved and Quantity Shipped fields have both been automatically updated as the serial numbers have been entered for this item. <Click> on the **“Close”** button to return to the prior screen.

The following screen shows how all of the fields have been updated for the shipped amounts on this order.

Item #	Qty Shipped	Qty Ordered	Unit Price	Qty Remaining	Qty Produced	UM	Description	Item Number	Ser. Items
1	2.00	5.00	\$2,495.00000	3.00	0.00	Each	SONY 50" LCD Color Television	SONY 52311	[Ser. Items...]

At the lower left of the screen are two additional buttons that may be used during the process. The **“Qty Shipped”** button will automatically **“Ship”** the remaining quantity of the current line without further data entry required.

The **“Qty Produced”** button will set the **“Qty Shipped”** value to the **“Qty Produced”** value. There is an option in Sales Order which allows the user to **“Record Manufacturing”** for a specified order’s line items which are also **“manufactured”** items. This way you can perform the manufacturing process directly to the order and let the order line item keep track of what has been manufactured specifically for the order.

Then when you are in this shipping screen, the **“Qty Produced”** button allows you to tell the system to record the shipment for exactly the quantity that has already been recorded as manufactured for the order.

After all shipments have been recorded (*or immediately if you have specified the order was shipped complete*), a window will be displayed showing the current freight, calculated weight, and number of packages. The current freight amount will be any freight that has been entered (*either on the original order or in prior shipments*) since the last billing. When the invoice is printed for this order, the freight amount will be included in the billing and then zeroed on this order.

Additional Freight Amounts - Order 10525

Current Total Weight: 98.00
 Current # Packages: 2
 Current Freight Amount: \$77.42

Additional Weight: 88.00
 # Packages Shipped: 2
 Additional Freight: \$77.42

Dollar Weight
 Pct. Invoice

Save Cancel

If you are interactive with Manufacturing Inventory Management, the weight will be calculated from the quantities shipped and the unit weight in the inventory file. This weight will be zeroed when the Bill of Lading or Invoice is printed. The current number of packages will be zero unless there have been prior shipments. The number of packages will be zeroed when the Bill of Lading or Invoice is printed.

You will be allowed to enter any additional weight, number of packages, or additional freight for this shipment. As you enter the additional amounts, the current amounts will be adjusted accordingly. While adding **“Additional Freight,”** there are two additional options that are available. First, if a number is entered into this field to represent the dollar amount per unit of weight, by <clicking> on the **“Dollar Weight”** button, the system will calculate additional freight automatically.

For instance, if the total freight weight on a particular shipment is twenty (20) pounds and the rate for freight is **“\$1.00”** per pound (lb), then first enter **“1.00”** into this field and <click> **“Dollar Weight.”** The system will automatically place **\$20.00** as the additional freight amount into this field.

The second option is to enter a percentage number into this field and <click> on the **“Pct Invoice”** button. By doing so, the system will look at the total **“non-taxable”** amount of the items being shipped at this time and calculate freight as a percentage of the dollar value of the items being shipped.

For instance, if the total value of the items being shipped, prior to any sales tax, is **\$500.00**, and the company charges five (5) percent as a standard freight amount, the system will calculate **“additional freight”** as **\$25.00**. Make sure that when you enter a percentage number in this field that you select the number you want and follow it with a decimal point. For example, the five percent number mentioned here would be entered as **“5.”** not **“.05.”** Twenty percent would be entered as **“20.”** not as **“.20.”**

After the percentage number is keyed into this field, <click> on the **“Pct Invoice”** button for the system to perform the calculation. This amount will be added to the total charges for this particular invoice and will be included in the **“Freight”** line at the bottom of the invoice.

After all information has been entered and the **“Save”** button is <clicked> on, the system will record the shipment, update Inventory, record cost of sales accrual transaction, and print the shipping log.

Results:

coSO1dy.dbf - Sales Order File

- Current Freight, Weight, & Packages updated

coSO2dy.dbf - Sales Order Detail File

- Quantity Shipped updated
- Unit Cost calculated from Inventory for Posting to AR at time of billing

coAR3dy.dbf - Transaction File

- Transaction Record is added for Cost of Sales Accrual
(if Inventory Item Shipped)

coAR4dy.dbf - Transaction Detail File

- Transaction Detail is added for Cost of Sales Accrual
(optional)

coAR7dy.dbf - Sales Code File

- Sales Code History is updated for Cost of Sales Accrual
- Sales Code Current Amounts are updated for Cost of Sales Accrual

coIM1dy.dbf - Inventory File

- Quantity on Hand and Quantity reserved reduced
(if interactive)

coIM2dy.dbf - Inventory Transaction File

Withdrawal recorded (if interactive)

coIM6.dbf - Inventory Cost Layer File

- Updated (if interactive)

AR2GL.co – Accounts Receivable Integration File

- General Ledger accounts updated

IMPORT FREIGHT AMOUNTS (SO0601)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. These text files may be created by word processors, spreadsheets, databases, or many other types of programs. This option is designed to allow you to import freight amounts directly into the Order Entry module.

When you select the option to **“Import Freight Amounts”** from the **“Transactions”** section of the Menu Bar, a new screen will appear. At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **“Print Map”** button. To create a map file in the program directory, <click> on the **“Create Map”** button. This will print out the format in which this option is looking for information to be organized in.

The Fixed Length ASCII file logical record length for this import file is **36** bytes.

Description	Type	Position	Length
SO #	STRING	1	20
Freight	DOUBLE	21	16

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **“text”** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **“transaction”** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **“text”** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three (3) data items.

- 1) **Import File Format**
- 2) **Import File Name**
- 3) **Process Import File**

The **“Import File Format”** is prompting you to select the type of file you will be using during the import process. There are three choices:

- 1) **Fixed Length (ASCII)**
- 2) **Variable Length (ASCII)**
- 3) **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII **“text”** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

```
1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200
```

Variable Length ASCII Files

Variable Length ASCII **“text”** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence {CR}{LF}. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

```
1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}
1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}
```

Comma Delimited *.PRN Files

Comma Delimited *.PRN **“text”** files are those files in which text type data fields are enclosed in double quotes (“”), and all data fields are separated by commas (.). The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence {CR}{LF}.

For example, a transaction import should look like this:

```
1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}
1,"68500","Lodging
Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}
```

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **“import”** file. The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data.

If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems. Once you have answered these three questions, <click> on the **“Start”** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **“import”** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output. The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **“import”** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **“Next”** button, otherwise, <click> on the **“Close”** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **“text”** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability to import information into the **Infinity POWER** modules provides the user with several benefits.

- It allows the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- It allows the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX file servers.
- It allows the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **“text”** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

- 1) **Fixed Length ASCII Records**
- 2) **Variable length ASCII Records**
- 3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file. Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process. Some of the import file structures allow you to specify **“action numbers.”** These **“action numbers”** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

- 1 = **Add Record to file**
- 2 = **Change record in file**
- 3 = **Delete record in file**
- 4 = **Add record if it doesn't exist, otherwise change it**

Some of the transaction import file structures require a field called “**Cont? (0=NO, 1=YES)**.” This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a “**1**” for **YES** to indicate that the transaction is continued. The last line should contain a “**0**” for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with an asterisk (*).

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom “**MAP**” file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import “**MAP**” files one of two ways. You may first <click> on the “**Create Map**” button at the point in the program when you have selected the “**import**” option. The result is to produce a “**XXXXXX.map**” file in the program directory. The “**Xs**” in this file name represent the actual name of the **Infinity POWER** option within the program (e.g., **GL0604.MAP**).

The “**XXXXXX.map**” file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or “**vi**” under UNIX, you may create a customized import record layout. Whenever a “**XXXXXX.map**” file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE: “**Key Value**” fields must be present in the import file and cannot be deleted from the record layout file. “**Key Value**” fields are those fields that are designated with an asterisk (*) in the documented import record layouts. You may also have customized “**MAP**” files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Sales Order Freight File

Data Pro Support Document



IMPORT SALES ORDER FREIGHT (SO0601.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import Freight Amounts and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as SO0601.MAP.**

Explanation of File:

"SO #", (field name found in data dictionary) 1, (DPOffset (This is an internal offset and cannot be changed) 20, (length of field) "STRING", (Type of field) 1, (Starting position of field) 20 (length of field)

NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPOffsets or Lengths.

```
*"SO #",1,20,"STRING",1,20
*"Freight",618,16,"DOUBLE",21,16
"LRL",36
```

* Required fields for importing records

Field Types:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE
```

Field Type Formatting:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING
FIELDS, FIXED LENGTH HAS NO CARRIAGE RETURN OR LINE FEED, VARIABLE LENGTH REQUIRES
ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)
LRL = RECORD LENGTH REQUIRED ONLY FOR FIXED AND VARIABLE LENGTH IMPORTS
DATE = MMDDYY
```

Import Tips:

1. Map file descriptions that contain [\$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

Data Pro Support Document

If you are importing from Excel using a space delimited file:

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

POST DEPOSITS TO SALES ORDERS (SO0111)

This option allows you to post deposits to sales order that have already been entered into the system. These deposits can be cash, check or credit card type transactions. An **EDC (Electronic Draft Capture)** system is included in this option to facilitate credit card transactions. Entries will be updated accordingly in the Accounts Receivable and General Ledger modules.

This option will allow the posting of deposits after the sales order has already been entered. After selecting this option, you will be asked for the sales order number you would like to post a deposit to. Enter the sales order number or <click> the **Down Arrow (F2 by default)** and select a sales order from the scrolling screen.

The screen will appear with the pertinent information about this sales order including the customer name, sales order type, Job Number, Customer Purchase Order Number, Date Ordered, Shipping Instructions, and Status. At the bottom of the screen the Total Invoice, any deposit already entered for this order and Net Amount Due will be displayed.

Order	
10528	HARC1 Fred Hart

Order Information:	
Sales Order Type:	Normal
Job Number:	96-0005
Date Ordered:	09/07/2005
Shipping Instructions:	
Status:	

Total Invoice:	\$195.60
Deposit Amount:	\$0.00
Net Amount Due:	\$195.60

Post Deposit
Close

The system has a **“Post Deposit”** button at the bottom of the screen if you wish to proceed. <Click> on this button and the following screen will appear allowing you to select from the payment options you have setup in your Master Configuration.

Payment Method Entry

Tools Launch Edit Navigation

Order Amount: \$3.97 Remaining Amount: \$0.00
Amount Tendered: \$3.97

Detail

Item #	Payment Type Id	Payment Type Description	Check Number	Amount	Process Credit Card
1	5	American Exp.		3.97	Process Credit Card ...

Save Cancel

The system displays a window for identifying the deposit information for this transaction. The screen displays the total amount due and the change required.

This will indicate how many deposit methods will be used on this transaction. You can select any of the payment types that have been set up. If the payment type is set up as check, you will be able to enter a check number, and if it is set up as credit card, it will take you to the credit card screen where you can enter the credit card information and authorize it if connected to a credit card processor.

NOTE:

For credit cards that dial out for authorization, these payment types should specify this function in the description of the Payment Type. Ex: **Visa Dialed** or ***Visa**. As long as the description is clear to the user which card dial out and which do not.

If your payment type is a credit card, then <click> the **Process Credit Card** button. The Credit Card Information screen displays. Enter the credit card information. If you do not have Credit Card Processing setup, you can still enter a valid credit card if you have an authorization number and it will still post.

Credit Card Information

Tools Launch

Credit Card No.: xxxxxxxxxxxx1074

Exp. Date: 1008

Card Holder:

Amount: 195.60

Reference No.:

Authorization No.:

CVV2 Code:

Authorize Reset Cancel

NOTE

A valid credit card must be entered. For security purposes the actual credit number is not revealed in this example. If the CVV2 Code is “**grayed**” out, this means that this option is not enabled in the Set Up Credit Card Processors configuration.

<Click> the **Authorization** button after entering the complete credit card information to process the card.

If the **EDC** capability has been enabled, the **EDC** procedure will take you to another screen and begin dialing out for an authorization on the credit card. If you have a “**card reader**” device connected to your machine, you may slide the credit card through the reader at this time or type in the credit card numbers and expiration date on the keyboard. The expiration date must be entered in as **MMYY** (e.g., “**1206**” for December of 2006).

The system will return with either an error condition (*discussed on the next page*) or, if the transaction is successful, an approval number and a transaction reference number. Both of these items will print on the receipt. After the customer has signed the receipt, he will retain the carbon (*bottom*) copy, while the top copy is kept for your records.

NOTE

The purchase of the **Infinity POWER** Sales Order Entry module does not guarantee your company access to a credit card approval and draft capture network. Before you will be able to process automated credit card transactions it is mandatory that you contact a company that can provide you with electronic bank draft capture services through **MAPP (Global Payment Systems), NOVA, PCCharge or IC Verify**.

You may still use this module without the “**Electronic Draft Capture**” features to process sales until your system is activated for **EDC** processing or, if for some reason, you are unable to obtain approval with a credit card network.

If the payment method chosen has an “**EFT**” in the description, the system will begin the procedures for an “**Electronic Funds Transfer**” (**EFT**) on this transaction. The **EFT** procedure will update the appropriate files with the fund transfer information and the screens will act as though a cash payment was entered. For more information on set up and usage of **EFT** processing please refer to **Chapter 1** of the **Check Reconciliation** manual.

You may now <click> on the “**Save**” button to validate the transaction. No deposits may be posted to a sales order type “**Proposal**.” <Click> on the “**Save**” button to validate the screen and a Sales Order will print with the deposit information and new Total Amount Due. The transaction will be updated to the Accounts Receivable files that will make this deposit record appear on the Deposit Report in Accounts Receivable.

A “**Deposit Posting**” will update the Accounts Receivable Sales Journal with any postings processed in this option. The system will use the “**Deposit**” number being maintained in the Accounts Receivable Master Configuration as the transaction number for this transaction posting. Therefore, multiple transactions postings to the same Sales Order may be made within the same day, week or month and a running balance will be maintained until the Sales Order is completely invoiced and finalized.

The system will use the next Accounts Receivable Invoice Number as the transaction number if **(-1)** is setup in the Master Configuration as the next Deposit Number. Or, separate transaction numbers may be maintained for Deposits by simply entering a different auto-number sequence in this option’s setup.

All postings done here will be included in the daily Accounts Receivable Sales Journal for easy reconciliation for the bank deposits made each day.

When you are done making your deposit postings on this screen, <click> on “**Save**” or <click> on “**Cancel**” to exit this screen with no entries. You will be returned to the prior screen where you can choose to return to “**Post Deposits**” or “**Close**” the option.

NOTE

If the deposit equals the exact amount of the invoice, then the invoice will not show up in the aging report. Only multiple deposits will show in the report.

Results:**coSO1dy.dbf - Sales Order File**

- Sales Order information updated to file

coAR1dy.dbf - Customer File

- Account Balance updated with Deposit entered

coAR2.dbf – Open Item File

- Account Balance updated with Deposit entered

coAR3dy.dbf - Transaction File

- Transaction Record is added for Deposit entered

coAR4dy.dbf - Transaction Detail File

- Transaction Detail is added for Deposit entered

coAR7dy.dbf - Sales Code File

- Sales Code Current Amounts are updated if Deposit entered

AR2GL.co – Accounts Receivable Integration File

- General Ledger accounts updated

PERFORM BILLING & PRINT INVOICES (SO0106)

This option automatically generates the billing and prints the Invoices for all Sales Orders showing partial or complete shipments. All Accounts Receivable transaction information will be updated at this time.

After selecting this option, the system will ask you for the beginning and ending sales order to bill and also the customer number mask. <Click> on the **“Start”** button to begin this procedure. The system will then check each of the selected sales orders for quantities that have been shipped, but not billed. If there are quantities that need to be billed for the order, the system will then calculate the billing information, print the invoice, and update all appropriate Accounts Receivable files, as well as recording the billing in the Sales Order files.

If you are utilizing the AR Sales Code feature, the General Ledger entries that are created from this billing will use the Accounts Receivable chart of account number designated on the AR Sales Code that was selected during the entry of the Sales Order. If the order that is being billed has the feature **“Schedule Payment”** turned on, the system will pause and **“Pop Up”** a window to allow you to specify the scheduling criteria. The two data items necessary to schedule the payments are discussed below.

Number of Payments to Schedule	This data item will specify the number of payments that the net amount of the invoice will be split into. The system will first subtract the amount of the deposit and use that amount as the “down payment.” The remaining amount of the invoice will be divided evenly by the number indicated here. Any rounding error will be added to, or subtracted from, the first payment.
Day of Month for Each Payment	This data item will specify at what increment the payments will be scheduled. This question may be called “Number of Days Between Payments” depending on the “Scheduled Payment Type” configuration in your Accounts Receivable Master Configuration. This number (<i>in combination with the “Schedule Payment Type,”</i>) will be used to calculate the due date of each payment of the invoice. The due date for the first payment will follow the terms definition on the invoice.

<Click> on the **“Save”** button to validate this screen and the system will then continue to process the billing for this order. If the automatic invoice numbering has been turned off in the Accounts Receivable Master Configuration (*by specifying 0 as the next invoice number*), the system will *“Pop Up”* a window to allow you to enter the invoice number for this invoice. Otherwise, the invoice number that will be used is the sequence number set up in Accounts Receivable for invoices. The form that will be used is the form that you have specified in the Master Configuration for **Invoice Form Name.** After the invoice has been printed, the system will pause to allow you to re-print the invoice if you have turned on the feature **“Allow Re-Print of Invoices”** in the Sales Order Entry Master Configuration.

Results:

coSO1dy.dbf - Sales Order File

- # of Invoices printed incremented
- Deposit, Freight, Weight, & # of Packages zeroed
- If Order Complete, Type set to "Filled" (type 0)

coSO2dy.dbf - Sales Order Detail File

- Quantity Billed updated

coAR1dy.dbf - Customer File

- Customer History is updated
- Customer Aging Totals are updated

coAR2.dbf - Open Item File

- Open Item Record is added
- Transaction Record is added (optional)

coAR4dy.dbf - Transaction Detail File

- Transaction Detail is added (optional)

coAR5dy.dbf - Salesman File

- Salesman History is updated

coIM1dy.dbf - Inventory File (if interactive)

- Sales History is updated

coIM2dy.dbf - Inventory Transaction File (if interactive)

- Sales Transaction is recorded (optional)

coAR7dy.dbf - Sales Code File

- Sales Code History is updated
- Sales Code Current Amounts are updated
- Cost of Sales Accruals are reversed

PERFORM ONE-STEP INVOICING (SO0109)

This option allows you to ship and invoice the entire sales order in one simple step. If the Master Configuration is set to allow a range of orders, the system will prompt you for a beginning and ending sales order range to ship and bill.

When you select this option, the system will prompt you for the specific sales order to invoice if you have chosen to only allow single sales orders to be completely shipped and billed. This option should only be used if **ALL** items on the sales order are to be billed and shipped.

A screen will then be displayed showing sales order information and a summary of the invoicing amount. The system will then prompt you to **"Bill this Sales Order?"** If you <click> on the check box, the system will perform the following steps:

- 1) All finished goods items that have not been shipped, and are not currently on hand in inventory, will be manufactured.
- 2) All order quantities that have not already been recorded as shipped, will be shipped.
- 3) The entire order will be billed and an invoice produced.

The sales order is then recorded as complete. If you are utilizing the AR Sales Code feature, the General Ledger entries that are created from this billing will use the Accounts Receivable chart of account number designated on the AR Sales Code that was selected during the entry of the Sales Order. The system will now prompt you for the next sales order to bill.

If you have any serialized items on a sales order that were not specifically reserved in advanced (i.e. at the time of order entry), the system will pause during this process and prompt you to specify which serial numbers are being shipped for each specific item and their quantities on each order.

The following screen illustrates how this screen will appear:

The screenshot shows a dialog box titled "Select Serial # For Withdrawal". It contains the following information:

- Item Number: SONY 52311
- Description: SONY 50" LCD Color Television
- Serial #: 849912781
- An "OK" button at the bottom center.

<Click> **“OK”** to validate each Serial Number entered. A Bar Code Scanner may also be used during this data entry process to expedite the data flow. Once all of the serial numbers have been entered to match the total quantity ordered, the system will continue to invoice the whole order. All serial numbers will appear on the Invoice Form directly under each line item specifying their exact quantity ordered.

If you have turned on the Master Configuration question **“Allow One Step Inv. Range,”** you have chosen to allow a range of sales order to be completely shipped and billed. The system will prompt you for a beginning and ending sales order number, a ship through date and then prompt if you wish to only ship and bill those items you currently have in stock.

All manufactured items will use the manufacturing method based on what it set up in the Master Configuration of the Accounts Receivable Module.

Results:

coSO1dy.dbf - Sales Order File

- # of Invoices printed incremented
- Deposit, Freight, Weight, & # of Packages zeroed
- If Order Complete, Type set to “Filled” (type 0)

coSO2dy.dbf - Sales Order Detail File

- Quantity Billed updated

coAR1dy.dbf - Customer File

- Customer History is updated
- Customer Aging Totals are updated

coAR2.dbf - Open Item File

- Open Item Record is added

coAR3dy.dbf - Transaction File

- Transaction Record is added (optional)

coAR4dy.dbf - Transaction Detail File

- Transaction Detail is added (optional)

coAR5dy.dbf - Salesman File

- Salesman History is updated

coAR6dy.dbf – Sales Tax File

- Sales Tax is updated

coAR7dy.dbf - Sales Code File

- Sales Code History is updated
- Sales Code Current Amounts are updated
- Cost of Sales Accruals are reversed

coIM1dy.dbf - Inventory File (if interactive)

- Sales History is updated

coIM2dy.dbf - Inventory Transaction File (if interactive)

- Sales Transaction is recorded (optional)

TRANSFER SALES ORDER INTO P.O. (SO0107)

This option allows you to generate Purchase Orders, in the Purchase Order Entry module, for all current Special Orders and/or Drop Shipments (*e.g., direct customer shipments*).

This option creates purchase order information in the Purchase Order Batch file that allows the automatic creation of purchase orders in the Purchase Order Entry module. The system will only create a purchase order for those sales orders that are **Type 3 or 4 (Special Order or Drop Shipment)**, have a valid vendor number assigned to the order, and have not already been transferred.

When you select this option, the system will ask you to enter the beginning and ending sales orders to transfer, as well as a customer number mask. The system will then “*pop-up*” a submenu which allows you to specify the vendor selection criteria for the transfer:

- 1) Use Vendor Specified on Sales Order. This tells the system to use the vendor indicated on the sales order.
- 2) Use Primary Vendor Set Up by Item. This tells the system to use the primary vendor defined for each inventory item. (*This is the default option selected.*)
- 3) Use Secondary Vendor Set Up by Item. This tells the system to use the secondary vendor defined for each inventory item.

After the transfer is completed, the data item “**Ordered in PO System?**” for all sales orders that were transferred will be turned on so that they will not be transferred accidentally in the future. In addition, a transaction register report will be printed showing which sales orders and inventory items have been transferred.

Results:

coSO1dy.dbf - Sales Order File

- Sales Order marked has already been Transferred

coPO4.dbf - Purchase Order Batch File

- Purchase Order Information added or created for updating Purchase Order Entry

TRANSFER SO PROPOSALS TO JOB COST (SO0113)

This option allows the user to automatically transfer a Sales Order “**Proposal**” to the **Job Cost Main Module** as a new project with billing and cost budgets. This option will also allow the transfer of Bill of Material Items instead of the Finished or Manufactured part.

When you select this option you will be prompted for a Sales Order Number. The Sales Order that you choose must be a “**Proposal**” type sales order. Information regarding the customer, date, sales budget and cost budget information appears on the screen.

Specify Project Budget To Create

The system will ask you for three data items to complete the transfer:

New Project #	Enter a new project number in this field. A project number can be up to ten (10) alpha-numeric characters.
Description	This is a thirty (30) character alpha-numeric field. As a default, the system will place the “ Description ” that was used on the Sales Order Proposal when it was originally entered. You may overwrite this information with another description.
Create Cost Budgets for Bill of Materials	If this check box is <clicked> “ on, ” the system will take any manufactured parts on the Sales Order Proposal and during the transfer will break down the manufactured item into a Bill of Materials for individual costs and billing budgets for each individual raw material.

<Click> on the “**Save**” button to begin the transfer.

This option will update the **Job Cost Main Module** by creating a new project and assigning the customer that was on the Sales Order Proposal. It will create cost and billing budgets for each part number transferred. It is recommended that you update the project with more detailed information after this transfer is complete.

Please keep in mind that all Sales Codes and Inventory Items on the Sales Order Proposal used to update the job must have a Cost Code established in their original setup. This includes all Bill of Material Items for finished goods. Any Sales Code or Inventory Item without a Cost Code set up, will not be transferred.

Therefore, for those companies seeking a convenient way to generate proposals to customers which allows them the flexibility of using all of the inventory items that they would normally use on their jobs, plus any sales codes they may establish to represent labor costs for work to be done, using the Sales Order Entry module provides users a highly flexible proposal writing system.

This is further enhanced by the use of the “**.TEXT**” and “**..TEXT**” Sales Codes which provides the user with the ability to insert up to ten lines of **60** characters each of free form text for each entry that would allow for highly descriptive explanations of work to be done.

Because Sales Order Entry is a “*batch processing*” module, users can easily establish an initial sales order proposal and continue to update and make changes to the proposal until the customer accepts the proposal. Only then, would this option to “**Transfer Sales Order Proposal to Job Cost**” be selected. The time savings this option provides are tremendous! All of the work during the proposal writing phase has been completed so there is no need to duplicate the setup phase again in the **Job Cost Main Module** if this option is used.

Again, this will only work correctly if the user has made sure that all of the Inventory Items and Sales Codes that are chosen on the proposal have valid Cost Codes in their setup. If so, when this option is run, the system will be able to establish the new project/job and the new Cost Codes and their budgets based on the proposal amounts setup in this proposal.

The user can then decide to either conclude their project billing from the Sales Order Entry module by insuring that the new Project/Job number that has been created is entered into the proposal and that the proposal order type is then switched to one of the other order types (*i.e. Normal, Special*). If this is done, then billing amounts can be done optionally from the Sales Order Entry module with updates to the Job Cost Main Module directly. Billing can also be done from the Accounts Receivable module.

The method you choose for billing will depend on the kind of project management you require. If you are relying on a high degree of Work in Process flow on your projects/jobs, then it is recommended that all billing be done through the Accounts Receivable module. If your Work Order processing is simpler and you only want to quickly flow through on jobs without a protracted amount of Work in Process tracking, the Sales Order Billing option may be more flexible and easier to handle.

If this option is used, users should remember to go to the Job Cost Main Module and select the option to Record Billing and enter the dollar amount to bill as zero which will zero out and close the project/job for any remaining Work in Process amounts once all billing has been completed in the Sales Order Entry module.

REMOVE AUTO-CANCEL SALES ORDERS (SO0108)

This option will automatically cancel all Auto-Cancel Sales Orders that are not shipped complete by the time the Cancellation Date is reached. **NOTE:** The system will not cancel an order that has been partially shipped, but not billed. This option will cancel all Auto-Cancel Sales Orders that have reached the cancellation date based on the current system date. Make sure that you set the system date correctly before executing this option. The system will automatically delete all items on the sales order and set the “**Order Type**” to zero (**0**). This will remove the quantity reserved in Manufacturing Inventory Management for all items that are affected.

If there are quantities that have been shipped, but not yet billed, for an order, the system will not cancel the order. The sales order is still in the Sales Order file. Additions or changes can still be made to it, however, after executing this option, it is recommended that you select the option to “**Remove Completed Orders**” to recover the file space from the “**canceled**” orders.

Results:

coSO1dy.dbf - Sales Order File

- Order Type is set to "Filled"

coSO2dy.dbf - Sales Order Detail File

- Detail Lines are removed

coIM1dy.dbf - Inventory File (if interactive)

- Reserved Quantities are Reduced

REVIEW TRANSACTIONS (AR0100)

This option allows you to perform an inquiry on any transaction while in the Accounts Receivable module. You may also access this option by right <clicking> the mouse any time the Sales Order module is active. When selecting this option you will be in an **"inquiry mode."** Once this screen is displayed, you will have the tool bar navigation options to select the first detail record, select the previous record detail, select the next record detail, select the last record in the detail list or select a specific detail record based on a transaction date, customer number or salesman number. <Click> on the either of the choices and enter the information you want to search on. Once you have found the transaction you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"OK."**

Once you have navigated to the transaction, you may view the information for this transaction on your screen. To show the details of this transaction, such as the detail line items on an invoice or distribution of a payment, <click> on the **"Details"** button. To show the shipping information for this transaction, <click> on the **"Shipping"** button.

Details

Once this screen is displayed, you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information (**either text or a line number**) and <click> on **"OK."** Once you have found the detail line you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"OK."**

Once you have navigated to the correct detail line, you may view this information on your screen. To close this window and return to the main screen, <click> on the **"Close"** button.

Shipping

When you <click> on this option, a screen will be displays showing you the shipping information for this transaction. This information includes the ship-to address, the customer's terms for this transaction and tax rate, price level and shipping instructions. To close this window and return to the main screen, <click> on the **"Close"** button.

When you have finished viewing transaction information, <click> on the **"Close"** button.

Results:

- No Files are Updated.

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CHAPTER 4 PRINT REPORTS

This section includes a description and sample of each report generated by the **Order Entry** module. The equations used to calculate the amounts on the reports; and how these reports are generated (*through the use of various questions asked by the system*) are discussed here. Reports illustrate the results of transactions from the options within this module or from another integrated module. Most reports do not update the actual files.

The reports included here reflect sample information input into the sample company and only reflect an example of the way a company may utilize certain features within this module. All modules are designed to be extremely flexible in the way you may organize data and print the corresponding reports accordingly.

Do not assume that these reports reflect the only way they may either be structured or the fashion in which they may be printed. These reports may be used as a cross reference to determine which reports you should be using in your daily activities or when trying to locate specific types of information.

STANDARD FEATURES FOR REPORTS

Here is a listing of some standard features, which can be utilized with all reports:

- CTRL+O (Output Options)**
- Destination - Printer Choice, E-Mail or Display**
- Report Titles**
- E-mail Settings - Recipient and Subject**
- Font Attributes**
- Report Print Options**
- Displayed Report Options**
- Range of Accounts**
- Data Record Retrieval**
- Report Sorting Preference**
- Masking (Wildcards)**
- Period to Report On**
- Cancel the Print Job**

CTRL+O (Output Options)

You are able to change your Output Options (*printing preference*) at any time when you are within the **Infinity POWER** programs. By Pressing **CTRL O**, an overlay screen will appear with your available output options. You may choose to print to a Printer, send the report as an e-mail, or display the report on the screen.

If you select **“Printer,”** this will cause the output to be generated to whichever printer device you currently have as **“active”** in the **Windows** operating system. You may choose to change printers by <clicking> on the **“Print Options”** button and select another printer that you have set up in your Windows program. Also, by choosing **“Printer,”** you have the capability of changing the title of the report you will be printing. The standard report name will be shown, however, if you wish to overwrite it with another title, you may do so.

If you select **“E-Mail,”** this will cause the output to generate an e-mail to a specific recipient. On the Output Options screen, you will need to define the recipient of the e-mail in the **“To”** field. Make sure to enter their e-mail address and not just their name. The **“Subject”** field is automatically assigned the name of the report you will be generating, however, if you wish to overwrite it with another subject, you may do so.

NOTE

Be sure you have defined your **“E-Mail Host”** in the Output section of the Configuration Settings, otherwise, this feature will not be operational. Your name should be your e-mail address, not your actual name.

If you select **“Display,”** this will cause the output to generate the report to the screen. All reports are generally created in an **80** or **132** column format. You may size your output window both larger and smaller to allow you to view as much of the report on the screen at once as possible.

If you are used to using the **Windows Character-based** or **UNIX** version of **Infinity POWER**, you realize that you may also send reports to a **“text”** file for a myriad of uses. You may do the same in Windows, however, you must set up a **“printer”** type in Windows that will direct the output to the file. Once this is done, any time you want to direct reports to a file, you simply select the new printer definition under Windows.

The principal applies if you want to print any report or form as a **FAX** document. Define the FAX software as a printer in Windows and simply redirect your output to that specific printer.

Font Attributes

Within the **Output Options** window, you can modify font attributes such as color, size, and styles for each report. This allows you to be creative in your report styles whether formal, informal, or classic professional, depending on the purpose of the report. You may choose a more informal style for internal reports, but select a more elegant style for a customer. Selecting a font in the Printer Settings section affects printed reports only. If you select Print as the output destination, this is the font that will be applied to the printed report.

You can also select a font style for the display destination, independent of the Print Settings font selection. In the **Display Settings** section of the screen, <click> on the **Fonts...** button to open the **Font** window. From this window select different fonts, add special effects such as underlining, change the color, font style (bold, italics, bold italic, etc), and the font size. When a report is selected in display output, this is the font that will be applied when the report is displayed on the screen.

NOTE

If you send a report to print directly from the displayed output screen, (**Send** menu option or the **Send to another output destination** toolbar options) the font selected in the Printer Settings will be the font that is applied to the printed report, regardless of what font settings are selected for the Display Settings. Font attributes are unique for Printer Settings and Display settings due to the fact that your printer and the **Infinity POWER** system may not support all of the same fonts.

After selecting font attributes for either the Printer Settings or Display Settings, <clicking> the corresponding **Save** button will make those current selections the default settings. If you select different attributes between displaying/printing reports, you must <click> the **Apply** button for the new font attributes to be applied. Otherwise, the selections made for the previous report (within the same session), will be applied to the current report. Once you log out of the system, the last saved printer and display settings will be applied to the reports when you log back into the system.

If E-Mail is selected as the report output destination, the actual report will be embedded within the e-mail message as an HTML display in a fixed Courier font so that columns will automatically adjust to align properly.

Report Print Options

In the **Printer Settings** section, <click> on the **Options...** button to open the **Print** window. You can select the entire report, the current page, or a range of pages, or a specific page to be printed. You can also custom adjust form sizes by increasing or decreasing the horizontal and vertical offsets. The **horizontal offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment to the right, a negative value will adjust alignment to the left. The **vertical offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment down, a negative value will adjust alignment up.

Displayed Report Options

If the report output is **Display**, you can also use the navigation toolbar buttons to jump to another page within the displayed report, or <click> the **#** toolbar button to specify a particular page. This comes in handy to view specific information in a long report, without having to navigate page by page.

From within a displayed report, you can also send the report (current page or all pages) to print or change the output destination for the current page or the entire report without leaving the screen.

By <clicking> the search toolbar button, you can also search for specified text within the displayed report. This allows you to search for any text, amounts, dates, etc, contained within the report.

Range of Accounts

When asked to define the range of account numbers to report on, place your cursor on the **“Beginning Account #”** field and <click> the **Down Arrow (F2 by default)** to gain access to the account listing. You may choose to search for accounts by account number or description. Once you have selected the Beginning Account Number, <click> on the Ending Account Number field and then <click> the **Down Arrow (F2 by default)** to gain access to the account listing to choose your ending number.

Data Record Retrieval

This function can be done on any indexed field in the currently active system or a field the current system is integrated with. When the right mouse button is <clicked> in the field, the system will display the choices of data record retrieval.

This feature is available in most options throughout the **Infinity POWER** system. It will simplify your retrieval of records when printing reports. The data record retrieval choices are listed below.

First Record	This option will allow you to select the first record in the requested file.
Next Record	This option will allow you to retrieve the next sequential record in the file, assuming you have already selected a record.
Current Record	This option will allow you to select the last record that was accessed.
Scroll View	This option will display a scrolling screen with all records in the accessed file. You may scroll through the records and select the one of your choice. You may also change the sorting preference and search for the record in a variety of ways.
Previous Record	This option will allow you to retrieve the previous sequential record in the file, assuming you have already selected a record.
Last Record	This option will allow you to select the last record in the requested file.

Report Sorting Preference

This is the order in which items will print on reports. This is handled through the method in which you choose the beginning and ending account range. For example, you will be given two choices when you select your beginning and ending account number when <clicking> the **Down Arrow (F2 by default)**:

- **Customer Number**
- **Customer Name**
- **Description**

Instead of printing all reports in order of the account number, you may elect to print them in alphabetical order by the description of the account number by selecting your account range by **“Description.”**

Masking (Wildcards)

The account number mask is a field which gives you the ability to set up a specific search and have the system only retrieves those items defined within the parameters of that search. This is very beneficial if you want to print all reports for a particular department or location.

Your account number is the key to how specific information may be searched on. The account number length will be reflected in the mask field on your screen.

The project number mask field would appear on your screen as:

()
*123567890

Assuming that you were utilizing a five digit project number with the last two digits representing the department or location number (e.g., “03”), to print a report that would mask for a department or location you would enter the following:

(03)
12345678901234567890

The areas not being masked can either be spaces or question marks. Question marks are the standard wildcard format.

Period to Report On

If a report is a summary type report, the information contained in the report will be inclusive of all data input during the date range specified at the time of selection of the report. This provides you the ability to do historical period reporting as well as current period reporting.

Cancel the Print Job

<Clicking> on the **“Cancel”** button during the printing of a report will cancel the print job. However, keep in mind, some of the report may still be in the printer buffer at the time of cancellation.

PRINT MANUFACTURING WORKSHEET (SO0220)

This report shows the original order quantity, remaining quantity to ship, quantity manufactured, and quantity remaining to manufacture on all current Sales Orders. A blank space is provided on each line to record the quantity of each item manufactured. This report is available in Sales Order numeric order or Customer number order.

This report gives you a complete detailed report of all manufacturing status of your orders. You may select a Sales Order range, and optionally change the sorting criteria to print the report in customer order. This report is intended for use in a way similar to a standard packing list. A blank space is provided by each line item. The person in the warehouse would normally record the quantity actually manufactured for each order. This quantity can then be entered with the option to record manufacturing. This is also an excellent report to quickly view the current un-manufactured quantities by detail line for each order.

The fields included in this report are listed on the following page.

Field Names:

- Order Number
- Customer
- Type
- Customer P.O. Number
- Order Date
- Ship Date
- Latest Ship Date
- Item Description
- Inventory Item Number
- Unit of Measure
- Quantity Ordered
- Quantity Remaining on Backorder
- Quantity Manufactured to Date
- Quantity Remaining to Manufacture
- Order Totals
- Grand Totals

Manufacturing Worksheet

Infinity POWER Sample Company, Inc.
Manufacturing Worksheet

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Order #	Description	Item Number	Type	UM	Cust. PO Ordered	Remaining To Ship	Qty Mfg. (WIP)	Order Date	Ship Date	Latest Date Quantity Mfg./Used
10484	HOME1	Home Depot Inc.	Normal		6545466			03/16/2006	04/11/2006	04/27/2006
	1) 10 X 12 Storage Shed - KIT	9990110010x12KIT	EA		3.00	3.00	0.00		3.00	0:-----
	** Components:									
	1: 8' - 2" X 4" Boards	305011670	EA		42.00 /per				126.00	1:-----
	1: 10' - 2" X 4" Boards	305011677	EA		12.00 /per				36.00	1:-----
	1: 4' X 8' - Sheet Plywood	305022511	EA		17.00 /per				51.00	1:-----
	1: Roofing Tar Paper	201502241	Roll		1.00 /per				3.00	1:-----
	1: Roofing Tar	201513311	Gal		0.50 /per				1.50	1:-----
	1: Roofing Nails	201646141	Bag		0.50 /per				1.50	1:-----
	1: Roofing Shingles	301402200	Box		2.00 /per				6.00	1:-----

Infinity POWER Sample Company, Inc.
Manufacturing Worksheet

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Order #	Description	Item Number	Type	UM	Cust. PO Ordered	Remaining To Ship	Qty Mfg. (WIP)	Order Date	Ship Date	Latest Date Quantity Mfg./Used
10493	SAMPGRILL	Sampsons Grilling Systems	Normal		P-24343488			04/04/2006	05/16/2006	05/29/2006
	1) 10 X 12 Storage Shed - BUILT Fully Assembled	9990010010x12BLT	EA		1.00	1.00	0.00	1.00		0:-----
	** Components:									
	1: 8' - 2" X 4" Boards	305011670	EA		42.00	/per		42.00		1:-----
	1: 10' - 2" X 4" Boards	305011677	EA		12.00	/per		12.00		1:-----
	1: 4' X 8' - Sheet Plywood	305022511	EA		17.00	/per		17.00		1:-----
	1: Roofing Tar Paper	201502241	Roll		1.00	/per		1.00		1:-----
	1: Roofing Tar	201513311	Gal		0.50	/per		0.50		1:-----
	1: Roofing Nails	201646141	Bag		0.50	/per		0.50		1:-----
	1: Roofing Shingles	301402200	Box		2.00	/per		2.00		1:-----

* Number of records printed: 2

MANUFACTURING STATUS REPORT (SO0221)

This report shows the original order quantity, remaining quantity to ship, the quantity manufactured in units and dollars, and quantity remaining to manufacture on all current Sales Orders. This report is available in Sales Order numeric order or Customer number order.

This report provides a complete detailed report of all manufacturing status of your orders. You may select a Sales Order range, and optionally change the sorting criteria to print the report in customer order. This is an excellent report to quickly view the current status of each order. It also gives you a clear picture of the value of inventory that you have manufactured but have not yet shipped. The fields included in this report are listed below.

Field Names:

- Order Number
- Customer
- Type
- Customer P.O. Number
- Order Date
- Ship Date
- Latest Ship Date
- Inventory Item Number
- Unit of Measure
- Quantity Ordered
- Quantity Remaining on Backorder
- WIP Amount
- Quantity Remaining to Manufacture
- Order Totals
- Grand Totals

Manufacturing Status Report

Infinity POWER Sample Company, Inc.
Manufacturing Status Report

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Order #	Customer		Type	Cust. PO		Order Date	Ship Date	Latest Date
	Description	Item Number	UM	Ordered	Remaining To Ship	Qty Mfg. (WIP)	WIP Amount	Remaining To Mfg.
10484	HOME1	Home Depot Inc.	Normal	6545466		03/16/2006	04/11/2006	04/27/2006
1)	10 X 12 Storage Shed - KIT	9990110010x12KIT	EA	3.00	3.00	1.00	\$180.16	2.00
* Order Totals:				3.00	3.00	1.00	\$180.16	2.00
10493	SAMPGRILL	Sampsons Grilling Systems	Normal	P-24343488		04/04/2006	05/16/2006	05/29/2006
1)	10 X 12 Storage Shed - BUILT	9990010010x12BLT	EA	1.00	1.00	1.00	\$180.16	0.00
* Order Totals:				1.00	1.00	1.00	\$180.16	0.00
** Grand Totals:				4.00	4.00	2.00	\$360.32	2.00

* Number of records printed: 2

PRINT BILL OF MATERIALS REPORT (IM0231)

This report provides a breakdown of all component inventory necessary to produce each assembly and sub-assembly (*also referred to as a bill of materials*). This report is available in four different formats:

Normal	This provides a detailed listing of each assembly with all of the components, complete inventory descriptions (<i>all 4 lines</i>), alternate part number, and bin numbers.
Cost Projections	This provides the normal report with cost projections base on “ Last Unit Cost ” (<i>cost at last time of recording production</i>) or “ Average Unit Cost ” (<i>average unit cost of component inventory in stock</i>).
Summarized	This provides the basic bill of materials information by assembly.
Multi-Level	This provides the basic bill of materials information by assembly for all sub-assembly levels.

When you select this report you may specify the inventory item range and mask, as well as the desired report format. The fields included in this report are:

Field Names:

Assembly and Components:

- Cat./Class/Part/Loc. (*Item Number*)
- Description (*First Line*)
- Description Lines 2-4 (*formats #1 & #2*)
- U/M (*Unit of Measure*)
- Quantity
- Sub (*sub-assembly? Yes or No*)
- Alternate Part Numbers (*formats #1 & #2*)
- Last Unit Cost (*format #2*)
- Avg. Unit Cost (*format #2*)

Print Bill of Materials Report (Normal)

Infinity POWER Sample Company, Inc.
Bill of Materials Report

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Item Number	Description	U/M	Quantity	Sub	Alternate Parts	Bin Number
** Assembly:						
9990010010x12BLT	10 X 12 Storage Shed - BUILT Fully Assembled		1.00000			002
** Components:						
1) 305011670	8' - 2" X 4" Boards	EA	42.00000	No	25103	267
2) 305011677	10' - 2" X 4" Boards	EA	12.00000	No	25111	272
3) 305022511	4' X 8' - Sheet Plywood	EA	17.00000	No	959541	282
4) 201502241	Roofing Tar Paper	Roll	1.00000	No	645113	247
5) 201513311	*Order by the dozen rolls. Roofing Tar	Gal	0.50000	No	647811-2	252
6) 201646141	Roofing Nails	Bag	0.50000	No	513434	257
7) 301402200	Roofing Shingles	Box	2.00000	No	645111	262
<hr/>						
** Assembly:						
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		1.00000			001
** Components:						
1) 305011670	8' - 2" X 4" Boards	EA	44.00000	No	25103	267
2) 305011677	10' - 2" X 4" Boards	EA	4.00000	No	25111	272
3) 305022511	4' X 8' - Sheet Plywood	EA	14.00000	No	959541	282
4) 201502241	Roofing Tar Paper	Roll	1.00000	No	645113	247
5) 201513311	*Order by the dozen rolls. Roofing Tar	Gal	0.50000	No	647811-2	252
6) 201646141	Roofing Nails	Bag	0.50000	No	513434	257
7) 301402200	Roofing Shingles	Box	2.00000	No	645111	262

* Number of records printed: 2

Print Bill of Materials Report (Cost Projections)

Infinity POWER Sample Company, Inc.							Page 1
Bill of Materials Report							(4) 04/28/2006
(with Cost Projections)							
Item Number	Bin Number	Description	U/M	Quantity	Sub	Alternate Parts	Last Unit Cost
							Avg. Unit Cost
** Assembly:							
9990010010x12BLT		10 X 12 Storage Shed - BUILT		1.00000			\$474.42000
002		Fully Assembled					\$629.96000
** Components:							
1) 305011670	267	8' - 2" X 4" Boards	EA	42.00000	No	25103	\$3.50000
							\$3.50000
2) 305011677	272	10' - 2" X 4" Boards	EA	12.00000	No	25111	\$3.99000
							\$0.00000
3) 305022511	282	4' X 8' - Sheet Plywood	EA	17.00000	No	959541	\$8.65000
							\$8.51210
4) 201502241	247	Roofing Tar Paper	Roll	1.00000	No	645113	\$15.83000
							\$15.82492
		*Order by the dozen rolls.					
5) 201513311	252	Roofing Tar	Gal	0.50000	No	647811-2	\$33.76000
							\$33.75000
6) 201646141	257	Roofing Nails	Bag	0.50000	No	513434	\$6.24000
							\$6.23209
7) 301402200	262	Roofing Shingles	Box	2.00000	No	645111	\$48.50000
							\$48.50000
** Total Projected Cost (last):							\$474.76000 *
(current):							\$473.72167 *

* Number of records printed: 1

Print Bill of Materials Report (Summarized)

Infinity POWER Sample Company, Inc.
Bill of Materials Report
(Summarized)

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Item Number	Description	U/M	Quantity
** Assembly:			
9990010010x12BLT	10 X 12 Storage Shed - BUILT Fully Assembled		1.00000
** Components:			
1) 305011670	8' - 2" X 4" Boards	EA	42.00000
2) 305011677	10' - 2" X 4" Boards	EA	12.00000
3) 305022511	4' X 8' - Sheet Plywood	EA	17.00000
4) 201502241	Roofing Tar Paper	Roll	1.00000
5) 201513311	Roofing Tar	Gal	0.50000
6) 201646141	Roofing Nails	Bag	0.50000
7) 301402200	Roofing Shingles	Box	2.00000
** Assembly:			
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		1.00000
** Components:			
1) 305011670	8' - 2" X 4" Boards	EA	44.00000
2) 305011677	10' - 2" X 4" Boards	EA	4.00000
3) 305022511	4' X 8' - Sheet Plywood	EA	14.00000
4) 201502241	Roofing Tar Paper	Roll	1.00000
5) 201513311	Roofing Tar	Gal	0.50000
6) 201646141	Roofing Nails	Bag	0.50000
7) 301402200	Roofing Shingles	Box	2.00000
** Assembly:			
9990110010x12KIT	10 X 12 Storage Shed - KIT		1.00000
** Components:			
1) 305011670	8' - 2" X 4" Boards	EA	42.00000
2) 305011677	10' - 2" X 4" Boards	EA	12.00000
3) 305022511	4' X 8' - Sheet Plywood	EA	17.00000
4) 201502241	Roofing Tar Paper	Roll	1.00000
5) 201513311	Roofing Tar	Gal	0.50000
6) 201646141	Roofing Nails	Bag	0.50000
7) 301402200	Roofing Shingles	Box	2.00000

* Number of records printed: 3

Print Bill of Materials Report (Multi-Level)

Infinity POWER Sample Company, Inc.
Bill of Materials Report
(Multi-Level)

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Item Number	Description	U/M	Quantity
** Assembly:			
9990010010x12BLT	10 X 12 Storage Shed - BUILT Fully Assembled		1.00000
** Components:			
1: 305011670	8' - 2" X 4" Boards	EA	42.00000
1: 305011677	10' - 2" X 4" Boards	EA	12.00000
1: 305022511	4' X 8' - Sheet Plywood	EA	17.00000
1: 201502241	Roofing Tar Paper	Roll	1.00000
1: 201513311	Roofing Tar	Gal	0.50000
1: 201646141	Roofing Nails	Bag	0.50000
1: 301402200	Roofing Shingles	Box	2.00000
** Assembly:			
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		1.00000
** Components:			
1: 305011670	8' - 2" X 4" Boards	EA	44.00000
1: 305011677	10' - 2" X 4" Boards	EA	4.00000
1: 305022511	4' X 8' - Sheet Plywood	EA	14.00000
1: 201502241	Roofing Tar Paper	Roll	1.00000
1: 201513311	Roofing Tar	Gal	0.50000
1: 201646141	Roofing Nails	Bag	0.50000
1: 301402200	Roofing Shingles	Box	2.00000
** Assembly:			
9990110010x12KIT	10 X 12 Storage Shed - KIT		1.00000
** Components:			
1: 305011670	8' - 2" X 4" Boards	EA	42.00000
1: 305011677	10' - 2" X 4" Boards	EA	12.00000
1: 305022511	4' X 8' - Sheet Plywood	EA	17.00000
1: 201502241	Roofing Tar Paper	Roll	1.00000
1: 201513311	Roofing Tar	Gal	0.50000
1: 201646141	Roofing Nails	Bag	0.50000
1: 301402200	Roofing Shingles	Box	2.00000

* Number of records printed: 3

Print Bill of Materials Report (Multi-Level Cost Projections)

Infinity POWER Sample Company, Inc.
Bill of Materials Report
(Multi-Level Cost Proj.)

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Item Number	Description	U/M	Quantity	Unit Cost	Extended Cost
** Assembly:					
9990010010x12BLT	10 X 12 Storage Shed - BUILT Fully Assembled		1.00	\$418.20	\$418.20
** Components:					
1: 305011670	8' - 2" X 4" Boards	EA	42.00	\$3.50	\$147.00
1: 305011677	10' - 2" X 4" Boards	EA	12.00	\$4.10	\$49.20
1: 305022511	4' X 8' - Sheet Plywood	EA	17.00	\$8.54	\$145.18
1: 201502241	Roofing Tar Paper	Roll	1.00	\$15.82	\$15.82
1: 201513311	Roofing Tar	Gal	0.50	\$33.75	\$16.88
1: 201646141	Roofing Nails	Bag	0.50	\$6.23	\$3.12
1: 301402200	Roofing Shingles	Box	2.00	\$48.50	\$97.00
** Total Projected Cost (Component Total Cost - From Level 1) :					\$474.20 *
** Total Projected Cost (Component Total Cost - From Raw Materials):					\$474.20 *
<hr/>					
** Assembly:					
999001008x10BLT	8 X 10 Storage Shed - BUILT Fully Assembled		1.00	\$346.68	\$346.68
** Components:					
1: 305011670	8' - 2" X 4" Boards	EA	44.00	\$3.50	\$154.00
1: 305011677	10' - 2" X 4" Boards	EA	4.00	\$4.10	\$16.40
1: 305022511	4' X 8' - Sheet Plywood	EA	14.00	\$8.54	\$119.56
1: 201502241	Roofing Tar Paper	Roll	1.00	\$15.82	\$15.82
1: 201513311	Roofing Tar	Gal	0.50	\$33.75	\$16.88
1: 201646141	Roofing Nails	Bag	0.50	\$6.23	\$3.12
1: 301402200	Roofing Shingles	Box	2.00	\$48.50	\$97.00
** Total Projected Cost (Component Total Cost - From Level 1) :					\$422.78 *
** Total Projected Cost (Component Total Cost - From Raw Materials):					\$422.78 *

* Number of records printed: 2

CALCULATE PROJECTED USAGE (SO0222)

This option allows you to enter projected sales quantities for your finished goods, whether assemblies or components. In addition, a complete material requirements calculation will be made on your entire inventory. This materials requirement calculation may be reviewed by printing the ***“Projected Materials Usage Report.”***

This option may be used to perform **“what if”** analysis of materials usage requirements. Projected and/or actual material requirements may be entered in one of the following ways:

Clear Projected Usage Quantities	This option allows you to clear the projected usage quantities for a range of inventory items. In addition, the manufacturing requirements will be zeroed.
Clear Manufacturing Requirements Only	This option allows you to clear all projected manufacturing requirements without affecting the Projected Usage Quantities. These first two options are primarily used to clear out projection amounts between your “what if” models.
Copy Reserved to Ship Quantity to Projected	This option allows you to use your current unfilled customer orders as the starting place for your projected usage analysis. This option automatically transfers all <i>“Quantity Reserved to Ship”</i> amounts into the projected usage fields for each inventory item. If you are processing interactive with the Sales Order Entry system or if you are using the <i>“Record a Sales Order”</i> option in Inventory, this option reads the total backorder amount for each item. (<i>quantity in “Quantity Reserved to Ship”</i>)
Calculate Manufacturing Requirements	This option automatically calculates your complete manufacturing requirements for all assemblies which have a <i>“Projected Usage Quantity”</i> greater than the <i>“Quantity On-Hand.”</i> This shortage amount will be used to calculate the manufacturing requirements of each component in the assembly's bill of materials. These calculations may be reviewed in the <i>“Projected Materials Usage Report,”</i> under the column titled Manf. Req.
Enter Projected Usage Quantities	This option allows you to directly input the Projected Usage Quantities for a range of inventory items. When you select this option, we recommend that you choose a HOME and END range of item numbers. The system will automatically retrieve each item and display the current Projected Usage Amount. You may change the quantity or continue with no change. Normally, your next step is to print the <i>“Projected Materials Usage Report,”</i> which is the next option on the menu.

NOTE

The option to **Calculate Manufacturing Requirements** assumes that your inventory numbering sequence is such that all sub-assemblies have higher inventory numbers than assemblies that use them. This is required because the system calculates manufacturing requirements as it moves through the inventory file sequentially from lower numbers to higher.

Results:

IM01dy.co - Inventory Item File

- Projected Usage Quantity Updated
- Manufacturing Requirements Updated

PROJECTED MATERIAL USAGE REPORT (IM0235)

This report displays all material usage requirements as calculated in the “*Enter Projected Usage Amounts*” option. A complete breakdown is provided showing all necessary production levels and raw material acquisition requirements.

This report is available in the following formats:

All Inventory Items	This includes all inventory items within the specified range.
Projections Only	Those inventory items that have had projections entered or which are required for manufacturing.
Shortages Only	Those inventory items which do not have enough “ <i>Quantity On-Hand</i> ” to meet projected usage requirements.
Overages Only	Those inventory items which have excess “ <i>Quantity On-Hand</i> ” to meet projected usage requirements.

When you select this report you may specify the inventory item range and mask, as well as the desired report format.

The fields included in this report are:

Field Name:

Assembly and Components:

- Cat./Class/Part/Loc. (*Item Number*)
- Description
- Bin Number
- U/M (*Unit of Measure*)
- Alternate Part Numbers
- Projected (*Projected Quantity Needed*)
Specified in “*Enter Projected Usage Amounts*”
- Manf. Req. (*Manufacturing Requirements*) - Quantity
Automatically Calculated from Projected Quantity
Needed in “*Enter Projected Usage Amounts*”
- Total Required - Sum of Projected Quantity Needed plus
Manufacturing Requirements
- On-Hand (*Quantity On-Hand*)
- On-Order (*Quantity On-Order*)
- Extra (OH) - Excess (*or Shortage if negative quantity*)
of Inventory Based on On-Hand Minus Total Required
- Extra (OO) - Excess (*or Shortage if negative quantity*)
of Inventory Based on On-Hand Plus On-Order,
Minus Total Required
- Short - X if a Shortage of Extra (OH) or Extra (OO)

Projected Materials Usage

Infinity POWER Sample Company, Inc.
Projected Materials Usage

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Item Number	Description	Alternate Parts	Projected	Total	On-Hand	Extra (OH)	Short
U/M Bin Number			Matl. Req.	Required	On-Order	Extra (OO)	
Vendor #	Vendor Part #						
9990010010x12BLT	10 X 12 Storage Shed - BUILT		6.00	6.00	38.00	32.00	
002	Fully Assembled		0.00		0.00	32.00	
BOW1	None Assembled						
999001008x10BLT	8 X 10 Storage Shed - BUILT		9.00	9.00	14.00	5.00	
001	Fully Assembled		0.00		0.00	5.00	
BOW1	None Assembled						
9990110010x12KIT	10 X 12 Storage Shed - KIT		4.00	4.00	19.00	15.00	
008			0.00		0.00	15.00	
999011008x10KIT	8 X 10 Storage Shed - KIT		18.00	18.00	25.00	7.00	
006			0.00		0.00	7.00	
Grand Totals:			37.00	37.00	96.00	59.00	
			0.00		0.00	59.00	

* Number of records printed: 4

ORDER ANALYSIS REPORT (SO0223)

This report provides a detailed sales journal report of all transactions recorded for a range of sales orders or all completed orders. This report includes a summary of all billing and cost amounts and gross profit calculations.

When you select this option you will be asked for a range of sales order numbers. Once you have selected the range, you will be prompted for the sort by field and customer number mask. The system will then ask if you want to include only completed sales orders. If you <click> on the check box, only those orders which are complete will be included on the report. Any incomplete orders within the range specified will be skipped. If you leave the check box blank, the report will include all of the orders within the specified range.

You will also have the option of including sales code detail on the report. If you select this feature by <clicking> on the check box, the effect of each order on the sales codes will be listed along with the transactions for each order. A sales code summary will also be printed at the end of the report that gives totals for each of the sales codes printed on the report. If you do not select the sales code detail feature, only the transactions themselves will be printed.

The fields included in this report are:

Field Names:

- Transaction Date
- Transaction Type
- Transaction Number
- Transaction Description
- Customer Number
- Customer Name
- Salesman Number
- Order Number
- Transaction Amount
- Cost Amount
- Tax Amount
- Total
- Gross Profit Amount
- Gross Profit Percent
- Total Transaction Amount per Order
- Total Cost Amount per Order
- Total Tax Amount per Order
- Total Freight Amount per Order
- Total Gross Profit per Order
- Average Gross Profit Percent per Order
- Grand Total Transaction Amount
- Grand Total Cost Amount
- Grand Total Tax Amount
- Grand Total Freight Amount
- Grand Total Gross Profit
- Overall Average Gross Profit Percent

Order Analysis Report

Infinity POWER Sample Company, Inc.
Order Analysis Report
(Completed)

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Date	Customer #	Name	Trans. #	Description	Sim #	Order #	Trans. Amount	Cost Amount	Tax	Total
Type								Gross Profit	Freight	GP %
01/01/2006	UNIV1	University of Tampa					\$30,623.00	\$1,922.72	\$0.00	\$30,623.00
Inv	69215	Invoice	BM	10510				\$28,700.28	\$0.00	93.72 %
** Detail:										
	Code	Description	Tax	Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit	
	31200	Electrical Outlet Box			No	200.00	EA	\$146.43000		\$29,286.00
		408016134								\$1,366.72
										95.33 %
	31200	2" Wire Clamp			No	100.00	EA	\$1.12000		\$112.00
		606107								\$133.00
										-18.75 %
	31200	Electric Box - Fuses			No	100.00	EA	\$3.97000		\$397.00
		607131								\$223.00
										43.83 %
	31200	Electric Box Pole Stand			No	10.00	EA	\$82.80000		\$828.00
		608126								\$200.00
										75.85 %
* Order Totals:							\$30,623.00	\$1,922.72	\$0.00	\$30,623.00
(Cash:							\$0.00)	\$28,700.28	\$0.00	93.72 %
03/31/2006	UNIV1	University of Tampa					\$30,623.00	\$15,024.00	\$0.00	\$30,623.00
Inv	69233	Invoice	BM	10520				\$15,599.00	\$0.00	50.94 %
** Detail:										
	Code	Description	Tax	Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit	
	31200	Electrical Outlet Box			No	200.00	EA	\$146.43000		\$29,286.00
		408016134								\$14,468.00
										50.60 %
	31200	2" Wire Clamp			No	100.00	EA	\$1.12000		\$112.00
		606107								\$133.00
										-18.75 %
	31200	Electric Box - Fuses			No	100.00	EA	\$3.97000		\$397.00
		607131								\$223.00
										43.83 %
	31200	Electric Box Pole Stand			No	10.00	EA	\$82.80000		\$828.00
		608126								\$200.00
										75.85 %
* Order Totals:							\$30,623.00	\$15,024.00	\$0.00	\$30,623.00
(Cash:							\$0.00)	\$15,599.00	\$0.00	50.94 %
03/31/2006	BOCA	Boca Ciega Club					\$9,056.56	\$2,436.15	\$0.00	\$9,056.56
Inv	69234	Invoice	IUG	10521				\$6,620.41	\$0.00	73.10 %
** Detail:										
	Code	Description	Tax	Quantity	U/M	Unit Price	Disc.	Sale/Cost	Profit	
	31300	10' - 2" X 4" Boards			No	74.00	EA	\$7.19000		\$532.06
		305011677								\$303.40
										42.98 %
	31300	Lightweight Sawblades			No	25.00	EA	\$9.78000		\$244.50
		50221165								\$132.75
										45.71 %
	31200	Electric Box Pole Stand			No	100.00	EA	\$82.80000		\$8,280.00
		608126								\$2,000.00
										75.85 %
* Order Totals:							\$9,056.56	\$2,436.15	\$0.00	\$9,056.56
(Cash:							\$0.00)	\$6,620.41	\$0.00	73.10 %

Infinity POWER Sample Company, Inc.
 Order Analysis Report
 (Completed)

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 (4) 04/28/2006

Date	Customer # Name		Trans. Amount	Cost Amount	Tax	Total	
Type	Trans. #	Description	Sim # Order #	Gross Profit	Freight	GP %	
			** Grand Totals:	\$70,302.56	\$19,382.87	\$0.00	\$70,302.56
			(Cash:	\$0.00)	\$50,919.69	\$0.00	72.43 %

* Number of records printed: 3

Infinity POWER Sample Company, Inc.
Completed Order Analysis
Sales Code Summary

Page 1
(4) 04/28/2006

Code	Description	Sales	C.O.S.
31200	Electrical Materials	\$69,526.00	\$18,946.72
31300	Framing Materials	\$776.56	\$436.15
* Total Sales:		\$70,302.56	\$19,382.87
* Net Sales:		\$70,302.56	\$19,382.87
* Gross Profit:		\$50,919.69	
* Gross Profit %:		72.43 %	

* Number of records printed: 2

PRINT SALES ORDERS (SO0201)

This option allows you to print original or duplicate Sales Orders for any or all Sales Orders and Proposals. This option allows you to print either all new Sales Orders or a range of Sales Orders. The form that will be used is the form you have set up in the Master Configuration for Sales Orders. If you choose to print all new Sales Orders, the system will immediately begin printing all Sales Orders that have not yet been printed. If you choose to print a range of Sales Orders, the system will ask you for the beginning and ending Sales Orders to Print.

Every time a Sales Order is printed, the system will increment the **“Number of Times Printed”** field under the **“Sales Order Status”** button. These sales orders are used to confirm orders that have been entered into the system. You may send them to your customer as a confirming order or you may use them for internal use, such as giving a copy to your salespersons.

You may print these orders as many times as you desire.

Once your selections have been made, the following screen will appear:

Select Form - Sales Orders

Current Form:

Default Form: LORD1

Suggested Form: LORD1

Alignment

☒ Suggested Form

☐ Current Form

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<Click> on **“Select”** to continue. You may test your form alignment by <clicking> on the **“Align”** button which will send a test page to your printer so that you may visually determine if your forms are correctly lining up with any preprinted forms. <Click> on **“Cancel”** to exit this option.

Don't forget that the use of the **“..”** or two periods in the Sales Code fields during entry of detail lines allows users to create text only lines on a Sales Order. The **“..TEXT”** feature allows for up to ten (10) lines of free form text to be added on a single line entry. The following sample Sales Order illustrates how this is done.

A simple use of the **“..”** code was done in between the item number and the text to create spacing on the form. Users can be as creative as desired in spacing out their text along with their item numbers on a single Sales Order.

Plus, the Forms Generator module that is included with all **Infinity POWER** applications also allows for users to incorporate their logos as part of all sample white paper forms. Or, you may request that Data Pro or your Data Pro Dealer make these changes to your forms to further enhance the look of your organization.

The fields included in this report are:

Field Names:

Fields depend on the form selected, normally the fields are as follows:

- Sales Order Number
- Order Type
- Print Date
- Page Number
- Bill To: Name & Address
- Ship To: Name & Address
- Customer Account Number
- Open Item Description
- Order Date
- Customer's P.O. Number
- Salesman Number
- Shipping Instructions
- Sales Code
- Quantity Ordered
- Unit of Measure
- Description
- Inventory Item Number
- Unit Price
- Discount % by Line
- Extended Amount
- Terms Description
- Overall Customer Discount
- Subtotal
- Sales Tax
- Freight
- Deposit Amount
- Total Amount Due
- Remit-To Address

Sales Orders

Infinity POWER Sample Company, Inc.
*** SALES ORDER ***

Number : 10525 - Normal
Account: HARC1
Sim # : BM

Date: 04/28/2006
Page: 1

Bill To:

Ship To:

Fred Hart
7500 N. Alamo Drive
Tampa, FL 33651

Fred Hart
2411 N. Palm Way
St. Petersburg, FL 33703

Description	Order Date	Customer PO Number	Shipping Instruction
Invoice	04/28/2006	Verbal/Showroom	Customer Pick-Up

Code	Quantity	UM	Description	Price	Amount
10000	5.00	Each	SONY 50" LCD Color Television	\$2,495.00000	\$11,227.50
			SONY 52311		

Install at the customer's location but the office must first call before we can deliver. Special permission must be granted at the guard gate before deliveries can be made.

Customer's Home Phone # is: 727-803-1500.

Terms: Net 30
Remit Payment to:
Infinity POWER Sample Company, Inc.
150 Second Avenue North
16th Floor
St Petersburg, FL 33701
USA

Disc. (0.000):	\$0.00
Subtotal :	\$11,227.50
Tax (County T):	\$729.79
Freight :	\$0.00
Less Deposit :	\$2,500.00
Amount Due :	\$9,457.29

PRINT PACKING LIST (SO0202)

This option allows you to print Packing Lists (*also called Pick Tickets*) which may be sent to the warehouse. The warehouse can fill in the quantities actually shipped and return the Packing List to accounting, so that the shipments can be recorded.

This option asks you for the beginning and ending Sales Orders to print and the customer mask. After selecting the Sales Order range and Customer Mask, the system will ask you for the **“Ship Through Date.”** This is date that will be compared to the scheduled ship date for each Sales Order to determine what should be shipped.

If you have specified to **“Allow Line Item Ship Dates”** in the Master Configuration, the system will print the specific line items meeting the date criteria. When line item ship dates are disabled, the system operates based on the overall scheduled ship date for the order. The system will only print a packing list for those Sales Orders that satisfy the following criteria:

A) Sales Order is type:

- 1) Normal
- 2) Auto-Cancel
- 3) Special Order

Packing Lists will not be printed for type **4 “Drop Shipments”** since these orders are shipped directly from your vendors to your customers and are therefore not in your inventory.

B) The Sales Order must have a quantity remaining to be shipped.

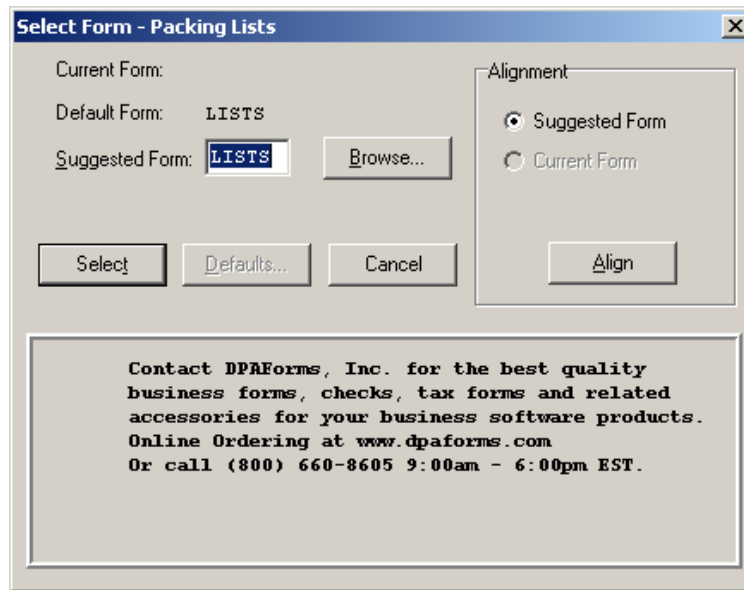
C) The Sales Order does not have a “hold” placed on the shipment. A hold may be placed on specific lines of the sales order or on the entire order, if you prefer.

D) The “Ship through Date” is greater than or equal to the sales order's scheduled ship date field.

E) The current system date is not past the cancel date of the Sales Order, if the order is an Auto-Cancel Order, type 2.

The form that will be used is the form you have set up in the Master Configuration for Packing Lists. Every time a Packing List is printed, the system will increment the **“Number of Packing Lists Printed”** field in the Order Entry master record.

Once your selections have been made, the following screen will appear:



<Click> on **“Select”** to continue. You may test your form alignment by <clicking> on the **“Align”** button which will send a test page to your printer so that you may visually determine if your forms are correctly lining up with any preprinted forms. <Click> on **“Cancel”** to exit this option.

Plus, the Forms Generator module that is included with all **Infinity POWER** applications also allows for users to incorporate their logos as part of all sample white paper forms. Or, you may request that Data Pro or your Data Pro Dealer make these changes to your forms to further enhance the look of your organization.

The fields included in this report are:

Field Names:

Fields depend on the form selected. Normally the fields are as follows:

- | | |
|---------------------------|--|
| - Sales Order Number | - Original Quantity Ordered |
| - Order Type | - Current Quantity Remaining |
| - Print Date | - Quantity Shipped (<i>hand written</i>) |
| - Page Number | - Unit of Measure |
| - Bill To: Name & Address | - Description |
| - Ship To: Name & Address | - Inventory Item Number |
| - Customer Account Number | - Bin Number |
| - Open Item Description | - Total # of Boxes (<i>hand written</i>) |
| - Order Date | - Total Weight (<i>hand written</i>) |
| - Customer's P.O. Number | - Packed By (<i>hand written</i>) |
| - Salesman Number | |
| - Shipping Instructions | |

Packing List

Infinity POWER Sample Company, Inc.
*** PACKING LIST ***

Number : 10522 - Normal
Account: JAG1

Date: 04/28/2006
Page: 1

Bill To:

Ship To:

Joanne Gonzalez
5236 Farmington Blvd.
Tampa, FL 33625

Joanne Gonzalez
5236 Farmington Blvd.
Tampa, FL 33625

Description	Order Date	Cust PO #	Sales Order	Shipping Instructions
Invoice	04/11/2006		10522	
Qty Ordered	Remaining	Qty Shipped	UM	Description
74.00	46.00		EA	10' - 2" X 4" Boards 305011677

Infinity POWER Sample Company, Inc.
150 Second Avenue North
16th Floor
St Petersburg, FL 33701
USA

Total # of Pkgs.: _____
Total Weight : _____

Packed By: _____

PRINT PICKING TICKET REPORT (SO0212)

This option allows you to print a report of quantities ordered but not shipped. The summary report provides totals by bin number and inventory item. The detailed report provides a further breakdown of the inventory items by sales order.

When you select this option, you will be prompted for the beginning and ending sales orders. You also have the choice of printing it in summary or detailed formats. You may also choose to run this reporting using a specific customer mask. Next, enter the desired *“ship through date.”* <Click> on the **“Start”** button to validate and the report will be printed.

If you have specified to *“Allow Line Item Ship Dates”* in the Master Configuration, the system will print the report for the specific line items scheduled for shipment through the date specified. Otherwise, the overall scheduled ship date for the order will be used. The report will be sorted by bin number, which may include items without a bin number, then by inventory item.

The fields included in this report are:

Field Names:

- Summary
- Bin #
- Part/Loc.
- Description
- Quantity on Hand
- Quantity Ordered
- Quantity Picked
- Bin Total
- Grand Total
- Detailed
- Bin #
- Part/Loc.
- Description
- Order #
- Customer #
- Quantity Ordered
- Quantity Picked
- Item Total
- Bin Total
- Grand Total

Print Picking Ticket Report (Summary)

Infinity POWER Sample Company, Inc.
Picking Ticket Report
Scheduled Shipments Through 04/28/2006

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Bin #	Item Number	Description	Quantity On-Hand	Quantity Ordered	Quantity Picked
247	201502241	Roofing Tar Paper	1,719.00	50.00	_____
		* Bin Total:	1,719.00	50.00	_____
252	201513311	Roofing Tar	5.00	10.00	_____
		* Bin Total:	5.00	10.00	_____
262	301402200	Roofing Shingles	0.00	200.00	_____
		* Bin Total:	0.00	200.00	_____
272	305011677	10' - 2" X 4" Boards	0.00	320.00	_____
		* Bin Total:	0.00	320.00	_____
277	305011688	12' - 2" X 4" Boards	0.00	150.00	_____
		* Bin Total:	0.00	150.00	_____
288	40770614	50' - Heavy Gauge Copper Wire	45.00	100.00	_____
		* Bin Total:	45.00	100.00	_____
310	608126	Electric Box Pole Stand	310.00	110.00	_____
		* Bin Total:	310.00	110.00	_____
		* Grand Total:	2,079.00	940.00	_____

* Number of records printed: 7

Print Picking Ticket Report (Detailed)

Infinity POWER Sample Company, Inc.
Picking Ticket Report
Scheduled Shipments Through 04/28/2006

Page 1
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Bin #	Item Number	Description	Order #	Customer #	Quantity On-Hand	Quantity Ordered	Quantity Picked
247	201502241	Roofing Tar Paper	10507	RWCH	1,719.00	50.00	_____
				* Item Total:	1,719.00	50.00	_____
				* Bin Total:	1,719.00	50.00	_____
252	201513311	Roofing Tar	10507	RWCH	5.00	10.00	_____
				* Item Total:	5.00	10.00	_____
				* Bin Total:	5.00	10.00	_____
262	301402200	Roofing Shingles	10507	RWCH	0.00	200.00	_____
				* Item Total:	0.00	200.00	_____
				* Bin Total:	0.00	200.00	_____
272	305011677	10' - 2" X 4" Boards	10494	BOCA	0.00	74.00	_____
			10509	JONJ1	0.00	200.00	_____
			10522	JAG1	0.00	46.00	_____
				* Item Total:	0.00	320.00	_____
				* Bin Total:	0.00	320.00	_____
277	305011688	12' - 2" X 4" Boards	10509	JONJ1	0.00	150.00	_____
				* Item Total:	0.00	150.00	_____
				* Bin Total:	0.00	150.00	_____
288	40770614	50' - Heavy Gauge Copper Wire	10509	JONJ1	45.00	100.00	_____
				* Item Total:	45.00	100.00	_____
				* Bin Total:	45.00	100.00	_____
310	608126	Electric Box Pole Stand	10506	JONJ1	310.00	100.00	_____
			10509	JONJ1	310.00	10.00	_____
				* Item Total:	310.00	110.00	_____
				* Bin Total:	310.00	110.00	_____
				* Grand Total:	2,079.00	940.00	_____

* Number of records printed: 7

PRINT SHIPPING LABELS (SO0203)

This option prints shipping labels for the exact number of packages shipped for each Sales Order. Use of this feature is optional.

This option is used to print the shipping labels for those Sales Orders that have had shipments recorded. The system will print a label for each package that you have specified for the shipment. Each label will be marked so that each label is a number of the total. For instance, if there were seven packages shipped out for an order, the first label will be marked to include **“1 of 7.”**

This allows freight companies and warehouse staff to know exactly how many packages should be included in this particular shipment. The size of the label printed is defined in the Master Configuration. The fields included in this report are:

Field Names:




Ship To: Name

- Ship To: Address

- Order Number

- Package Number of Total Packages

Shipping Labels

○	 DATA PRO ACCOUNTING SOFTWARE, INC. 150 Second Avenue North, 16th Floor, St. Petersburg, FL 33701	○
○		○
○		○
○		○
○		○
○		○
○		○
○		○
○		○
○		○
○	TO: Bower's Roofing Supplies ATTN: Tom Hill 1673 N. Nebraska Avenue Tampa, FL 33613 Phone: 813-247-8841	○
○	 DATA PRO ACCOUNTING SOFTWARE, INC. 150 Second Avenue North, 16th Floor, St. Petersburg, FL 33701	○
○		○
○		○
○		○
○		○
○		○
○		○
○		○
○		○
○		○
○	TO: Art's Auto Repair ATTN: Joe Schlabotnic 7621 Windham Road Windham, NH 33613 Phone: 603-333-8888	○
○	 DATA PRO ACCOUNTING SOFTWARE, INC. 150 Second Avenue North, 16th Floor, St. Petersburg, FL 33701	○
○		○
○		○
○		○
○		○
○		○
○		○
○		○
○		○
○		○
○	TO: Vandelay Industries ATTN: Art Vandelay 13 William Drive Orange Grove, CA 33666 Phone: 833-257-9821	○

PRINT BILLS OF LADING (SO0204)

This option prints a Bill of Lading (*also called a Formal Packing List*) which may accompany the actual shipment. This document displays the total shipment weight, number of packages, and shipping address. It may optionally include the actual shipment detail as well.

This option will print a Bill of Lading for each Sales Order that has had shipments recorded. This is often called a **Formal Packing List** because many companies prefer to enclose this document with the actual shipment. Other companies must provide this document to their freight company in order to process the shipment.

The form that will be used is the form you have set up in the Master Configuration for Bills of Lading. Every time a Bill of Lading is printed, the system will increment the “*Number of Bills of Lading Printed*” field in the Sales Order master record. Please note that if you attempt this option and nothing happens, verify that you have first executed the option to “*Record Shipments*” Otherwise, the system will simply return you to the menu and wait for your next command.

Once your selections have been made, the following screen will appear:

Select Form - Bill of Lading

Current Form:

Default Form: BILL

Suggested Form: BILL

Alignment

☒ Suggested Form

☐ Current Form

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<Click> on “**Select**” to continue. You may test your form alignment by <clicking> on the “**Align**” button which will send a test page to your printer so that you may visually determine if your forms are correctly lining up with any preprinted forms. <Click> on “**Cancel**” to exit this option.

Plus, the Forms Generator module that is included with all **Infinity POWER** applications also allows for users to incorporate their logos as part of all sample white paper forms. Or, you may request that Data Pro or your Data Pro Dealer make these changes to your forms to further enhance the look of your organization.

The fields included in this report are:

Field Names:

Fields depend on the form selected. Normally the fields are as follows:

- Sales Order Number
- Order Type
- Print Date
- Page Number
- Bill To: Name & Address
- Ship To: Name & Address
- Customer Account Number
- Open Item Description
- Order Date
- Customer's P.O. Number
- Salesman Number
- Shipping Instructions
- Original Quantity Ordered
- Current Quantity Remaining
- Quantity Shipped
- Unit of Measure
- Description
- Inventory Item Number
- Total # of Packages
- Total Weight

Bill of Lading

Infinity POWER Sample Company, Inc.
*** BILL OF LADING ***

Number : 10525 - Normal
Account: HARC1

Date: 04/28/2006
Page: 1

Bill To:

Ship To:

Fred Hart
7500 N. Alamo Drive
Tampa, FL 33651

Fred Hart
2411 N. Palm Way
St. Petersburg, FL 33703

Description	Order Date	Cust PO #	Sales Order	Shipping Instruction
Invoice	04/28/2006	Verbal/Showr	10525	Customer Pick-Up

Total Number of Pkgs.: 1

Total Weight : 90.00

Amount of Freight : \$200.00

Infinity POWER Sample Company, Inc.
150 Second Avenue North
16th Floor
St Petersburg, FL 33701
USA

PRINT ORDER STATUS REPORT (SO0205)

This option prints the summarized status information for all Sales Orders or Proposals. This report will also indicate the number of times each preprinted form has been printed.

This report may be used as a quick overview of the status of each Sales Order and/or Proposal. You may specify which Sales Order type to include, a ***“Percent Complete,”*** and whether you want to include those orders above or below the specified percent. The percent complete is based on the total order quantity divided by the total shipped quantity. This allows you to only view those orders that have met or not met your requirements for review. This is a very important management tool to be able to see where possible problems may be developing in manufacturing, distribution, or accounting.

In the Include Types section, you can <click> the **Select All**, **UnSelect All**, or **Invert** button to make your desired selections.

The fields included in this report are:

Field Names:

- Order Number
- Customer
- Number of Sales Orders Printed
- Number of Packing Lists Printed
- Number of Bills of Lading Printed
- Number of Invoiced Printed
- Order Type
- Customer P.O. Number
- Order Date
- Ship Date
- Latest Ship Date
- Percent Filled
- Status
- Salesman Number and Name

Order Status Report

Infinity POWER Sample Company, Inc.
Order Status Report

Page 1
(4) 04/28/2006

Order #	Customer % Filled	/--- Times Printed ---/ SO PL BL INV	Type Status	Cust. PO	Order Date	Ship Date Last Ship	Latest Date
10502	ALLE1 0.00 %	Allens Hardware Shops Inc. 2 1 0 0	Normal		12/31/2004		
10506	JONJ1 0.00 %	Sonia Jones Interior Design 1 1 0 0	Normal		04/01/2006		
10507	RWCH 0.00 %	Relief World Children's Home 1 1 0 0	Normal		04/01/2006		
10508	ALLE1 0.00 %	Allens Hardware Shops Inc. 1 1 0 0	Normal		01/01/2006		
10509	JONJ1 0.00 %	Sonia Jones Interior Design 1 1 0 0	Normal		01/01/2006		
10510	UNIV1 100.00 %	University of Tampa 0 0 0 1	Filled		01/01/2006	01/01/2006	
10520	UNIV1 100.00 %	University of Tampa 0 0 0 1	Filled		01/01/2006	03/31/2006	
10522	JAG1 76.88 %	Joanne Gonzalez 1 4 0 1	Normal		04/11/2006	03/31/2006	
10525	HARC1 140.00 %	Fred Hart 6 0 9 0	Normal	Verbal/Showroom	04/28/2006	04/28/2006	

* Number of records printed: 9

PRINT BACKLOG REPORT (SO0206)

This report shows the original order quantity, shipments to date, remaining quantity to ship, quantity billed, and backlog dollar amount on all current Sales Orders. This report is available in Sales Order numeric order or Customer number order.

This report gives you a complete detailed report of all backorder information. You may select a Sales Order range, and optionally change the sorting criteria to print the report in customer order. This is an excellent report to quickly view the current backlog quantities by detail line for each order. In the Types section, you can <click> the **Select All**, **UnSelect All**, or **Invert** button to make your desired type selections.

You may find this report to be very helpful in the areas of manufacturing as well. The data included in this report may help determine production requirements if you are not interactive with the Inventory module.

The fields included in this report are:

Field Names:

- Order Number
- Customer
- Type
- Customer P.O. Number
- Order Date
- Ship Date
- Latest Ship Date
- Item Description
- Inventory Item Number
- Unit of Measure
- Quantity Ordered
- Quantity Shipped
- Quantity Billed
- Quantity Remaining on Backorder
- Backorder Dollar Amount
- Order Totals
- Grand Totals
- Salesman Number and Name

Backlog Report

Infinity POWER Sample Company, Inc.
Backlog Report

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Order #	Customer			Type	Cust. PO		Order Date		Ship Date	Latest Date
	Description		Ship Date	UM	Qty Order	Qty Ship	Qty Billed	Qty Remain		Backorder Amt
	Item Number									
10502		ALLE1	Allens Hardware Shops Inc.	Normal					12/31/2004	
		Salesman:	JF Jack Friedman							
1)	Sales - Taxable		12/31/2004		1.00	0.00	0.00	1.00		\$500.00
		* Order Totals:			1.00	0.00	0.00	1.00		\$500.00
10506		JONJ1	Sonia Jones Interior Design	Normal					04/01/2006	
		Salesman:	BM Bill Maguire							
1)	Electric Box Pole Stand		04/01/2006	EA	100.00	0.00	0.00	100.00		\$8,280.00
	608126									
2)	06000000000000000001		04/01/2006							
		* Order Totals:			100.00	0.00	0.00	100.00		\$8,280.00
10507		RWCH	Relief World Children's Home	Normal					04/01/2006	
		Salesman:	JLG Janie Goss							
1)	Roofing Tar Paper		04/01/2006	Roll	50.00	0.00	0.00	50.00		\$1,351.00
	201502241									
2)	Roofing Tar		04/01/2006	Gal	10.00	0.00	0.00	10.00		\$621.00
	201513311									
3)	Roofing Shingles		04/01/2006	Box	200.00	0.00	0.00	200.00		\$18,400.00
	301402200									
		* Order Totals:			260.00	0.00	0.00	260.00		\$20,372.00
10508		ALLE1	Allens Hardware Shops Inc.	Normal					01/01/2006	
		Salesman:	JF Jack Friedman							
1)	True X 1600 (FC) 5 Gal.		01/01/2006	Pail	8.00	0.00	0.00	8.00		\$240.00
	TTCDNUT219/0005.0200									
2)	True X 1600 (FC) 7 Gal.		01/01/2006	Pail	1.00	0.00	0.00	1.00		\$50.00
	TTCDNUT219/0007.0200									
		* Order Totals:			9.00	0.00	0.00	9.00		\$290.00
10509		JONJ1	Sonia Jones Interior Design	Normal					01/01/2006	
		Salesman:	BM Bill Maguire							
1)	10' - 2" X 4" Boards		01/01/2006	EA	200.00	0.00	0.00	200.00		\$1,438.00
	305011677									
2)	12' - 2" X 4" Boards		01/01/2006	EA	150.00	0.00	0.00	150.00		\$1,401.00
	305011688									
3)	50' - Heavy Gauge Copper Wire		01/01/2006	Feet	100.00	0.00	0.00	100.00		\$7,969.00
	40770614									
4)	Electric Box Pole Stand		01/01/2006	EA	10.00	0.00	0.00	10.00		\$828.00
	608126									

Infinity POWER Sample Company, Inc.
Backlog Report

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Order #	Description Item Number	Customer	Ship Date	Type UM	Qty Order	Cust. PO Qty Ship	Order Date Qty Billed	Ship Date Qty Remain	Latest Date Backorder Amt
* Order Totals:					460.00	0.00	0.00	460.00	\$11,636.00
10522		JAG1 Joanne Gonzalez Salesman: HOUSE House Sales		Normal			04/11/2006		
1)	10' - 2" X 4" Boards 305011677		04/27/2006	EA	74.00	28.00	28.00	46.00	\$330.74
2)	Lightweight Sawblades 50221165		04/28/2006	EA	25.00	25.00	25.00	0.00	\$0.00
3)	Electric Box Pole Stand 608126		04/28/2006	EA	100.00	100.00	100.00	0.00	\$0.00
* Order Totals:					199.00	153.00	153.00	46.00	\$330.74
** Grand Totals:					1,029.00	153.00	153.00	876.00	\$41,408.74

* Number of records printed: 6

PRINT BOOKING REPORT (SO0207)

This report shows the order number, order type, customer number and name, salesman, customer purchase order number, order date, ship date and cancel date, sales amount, estimated cost, estimated profit and profit percentage.

This report prints a listing of sales orders book during a certain time frame or period. You may choose to print this report based on customer, salesman, order date (*defined by a beginning and ending date*) and order type. This report is available in a detailed or summary format.

In the Include Types section, you can <click> the **Select All**, **UnSelect All**, or **Invert** button to make your desired selections.

The fields included in this report are:

Field Names:

- Order Number
- Customer
- Type
- Customer P.O. Number
- Order Date
- Ship Date
- Cancel Date
- Sales Amount
- Estimated Cost
- Estimated Profit
- Estimated Profit Percentage

Booking Report

Infinity POWER Sample Company, Inc.
Booking Report

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Order #	Type	Order Date	Ship Date	Cancel Date	Sale	Est. Cost	Est. Profit	Est. Prft %	
Salesman									
Customer			Cust. PO						
10493	Normal	04/04/2006	05/16/2006	05/29/2006					
RCW	Russell Wartner								
SAMPGRILL	Sampsons Grilling Systems		P-24343488		\$2,999.99	\$412.10	\$2,587.89	86.26%	
10506	Normal	04/01/2006							
BM	Bill Maguire								
JONJ1	Sonia Jones Interior Design				\$8,280.00	\$2,000.00	\$6,280.00	75.85%	
10507	Normal	04/01/2006							
JLG	Janie Goss								
RWCH	Relief World Children's Home				\$20,372.00	\$960.25	\$19,411.75	95.29%	
10522	Normal	04/11/2006							
HOUSE	House Sales								
JAG1	Joanne Gonzalez				\$9,056.56	\$2,132.75	\$6,923.81	76.45%	
10525	Normal	04/28/2006							
BM	Bill Maguire								
HARC1	Fred Hart		Verbal/Showroom		\$11,227.50	\$8,906.85	\$2,320.65	20.67%	
10526	Proposal	04/28/2006							
HOUSE	House Sales								
USF1	University of South Florida		RFP		\$6,466.50	\$1,200.00	\$5,266.50	81.44%	
Count									
** Total - Unfilled :					5	\$51,936.05	\$14,411.95	\$37,524.10	72.25%
** Total - Filled :					0	\$0.00			
** Grand Total :					5	\$51,936.05			
** Total - Proposals :					1	\$6,466.50	\$1,200.00	\$5,266.50	81.44%

* Number of records printed: 6

PRINT STOCK REQUIREMENTS AGING (SO0208)

This report provides a complete materials requirements scheduling based on the current stock aging categories that you have defined in your “*Set Up Master Configuration*” option. The aging will include all inventory items currently on order. You must be processing interactive with the Manufacturing Inventory Management module to utilize this report.

This report provides a very useful tool in projecting the future stock requirements based on current Sales Orders. The report will display the total inventory requirement quantities by aging category established in your Master Configuration, as well as providing current stock levels in inventory.

The aging compares the scheduled ship date of each order to the current system date and the defined aging categories. This will assist you in determining how soon production of goods or receipt of goods needs to be completed. You may select a range of inventory items to include on this report.

The fields included in this report are:

Field Names:

- Inventory Item Number
- Inventory Item Description
- Unit of Measure
- # of Sales Orders for This Item
- 1st Aging Category
- 2nd Aging Category
- 3rd Aging Category
- 4th Aging Category
- Total Required
- Current Quantity on Hand
- Quantity on Order
- Quantity Available

Stock Requirements Aging

Infinity POWER Sample Company, Inc. Stock Requirements Aging								Page 1 (4) 04/28/2006
Item Number	Description	UM	# Orders	1-7 Days	8-14 Days	15-30 Days	Over 30	Total Req.
1060178511	Corner Blocks	EA	4	232.00	0.00	0.00	0.00	232.00 *
						Qty on Hand :		20,028.00
						Qty on Order :		600.00
						Qty Available:		20,028.00
						Reserved Variance:		232.00 X
1060178511	Corner Blocks	EA	1	6.00	0.00	0.00	0.00	6.00 *
						Qty on Hand :		20,028.00
						Qty on Order :		600.00
						Qty Available:		20,028.00
						Reserved Variance:		6.00 X
1060178511	Corner Blocks	EA	4	6.00	0.00	0.00	0.00	6.00 *
						Qty on Hand :		20,028.00
						Qty on Order :		600.00
						Qty Available:		20,028.00
						Reserved Variance:		6.00 X
1060185461	Concrete Blocks	EA	4	50.00	0.00	0.00	0.00	50.00 *
						Qty on Hand :		400.00
						Qty on Order :		0.00
						Qty Available:		400.00
						Reserved Variance:		50.00 X
1060185461	Concrete Blocks	EA	5	6.00	0.00	0.00	0.00	6.00 *
						Qty on Hand :		400.00
						Qty on Order :		0.00
						Qty Available:		400.00
						Reserved Variance:		6.00 X
1060216522	Cement - 100 lb. Bag	Bag	4	81.00	0.00	0.00	0.00	81.00 *
						Qty on Hand :		1,273.00
						Qty on Order :		0.00
						Qty Available:		1,273.00
						Reserved Variance:		81.00 X
1060216522	Cement - 100 lb. Bag	Bag	4	6.00	0.00	0.00	0.00	6.00 *
						Qty on Hand :		1,273.00
						Qty on Order :		0.00
						Qty Available:		1,273.00
						Reserved Variance:		6.00 X
201502241	Roofing Tar Paper	Roll	4	111.00	0.00	0.00	0.00	111.00 *
						Qty on Hand :		1,719.00
						Qty on Order :		150.00
						Qty Available:		1,713.00
						Reserved Variance:		105.00 X
201502241	Roofing Tar Paper	Roll	1	6.00	0.00	0.00	0.00	6.00 *
						Qty on Hand :		1,719.00
						Qty on Order :		150.00
						Qty Available:		1,713.00

PRINT BACKLOG BY SINGLE ITEM (SO0209)

This option allows you to quickly review every current Sales Order that has a backlog quantity (*quantity ordered but not shipped*) for specific inventory items.

This report may be used to analyze the detailed backorder information for a specific inventory item. You may have several different sales orders all requesting the same inventory item. This report will allow you to view all outstanding sales orders and requirements by a specific inventory item. This will allow detailed assessment of the needs of any particular item.

The fields included in this report are:

Field Names:

- Order Number
- Customer
- Type
- Customer P.O. Number
- Order Date
- Ship Date
- Latest Ship Date
- Item Description
- Inventory Item Number
- Unit of Measure
- Quantity Ordered
- Quantity Shipped
- Quantity Billed
- Quantity Remaining on Backorder
- Backorder Dollar Amount
- Grand Totals

Backlog by Single Item

Infinity POWER Sample Company, Inc.
Backlog Report
For Inventory Item 608126

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Order #	Customer	Item Number	Type	Cust. PO	Order Date	Ship Date	Latest Date
Description		UM	Qty Order	Qty Ship	Qty Billed	Qty Remain	Backorder Amt
10506	JONJ1	Sonia Jones Interior Design	Normal		04/01/2006	04/01/2006	
Electric Box Pole Stand	608126	EA	100.00	0.00	0.00	100.00	\$8,280.00
06000000000000000001			0.00	0.00	0.00	0.00	\$0.00
10509	JONJ1	Sonia Jones Interior Design	Normal		01/01/2006	01/01/2006	
Electric Box Pole Stand	608126	EA	10.00	0.00	0.00	10.00	\$828.00
10522	JAG1	Joanne Gonzalez	Normal		04/11/2006	04/28/2006	
Electric Box Pole Stand	608126	EA	100.00	100.00	100.00	0.00	\$0.00
** Grand Totals:				210.00	100.00	100.00	\$9,108.00

* Number of records printed: 3

CALCULATE INVENTORY BACKLOG (SO0210)

This option creates a temporary work file containing the calculations necessary for printing the ***“Complete Inventory Backlog Report”*** and/or graphing the ***“Backorder Dollars by Inventory.”*** Once you execute this option you may print the ***“Inventory Backlog Report”*** and/or graph the ***“Backlog Dollars by Inventory”*** as many times as you desire.

This option does not print any report but does the necessary calculations for the ***“Complete Inventory Backlog Report”*** and ***“Backlog Dollars by Inventory.”*** You must execute this option before printing these two reports. You may select the beginning and ending range of inventory items to be calculated and the system will create a temporary file summarizing the information necessary to print or graph these items.

After you have executed this option, you may utilize the above listed options until you have processed additional order, shipping and/or billing information. Depending on the number of open sales orders and the number of inventory items on file, this option may require a substantial amount of time to process.

Results:

SO03x.co - Temporary Backlog File

- Inventory Backlog Created

PRINT COMPLETE INVENTORY BACKLOG (SO0211)

This option allows you to review every current Sales Order that has a backlog quantity (*quantity ordered but not shipped*) for all inventory items. You must select the option to “*Calculate Inventory Backlog*” before using this report.

This report provides you with a detailed listing of all backorders by inventory item. This report may be printed as often as necessary without recalculating the inventory backlog, provided you have executed that option at least once.

Warning: If any processing has been done since the last time that you calculated the inventory backlog, such as updating orders, recording shipments, or performing the billing function, you must execute the option “*Calculate Inventory Backlog*” again for accurate reporting.

The fields included in this report are:

Field Names:

- Order Number
- Customer
- Type
- Customer P.O. Number
- Order Date
- Ship Date
- Latest Ship Date
- Item Description
- Inventory Item Number
- Unit of Measure
- Quantity Ordered
- Quantity Shipped
- Quantity Billed
- Quantity Remaining on Backorder
- Backorder Dollar Amount
- Subtotal for Item
- Grand Totals

Complete Inventory Backlog

Infinity POWER Sample Company, Inc.
Inventory Backlog Report

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Order #	Customer		Type	Cust. PO		Order Date	Ship Date	Latest Date
	Description	Item Number	UM	Qty Order	Qty Ship	Qty Billed	Qty Remain	Backorder Amt
10509	JONJ1	Sonia Jones Interior Design	Normal			01/01/2006	01/01/2006	
	50' - Heavy Gauge Copper Wire	40770614	Feet	100.00	0.00	0.00	100.00	\$7,969.00
* Subtotal for 40770614:				100.00	0.00	0.00	100.00	\$7,969.00
10506	JONJ1	Sonia Jones Interior Design	Normal			04/01/2006	04/01/2006	
	Electric Box Pole Stand	608126	EA	100.00	0.00	0.00	100.00	\$8,280.00
	0600000000000000000001			0.00	0.00	0.00	0.00	\$0.00
10509	JONJ1	Sonia Jones Interior Design	Normal			01/01/2006	01/01/2006	
	Electric Box Pole Stand	608126	EA	10.00	0.00	0.00	10.00	\$828.00
* Subtotal for 608126:				110.00	0.00	0.00	110.00	\$9,108.00
** Grand Totals:				210.00	0.00	0.00	210.00	\$17,077.00

* Number of records printed: 2

CHAPTER 5 PERFORM ANALYTICAL GRAPHS

This section discusses the two types of Analytical Graphs utilized by the **Sales Order Entry** module. These graphs are designed to give you an instant visualization of your backorder information. No other programs are required to execute this option.

The system performs all graphics functions from within its own programs. Check the hardware requirements section in your **System Administrator** manual to verify that you have all of the necessary equipment to perform this function. The ability to perform Analytical Graphs is currently not available with the **Linux** versions.

After the graph has been displayed to your screen, printing is one simple step:

For Windows:

1. Press **ALT Print Screen** and paste into a WORD document.

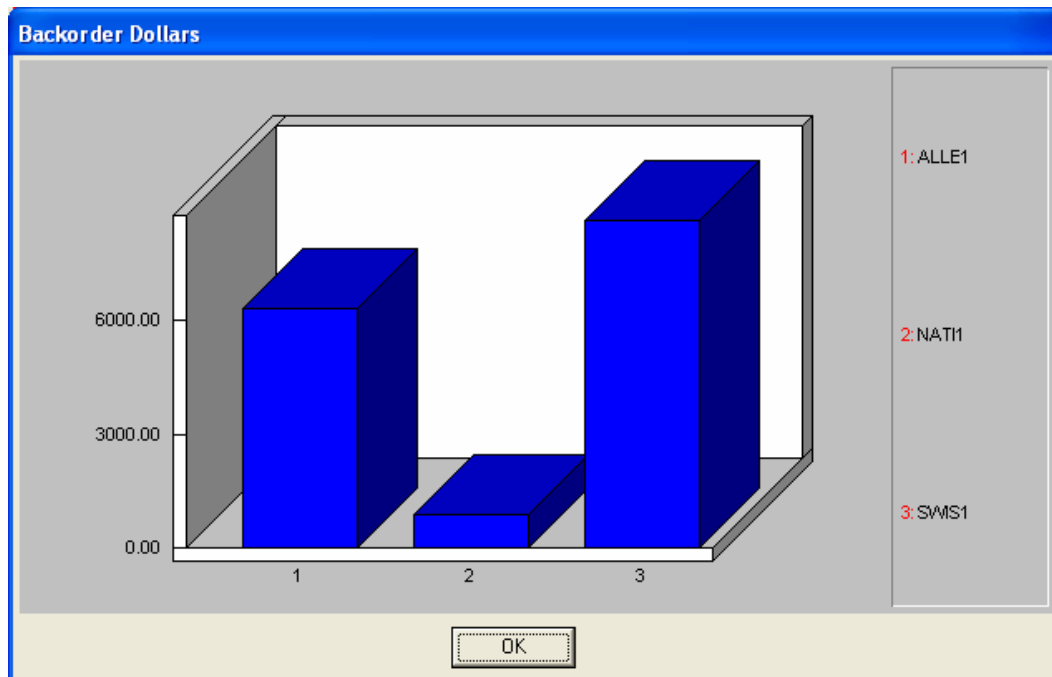
You may also paste this image into a document or an Excel spreadsheet for presentation purposes.

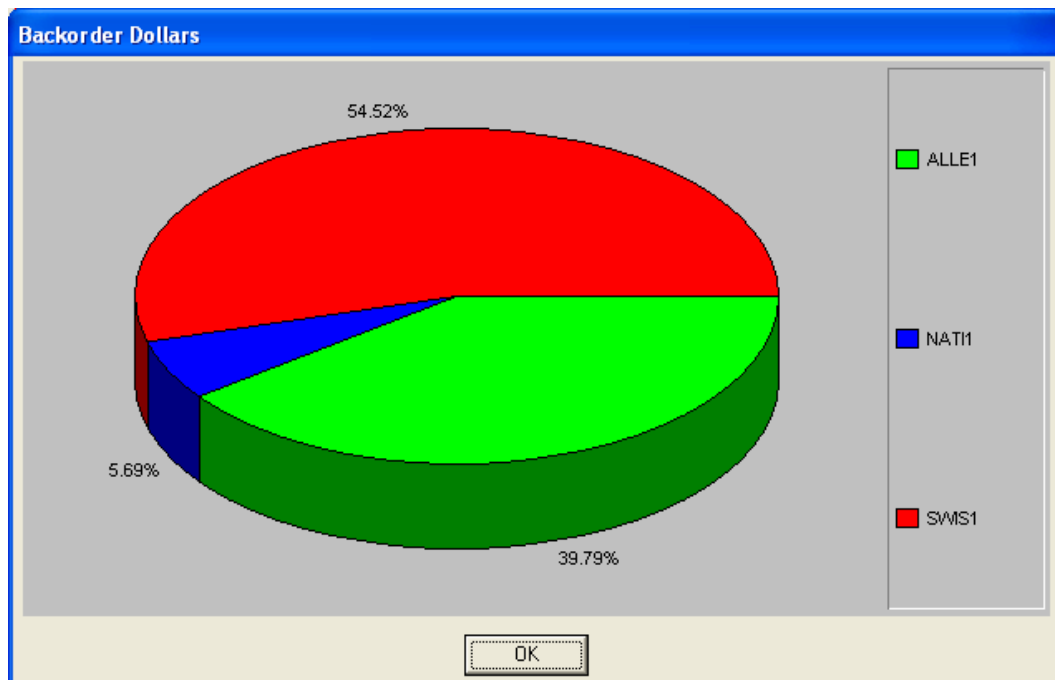
BACKORDER DOLLARS BY CUSTOMER (SO0301)

This option provides a graph comparing total backlog dollars by customer.

This option provides you with a quick comparison of up to twelve different customers' total backorder dollars. You may display the graph as either a Bar Graph or Pie Chart. When you select this option, you may select the individual customers that you want to include on this graph. After you select each customer, the system will calculate the backlog dollar amount.

If you have a number of unfilled orders for a particular customer, the system may take a few seconds to calculate the amount. After you have selected all of your customers, you may specify whether you want a Bar Graph or a Pie Chart. After the graph is displayed, press **OK** to return to the menu.



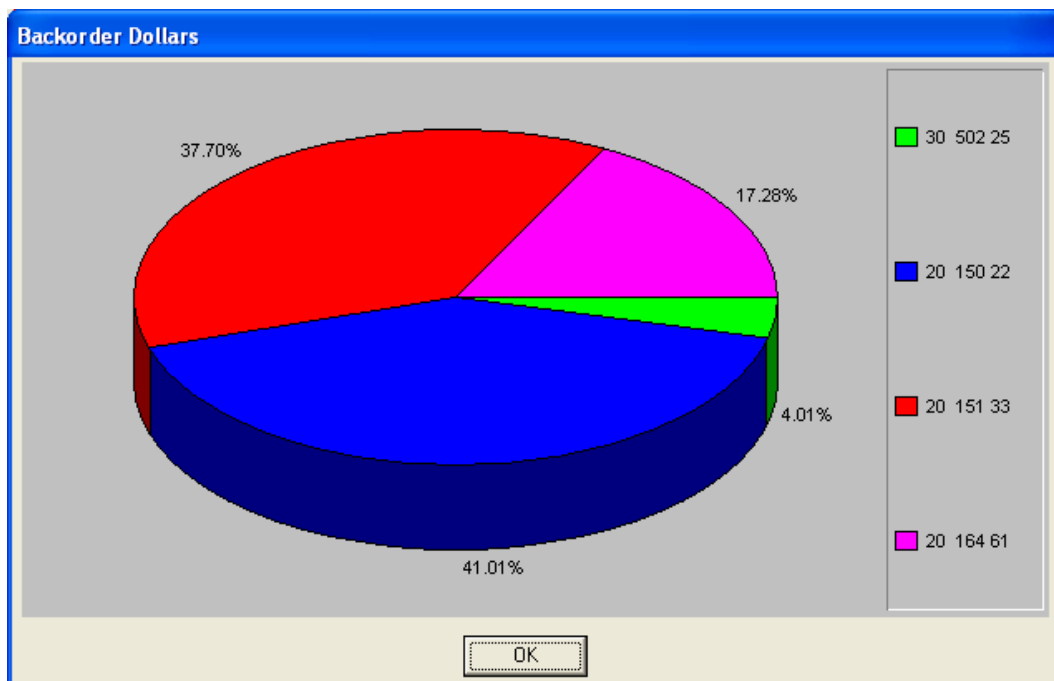
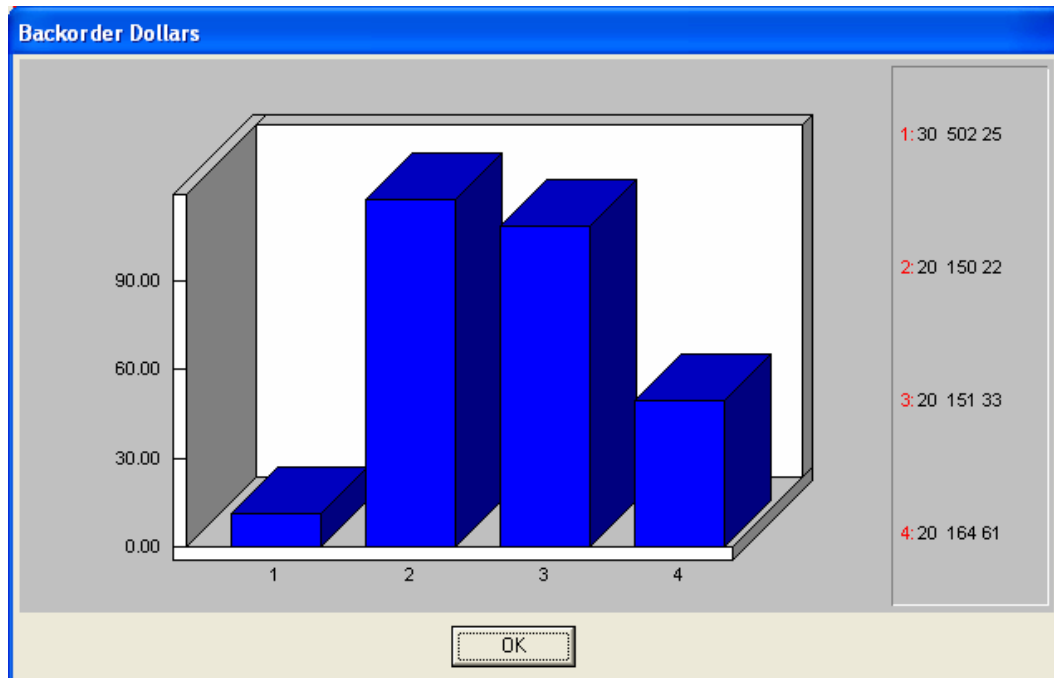


BACKORDER DOLLARS BY INVENTORY (SO0302)

This option provides a graph comparing total backlog dollars by inventory item.

This option provides you with a quick comparison of up to twelve different inventory items' total backorder dollars. You may display the graph as either a Bar Graph or Pie Chart. Before you choose this option you should execute the option to ***“Calculate Inventory Backlog.”*** Once you have calculated the inventory backlog, you may execute this option as often as you desire until you record additional sales order activity, shipping and/or billing.

When you select this option, you may select the individual inventory items that you want to include on this graph. After you select each inventory item, the system will calculate the backlog dollar amount. If you have a number of unfilled orders for a particular inventory item, the system may take a few seconds to calculate the amount. After you have selected all of your inventory items, you may specify whether you want a Bar Graph or a Pie Chart. After the graph is displayed, press **OK** to return to the menu.



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