

# Realtime Software Corporation - New Apparatus Build Manual

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# **Realtime Software Corporation - New Apparatus Build Manual**

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## **A. INTRODUCTION**

There are many different ways that an Apparatus can be processed within Realtime. The procedures that you use may be different than those outlined in this section. The main concept of the Apparatus procedure is that a serial number record in Realtime is used to accumulate and track all costs and associated parts that go with the Apparatus.

An “on hand” serial number record is created within Realtime as soon as the SO number is received from the vendor. This SO number is initially created with a 0 cost (0 inventory value). The inventory value of this serial number record (some users consider this WIP value) will be adjusted throughout the Apparatus build process. The serial number record can be used to track costs that have already been added to the serial number record as well as future costs. This serial number record can be used to view everything that is happening with the Apparatus.

There are many different ways that costs (inventory value) can be added to the Apparatus. These include:

- Added Value Purchase Orders
- Added Value Sales Orders
- Accounts Payable Invoices without Purchase Orders
- Added Value Serial Number Adjustments
- Added Value Inventory Adjustments

When all work is done and the truck is ready to ship, the customer will be invoiced for just 1 line item on an invoice. This line item will be for the serial number record.

In the following pages we will use an Added Value Purchase Order to acquire the Apparatus from the vendor. The use of an Added Value Purchase Order gives users the ability to easily view projected ship dates, projected profit, and all future truck deliveries. Some users may elect to acquire the Apparatus from the vendor through an “Added Value” payable invoice. Examples of adding values via Accounts Payable, Added value sales orders, Added value serial number adjustments, and added value inventory adjustments will also be shown.

Each user will need to review what methods work the best for their business and apply those methods to the system.

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## B. ENTER PURCHASE ORDER FOR APPARATUS

Type **Screen Jump PE** at any menu to enter the purchase order for a fire truck. Type **the vendor number or type ?? and name** to search for the vendor. **ENTER** to continue with the default **P** for primary vendor.

```
PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY          12 Jun 03
VENDOR 10194          CODE P = PRIMARY    EMERGENCY ONE, INC.
                                          C/O SUN TRUST BANK
                                          P O BOX 116135
                                          ATLANTA
                                          GA 30368-6135
                                          CODE A = ALTERNATE
                                          CODE K = KEYED
ENTER CODE TO SELECT VENDOR ADDRESS ON P/O
'#' FOR INCOMPLETE/RESERVED PO, '*' TO VOID, RTN TO CONTINUE P
```

Note Purchase Order number is automatically assigned. Fill in **Buyer Name** and use **Special Instructions** for anything you want. A recommendation is to put the “type” of truck it is that you’re ordering and the customer name in this field. Insert, type the truck name, ENTER, then customer name on second line. The **Date Required** can be used to track the anticipated arrival date of the Apparatus. At the change line, hit **ENTER** to continue.

```
PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY          12 Jun 03
VENDOR 10194          EMERGENCY ONE, INC.
1.PURCHASE ORDER NO. 136850
2.PURCHASE ORDER DATE 05/31/03
3.INVENTORY P/O (Y/N), (T)RANSFER, (O)UTSIDE Y AFFIX R TO RESERVE
4.DATE REQUIRED 05/31/03
5.SHIP VIA BEST WAY
6.FOB
SPECIAL SHIP TO (OR SITE# OR CUST#)
7.
8.
9.
10.
11.
12.
13.SINGLE/MULTIPLE RELEASE DATES (S/M) S
14. PO-TYPE
15. TERMS NET 10 DAYS
16.BUYER NAME JOHN DOE
17.DELIVER TO
18.PROJECT NO.
19.CONFIRMING
20.DEPARTMENT
21.SPECIAL INSTRUCTIONS
COMMERCIAL PUMPER>
HALLS FIRE DEPT
ENTER LINE TO CHANGE, * TO VOID, RTN TO CONTINUE ..
```

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Note, at this point we are skipping past the **PO-TYPE** field. Once the vendor provides the SO Number (serial number) that will be assigned to the Apparatus, we will adjust this purchase order to be an “Added Value” purchase order. Added value Purchase Orders can only be entered if they link to a valid “On Hand” serial number record. Since no serial number exists for this truck yet, we can’t make this an Added Value P/O yet.

We are now in the line item section of the purchase order. **Type 01** for the site. Then **type 1** for quantity, **COST** for the special part number used just for apparatus Purchase Orders, and the **purchase price** from the vendor. You can also type additional information in the **text field** such as aerial ladder, bronto skylift, commercial pumper, etc. Note, all Apparatus Purchase Order records should use the part number EON+COST.

|   |                           |                             |                                       |
|---|---------------------------|-----------------------------|---------------------------------------|
| PO03A   | CW REALTIME SOFTWARE CORP | PURCHASE ORDER ENTRY-SINGLE | 12 Jun 03                             |
| VENDOR 10194  | EMERGENCY ONE, INC.       | VIA BEST WAY                | DEPT                                  |
|   | REQUIRED 05/31/03         | SPCL SHIP N                 | INV P/O Y                             |
| PURCHASE ORDER 136850   | P/O DATE 05/31/03         | PRODUCT TOTAL               |                                       |
| LINE  | SITE <b>01</b>            |                             |                                       |
| 001   | QTY ITEM NUMBER/DESC      | UOM                         | COST PG PRICE REFERENCE#              |
|   | <b>1</b> EON+ <b>COST</b> | EA                          | 0.00000 10 <b>182000.</b> 00000 ..... |
|   | APPARATUS COST FROM MFR   | DISCOUNT                    |                                       |
|   |                           | (EXTENSION)                 | 182000.00000                          |
| TEXT <b>COMMERCIAL PUMPER</b>   |                           |                             |                                       |
| 001   | EA                        | 182000.00000                | 182000.00                             |
| LINE# TO CHANGE, N)OT COMPLETE, H)EADER, P)AGE, * TO VOID, <b>RTN</b> TO CONTINUE |                           |                             |                                       |

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**ENTER** to continue, then **type I** to print and **ENTER** at the printer prompt for PO's. You then have the printed Purchase Order to send to the manufacturer. Nothing else will be done with this order until the Sales (Shop) Order number is received from the vendor for this particular truck.

```
PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY          12 Jun 03
VENDOR 10194      EMERGENCY ONE, INC.          VIA BEST WAY          DEPT
LAST SITE 01          REQUIRED 05/31/03      SPCL SHIP N      INV P/O Y
PURCHASE ORDER 136850  P/O DATE 05/31/03

PRODUCT TOTAL      182,000.00

1.DISCOUNT (%/$)
2.FREIGHT
3.MISC
4.TAX      (%/$)

ORDER TOTAL      182,000.00

ENTER LINE#, (H)EADER, (D)ETAIL, (I)POST/PRINT * TO VOID, ^ TO POST      P
```

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## C. SALES ORDER RECEIVED FROM VENDOR

### 1. ADJUST APPARATUS INTO INVENTORY

As soon as you receive the S/O# from the vendor, an “on hand” serial number record in Realtime will need to be created with \$0 cost (inventory / WIP value). Type **Screen Jump IA** at any menu to get to Inventory Adjustments program. Now that you have the S/O# you can enter the apparatus into inventory at zero cost waiting for the unit to be delivered to you. The purpose for entering into inventory in this way is so that the equipment and labor that is sold with the truck as a package price can be linked to this apparatus with the S/O#. You will also be able to track other costs to this S/O# through Accounts Payable.

**Type 01** in SITE, **1** in QTY, then type the part number for the apparatus you want to use. If you have cross referenced all apparatus records with the word “APPARATUS” in Inventory Maintenance, then you can simple enter: **APPARATUS**, then **ENTER** to see the choices.

```

IN04A  CW REALTIME SOFTWARE CORP          INVENTORY ADJUSTMENTS          12 Jun 03
CODES: RC=RCPTS, RT=RETURN, SP=SHPMNT, SK=SHRNKGE, BL=BIN/LOT TRANS TI=TRADE IN
      TR=INTERCO TRANS, VR=VNDR RETURN, OO=ON ORDER                               SI
SITE  01
NO    QTY  ITEM/DESCRIPTION      UOM    UNIT PRICE    UNIT COST    CODE    DATE    D/N
001      1  1 APPARATUS.....
                                           DOCUMENT#

ENTER LINE TO CHANGE, P TO PAGE, * TO VOID, ^ TO POST
    
```

```

IN04A  CW REALTIME SOFTWARE CORP          INVENTORY ADJUSTMENTS          12 Jun 03
CODES: RC=RCPTS, RT=RETURN, SP=SHPMNT, SK=SHRNKGE, BL=BIN/LOT TRANS TI=TRADE IN
XREF NUMBER  APPARATUS

SEQ INVENTORY NUMBER      DESCRIPTION              UNIT PRICE  AVL01  AVL02  AVL03
-----
1   EON+ALAD              AERIAL LADDER            0.00      0
2   EON+APLAT            AERIAL PLATFORM          0.00      1
3   EON+ATT              ATTACK                    0.00      0
4   EON+BSKY             BRONTO SKYLIFT           0.00      0
5   EON+COMPUMP          COMM. PUMPER              0.00      4
6   EON+CUSPUMP          CUSTOM PUMPER             0.00      0
7   EON+HRESC            HEAVY RESCUE              0.00      0
8   EON+LRESC            LIGHT RESCUE              0.00      1
9   EON+RESPUMP          RESCUE PUMPER            0.00      0
10  EON+TANK              TANKER                    0.00      0

ENTER (P)AGE, (PB) PAGE BACK, SEQ TO SELECT OR * TO EXIT
    
```

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If you entered the word APPARATUS, select the sequence number to the left that you want. If you already know the apparatus part number you do not need to go through the search process above. Just type COMPUMP or applicable at the item # line instead of APPARATUS. If you want to see all records that being with EON+, you can enter ?:EON+

The cost will default to zero and you ALWAYS WANT THIS TO BE ZERO. The code will always be SK, accept the default date, and + to add to inventory. Type the PO# in document (this is purely for reference purposes only), followed by your initials for reference. ENTER and then you will be prompted for a serial number.

```
IN04A  CW REALTIME SOFTWARE CORP          INVENTORY ADJUSTMENTS          12 Jun 03
CODES: RC=RCPTS, RT=RETURN, SP=SHPMNT, SK=SHRNKGE, BL=BIN/LOT TRANS TI=TRADE IN
      TR=INTERCO TRANS, VR=VNDR RETURN, OO=ON ORDER                      SI
SITE 01                                                                    +/-
NO  QTY  ITEM/DESCRIPTION      UOM  UNIT PRICE  UNIT COST  CODE  DATE  D/N
001   1  EON+COMPUMP              EA    0.00000    0.00000  SK  05/31/03  +
      COMM. PUMPER                                DOCUMENT# 136850 JD.

ENTER LINE TO CHANGE, P TO PAGE, * TO VOID, ^ TO POST
```

Type the S/O# you received from the vendor. This will become the Realtime serial# for this part number EON+COMPUMP and will track all costs and purchase orders associated with this truck before being billed to the customer, any service or warranty orders that are ever done to this truck, mileage, pump serial #'s, invoicing to customers, floor plan interest, etc.

```
IN04A  CW REALTIME SOFTWARE CORP          INVENTORY ADJUSTMENTS          12 Jun 03
CODES: RC=RCPTS, RT=RETURN, SP=SHPMNT, SK=SHRNKGE, BL=BIN/LOT TRANS TI=TRADE IN
      TR=INTERCO TRANS, VR=VNDR RETURN, OO=ON ORDER                      SI
SITE 01                                                                    +/-
NO  QTY  ITEM/DESCRIPTION      UOM  UNIT PRICE  UNIT COST  CODE  DATE  D/N
001   1  EON+COMPUMP              EA    0.00000    0.00000  SK  05/31/03  +
      COMM. PUMPER                                BAL          1
      SERIAL # [ ^ = PAGE ]                      SERIAL NUMBER
      125058.....

ENTER LINE TO CHANGE, P TO PAGE, * TO VOID, ^ TO POST
```

When you hit ENTER, you will see the balance go to zero and the serial number you typed in. If this is correct, ENTER to finish. If this is incorrect, type the serial number showing on the right and it will ask if you want to delete. Type Y and the balance will go back to 1 and you will then enter the correct serial #. Make sure you have the correct S/O# when entering this into the system for the first time.

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```

IN04A  CW REALTIME SOFTWARE CORP                INVENTORY ADJUSTMENTS                12 Jun 03

CODES: RC=RCPTS, RT=RETURN, SP=SHPMNT, SK=SHRNKGE, BL=BIN/LOT TRANS TI=TRADE IN
      TR=INTERCO TRANS, VR=VNDR RETURN, OO=ON ORDER                                SI
SITE 01
NO  QTY  ITEM/DESCRIPTION      UOM  UNIT PRICE  UNIT COST  CODE  DATE  D/N
001   1  EON+COMPUMP           EA    0.00000    0.00000  SK  05/31/03  +
      COMM. PUMPER
                                     SERIAL # [ ^ = PAGE]
                                     .....
                                     SERIAL NUMBER
                                     .....
                                     125058

ENTER LINE TO CHANGE, P TO PAGE, * TO VOID, ^ TO POST ^
    
```

Balance must be zero to post. It will warn you if you try and post without entering the S/O# in the serial# field. If you have made a mistake you can always **\* to VOID** which takes you completely out of Inventory Adjustments and you can start over. Otherwise, **^ to post**.

```

IN04A  CW REALTIME SOFTWARE CORP                INVENTORY ADJUSTMENTS                12 Jun 03

CODES: RC=RCPTS, RT=RETURN, SP=SHPMNT, SK=SHRNKGE, BL=BIN/LOT TRANS TI=TRADE IN
      TR=INTERCO TRANS, VR=VNDR RETURN, OO=ON ORDER                                SI
SITE 01
NO  QTY  ITEM/DESCRIPTION      UOM  UNIT PRICE  UNIT COST  CODE  DATE  D/N
                                     DOCUMENT#
001   1  EON+COMPUMP           01 EA    0.000      0.00000  SK  05/31/03  +

ENTER LINE TO CHANGE, P TO PAGE, * TO VOID, ^ TO POST ^..
    
```



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## C. SALES ORDER RECEIVED FROM VENDOR

### 2. ADJUST PURCHASE ORDER FOR AV PO-TYPE

Now that we know the S/O# we want to change the purchase order for the Apparatus itself to an Added Value type purchase order. Type Screen Jump **PA** at any menu to adjust the purchase order to reflect the new S/O# from the vendor. **Type Purchase Order #** at the prompt to pull up for adjusting. **Type 26** to enter the S/O# (the entry into this **CONFIRMING** field is just to show visibility on the screen of the serial number) .

```
PO05A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ADJUSTMENT      12 Jun 03
PURCHASE ORDER NO.  136850          SOURCE P          INV P/O Y

      VENDOR 10194                      10.SHIP VIA  BEST WAY
1.VENDOR SELECTION (P,A,K) P          11.FOB
2.EMERGENCY ONE, INC.                  SPECIAL SHIP TO
3.C/O SUN TRUST BANK                   12.
4.P O BOX 116135                       13.
5.ATLANTA                               14.
6.GA 30368-6135                        15.
7.                                       16.
8.PURCHASE ORDER DATE 05/31/03         17.
9.DATE REQUIRED 05/31/03                 SINGLE/MULTIPLE RELEASE DATES (S/M) S
      PRODUCT TOTAL 182,000.00          22. TERMS NET 10 DAYS
18.DISCOUNT (%/$)                      23.BUYER NAME JOHN DOE
19.FREIGHT                              24.DELIVER TO
20.MISCELLANEOUS                       25.PROJECT NO.
21.TAX (%/$)                            26.CONFIRMING
      ORDER TOTAL 182,000.00           27.DEPARTMENT
ENTER LINE TO CHANGE, * TO VOID,       28.SPECIAL INSTRUCTIONS
P TO PRINT AS CHANGED ORDER, I FOR ITEM PROCESSING, DEL TO DELETE, ^ TO POST 25.
```

**Type 29** to insert **AV** in PO-TYPE field. You will then be prompted with another field to enter the part number and serial number of the apparatus on this PO. You cannot do this at the time you entered the initial Purchase Order because you didn't know the S/O# at that time (Added Value Purchase Orders can only be entered against valid "on hand" serial number records). Depending on the procedures at your company you may know the S/O# when you key in the initial purchase order for the Apparatus. If this is the case, then you can enter PO Type **AV** and bypass this purchase order adjustment step.

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```

PO05A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ADJUSTMENT      12 Jun 03

PURCHASE ORDER NO.  136850      SOURCE P          INV P/O Y

  VENDOR  10194                    10.SHIP VIA  BEST WAY
1.VENDOR SELECTION (P,A,K) P      11.FOB
2.EMERGENCY ONE, INC.              SPECIAL SHIP TO
3.C/O SUN TRUST BANK              12.
4.P O BOX 116135                  13.
5.ATLANTA                          14.
6.GA 30368-6135                   15.
7.                                  16.
8.PURCHASE ORDER DATE 05/31/03    17.
9.DATE REQUIRED  05/31/03          SINGLE/MULTIPLE RELEASE DATES (S/M) S
  PRODUCT TOTAL  182,000.00

18.DISCOUNT (%/$)                  22.BUYER NAME  JOHN DOE
19.FREIGHT                          23.DELIVER TO
20.MISCELLANEOUS                    24.PROJECT NO.
21.TAX          (%/$)                25.CONFIRMING  125058
                                      26.DEPARTMENT
  ORDER TOTAL  182,000.00            27.SPECIAL INSTRUCTIONS
ENTER LINE TO CHANGE, * TO VOID,    28. PO-TYPE  AV....
P TO PRINT AS CHANGED ORDER, I FOR ITEM PROCESSING, DEL TO DELETE, ^ TO POST 28
    
```

The **part#** will be whatever you inventory adjusted in on the previous step. EON+COMPUMP, EON+ALAD, EON+HRESC, etc. The **serial #** will be the S/O# from the vendor.

```

PO05A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ADJUSTMENT      12 Jun 03

PURCHASE ORDER NO.  136850      SOURCE P          INV P/O Y
  VENDOR  10194                    10.SHIP VIA  BEST WAY
1.VENDOR SELECTION (P,A,K) P      11.FOB
2.EMERGENCY ONE, INC.              SPECIAL SHIP TO
3.C/O SUN TRUST BANK              12.
4.P O BOX 116135                  13.
5.ATLANTA                          14.
6.GA 30368-6135                   15.
1. ENTER ITEM# OR CROSS REFERENCE  PART#  EON+COMPUMP.....
2. ENTER '?' FOR INDEX LOOKUP      SERIAL#125058
4. ENTER 'S' FOR LOOKAT BY SERIAL#
    
```

After entering the part# and serial# it will give the following message that it's on hand in site 01. If the record is not on hand the system will not let you proceed. **Make absolutely certain that the S/O# (serial#) is the correct one** for this Purchase Order because this is how the cost will get added to the truck when it arrives. If correct, **type Y** to continue, then **^ to post**.

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```

PO05A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ADJUSTMENT      12 Jun 03

PURCHASE ORDER NO.  136850      SOURCE P          INV P/O Y

  VENDOR  10194                    10.SHIP VIA  BEST WAY
1.VENDOR SELECTION (P,A,K) P      11.FOB
2.EMERGENCY ONE, INC.              SPECIAL SHIP TO
3.C/O SUN TRUST BANK              12.
4.P O BOX 116135                  13.
5.ATLANTA                          14.
6.GA 30368-6135                   15.
                                   PART#          EON+COMPUMP
                                   SERIAL#       125058

SERIAL NUMBER IS ON HAND IN SITE 01

IS THIS INFORMATION CORRECT (Y/N)? Y.
    
```

Purchase Order Adjustments can also be used to change the purchase price from the vendor due to change orders, etc. **Select D** for Detail Line Item Processing and change the amount on the detail line for the item EON+COST. If no changes to pricing are necessary, hit ^ to post.

```

PO05A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ADJUSTMENT      12 Jun 03

PURCHASE ORDER NO.  136850      SOURCE P          INV P/O Y

  VENDOR  10194                    10.SHIP VIA  BEST WAY
1.VENDOR SELECTION (P,A,K) P      11.FOB
2.EMERGENCY ONE, INC.              SPECIAL SHIP TO
3.C/O SUN TRUST BANK              12.
4.P O BOX 116135                  13.
5.ATLANTA                          14.
6.GA 30368-6135                   15.
7.                                  16.
8.PURCHASE ORDER DATE 05/31/03    17.
9.DATE REQUIRED 05/31/03            SINGLE/MULTIPLE RELEASE DATES (S/M) S
  PRODUCT TOTAL  182,000.00
18.DISCOUNT (%/$)                 22.BUYER NAME  JOHN DOE
19.FREIGHT                         23.DELIVER TO
20.MISCELLANEOUS                   24.PROJECT NO.
21.TAX (%/$)                       25.CONFIRMING  125058
                                   26.DEPARTMENT
  ORDER TOTAL  182,000.00          27.SPECIAL INSTRUCTIONS
ENTER LINE TO CHANGE, * TO VOID,  28. PO-TYPE    AV
I TO INSTANT PRINT/POST, D FOR DETAIL ITEMS, DEL TO DELETE, ^ TO POST ^..
    
```

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## C. SALES ORDER RECEIVED FROM VENDOR

### 3. ENTER CUSTOMER NAME IN S/O# RECORD IF SOLD

This step is 100% optional. This step is purely to give more visibility to information in the system. If the apparatus is sold to a customer (not for stock), type **Screen Jump SM** at any menu to go to Serial Maintenance. At the serial# prompt, **type in the S/O# and ENTER.**

```
SN02A  CW REALTIME SOFTWARE CORP          SERIAL MASTER MAINTENANCE      12 Jun 03
SERIAL NUMBER 125058XXXXXXXXXXXXXXXXXX
(OR ENTER '?' FOLLOWED BY PART# OR ':' FOLLOWED BY CUSTOMER#)
```

The S/O# (serial#) should be unique so only one choice should appear. If more than one part# shows here, it means you have a duplicate S/O# on two different part#'s that needs to be corrected. **Select 1 and ENTER.**

```
SN02A  CW REALTIME SOFTWARE CORP          SERIAL MASTER MAINTENANCE      12 Jun 03
SERIAL NUMBER 125058
MULTIPLE PART NUMBERS FOR THIS SERIAL NUMBER PLEASE CHOOSE
  SEQ      PART#          DESCRIPTION
  ----      -
  00001    EON+COMPUMP      COMM. PUMPER
ENTER P TO PAGE, A TO ADD NEW PART, * TO CANCEL, OR SEQUENCE NUMBER 1.....
```

Select line 1 and **type the name** of the customer in the LOCATION field (1). This is very helpful when looking at existing inventory to identify who this order is for at a glance. The location field shows up on a number of inquiry screens throughout the system. If the unit is not sold but is for demonstration, you can type DEMO instead. Then **^ to post.**

```
SN02A  CW REALTIME SOFTWARE CORP          SERIAL MASTER MAINTENANCE      12 Jun 03
SERIAL NUMBER 125058          PART # EON+COMPUMP          SITE 01
DLM          DESC  COMM. PUMPER
SOLD TO#    / USER
1. LOCATION          HALLS FD..          9. CONDITION CODE
          10. DEMO FLAG
2. FLOORPLAN ITEM          DUE DATE          11. WARRANTY EXP DATE
3. VENDOR#          INVOICE#
RECEIVED DATE 05/31/03          INVOICE NO.          LINE
RECEIVER NO  INV-SK          DATE          PRICE
ENTER LINE#, (S)OLD TO, (C)URRENT OR (P)REVIOUS END USER,
(A)DDITIONAL, (I)NV/SALES DATA, (T)EXT, * TO CANCEL, ^ TO POST 1
```

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## C. SALES ORDER RECEIVED FROM VENDOR

### 4. ENTER SALES ORDER FOR CUSTOMER

Type **Screen Jump OE** at any menu to get to Order Entry. This will be the order that gets billed to the customer for their packaged apparatus. It will be a single line item for the entire fire truck which includes the equipment they purchased with it. **Type ?? and the name** to search for the correct customer number.

```
OE03A  CW REALTIME SOFTWARE CORP          ORDER ENTRY          12 Jun 03
CUST#  ??HALLS . . . *XXXXX
```

**Select the sequence number** to the left for the correct customer.

```
OE03A  CW REALTIME SOFTWARE CORP          ORDER ENTRY          12 Jun 03
Seq. Customer                               Number             Searching on HALLS
  1 HALLS FIRE DEPARTMENT                   14770              CLINTON NC
  2 HALLSBORO FIRE DEPARTMENT              14780              HALLSBORO NC

Enter Seq., * To Exit, PB Page Back, C Change Search, or (RTN) to page. 1...
```

**ENTER** to continue if this is the correct customer. If not \* to EXIT and search again.

```
OE03A  CW REALTIME SOFTWARE CORP          ORDER ENTRY          12 Jun 03
CUST# 14770                                ** ORDER NO.

NAME      HALLS FIRE DEPARTMENT              1.      HALLS FIRE DEPARTMENT
ADDR 1    2.      S
ADDR 2    8170 KEENEN ROAD                  3.  H T 8170 KEENEN ROAD
CITY      CLINTON                          4.  I O CLINTON
ST/CNTY   NC                               5.  P   NC
ZIP/PST   28328                             6.      28328
COUNTRY   7.

ENTER * TO EXIT, S TO CHANGE SHIP-TO, Y OR RTN TO CONTINUE ORDER/QUOTE .
```

**ENTER through the numbered fields**, entering information as needed. The ship date in line 10 can be changed from the default date to the date the customer expects their truck. Line 14 is the order type for new apparatus which will always be **APP**. This is a very important field. You can look at all the order type choices by typing a ? in field 14 to see descriptions. Line 17 should default to the territory salesman that sold the truck. If this is different then change SLMN1 to the correct salesman that will get credit for the sale. SLMN2 is the person entering this order. **ENTER** to continue.

# Realtime Software Corporation - New Apparatus Build Manual

```

OE03A  CW REALTIME SOFTWARE CORP                ORDER ENTRY                12 Jun 03

CUST# 14770                                ** ORDER NO. 345936

NAME      HALLS FIRE DEPARTMENT                1.      HALLS FIRE DEPARTMENT
ADDR 1    2. S
ADDR 2    8170 KEENEN ROAD                    3. H T 8170 KEENEN ROAD
CITY      CLINTON                             4. I O CLINTON
ST/CNTY   NC                                 5. P    NC
ZIP/PST   28328                              6.      28328
COUNTRY   7.
8. ORDER DATE 06/12/03                      14. ORDER TYPE APP
9. SINGLE/MULTIPLE SHIP DATES (S/M) S      15. SHIP VIA DELIVERED
10. SHIP DATE 12/15/03 CANCEL              16. FOB
11. CUST P.O. 583XT                       17. SLMN1 14   SLMN2 15  SLMN2 %
12. ORDERED BY CHARLES                   18. TERMS 30    NO $ TICKET
13. SPECIAL INSTRUCTIONS                    19. AR-CUST#    20. STATUS
                                           21. INTERNAL NOTES  22. FREE FREIGHT

ENTER LINE NUMBER TO CHANGE, * TO VOID, OR RTN TO CONTINUE ..
    
```

**Type 01** for site, **1** for quantity, then **part number** that customer is purchasing. This should be the same part# that was entered in the PO when adjusting for the AV PO-TYPE (the part number on the “header” screen on the p/o after you enter AV at the P/O Type).

```

OE03A  CW REALTIME SOFTWARE CORP                ORDER ENTRY                12 Jun 03

CUST # 14770                                HALLS FIRE DEPARTMENT      SLM1 14  ON ORD
ORDER# 345936                                ORD DT 06/12/03  CR LIMIT  A/R BAL
SITE # 01                                     ORD VAL

SEQ G QTY  ITEM NO.                        ORD GROSS  QTY TO  PRICE  EXTENSION
      ORD'D DESCRIPTION                    UOM PROFIT% SHIP
001    1 COMPUMP.....

TEXT
    
```

Enter the selling price to the customer, and as you ENTER through the line you will be prompted for the serial#. This will be the S/O# designated for this customer, and again, should match what was entered in the PO-TYPE of AV earlier. **Type the S/O#.** Notice balance shows 1 until the serial# is entered.

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|   |                           |             |              |
|---|---------------------------|-------------|--------------|
| OE03A   | CW REALTIME SOFTWARE CORP | ORDER ENTRY | 12 Jun 03    |
| CUST # 14770  | HALLS FIRE DEPARTMENT     | SLM1 14     | ON ORD       |
| ORDER# 345936   | ORD DT 06/12/03           | CR LIMIT    | A/R BAL      |
| SITE # 01   |                           |             | ORD VAL      |
| SEQ G QTY   | ITEM NO.                  | ORD GROSS   | QTY TO       |
|   | ORD'D DESCRIPTION         | UOM PROFIT% | SHIP         |
| 001   | 1 EON+COMPUMP             | EA 0.010    | 1            |
|   | COMM. PUMPER              |             |              |
|   |                           |             | 244700.00000 |
|   |                           |             | 244,700.00   |
|   |                           |             | SUBTOTAL     |
| TEXT  | SERIAL # [ ^ = PAGE ]     |             |              |
|   | <b>125058</b> .....       |             |              |
|   | <b>BAL 1</b>              |             |              |
|   | SI LOCATN                 | ON-HAND     | COMM         |
|   | 01                        | 10          | 6            |
|   |                           |             | AVAIL        |
|   |                           |             | 4            |
|   |                           |             | O/O          |
|   |                           |             | 22           |
|   |                           |             | DROP         |
|   |                           |             | 0            |
| ENTER SN FOR S/N INQUIRY,<br>OR SH FOR S/N-HIST INQUIRY |                           |             |              |

After the serial# is entered, the balance shows 0. **Make sure it shows zero.** That confirms that you have reserved this S/O# for this particular customer and no one else can select it.

|   |                           |             |              |
|---|---------------------------|-------------|--------------|
| OE03A   | CW REALTIME SOFTWARE CORP | ORDER ENTRY | 12 Jun 03    |
| CUST # 14770  | HALLS FIRE DEPARTMENT     | SLM1 14     | ON ORD       |
| ORDER# 345936   | ORD DT 06/12/03           | CR LIMIT    | A/R BAL      |
| SITE # 01   |                           |             | ORD VAL      |
| SEQ G QTY   | ITEM NO.                  | ORD GROSS   | QTY TO       |
|   | ORD'D DESCRIPTION         | UOM PROFIT% | SHIP         |
| 001   | 1 EON+COMPUMP             | EA 0.010    | 1            |
|   | COMM. PUMPER              |             |              |
|   |                           |             | 244700.00000 |
|   |                           |             | 244,700.00   |
|   |                           |             | SUBTOTAL     |
| TEXT  | SERIAL # [ ^ = PAGE ]     |             |              |
|   | <b>125058</b> .....       |             |              |
|   | <b>BAL 0</b>              |             |              |
|   | SI LOCATN                 | ON-HAND     | COMM         |
|   | 01                        | 10          | 6            |
|   |                           |             | AVAIL        |
|   |                           |             | 4            |
|   |                           |             | O/O          |
|   |                           |             | 22           |
|   |                           |             | DROP         |
|   |                           |             | 0            |
| ENTER SN FOR S/N INQUIRY,<br>OR SH FOR S/N-HIST INQUIRY |                           |             |              |

Usually there will only be one line item on these apparatus customer orders. If the sale also involves a Trade-In piece of equipment you may add this as a second line item with a negative quantity. **ENTER** to continue to the final screen of the order.

# Realtime Software Corporation - New Apparatus Build Manual

|               |                           |             |                           |
|---------------|---------------------------|-------------|---------------------------|
| OE03A         | CW REALTIME SOFTWARE CORP | ORDER ENTRY | 12 Jun 03                 |
| CUST # 14770  | HALLS FIRE DEPARTMENT     | SLM1 14     | ON ORD                    |
| ORDER# 345936 | ORD DT 06/12/03           | CR LIMIT    | A/R BAL                   |
| SITE # 01     | 'GM' = 244,700.00         | MSRP (SL)   | ORD VAL 244,700.00        |
|               | 'GP' = 100.00%            | 'SL' DISC   | 0.00% COST EXT 0.00       |
| SEQ G QTY     | ITEM NO.                  | ORD GROSS   | QTY TO PRICE EXTENSION    |
|               | ORD'D DESCRIPTION         | UOM PROFIT% | SHIP                      |
| 001           | 1 EON+COMPUMP             | EA 0.010    | 1 244700.00000 244,700.00 |
|               | COMM. PUMPER              | BIN#        |                           |

ENTER (H)EADER, 'VAL', 'GM', 'GP', 'SL', OR 'M' FOR MARGIN DISPLAY  
 ENTER SEQ TO CHANGE, P TO PAGE, \* TO VOID, **RTN** TO CONTINUE ...

If the customer is normally charged sales tax, but they are not for apparatus sales, then **select Line 6** and **ENTER** over to the Tax Code and **change** to the exempt tax code.

|               |                           |                    |                                |
|---------------|---------------------------|--------------------|--------------------------------|
| OE03A         | CW REALTIME SOFTWARE CORP | ORDER ENTRY        | 12 Jun 03                      |
| CUST # 14770  | HALLS FIRE DEPARTMENT     | SLM1 14            | ON ORD                         |
| ORDER# 345936 | ORD DT 06/12/03           | CR LIMIT           | A/R BAL                        |
|               | PRODUCT TOTAL             | TERMS 30 0.000%    | ORD VAL 244,700.00             |
|               | 244,700.00                |                    |                                |
| 2.            | DISCOUNT (\$/%) \$        | 0.00               | DISCOUNTABLE AMOUNT 244,700.00 |
|               |                           |                    | -TAXABLE-- TAX                 |
|               |                           | ORDER LINE CODE    | RATE% TAX AMT                  |
| 3.            | FREIGHT                   | Y                  |                                |
| 4.            | MISCELLANEOUS             |                    |                                |
| 5.            | MINIMUM ORDER CHG         |                    |                                |
| <b>6.</b>     | ORDER TAX AMOUNT          | 244700.00 <b>T</b> | 7.000 (%/\$) \$ 17129.00       |
|               | TOTAL TAX AMOUNT          | 17,129.00          |                                |
|               | ORDER TOTAL               | 261,829.00         | ** PRODUCT TOTAL INCLUDES **   |
|               |                           |                    | BROKEN PKG CHARGES 0.00        |
|               |                           |                    | TOTAL OTHER MISC               |

ENTER (F)UTURE DATING, (H)EADER, (B)ILL, (C)ASH  
 LINE TO CHANGE, (D)ETAIL, \* TO VOID, S TO POST/SPOOL, I TO POST/PICK **6.**

Notice how the tax amount has gone to zero. If everything is correct then **type S** to spool or save. If you want to print a pick ticket of the order, then **type I** for pick. If you need to go back to the very first screen to check or change something, **type H** for header. **Type D** for detail items if you need to go to the part number/serial number screen.



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|  |                           |                              |            |
|--|---------------------------|------------------------------|------------|
| OE03A  | CW REALTIME SOFTWARE CORP | ORDER ENTRY                  | 12 Jun 03  |
| CUST # 14770   | HALLS FIRE DEPARTMENT     | SLM1 14 ON ORD               |            |
| ORDER# 345936  | ORD DT 06/12/03 CR LIMIT  | A/R BAL                      |            |
|  | TERMS 30 0.000%           | ORD VAL                      | 244,700.00 |
| PRODUCT TOTAL  | 244,700.00                |                              |            |
| 2. DISCOUNT (\$/%) \$  | 0.00                      | DISCOUNTABLE AMOUNT          | 244,700.00 |
|  |                           | -TAXABLE-- TAX               |            |
| 3. FREIGHT   |                           | ORDER LINE CODE RATE%        | TAX AMT    |
| 4. MISCELLANEOUS   |                           | Y                            |            |
| 5. MINIMUM ORDER CHG   |                           |                              |            |
| 6. ORDER TAX AMOUNT  | 244700.00                 | <b>E</b> 0.000 (%/\$)        | \$ 0.00    |
| TOTAL TAX AMOUNT   | 0.00                      |                              |            |
| ORDER TOTAL  | 244,700.00                | ** PRODUCT TOTAL INCLUDES ** |            |
|  |                           | BROKEN PKG CHARGES           | 0.00       |
|  |                           | TOTAL OTHER MISC             |            |
| ENTER (F)UTURE DATING, (H)EADER, (B)ILL, (C)ASH                                      |                           |                              |            |
| LINE TO CHANGE, (D)ETAIL, * TO VOID, <b>S</b> TO POST/SPOOL, I TO POST/PICK <b>S</b> |                           |                              |            |

At this point the apparatus S/O# tied to the part# is now committed to a customer and the purchase order is pending receipt of the actual truck. If there is a change order, the selling price can be changed with Screen Jump **OA** for Order Adjustments. The screens will be similiar to Order Entry.

There are several ways to see what is happening with the status of a particular fire truck. From Inventory Inquiry, **Screen Jump II**, you can see what is in inventory, both pending and actually received, plus who it's sold to, what costs are associated with it, how much labor has been billed to the setup of the truck, and many other vital pieces of information.

**Type the part number** you want to look at

|   |                           |                   |           |
|---|---------------------------|-------------------|-----------|
| IN03H   | CW REALTIME SOFTWARE CORP | INVENTORY INQUIRY | 12 Jun 03 |
| ITEM NUMBER   | <b>COMPUMP</b> .....      |                   |           |
| Enter ITEM number or  |                           |                   |           |
| '?' + DESCRIPTION to search for similar-sounding names or               |                           |                   |           |
| '??'+ DESCRIPTION to search for partial EXACT spelling of a Description |                           |                   |           |
| '?:' to see an INDEX of item numbers.                                   |                           |                   |           |

You have many different choices to inquire, listed along the bottom of the screen and even more with **O for Options**. The most common inquiry when looking at apparatus inventory is **SN** for serial#'s on hand. If you want to see what has been sold (along with whats on hand), type SH for serial history.

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```

IN03H CW REALTIME SOFTWARE CORP                INVENTORY INQUIRY                12 Jun 03

ITEM NUMBER EON+COMPUMP
DESCRIPTION  COMM. PUMPER
PROD GROUP  10          CATEGORY/COMMODITY A      WEIGHT
STOCK UOM   EA          TYPE          POR          PKG. QTY
PRICE       0.00000    STATUS          LAST DATE          03/13/03
COST        0.00000    ABC CLASS      INACTIVE FLAG
MSRP        0.00000    PC/CATALOG     PRIMARY VENDOR 10194
LAST COST   0.00000    REPLACED BY
PRICE DISC CODE      EON PRICE CALC CODE      EON  NLA FLAG/DATE
                                FUTURE TRANSFR      QTY  QTY
SI LOCATN  ON-HAND  COMM  AVAIL  O/O  DROP  ORDER  QTY  YTD  LYR
01          10      7      3      5      0      0      0      3      0
-----
          10      7      3      5      0      0      0      3      0

ENTER S)ITE, 'DISC', X)REF, SA)LES, 'IO' ORDERS, 'IH' HISTORY, 'PI' INVOICES,
'SN' S/N'S ON HAND, I)NDEX, N)EXT, P)REVIOUS, RTN FOR ITEM#, O)PTIONS SN..
    
```

You can then see the S/O#'s (serial number) and related information. Notice how the location column shows who a unit is sold to. The order number is the customer's sales order that was just entered. The column S and O to the left of LOCATION shows Y if a service order is open. You can then **select the sequence number** on the left to see even more detail with this S/O#.

```

IN03I CW REALTIME SOFTWARE CORP                ON HAND SERIAL# INQUIRY                12 Jun 03

ITEM NUMBER EON+COMPUMP                COMM. PUMPER                STOCK UOM EA
SITE        ALL                ON HAND                10 AVAIL                3

SERIAL      TOTAL      DATE      RESRVE RES  S  S
NUMBER      COST      RECEIVED  ORDER LIN  O  B LOCATION P DUE DATE
-----
1 TEST          01          0.00 05/31/03
2 127232        01 135,315.00 04/23/03 345499 001      EVANS CR
3 126497        01          0.00 04/30/03 345698 001      DEMO          10/26/03
4 126470        01          0.00 04/23/03 345496 001 Y      CCDF VFD
5 126467        01 120,491.00 03/13/03      DEMO          03/05/03
6 126466        01          0.00 04/24/03 345531 001 Y      PATTERSO F 05/09/03
7 126465        01 107,629.00 04/16/03 345577 001      BAY TREE F 04/30/03
8 126464        01 109,648.00 04/04/03      DEMO
9 126461        01 129,652.00 04/04/03 345579 001 Y      ABINGDON
10 126460       01 152,579.37 03/13/03      Y      BLACK CR      09/01/03
11 125058       01          0.00 05/31/03 345936 001      HALLS FD
12 123456       01          0.00 05/31/03      CUST#SOL

ENTER (P)AGE, (PB)PAGE BACK, * FOR NEXT ITEM#, SEQUENCE FOR SERIAL#,
^ TO REDISPLAY ITEM#, 11.....
    
```

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This same screen in Serial Master Inquiry can be reached by typing **Screen Jump SI**, then entering the **S/O#** at the prompt rather than going through Inventory Inquiry to look at all S/O's with the part number COMPUMP. You then have more detailed options to look at the order. This will be explained further in this chapter as more information is attached to the S/O# prior to delivery.

|  |                           |                              |                  |
|--|---------------------------|------------------------------|------------------|
| SN03A  | CW REALTIME SOFTWARE CORP | <b>SERIAL MASTER INQUIRY</b> | 12 Jun 03        |
| SERIAL NUMBER  | 125058                    | PART #                       | EON+COMPUMP      |
| DLM  | 06/12/03                  | DESC                         | COMM. PUMPER     |
| LOCATION   | HALLS FD                  | CONDITION CODE               |                  |
|  |                           | DEMO FLAG                    |                  |
| FLOORPLAN ITEM   | DUE DATE                  | WARRANTY EXP DATE            |                  |
| VENDOR#  | INVOICE#                  |                              |                  |
| PAYMENT FLAG   |                           | EXTENDED WARR (Y/N)          |                  |
| AMOUNT PAID  |                           | EXT WARR CONTRACT#           |                  |
| CHECK NUMBER   | CHK DATE                  | INSTALL DATE                 |                  |
| ACQUISITION COST   | 0.00                      | SERVICE ORDER COMMENTS       |                  |
| ADDED VALUE  | 0.00                      |                              |                  |
| TOTAL COST   | 0.00                      | SERV ORD'S-N                 | SERV BLTN'S-N    |
|  |                           | LAST SERV ORD HR             | MTR READING DATE |
| PARENT   |                           |                              |                  |
| P/O NUMBER   |                           | SALES ORDER                  | 345936*001       |
| RECEIVED DATE  | 05/31/03                  | INVOICE NO.                  | LINE             |
| RECEIVER NO  | INV-SK                    | DATE                         | PRICE            |
| 'AV/AVD' ADDED VALUE, 'DR/DRH' DEMO REQUEST, 'SB' SRVC BULL, 'DH' DEMO HIST,   |                           |                              |                  |
| (S)OLD TO, 'C/P' CURR/PREV USER, (Q)UOTES, (O)RDER#'S, (I)NVOICE#'S, (AP)      |                           |                              |                  |
| (A)DDL, (DI)INVOICE, (OI)ORDER, (T)EXT, 'PO/POR' PO/RCPTS RTN NEXT SERIAL# ... |                           |                              |                  |

# Realtime Software Corporation - New Apparatus Build Manual

## C. SALES ORDER RECEIVED FROM VENDOR

### 5. ENTER INTERNAL EQUIPMENT ORDER SOLD WITH APPARATUS

An internal order can be entered with all the loose equipment that has been sold as a package with the apparatus. Because of the long period of time between ordering a truck and receiving it from a vendor, this setup order can track all the additional items that will need to be ordered at some point prior to the truck arriving for setup installation. This setup order will be linked to the SO# (serial#) when it comes time to actually order the loose equipment. You have the option of “selling” the items on this order at cost or a mark-up from cost to the Apparatus Sales Department by assigning cost plus pricing rules to the internal customer used for this type of order. Otherwise it will price at your regular customer selling price.

Type **Screen Jump OE** at any menu to enter the internal setup order. Select the customer for New Apparatus Sales. This will be a special account set up just for New Apparatus Setup Orders.

|  |                            |              |                     |
|--|----------------------------|--------------|---------------------|
| OE03A  | CW REALTIME SOFTWARE CORP  | ORDER ENTRY  | 12 Jun 03           |
| CUST# 10560  |                            | ** ORDER NO. |                     |
| NAME   | <b>NEW APPARATUS SALES</b> | 1.           | NEW APPARATUS SALES |
| ADDR 1   |                            | 2.           | S                   |
| ADDR 2   |                            | 3.           | H T                 |
| CITY   |                            | 4.           | I O                 |
| ST/CNTY  |                            | 5.           | P                   |
| ZIP/PST  |                            | 6.           |                     |
| COUNTRY  |                            | 7.           |                     |
| ENTER * TO EXIT, <b>S</b> TO CHANGE SHIP-TO, Y OR RTN TO CONTINUE ORDER/QUOTE <b>S</b> |                            |              |                     |

**Type S** to change ship-to and type the Customer’s name in the first line for reference only. You could also enter the customer number for “Halls Fire Dept” and the entire name, address, city, state, zip will fill in. Type the **SO number in the Cust P.O.** field (purely to provide additional visibility). The order type will default to **NEW** (if the New Apparatus Sales customer is flagged that way). This will always be the order type for new apparatus setup. If you are going to order loose equipment right away and also are ready to commit in-stock loose equipment to this order, then keep the order type of NEW. If you don’t plan on ordering or pulling any of this loose equipment until a later date, then change the order type to **FUTURE**. The order type of FUTURE won’t commit any inventory.

If you don’t use the Order type of FUTURE, refer to section C1 for “attaching” the serial number record to this order (skip the beginning of the section where it talks about converting FUTURE to regular order).

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```
OE03A  CW REALTIME SOFTWARE CORP          ORDER ENTRY          12 Jun 03
CUST# 10560                                ** ORDER NO. 345938

NAME      NEW APPARATUS SALES              1.      HALLS FIRE DEPT.
ADDR 1    2. S
ADDR 2    3. H T
CITY      4. I O
ST/CNTY   5. P
ZIP/PST   6.
COUNTRY   7.
8. ORDER DATE 06/12/03                    14. ORDER TYPE NEW...
9. SINGLE/MULTIPLE SHIP DATES (S/M) S    15. SHIP VIA  COURIER
10. SHIP DATE 06/12/03 CANCEL             16. FOB
11. CUST P.O. SO 125058                   17. SLMN1 INT  SLMN2      SLMN2 %
12. ORDERED BY                             18. TERMS 30      NO $ TICKET
13. SPECIAL INSTRUCTIONS                   19. AR-CUST#      20. STATUS
                                           21. INTERNAL NOTES 22. FREE FREIGHT
```

Enter your salesman number in **SLMN2** and then **ENTER** to continue. If you want to make this a future order, change Order Type as per the screen below.

```
OE03A  CW REALTIME SOFTWARE CORP          ORDER ENTRY          12 Jun 03
CUST# 10560                                ** ORDER NO. 345943

NAME      NEW APPARATUS SALES              1.      HALLS FIRE DEPT
ADDR 1    2. S
ADDR 2    3. H T
CITY      4. I O
ST/CNTY   5. P
ZIP/PST   6.
COUNTRY   7.
8. ORDER DATE 06/12/03                    14. ORDER TYPE FUTURE
9. SINGLE/MULTIPLE SHIP DATES (S/M) S    15. SHIP VIA  BESTWAY
10. SHIP DATE 06/12/03 CANCEL             16. FOB
11. CUST P.O. SO 125058                   17. SLMN1 INT  SLMN2 15  SLMN2 %    0
12. ORDERED BY                             18. TERMS 30      NO $ TICKET
13. SPECIAL INSTRUCTIONS                   19. AR-CUST#      20. STATUS
                                           21. INTERNAL NOTES 22. FREE FREIGHT

ENTER LINE NUMBER TO CHANGE, * TO VOID, OR RTN TO CONTINUE ..
```

Type **01** for SITE, then **enter quantities and part numbers** for the equipment the customer has ordered to go with this apparatus package.

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|               |                           |                        |                        |
|---------------|---------------------------|------------------------|------------------------|
| OE07A         | CW REALTIME SOFTWARE CORP | OPEN ORDER ADJUSTMENTS | 12 Jun 03              |
| CUST # 10560  | NEW APPARATUS SALES       | SLM1 INT ON ORD        | 42,757.43              |
| ORDER# 345943 | ORD DT 06/12/03 CR LIMIT  | A/R BAL                | -69,303.06             |
| SITE # 01     |                           | ORD VAL                | 580.58                 |
| REM           |                           |                        |                        |
| SEQ           | QTY ITEM NO.              | ORD UOM                | QTY TO PRICE EXTENSION |
|               | ORD'D DESCRIPTION         |                        | SHIP                   |
| 001           | 1 KWL.931-S               | EA                     | 0 580.58000 0.00       |
|               | MAGNA FIRE 3000 12VOLT    | BIN#                   |                        |
| TEXT          |                           |                        |                        |

ENTER SEQ TO CHANGE, (H)EADER, (P)AGE, \* TO VOID, RTN TO CONTINUE ...

Continue to enter applicable equipment and or parts. When finished **ENTER** to continue.

On final screen, **type S** to spool (save) or **I** to pick (print). Items can be added or changed at any later time by typing **Screen Jump OA** for Order Adjustments. Enter the order number and changes as required.

|                      |                           |                        |            |
|----------------------|---------------------------|------------------------|------------|
| OE07A                | CW REALTIME SOFTWARE CORP | OPEN ORDER ADJUSTMENTS | 12 Jun 03  |
| CUST # 10560         | NEW APPARATUS SALES       | SLM1 INT ON ORD        | 42,757.43  |
| ORDER# 345943        | ORD DT 06/12/03 CR LIMIT  | A/R BAL                | -69,303.06 |
|                      | TERMS 30 0.000%           | ORD VAL                | 1,245.86   |
| PRODUCT TOTAL        | 0.00                      | LINE ITEM TAX AMOUNT   | 124,740.00 |
| 2. DISCOUNT (\$/%)   | \$ 0.00                   | DISCOUNTABLE AMOUNT    | 0.00       |
|                      |                           | -TAXABLE-- TAX         |            |
|                      |                           | ORDER LINE CODE RATE%  | TAX AMT    |
| 3. FREIGHT           |                           | Y                      |            |
| 4. MISCELLANEOUS     |                           |                        |            |
| 5. MINIMUM ORDER CHG |                           |                        |            |
| 6. ORDER TAX AMOUNT  |                           | 0.00 E 0.000 (%/\$)    | \$ 0.00    |
| TOTAL TAX AMOUNT     | 0.00                      |                        |            |
| ORDER TOTAL          | 0.00                      |                        |            |

ENTER (F)UTURE DATING, LINE#, (H)EADER, (B)ILL, (C)ASH  
(D)ETAIL, M MIN ORDER CHECK, \* TO VOID, S TO POST/SPOOL, I TO POST/PICK **S**

# Realtime Software Corporation - New Apparatus Build Manual

## D. ORDERING EQUIPMENT FOR APPARATUS

### 1. CONVERT FUTURE ORDER TO REGULAR ORDER

Ignore this section if you did NOT use the order type of FUTURE at the beginning. If the New Apparatus Sales order was entered with a FUTURE order type, when it comes time to order the loose equipment and/or parts, and pull from stock, **type SOE07** at any menu and **select line 5** to convert the future order to a **NEW** type order.

|                                  |                              |   |
|----------------------------------|------------------------------|---|
| SCREEN CW REALTIME SOFTWARE CORP | Order Adjustments Processing | 12 Jun 03   |
| 20 CWW                           |                              | DS  |
| SOE07                            | ENTER SELECTION NUMBER:      | 16:47:18  |
| HS                               |                              |   |
| FUNCTION                         | NMBR                         | DESCRIPTION   |
|                                  | 0                            | Select Printer                                      |
|                                  | 1                            | Open Order Adjustments                              |
|                                  | 2                            | Open Order Adjustments Report                       |
|                                  | 3                            | Open Order Adjustments - Customer# Change           |
|                                  | 4                            | Order Split / Duplicate                             |
|                                  | <b>5</b>                     | <b>Convert Between Future Order and Sales Order</b> |
|                                  | 6                            | Open Order Inquiry/Adjust - Scroll on Screen        |

**Type the order number** at the screen prompt. Then **type O** for order type and **change from FUTURE to NEW**.

|  |                              |           |
|--|------------------------------|-----------|
| OE07F CW REALTIME SOFTWARE CORP                                | FUTURE TYPE CONVERSION       | 12 Jun 03 |
| ORDER# 345943  |                              |           |
| CUST# 10560  | SHIP-TO                      |           |
| NAME NEW APPARATUS SALES                                       | HALLS FIRE DEPT              |           |
| ADDR 1   | S                            |           |
| ADDR 2   | H T                          |           |
| CITY   | I O                          |           |
| ST/CNTY  | P                            |           |
| ZIP/PST  |                              |           |
| COUNTRY  |                              |           |
| SINGLE/MULTIPLE SHIP DATES (S/M) S                             |                              |           |
| ORDER DATE 06/12/03  | TAX CODE E                   |           |
| SHIP DATE 06/12/03 CANCEL                                      | TERMS 30                     |           |
| CUST P.O. SO 125058  | ORDER TYPE <b>NEW</b>        |           |
| SPECIAL INSTRUCTIONS   | SHIP VIA BESTWAY             |           |
|  | FOB                          |           |
|  | SLMN1 INT SLMN2 15 SLMN2 % 0 |           |
|  | OVERRIDE LINE ITEM TAX CD    |           |
|  | A/R-CUSTOMER#                |           |
| ENTER (O)RDER TYPE, S TO POST/SPOOL, I TO POST/PICK, * TO VOID |                              | O...      |

**Type S** to spool (save).

# Realtime Software Corporation - New Apparatus Build Manual

Type **Screen Jump OA** for Order Adjustments and enter the **order number**. Pull up **Line 14** (which now shows NEW) and then **ENTER**.

```
OE07A  CW REALTIME SOFTWARE CORP          OPEN ORDER ADJUSTMENTS          12 Jun 03

ORDER#  345943
CUST#   10560                               SHIP-TO
NAME    NEW APPARATUS SALES                 1.    HALLS FIRE DEPT
ADDR 1                                     2.    S
ADDR 2                                     3.    H T
CITY                                          4.    I O
ST/CNTY                                     5.    P
ZIP/PST                                     6.
COUNTRY                                     7.

SINGLE/MULTIPLE SHIP DATES (S/M) S
8.  ORDER DATE 06/12/03                    13.  TERMS    30          NO $ TICKET
9.  SHIP DATE  06/12/03 CANCEL             14.  ORDER TYPE NEW... /
10. CUST P.O.  SO 125058                   15.  SHIP VIA  BESTWAY
11. ORDERED BY                               16.  FOB
12. SPECIAL INSTRUCTIONS                    17.  SLMN1 INT  SLMN2 15  SLMN2 %  0
                                           18.  OVERRIDE LINE ITEM TAX CD
                                           19.  A/R-CUSTOMER#
                                           20.  FREE FREIGHT      21.  STATUS
                                           OPEN TICKETS

ENTER LINE#, * TO VOID, (DEL) TO DELETE, (T)OTALS, (CAN) TO CANCEL,
S TO POST/SPOOL, I TO POST/PICK, RTN TO CONTINUE 14
```

You will then be prompted for the **part#, serial#** combination for the apparatus that is sold. This will be the same as what was in the purchase order type of AV, and also in the customer's sales order.

```
OE03A  CW REALTIME SOFTWARE CORP          ORDER ENTRY                      12 Jun 03

CUST# 10560                                ** ORDER NO. 345938

NAME    NEW APPARATUS SALES                 1.    HALLS FIRE DEPT.
ADDR 1                                     2.    S
ADDR 2                                     3.    H T
CITY                                          4.    I O
ST/CNTY                                     5.    P
ZIP/PST                                     6.
COUNTRY                                     7.

1.  ENTER ITEM# OR CROSS REFERENCE          PART#      .....
2.  ENTER '?' FOR INDEX LOOKUP             SERIAL#
3.  ENTER 'C' FOR S/N'S FOR CUSTOMER
4.  ENTER 'S' FOR LOOKAT BY SERIAL#
```

Type the **part# COMPUMP** (in this case) which pulls up the complete part# EON+COMPUMP, and the **S/O#**. If it is correct, answer **Y** to continue.



# Realtime Software Corporation - New Apparatus Build Manual

```
OE03A  CW REALTIME SOFTWARE CORP      ORDER ENTRY      12 Jun 03
CUST# 10560                          ** ORDER NO. 345938

NAME      NEW APPARATUS SALES          1.      HALLS FIRE DEPT.
ADDR 1    2.      S
ADDR 2    3.      H T
CITY      4.      I O
ST/CNTY  5.      P
ZIP/PST   6.
COUNTRY   7.

PART#     EON+COMPUMP
SERIAL#   125058

SERIAL NUMBER IS ON HAND IN SITE 01

IS THIS INFORMATION CORRECT (Y/N)?  Y
```

**ENTER** through the next 5 lines. These are not important at this early stage before the truck has arrived. This type of order is treated like a service order so there are additional fields of information that a non-service order does not display.

```
OE03A  CW REALTIME SOFTWARE CORP      ORDER ENTRY      12 Jun 03
CUST# 10560                          ** ORDER NO. 345938

NAME      NEW APPARATUS SALES          1.      HALLS FIRE DEPT.
ADDR 1    2.      S
ADDR 2    3.      H T
CITY      4.      I O
ST/CNTY  5.      P
ZIP/PST   6.
COUNTRY   7.

PART#     EON+COMPUMP
SERIAL#   125058

A. HOUR METER                                ON HAND IN SITE 01
B. STATUS      O      OPEN
C. TECH
D. SERVICE TAG#
E. SERVICE NOTES
```

At the service notes field (repair #1) you will need to fill in some kind of note.

```
OE07A  CW REALTIME SOFTWARE CORP      OPEN ORDER ADJUSTMENTS  12 Jun 03
ORDER#  345943
CUST#   10560                          SHIP-TO
NAME    NEW APPARATUS SALES          1.      HALLS FIRE DEPT
ADDR 1  2.      S
1. REPAIR #1  SERVICE COMMENTS (COMPLAINT)

Text Window                                Edit
```

# Realtime Software Corporation - New Apparatus Build Manual

Continue to **ENTER** through the screens until you reach the detail screen with the loose equipment that is being sold with the apparatus. If you need to add or change anything you can do it from this screen. Each line item will ask for a "repair number". This repair number is used to segregate different types of "jobs" that are being done on the order. For now you can just enter repair# 1 for each one.

|   |                                      |                        |                        |
|---|--------------------------------------|------------------------|------------------------|
| OE07A   | CW REALTIME SOFTWARE CORP            | OPEN ORDER ADJUSTMENTS | 12 Jun 03              |
| CUST # 10560  | NEW APPARATUS SALES                  | SLM1 INT ON ORD        | 44,003.29              |
| ORDER# 345943   | ORD DT 06/12/03 CR LIMIT             | A/R BAL                | -69,303.06             |
| SITE # 01   |                                      | ORD VAL                | 1,245.86               |
|   | REM                                  |                        |                        |
| SEQ   | QTY ITEM NO.                         | ORD UOM                | QTY TO PRICE EXTENSION |
|   | ORD'D DESCRIPTION                    |                        | SHIP                   |
| 001   | 1 KWL.931-S                          | EA                     | 0 580.58000 0.00       |
|   | RPR# 1 MAGNA FIRE 3000 12VOLT        |                        | BIN#                   |
| 002   | 1 ALC.PEL-24                         | EA                     | 1 368.28000 368.28     |
|   | RPR# 1 PUMPER LADDER 22 SEC 24'      |                        | BIN#                   |
| 003   | 1 ALC.PRL-14                         | EA                     | 1 172.26000 172.26     |
|   | RPR# 1 PUMPER ROOF LADDER 14'-3 LONG |                        | BIN#                   |
| 004   | 1 ALC.FL-10                          | EA                     | 1 124.74000 124.74     |
|   | RPR# 1 FOLDING LADDER10'-6 LONG      |                        | BIN#                   |
| ENTER SEQ TO CHANGE, (H)EADER, (P)AGE, * TO VOID, RTN TO CONTINUE ... |                                      |                        |                        |

**ENTER** to continue and then **S to spool or I to print**.

# Realtime Software Corporation - New Apparatus Build Manual

## D. ORDERING EQUIPMENT FOR APPARATUS

### 2. GENERATE PURCHASE ORDERS FOR EQUIPMENT

Purchase Orders can be created for the NEW Apparatus Order type either through the “Requisition Generator – Sales Order to P/O” or through the create Purchase Order from sales order program. Both methods serve the same purpose and link the purchase orders to the sales orders in exactly the same way. The Create P/O from Sales Order will be reviewed first.

#### CREATE P/O FROM SALES ORDER

The create p/o from sales order is the easier of the two methods for smaller users. Normally the person entering the items on the sales order will then need to turn around and create the purchase orders for the loose equipment.

Type the **Screen Jump PO** at any menu to run the Create Purchase Order from Sales Order program. This program will review all line items on the sales order that do NOT have a purchase order linked to them and then determine whether purchase orders need to be created. The “create purchase order from sales order” will only look at line items where the quantity to ship is less than the quantity ordered for NEW type orders (this can be adjusted in the Order Type table if necessary). PO will bring up the following screen. Enter the Sales Order Number.

|        |                  |                       |           |
|--------|------------------|-----------------------|-----------|
| PO03F  | CW C.W. Williams | AUTO CREATE P/O ENTRY | 03 Oct 04 |
| ORDER# | <b>345943</b>    |                       |           |

The following screen will then appear. The system will determine what vendor(s) to use based on the inventory records. If only one vendor is involved then prompt 4 will just have 1 line below it. If non-stock parts are involved you will need to call up prompt 4 to assign the vendor. Users will typically want to first enter “D” for detail to see what line items the system is about to purchase:

# Realtime Software Corporation - New Apparatus Build Manual

```

PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          03 Oct 04

ORDER#           345943
CUST#           10560                      SHIP-TO
NAME            NEW APPARATUS SALES        NEW APPARATUS SALES
ADDR 1          S
ADDR 2          H T
CITY            I O
ST/CNTY        P
ZIP/PST
COUNTRY

1. SHIP VIA     COURIER                    ORDER DATE 10/03/04
2. ORDER TYPE  APP          NEW APPARATUS SALES
   DROP SHIP THE UNAVAILABLE INVENTORY -- TO OUR OFFICE
   SALES ORDER WILL NOT BE BILLED UPON RECEIPT, DON'T SHOW AS ON DROP
3. TERMS       NET 30 DAYS
4. VEND#
VENDOR#        10711   KWIK-RAZE          VENDOR#        10711   KWIK-RAZE

ENTER # TO CHANGE, D)DETAIL LINE ITEMS, * VOID OR ^ TO CREATE P/O'S  D
    
```

```

PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          03 Oct 04

ORDER#           345943
CUST#           10560                      SHIP-TO
NAME            NEW APPARATUS SALES        NEW APPARATUS SALES

CREATE SEQ VENDOR# ITEM#          DESCRIPTION          P/O QTY
*      001 10711   KWL.931-S      MAGNA FIRE 3000 12V W/SWITCH      1

ENTER SEQ, S)ELECT ALL, D)ESELECT ALL, P)AGE, * TO VOID, or Enter      ...
    
```

The first column will display an \* to the left of the line item if that line item is going to be part of the purchase order(s) created. If the user enters a line number, it will toggle the \* on and off. Note that the order we were using only has 1 line item that needs to be purchased (only 1 line item has a quantity to ship less than the quantity ordered). If the quantity to ship were 0 on all the line items on the sales order, then the first and second screen of the PO would look as follows. Also, notice how two vendors are linked to this sales order.

# Realtime Software Corporation - New Apparatus Build Manual

```

PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          03 Oct 04

ORDER#           345943
CUST#           10560                      SHIP-TO
NAME            NEW APPARATUS SALES        NEW APPARATUS SALES
ADDR 1          S
ADDR 2          H T
CITY            I O
ST/CNTY        P
ZIP/PST
COUNTRY

1. SHIP VIA     COURIER                     ORDER DATE 10/03/04
2. ORDER TYPE  APP           NEW APPARATUS SALES
   DROP SHIP THE UNAVAILABLE INVENTORY -- TO OUR OFFICE
   SALES ORDER WILL NOT BE BILLED UPON RECEIPT, DON'T SHOW AS ON DROP
3. TERMS       NET 30 DAYS
4. VEND#
VENDOR#   10033  ALUMINUM LADDER COMP  VENDOR#   10033  ALUMINUM LADDER COMP
VENDOR#   10711  KWIK-RAZE                VENDOR#   10711  KWIK-RAZE

ENTER # TO CHANGE, D)DETAIL LINE ITEMS, * VOID OR ^ TO CREATE P/O'S .D
    
```

```

PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          03 Oct 04

ORDER#           345943
CUST#           10560                      SHIP-TO
NAME            NEW APPARATUS SALES        NEW APPARATUS SALES

CREATE SEQ  VENDOR#  ITEM#                DESCRIPTION                P/O QTY
*   002  10033    ALC.PEL-24          LADDER, PUMPER 2-SECTION 24'  1
*   003  10033    ALC.PRL-14          LADDER, ROOF 14'              1
*   004  10033    ALC.FL-10           LADDER, FOLDING 10'           1
*   001  10711    KWL.931-S           MAGNA FIRE 3000 12V W/SWITCH  1

ENTER SEQ, S)ELECT ALL, D)ESELECT ALL, P)AGE, * TO VOID, or Enter 4..
    
```

In the above example 3 line items will get created on a purchase order to vendor 10033 and 1 line item will get created on a purchase order to vendor 10711. If the user only wants to create the purchase order for vendor 10033 they can enter Sequence 1 at the change line. This will remove the \* from the part number that is for vendor 10711.

# Realtime Software Corporation - New Apparatus Build Manual

```
PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          03 Oct 04

ORDER#           345943
CUST#           10560                      SHIP-TO
NAME            NEW APPARATUS SALES        NEW APPARATUS SALES

CREATE SEQ VENDOR# ITEM#          DESCRIPTION          P/O QTY
*      002 10033  ALC.PEL-24      LADDER, PUMPER 2-SECTION 24'  1
*      003 10033  ALC.PRL-14      LADDER, ROOF 14'             1
*      004 10033  ALC.FL-10      LADDER, FOLDING 10'          1
      001 10711  KWL.931-S      MAGNA FIRE 3000 12V W/SWITCH  1

ENTER SEQ, S)ELECT ALL, D)ESELECT ALL, P)AGE, * TO VOID, or Enter ...
```

In the above screen only the parts for vendor 10033 will be ordered since the part for vendor 10711 no longer has the \* next to it. Hit Enter to go back to the Header screen, and then ^ to create the purchase orders.

```
PO03F  CW REALTIME SOFTWARE CORP          AUTO CREATE P/O ENTRY          03 Oct 04

ORDER#           345943
CUST#           10560                      SHIP-TO
NAME            NEW APPARATUS SALES        NEW APPARATUS SALES
ADDR 1          S
ADDR 2          H T
CITY            I O
ST/CNTY        P
ZIP/PST
COUNTRY

1. SHIP VIA     COURIER                      ORDER DATE 10/03/04
2. ORDER TYPE  APP          NEW APPARATUS SALES
   DROP SHIP THE UNAVAILABLE INVENTORY -- TO OUR OFFICE
   SALES ORDER WILL NOT BE BILLED UPON RECEIPT, DON'T SHOW AS ON DROP
3. TERMS       NET 30 DAYS
4. VEND#

VENDOR#   10033  ALUMINUM LADDER COMP  VENDOR#   10033  ALUMINUM LADDER COMP
VENDOR#   10711  KWIK-RAZE             VENDOR#   10711  KWIK-RAZE

ENTER # TO CHANGE, D)ETAIL LINE ITEMS, * VOID OR ^ TO CREATE P/O'S ^
```

The system will then give you a chance to print the purchase order(s) just created.

```
THE FOLLOWING PURCHASE ORDER(S) HAVE BEEN CREATED
145241
ENTER P TO PRINT PURCHASE ORDER(S)
```

# Realtime Software Corporation - New Apparatus Build Manual

The NEW order types can frequently require loose equipment and parts from several different vendors. Some users like to enter the loose equipment and parts for just one vendor on the setup order. Then they will use “PO” to create the first purchase order. They will then go into OA to adjust the sales order. They will then add the loose equipment and parts for the next vendor to the setup order. They will then go back into PO and create another PO for that sales order (the system ignores the line items that have already been purchased). The user may continue this until they are done ordering everything.

If down the road additional loose equipment needs to be purchased, users can keep going into OA and adding lines to the sales order. Then they can enter “PO” to create purchase orders for the “incremental” line items that are added to the setup order.

## REQUISITION GENERATOR – SALES ORDER TO P/O

This process allows the system to automatically find what needs to be purchased. This can be very useful when several users are working on orders at once and a purchasing manager then needs to buy the inventory. The requisition generator is also useful to make sure things don’t fall through the cracks (i.e. somebody forgot to do Create P/O from Sales Order).

Type the **Screen Jump RC** at any menu to run the requisition generator which looks at all open setup orders and creates suggested purchase orders called requisitions. This process allows you to review the items to order and change them as needed before converting to an actual purchase order to the vendor. If the customer purchasing the apparatus wants some of their equipment drop-shipped straight to them, that can be changed through this process.

```
PO02G  CW REALTIME SOFTWARE CORP  REQ GENERATOR FOR CUSTOMER ORDERS  12 Jun 03
      Display of the PROFILE-HEADER table, by Profile
SQ  Profile          Description
 1  NEW              EQP ORDER FOR NEW APPARATUS
 2  NORMAL          NORMAL REQ

(C)HANGE, (P)AGE, (B)ACK, (I)NDEX, (T)OGGLE, (R)ETURN, * TO VOID, SEQ# 1.....
END OF SEARCH INDEX
```

You can change the parameters as needed by selecting the line numbers on the left. Then **type Y** to execute.

# Realtime Software Corporation - New Apparatus Build Manual

```

PO02G CW REALTIME SOFTWARE CORP REQ GENERATOR - SALES ORDER TO P/O 12 Jun 03
0. ENTER PROFILE TO USE NEW DESC - EQP ORDER FOR NEW APPARATUS

1. ENTER SITE 01
2. ENTER CATEGORY
3. ENTER MFR CODE
4. ENTER ORDER TYPE NEW
5. ORDERED BY (OR REPRINT) TOMMY NORFLEET
6. ENTER DATE RANGE TO

ENTER #, S)AVE PROFILE, * TO VOID, OR 'Y' TO EXECUTE Y.
PROFILE DATA HAS CHANGED, SAVE PROFILE WITH 'S' OPTION
    
```

To adjust the requisitions, type **Screen Jump RA** at any menu to adjust the requisitions that show on the report. There will be a different requisition number for each applicable vendor and in this case there were three different vendors so three numbers. At the prompt, type in the requisition number. In this case, the requisition 548012 has two line items and we want one to come to the office and the other to go directly to the customer.

```

PO04A CW REALTIME SOFTWARE CORP REQUISITION ADJUSTMENT 13 Jun 03
REQUISITION NO. 548012
    
```

**Type D** for detail line items to adjust one of the items off that will be drop-shipped to the customer (or that needs to be removed prior to creating a purchase order for other reasons).

```

PO04A CW REALTIME SOFTWARE CORP REQUISITION ADJUSTMENT 13 Jun 03
REQUISITION NO. 548012 INV P/O Y

1.VENDOR 10020 12.SHIP VIA UPS GROUND
2.VENDOR SELECTION (P,A,K) P 13.DEPARTMENT CODE DS*11ED7
3.AKRON BRASS COMPANY SPECIAL SHIP TO
4.135 S. LASALLE ST. DEPT 4566 14.CW WILLIAMS
5. 15.P.O. Box 7757
6.CHICAGO 16.501 Instrument Drive
7.IL 60674-4566 17.Rocky Mount
8. 18.NC
9.REQUISITION DATE 06/12/03 19.27804
10.EFFECTIVE DATE 06/12/03
11.DATE REQUIRED 06/19/03 24.TYPE
PRODUCT TOTAL 11,525.90 25.TERMS NET 30 DAYS
20.DISCOUNT (%/$)
21.FREIGHT
22.MISC
23.TAX
ORDER TOTAL 11,525.90
ENTER LINE#, D)ETAIL, C)ONVERT TO P/O, DEL)ETE, *-VOID, ^ TO POST D.
    
```



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Select the line you want drop shipped and change the quantity to zero.

```

PO04A CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03
VENDOR 10020          AKRON BRASS COMPANY          VIA UPS GROUND          DEPT DS*11E
D7          EFFECTIVE 06/12/03          REQUIRED 06/19/03          SPCL SHIP Y          INV P/O Y
REQUISITION 548012          RQ'N DT 06/12/03          PRODUCT TOTAL          11,525.90
SITE 01
LINE
002          QTY ITEM NUMBER/DESC          COST UOM PG          PRICE          REFERENCE#
0          AKR.3433          2348.42000 EA 11          2348.42000          345943*006
          HI RISER MONITOR          (EXTENSION)          2348.42
001          3 01 AKR.3431          EA          3059.16000          9177.48          345943*005
002          1 01 AKR.3433          EA          2348.42000          2348.42          345943*006

ENTER LINE TO CHANGE, P)AGE, A)DD, H)EADER, * TO VOID, ^ TO POST 2
    
```

ENTER to continue and you will see that line 2 is deleted from this requisition.

```

PO04A CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03
VENDOR 10020          AKRON BRASS COMPANY          VIA UPS GROUND          DEPT DS*11E
D7          EFFECTIVE 06/12/03          REQUIRED 06/19/03          SPCL SHIP Y          INV P/O Y
REQUISITION 548012          RQ'N DT 06/12/03          PRODUCT TOTAL          9,177.48
SITE 01
LINE
003          QTY ITEM NUMBER/DESC          COST UOM PG          PRICE          REFERENCE#
          (EXTENSION)
001          3 01 AKR.3431          EA          3059.16000          9177.48          345943*005
002          ** LINE DELETED **

ENTER LINE TO CHANGE, P)AGE, A)DD, H)EADER, * TO VOID, ^ TO POST ...
    
```

Type Enter or H for header, then Type C to convert to a Purchase Order. Notice lines 14-19 show where item will be shipped to. On the orders for New Apparatus equipment, the default will be to your dealer location.

```

PO04A CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03
REQUISITION NO. 548012          INV P/O Y
1.VENDOR 10020          12.SHIP VIA UPS GROUND
2.VENDOR SELECTION (P,A,K) P          13.DEPARTMENT CODE DS*11ED7
3.AKRON BRASS COMPANY          SPECIAL SHIP TO
4.135 S. LASALLE ST. DEPT 4566          14.CW WILLIAMS
5.          15.P.O. Box 7757
6.CHICAGO          16.501 Instrument Drive
7.IL 60674-4566          17.Rocky Mount
8.          18.NC
9.REQUISITION DATE 06/12/03          19.27804
10.EFFECTIVE DATE 06/12/03
11.DATE REQUIRED 06/19/03
PRODUCT TOTAL          9,177.48
20.DISCOUNT (%/$)
21.FREIGHT
22.MISC
23.TAX
ORDER TOTAL          9,177.48
ENTER LINE#, D)ETAIL, C)ONVERT TO P/O, DEL)ETE, *-VOID, ^ TO POST C.
    
```

# Realtime Software Corporation - New Apparatus Build Manual

**Type P** for regular Purchase Order.

```
PO04A  CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03
REQUISITION NO. 548012                    INV P/O Y
 1.VENDOR 10020                            12.SHIP VIA  UPS GROUND
 2.VENDOR SELECTION (P,A,K) P              13.DEPARTMENT CODE  DS*11ED7
 3.AKRON BRASS COMPANY                     SPECIAL SHIP TO
 4.135 S. LASALLE ST. DEPT 4566           14.CW WILLIAMS
 5.                                          15.P.O. Box 7757
 6.CHICAGO                                  16.501 Instrument Drive
 7.IL 60674-4566                           17.Rocky Mount
 8.                                          18.NC
 9.REQUISITION DATE 06/12/03              19.27804
10.EFFECTIVE DATE 06/12/03
11.DATE REQUIRED 06/19/03
    PRODUCT TOTAL          9,177.48
20.DISCOUNT (%/$)
21.FREIGHT
22.MISC
23.TAX
    ORDER TOTAL          9,177.48
ENTER 'P' FOR REGULAR P/O OR 'T' FOR TRANSFER P/O (P/T)          P
```

Note the Purchase Order number automatically created. **Type I** to print or **ENTER** to finish. In most cases you will want to print, fax or e-mail to the vendor.

```
REQUISITION NO. 548012                    INV P/O Y
 1.VENDOR 10020                            12.SHIP VIA  UPS GROUND
 2.VENDOR SELECTION (P,A,K) P              13.DEPARTMENT CODE  DS*11ED7
 3.AKRON BRASS COMPANY                     SPECIAL SHIP TO
 4.135 S. LASALLE ST. DEPT 4566           14.CW WILLIAMS
 5.                                          15.P.O. Box 7757
 6.CHICAGO                                  16.501 Instrument Drive
 7.IL 60674-4566                           17.Rocky Mount
 8.                                          18.NC
 9.REQUISITION DATE 06/12/03              19.27804
10.EFFECTIVE DATE 06/12/03
11.DATE REQUIRED 06/19/03
    PRODUCT TOTAL          9,177.48
PURCHASE ORDER# 136853 HAS BEEN CREATED
ENTER 'I' TO PRINT, OR ANY OTHER KEY          I.
```

On the requisition report there may be more requisitions numbers that need to be converted to PO's. Type **Screen Jump RA** at the menu, then C to convert to PO as shown above for each one.

Then you can go back to **RC** to run the requisition generator again to pick up the line item that you removed from the first requisition so it could be drop shipped to the customer. A new requisition number will be assigned. Type **Screen Jump RA** to convert the last requisition for New Apparatus Internal Orders. Type the new requisition number at the prompt. If you want to change the ship to address **Select lines 14-19** to change the ship-to information for the vendor. You may want this item to be shipped directly to the customer. **Select line 12** to change the Ship Via if needed.

# Realtime Software Corporation - New Apparatus Build Manual

```
004A  CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03
REQUISITION NO. 548028                    INV P/O Y
1.VENDOR 10020                            12.SHIP VIA UPS GROUND
2.VENDOR SELECTION (P,A,K) P              13.DEPARTMENT CODE DS*11F2F
3.AKRON BRASS COMPANY                     SPECIAL SHIP TO
4.135 S. LASALLE ST. DEPT 4566           14.CW WILLIAMS
5.                                          15.P.O. Box 7757
6.CHICAGO                                  16.501 Instrument Drive
7.IL 60674-4566                           17.Rocky Mount
8.                                          18.NC
9.REQUISITION DATE 06/13/03              19.27804
10.EFFECTIVE DATE 06/13/03
11.DATE REQUIRED 06/20/03                  24.TYPE
PRODUCT TOTAL 2,348.42                   25.TERMS NET 30 DAYS
20.DISCOUNT (%/$)
21.FREIGHT
22.MISC
23.TAX
ORDER TOTAL 2,348.42
ENTER LINE#, D)ETAIL, C)ONVERT TO P/O, DEL)ETE, *-VOID, ^ TO POST 14
```

If there is an address line that needs to be blanked out (in this case line 19), a “shift underline” in the field will delete anything that is already in that field. **Type C** to convert to a PO.

```
PO04A  CW REALTIME SOFTWARE CORP          REQUISITION ADJUSTMENT          13 Jun 03
REQUISITION NO. 548028                    INV P/O Y
1.VENDOR 10020                            12.SHIP VIA UPS GROUND
2.VENDOR SELECTION (P,A,K) P              13.DEPARTMENT CODE DS*11F2F
3.AKRON BRASS COMPANY                     SPECIAL SHIP TO
4.135 S. LASALLE ST. DEPT 4566           14.HALLS FIRE DEPT.
5.                                          15.8170 KEENEN ROAD
6.CHICAGO                                  16.CLINTON
7.IL 60674-4566                           17.NC
8.                                          18.28328
9.REQUISITION DATE 06/13/03              19.
10.EFFECTIVE DATE 06/13/03
11.DATE REQUIRED 06/20/03                  24.TYPE
PRODUCT TOTAL 2,348.42                   25.TERMS NET 30 DAYS
20.DISCOUNT (%/$)
21.FREIGHT
22.MISC
23.TAX
ORDER TOTAL 2,348.42
ENTER LINE#, D)ETAIL, C)ONVERT TO P/O, DEL)ETE, *-VOID, ^ TO POST C.
```

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After the PO is created, **type I** to print or **ENTER** to return to the menu.

|  |                        |
|--|------------------------|
| REQUISITION NO. 548028                         | INV P/O Y              |
| 1.VENDOR 10020                                 | 12.SHIP VIA UPS GROUND |
| 2.VENDOR SELECTION (P,A,K) P                   | 13.DEPARTMENT CODE     |
| 3.AKRON BRASS COMPANY                          | SPECIAL SHIP TO        |
| 4.135 S. LASALLE ST. DEPT 4566                 | 14.HALLS FIRE DEPT.    |
| 5.   | 15.8170 KEENEN ROAD    |
| 6.CHICAGO                                      | 16.CLINTON             |
| 7.IL 60674-4566                                | 17.NC                  |
| 8.   | 18.28328               |
| 9.REQUISITION DATE 06/13/03                    | 19.                    |
| 10.EFFECTIVE DATE 06/13/03                     |                        |
| 11.DATE REQUIRED 06/13/03                      | 24.TYPE                |
| PRODUCT TOTAL 2,348.42                         | 25.TERMS NET 30 DAYS   |
| PURCHASE ORDER# <b>136856</b> HAS BEEN CREATED |                        |
| ENTER 'I' TO PRINT, OR ANY OTHER KEY <b>.</b>  |                        |

# Realtime Software Corporation - New Apparatus Build Manual

## D. ORDERING EQUIPMENT FOR APPARATUS

### 3. MISC. PURCHASE ORDER ENTRY WITH AV PO-TYPE

There is another option for linking parts and loose equipment to the cost of a new apparatus besides the New Apparatus Internal Setup Order discussed previously. If you have miscellaneous items that need to be ordered in addition to what was entered on the internal setup order, you can enter a separate purchase order and tie the purchase order to the S/O# with the PO-TYPE. **This option will attach the parts at COST to the apparatus.** If you want a mark up you must use the New Apparatus Internal Order. When the product is received in on the purchase order, it will be done the same way as described in the following Section D,1, for receiving a purchase ordered item.

Type **Screen Jump PE** at any menu for purchase order entry, type vendor number or search (??NAME). Enter through fields until line 14 and **type AV**.

|   |                           |                          |           |
|---|---------------------------|--------------------------|-----------|
| PO03A   | CW REALTIME SOFTWARE CORP | PURCHASE ORDER ENTRY     | 13 Jun 03 |
| VENDOR 10709                                  | ALCOLITE                  |                          |           |
| 1. PURCHASE ORDER NO.                         | 136858                    |                          |           |
| 2. PURCHASE ORDER DATE                        | 06/13/03                  |                          |           |
| 3. INVENTORY P/O (Y/N), (T)RANSFER, (O)UTSIDE | Y                         | AFFIX R TO RESERVE       |           |
| 4. DATE REQUIRED                              | 06/13/03                  |                          |           |
| 5. SHIP VIA                                   | BEST WAY                  | 16. BUYER NAME           |           |
| 6. FOB  |                           | 17. DELIVER TO           |           |
| SPECIAL SHIP TO (OR SITE# OR CUST#)           |                           | 18. PROJECT NO.          |           |
| 7.  |                           | 19. CONFIRMING           |           |
| 8.  |                           | 20. DEPARTMENT           |           |
| 9.  |                           | 21. SPECIAL INSTRUCTIONS |           |
| 10.   |                           |                          |           |
| 11.   |                           |                          |           |
| 12.   |                           |                          |           |
| 13. SINGLE/MULTIPLE RELEASE DATES (S/M)       | S                         |                          |           |
| 14. PO-TYPE                                   | <b>AV</b> . . . .         |                          |           |
| 15. TERMS                                     |                           |                          |           |

You will then be prompted for the same part# S/O# (serial#) combination as shown in the previous Section B,2, Adjust Purchase Order for AV PO-Type.

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```
PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY          13 Jun 03

VENDOR 10709          ALCOLITE
1.PURCHASE ORDER NO. 136858
2.PURCHASE ORDER DATE 05/31/03
3.INVENTORY P/O (Y/N), (T)RANSFER, (O)UTSIDE  Y   AFFIX R TO RESERVE
4.DATE REQUIRED 05/31/03
5.SHIP VIA  BEST WAY          15.BUYER NAME
6.FOB          16.DELIVER TO
   SPECIAL SHIP TO (OR SITE# OR CUST#)  17.PROJECT NO.
7.          18.CONFIRMING
1. ENTER ITEM# OR CROSS REFERENCE      PART#
2. ENTER '?' FOR INDEX LOOKUP          SERIAL#
4. ENTER 'S' FOR LOOKAT BY SERIAL#
```

The part# must be complete including the prefix of **EON+**. If correct, **type Y**.

```
PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY          13 Jun 03

VENDOR 10709          ALCOLITE
1.PURCHASE ORDER NO. 136858
2.PURCHASE ORDER DATE 05/31/03
3.INVENTORY P/O (Y/N), (T)RANSFER, (O)UTSIDE  Y   AFFIX R TO RESERVE
4.DATE REQUIRED 05/31/03
5.SHIP VIA  BEST WAY          16.BUYER NAME
6.FOB          17.DELIVER TO
   SPECIAL SHIP TO (OR SITE# OR CUST#)  18.PROJECT NO.
7.          19.CONFIRMING
          PART#          EON+COMPUMP
          SERIAL#        125058

          SERIAL NUMBER IS ON HAND IN SITE 01

          IS THIS INFORMATION CORRECT (Y/N)?  Y
```

Enter the remaining information as needed. If this is a drop ship to the customer, go to **line 7** and search the customer's number and select the correct customer. You can also type an address manually in lines 7-12 if necessary.

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```
PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY          13 Jun 03

VENDOR 10709          ALCOLITE
1.PURCHASE ORDER NO. 136858
2.PURCHASE ORDER DATE 05/31/03
3.INVENTORY P/O (Y/N) OUTSIDE PROCESSING (O) Y  AFFIX R TO RESERVE
4.DATE REQUIRED 05/31/03
5.SHIP VIA BEST WAY          16.BUYER NAME JOHN DOE
6.FOB          17.DELIVER TO
   SPECIAL SHIP TO (OR SITE# OR CUST#) 18.PROJECT NO.
7.          19.CONFIRMING
8.          20.DEPARTMENT
9.          21.SPECIAL INSTRUCTIONS
10.
11.
12.
13.SINGLE/MULTIPLE RELEASE DATES (S/M) S
14. PO-TYPE AV
15. TERMS NET 30 DAYS

ENTER LINE TO CHANGE, * TO VOID, RTN TO CONTINUE 7.
```

```
PO03A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER ENTRY          13 Jun 03

VENDOR 10709          ALCOLITE
1.PURCHASE ORDER NO. 136858
2.PURCHASE ORDER DATE 05/31/03
3.INVENTORY P/O (Y/N) OUTSIDE PROCESSING (O) Y  AFFIX R TO RESERVE
4.DATE REQUIRED 05/31/03
5.SHIP VIA BEST WAY          16.BUYER NAME JOHN DOE
6.FOB          17.DELIVER TO
   SPECIAL SHIP TO (OR SITE# OR CUST#) 18.PROJECT NO.
7. ??HALL.....          19.CONFIRMING
8.          20.DEPARTMENT
9.          21.SPECIAL INSTRUCTIONS
10.
11.
12.
13.SINGLE/MULTIPLE RELEASE DATES (S/M) S
14. PO-TYPE AV
15. TERMS NET 30 DAYS
```

**ENTER** to continue to the detail parts screen after making necessary changes to this first screen.

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```

PO03A CW REALTIME SOFTWARE CORP PURCHASE ORDER ENTRY 13 Jun 03
VENDOR 10709 ALCOLITE
1.PURCHASE ORDER NO. 136858
2.PURCHASE ORDER DATE 05/31/03
3.INVENTORY P/O (Y/N) OUTSIDE PROCESSING (O) Y AFFIX R TO RESERVE
4.DATE REQUIRED 05/31/03
5.SHIP VIA BEST WAY 16.BUYER NAME JOHN DOE
6.FOB 17.DELIVER TO
SPECIAL SHIP TO (OR SITE# OR CUST#) 18.PROJECT NO.
7.HALLS FIRE DEPARTMENT 19.CONFIRMING
8. 20.DEPARTMENT
9.8170 KEENEN ROAD 21.SPECIAL INSTRUCTIONS
10.CLINTON
11.NC
12.28328
13.SINGLE/MULTIPLE RELEASE DATES (S/M) S
14. PO-TYPE AV
15. TERMS NET 30 DAYS
ENTER LINE TO CHANGE, * TO VOID, RTN TO CONTINUE ..
    
```

```

PO03A CW REALTIME SOFTWARE CORP PURCHASE ORDER ENTRY-SINGLE 13 Jun 03
VENDOR 10709 ALCOLITE VIA BEST WAY DEPT
REQUIRED 05/31/03 SPCL SHIP Y INV P/O Y
PURCHASE ORDER 136858 P/O DATE 05/31/03 PRODUCT TOTAL
LINE SITE 01
001 QTY ITEM NUMBER/DESC UOM COST PG PRICE REFERENCE#
2 .....
DISCOUNT
(EXTENSION)
TEXT
ENTER LINE TO CHANGE, P TO PAGE, * TO VOID, RTN TO CONTINUE
    
```

After entering the **site number (01)** and the **quantity**, if you're not sure of the correct item#, you can hit ? (or ?:, or ?:, or ?;) to search for the part number.

After looking up the part#, the system will bring the part number back to the purchase order. If you void out of the search you will return back to the part number prompt and you can **type any item number**. At this screen you do not need to type the 3 letter prefix. **ENTER** to continue and then type **P to print** or **^ to post**.

```

PO03A CW REALTIME SOFTWARE CORP PURCHASE ORDER ENTRY-SINGLE 13 Jun 03
VENDOR 10709 ALCOLITE VIA BEST WAY DEPT
REQUIRED 05/31/03 SPCL SHIP Y INV P/O Y
PURCHASE ORDER 136858 P/O DATE 05/31/03 PRODUCT TOTAL
LINE SITE 01
001 QTY ITEM NUMBER/DESC UOM COST PG PRICE REFERENCE#
2 ALC. ALP-080-8 EA 94.20000 11 94.20000 .....
8' ATTIC LADDER DISCOUNT
(EXTENSION) 188.40
TEXT
LINE# TO CHANGE, N)OT COMPLETE, H)EADER, P)AGE, * TO VOID, RTN TO CONTINUE
    
```



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|   |                           |                      |                       |
|---|---------------------------|----------------------|-----------------------|
| PO03A   | CW REALTIME SOFTWARE CORP | PURCHASE ORDER ENTRY | 13 Jun 03             |
| VENDOR 10709  | ALCOLITE                  | VIA BEST WAY         | DEPT                  |
| LAST SITE 01  |                           | REQUIRED 05/31/03    | SPCL SHIP Y INV P/O Y |
| PURCHASE ORDER 136858 P/O DATE 05/31/03                             |                           |                      |                       |
| PRODUCT TOTAL   |                           | 188.40               |                       |
| 1.DISCOUNT (%/\$)   |                           |                      |                       |
| 2.FREIGHT   |                           |                      |                       |
| 3.MISC  |                           |                      |                       |
| 4.TAX (%/\$)  |                           |                      |                       |
| ORDER TOTAL   |                           | 188.40               |                       |
| ENTER LINE#, (H)EADER, (D)ETAIL, (I)POST/PRINT * TO VOID, ^ TO POST |                           |                      |                       |

I

# Realtime Software Corporation - New Apparatus Build Manual

## E. APPARATUS PHYSICALLY ARRIVES AT DEALER LOCATION

### 1. RECEIVE PURCHASE ORDER FOR APPARATUS

Type the **Screen Jump PR** at any menu to receive the apparatus purchase order. **Type the PO#** at the prompt. (The PO# should be on the packing list. If vendor used a different PO# for some reason, write the correct Realtime PO# on the packing list.)

```
PO11A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER RECEIPTS      13 Jun 03
                                           ENTRY
PURCHASE ORDER NO  136850
```

**MAKE SURE THIS IS THE CORRECT PO#. THIS IS A VERY CRUCIAL STEP.** If you're not sure, answer N and go to PI for purchase order inquiry to look at the details of the customer name and the S/O#. Otherwise, **type Y** to continue.

```
PO11A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER RECEIPTS      13 Jun 03
                                           ENTRY
PURCHASE ORDER NO  136850                PURCHASE ORDER DATE  05/31/03
                                           SOURCE CODE         P
VENDOR NO. 10194                          B/O - REQ NO
  NAME      EMERGENCY ONE, INC.            EXPECTED DELIVERY DATE 05/31/03
  ADDR1     C/O SUN TRUST BANK             FOB
  ADDR2     P O BOX 116135                 SHIP VIA  BEST WAY
  CITY      ATLANTA                       P/O TYPE  AV - ADDED VALUE
  ST/CNTY   GA
  ZIP/POST  30368-6135
SPECIAL SHIP TO:
  NAME
  ADDR1
  ADDR2
  CITY
  ST/CNTY
  ZIP/POST

*** STOCK ITEMS WILL GO TO STATUS 0 ***
*** NON-STOCK ITEMS WILL GO TO STATUS 0 ***
RECEIPT WILL BE ADDED TO VALUE OF S/N# EON+COMPUMP*125058
IS THIS THE CORRECT PURCHASE ORDER? (Y/N) Y
```

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Enter through default date received, **write receiving report number** (automatically assigned) on the packing list. **ENTER** at the default of **Y** at the bottom of the screen and then **ENTER** at the default of **A** to adjust quantities. Note the warning on the bottom that reminds you this is an Added Value Purchase Order and which serial record it applies to.

```

POL1A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER RECEIPTS      13 Jun 03
                                           ENTRY
PURCHASE ORDER NO  136850                PURCHASE ORDER DATE  05/31/03
                                           SOURCE CODE          P
VENDOR NO.  10194                        B/O - REQ NO
  NAME      EMERGENCY ONE, INC.           EXPECTED DELIVERY DATE 05/31/03
  ADDR1     C/O SUN TRUST BANK            FOB
  ADDR2     P O BOX 116135                SHIP VIA  BEST WAY
  CITY      ATLANTA                       P/O TYPE  AV - ADDED VALUE
  ST/CNTY   GA                            DATE RECEIVED  06/13/03
  ZIP/POST  30368-6135
SPECIAL SHIP TO:
  NAME
  ADDR1
  ADDR2
  CITY
  ST/CNTY
  ZIP/POST
                                           RECEIVING REPORT NO  152032
                                           CARRIER NAME
                                           ADVISE NOTE

*** STOCK ITEMS WILL GO TO STATUS 0 ***
*** NON-STOCK ITEMS WILL GO TO STATUS 0 ***
RECEIPT WILL BE ADDED TO VALUE OF S/N# EON+COMPUMP*125058
ENTER 'Y' TO BACKORDER, OR 'N' TO RECEIVE ALL LINE ITEMS (Y)
    
```

**Type 1** at the top left to receive the line. **ENTER** through the line. Then **^ to post**.

```

POL1A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER RECEIPTS      13 Jun 03
                                           ENTRY
PURCHASE ORDER NO  136850                * INSPECTION OF ITEMS REQUIRED AT STATUS 0 *
RECEIVING REPORT NO 152032                BAL TO DIST
                                           DATE  VEND.  ITEM NO.
LINE SITE OUR ITEM NUMBER  REQUIRED ON-ORDER  QTY RECD  UOM      PRICE  B/O
1..
001  01  EON+COST          05/31/03          1      0      182000.00000
ALL LINE ITEMS NOT ENTERED WILL BE BACKORDERED
    
```

```

POL1A  CW REALTIME SOFTWARE CORP          PURCHASE ORDER RECEIPTS      13 Jun 03
                                           ENTRY
PURCHASE ORDER NO  136850                * INSPECTION OF ITEMS REQUIRED AT STATUS 0 *
RECEIVING REPORT NO 152032                BAL TO DIST
                                           DATE  VEND.  ITEM NO.
LINE SITE OUR ITEM NUMBER  REQUIRED ON-ORDER  QTY RECD  UOM      PRICE  B/O
001  01  EON+COST          05/31/03          1      1      182000.00000
ENTER LINE#, (V)ALUE, * TO VOID, (A)DD, (P)AGE, OR ^ TO POST RECEIPTS ^.....
    
```

# Realtime Software Corporation - New Apparatus Build Manual

## E. APPARATUS PHYSICALLY ARRIVES AT DEALER LOCATION

### 2. ENTER ARRIVAL DATE AND VIN# IN S/O# RECORD

Type the **Screen Jump SM** for Serial Maintenance to enter the arrival date and vin# which should be located on the packing list. At the prompt, **type the S/O#** and **ENTER**.

```
SN02A  CW REALTIME SOFTWARE CORP          SERIAL MASTER MAINTENANCE      13 Jun 03
SERIAL NUMBER 125058XXXXXXXXXXXXXXXXXX
(OR ENTER '?' FOLLOWED BY PART# OR ':' FOLLOWED BY CUSTOMER#)
```

**Select line 1 and ENTER.**

```
SN02A  CW REALTIME SOFTWARE CORP          SERIAL MASTER MAINTENANCE      13 Jun 03
SERIAL NUMBER 125058
MULTIPLE PART NUMBERS FOR THIS SERIAL NUMBER PLEASE CHOOSE
      SEQ      PART#      DESCRIPTION
      ----      -
      00001     EON+COMPUMP      COMM. PUMPER
ENTER P TO PAGE, A TO ADD NEW PART, * TO CANCEL, OR SEQUENCE NUMBER 1.....
```

**Type A** for additional.

```
SN02A  CW REALTIME SOFTWARE CORP          SERIAL MASTER MAINTENANCE      13 Jun 03
SERIAL NUMBER 125058          PART # EON+COMPUMP          SITE 01
DLM 06/12/03          DESC  COMM. PUMPER
SOLD TO# / USER
1. LOCATION          HALLS FD          9. CONDITION CODE
2. FLOORPLAN ITEM          DUE DATE          10. DEMO FLAG
3. VENDOR#          INVOICE#          11. WARRANTY EXP DATE
4. PAYMENT FLAG          12. EXTENDED WARR (Y/N)
5. AMOUNT PAID          13. EXT WARR CONTRACT#
6. CHECK NUMBER          CHK DATE          14. INSTALL DATE
7. ACQUISITION COST          0.00          15. SERVICE ORDER COMMENTS
8. ADDED VALUE          182000.00
VALUE TO ADD/SUBT.
          LAST SERV ORD HR MTR READING          DATE
SERV ORD'S-Y          SERV BLTN'S-N          SALES ORDER 345936*001
RECEIVED DATE          05/31/03          INVOICE NO.          LINE
RECEIVER NO          INV-SK          DATE          PRICE
ENTER LINE#, (S)OLD TO, (C)URRENT OR (P)REVIOUS END USER, (A)DDITIONAL,
(I)NV/SALES DATA, (T)EXT, (DEL)ETE, * TO CANCEL, ^ TO POST A.
```

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**Select the line** you want to enter information for. **Line 1** for arrival date and **line 2** for Mfr's Vin# are recommended. You can also enter Year and Make as shown here or anything else you want.

|  |                           |                           |              |
|--|---------------------------|---------------------------|--------------|
| SN02A  | CW REALTIME SOFTWARE CORP | SERIAL MASTER MAINTENANCE | 13 Jun 03    |
| SERIAL NUMBER  | 125058                    | PART # EON+COMPUMP        | SITE 01      |
| DLM  | 06/12/03                  | DESC                      | COMM. PUMPER |
| CREATED FROM CODE:   | ON:                       |                           |              |
| 1. ARRIVAL DATE  | 06/13/03                  | 17. ENGINE MFR            |              |
| 2. VEHICLE# (VIN)  | 1HTWCADR93J069046         | 18. ENGINE MODEL#         |              |
| 3. CUSTOMER UNIT#  |                           | 19. ENGINE TYPE/SPEC      |              |
| 4. CUSTOMER ASSET#   |                           | 20. ENGINE CODE           |              |
| 5. APPARATUS TYPE  |                           | 21. ENGINE SERIAL#        |              |
|  |                           | 22. ENGINE WARRANTY       |              |
|  |                           | 23. PAINT CODE            |              |
|  |                           | 24. OIL FILTER            |              |
| 9. REAR AXLE S/N   |                           | 25. AIR FILTER            |              |
| 10. REAR AXLE WARRANTY   |                           | 26. FUEL FILTER           |              |
| 11. WARRANTY REG DATE  |                           | 27. WATER FILTER          |              |
| 12. PAINT WARRANTY DATE  |                           | 28. OTHER                 |              |
| 13. PUMP S/N   |                           | 29. YEAR                  | 2003         |
| 14. PUMP WARRANTY DATE   |                           | 30. MAKE                  | E-ONE        |
| 15. TRANSMISSION S/N   |                           | 31. MODEL                 |              |
| 16. TRANSMISSION DATE  |                           | 32. MFR.                  |              |
| ENTER LINE TO CHANGE, * TO VOID, P TO PAGE, ^ OR RTN TO CONTINUE ... |                           |                           |              |
| ENTER LINE TO CHANGE, * TO VOID, P TO PAGE, ^ OR RTN TO CONTINUE ... |                           |                           |              |

**ENTER** to continue and then **^** to post.

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## F. ADDITIONAL INFORMATION

### 1. TRACK COSTS THROUGH ACCOUNTS PAYABLE

When entering A/P invoices without a purchase order, there is an option available that allows expenses to be linked with apparatus which have serial numbers using the S/O# assigned by the manufacturer. There are two codes available, **EXP** for expenses which will give historical tracking only, and **ADD** which will add to the value of the inventory of a specific apparatus (additional codes can be set up by the user). This is also helpful to track floor plan interest as well. Type **Screen Jump AP** at any menu to enter an invoice to payables. We won't discuss the header screen of the payable -- if you need additional instruction please refer to the User Manual for Accounts Payable. The G/L line item screen should be entered as follows.

|   |                                |                   |                   |
|---|--------------------------------|-------------------|-------------------|
| AP03A   | CW REALTIME SOFTWARE CORP      | A/P INVOICE ENTRY | 13 Jun 03         |
| VENDOR  | 10035 AMERICAN EXPRESS         |                   |                   |
| INVOICE   | 15883653                       |                   |                   |
|   | G/L ACCOUNT                    | AMOUNT            | BALANCE TO        |
| ENTER   | 2 4041001                      | 625.00            | DISTRIBUTE 625.00 |
| DESCRIPTION:  | TRAVEL-APPARATUS               |                   |                   |
| COMMENT:  | JOHN, AIRFARE, HALLS FIRE DEPT |                   |                   |
| S/N CODE:   | EXP EXPENSE                    |                   |                   |
| S/N KEY:  | EON+COMPUMP*125058             | DEBITS            | CREDITS           |
| 1   | 206000 A/P-REGULAR             |                   | 625.00            |
| ENTER LINE#, T)AX ANALYSIS, H)EADER, * TO VOID, P)AGE, OR ^ TO POST |                                |                   |                   |

|   |                               |                   |                   |
|---|-------------------------------|-------------------|-------------------|
| AP03A   | CW REALTIME SOFTWARE CORP     | A/P INVOICE ENTRY | 13 Jun 03         |
| VENDOR  | 10237 FOX INTERNATIONAL       |                   |                   |
| INVOICE   | 383661                        |                   |                   |
|   | G/L ACCOUNT                   | AMOUNT            | BALANCE TO        |
| ENTER   | 2 135010                      | 200.00            | DISTRIBUTE 200.00 |
| DESCRIPTION:  | INVENTORY APPARATUS           |                   |                   |
| COMMENT:  | INBOUND FRT, TRK FOR HALLS FD |                   |                   |
| S/N CODE:   | ADD ADDED VALUE               |                   |                   |
| S/N KEY:  | EON+COMPUMP*125058            | DEBITS            | CREDITS           |
| 1   | 206000 A/P-REGULAR            |                   | 200.00            |
| ENTER LINE#, T)AX ANALYSIS, H)EADER, * TO VOID, P)AGE, OR ^ TO POST |                               |                   |                   |

When an ADD code is used, a second general ledger entry is generated debiting the apparatus inventory account and crediting the account that was debited during accounts payable invoice entry. The net effect on the general ledger is that apparatus inventory is debited and accounts payable is credited. This keeps the subledgers in balance as a detail accounts payable record has been created and the detail record for the apparatus inventory has been incremented by the value of the a/p invoice entry.

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In Serial Master Inquiry, you can then see the Accounts Payable transactions. Type **Screen Jump SI** at any menu, type the **S/O#**, then **AVD** for Added Value Detail.

|   |                           |                        |                  |
|---|---------------------------|------------------------|------------------|
| SN03A   | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY  | 13 Jun 03        |
| SERIAL NUMBER   | 125058                    | PART # EON+COMPUMP     | SITE 01          |
| DLM   | 06/13/03                  | DESC COMM. PUMPER      |                  |
| LOCATION  | HALLS FD                  | CONDITION CODE         |                  |
|   |                           | DEMO FLAG              |                  |
| FLOORPLAN ITEM  | DUE DATE                  | WARRANTY EXP DATE      |                  |
| VENDOR#   | INVOICE#                  |                        |                  |
| PAYMENT FLAG  |                           | EXTENDED WARR (Y/N)    |                  |
| AMOUNT PAID   |                           | EXT WARR CONTRACT#     |                  |
| CHECK NUMBER  | CHK DATE                  | INSTALL DATE           |                  |
| ACQUISITION COST  | 0.00                      | SERVICE ORDER COMMENTS |                  |
| ADDED VALUE   | 182,200.00                |                        |                  |
| TOTAL COST  | 182,200.00                | SERV ORD'S-Y           | SERV BLTN'S-N    |
|   |                           | LAST SERV ORD HR       | MTR READING DATE |
| PARENT  |                           |                        |                  |
| P/O NUMBER  |                           | SALES ORDER            | 345936*001       |
| RECEIVED DATE   | 05/31/03                  | INVOICE NO.            | LINE             |
| RECEIVER NO   | INV-SK                    | DATE                   | PRICE            |
| 'AV/AVD' ADDED VALUE, 'DR/DRH' DEMO REQUEST, 'SB' SRVC BULL, 'DH' DEMO HIST, (S)OLD TO, 'C/P' CURR/PREV USER, (Q)UOTES, (O)RDER#'S, (I)NVOICE#'S, (AP) (A)DDL, (DI)NVOICE, (OI)ORDER, (T)EXT, 'PO/POR' PO/RCPTS RTN NEXT SERIAL# <b>AVD</b> |                           |                        |                  |

From this screen you can see all applicable detail for this S/O#. The A/P information is in all three columns if it is a type of ADD. It is only in Column 3 if it is a type of EXP. You can see more detail by typing **3ADD** or **3EXP**.

|   |                           |                       |                                 |
|---|---------------------------|-----------------------|---------------------------------|
| SN03A   | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY | 13 Jun 03                       |
| SERIAL NUMBER   | 125058                    | PART # EON+COMPUMP    | SITE 01                         |
| DLM   | 06/13/03                  | DESC COMM. PUMPER     |                                 |
|   | 1. [ALREADY ADDED]        | 2. [ADDED + OPEN]     | 3. [ADDED + OPEN + <b>A/P</b> ] |
| SELL PRICE  | 244,700.00                | 244,700.00            | 244,700.00                      |
| COST  | 182,200.00                | 196,811.72            | 197,436.72                      |
| GROSS PROFIT  | 62,500.00                 | 47,888.28             | 47,263.28                       |
| PROFIT%   | 25.54%                    | 19.57%                | 19.31%                          |
| CATEGORY/COST   | A 182,000.00              | A 182,000.00          | A 182,000.00                    |
| CATEGORY/COST   | ADD 200.00                | ADD 200.00            | <b>ADD</b> 200.00               |
| CATEGORY/COST   |                           | E 14,611.72           | E 14,611.72                     |
| CATEGORY/COST   |                           |                       | <b>EXP</b> 625.00               |
| ENTER 1, 2, 3 (OR # FOLLOWED BY STATUS), '*', OR ENTER <b>3ADD...</b> |                           |                       |                                 |

# Realtime Software Corporation - New Apparatus Build Manual

The different invoices will be listed here and you can see the actual A/P invoice with description by entering the sequence number to the left.

|   |                           |                       |                |
|---|---------------------------|-----------------------|----------------|
| SN03A   | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY | 13 Jun 03      |
| SERIAL NUMBER   | 125058                    | PART # EON+COMPUMP    | SITE 01        |
| DLM   | 06/13/03                  | DESC COMM. PUMPER     |                |
| SEQ TY PART# / ORDER#                                   | DESCRIPTION               | QTY TOT COST          | DATE DOC#      |
| -----   | -----                     | -----                 | -----          |
| <b>1</b> A ADD  | A/P# 10237 - 383661       | 1 200.00              | 06/13/03       |
| ENTER (P)AGE, (PB)PAGE BACK, SEQ FOR DISPLAY, * TO VOID |                           |                       | <b>1</b> ..... |

To see the GL account used, and the description, **type A and ENTER.**

|   |                           |                     |            |
|---|---------------------------|---------------------|------------|
| AP15E   | CW REALTIME SOFTWARE CORP | A/P INVOICE INQUIRY | 13 Jun 03  |
| VENDOR NO   | 10237 FOX INTERNATIONAL   | CONTACT TITLE PHONE |            |
| ACCT# AT VENDOR   |                           | P/O NUMBER          |            |
| INVOICE NO  | 383661                    | RECEIVER NUMBER     |            |
| INVOICE DATE  | 06/13/03                  |                     |            |
| INVOICE AMOUNT  | 200.00                    | AMOUNT PAID         |            |
| TAX AMOUNT  |                           | NET BALANCE         | 200.00     |
| DISCOUNTABLE AMT  | 200.00                    | DISCOUNT TAKEN      |            |
| TERMS DISCOUNT  | 0.00                      | DISCOUNT LOST       |            |
| NET AMOUNT  | 200.00                    | DISCOUNT BALANCE    | 0.00       |
| DISCOUNT DATE   | 06/13/03                  | PGM SOURCE          | AP03A      |
| DUE DATE  | 07/13/03                  | DESCRIPTION         |            |
| TRANSACTION DATE  | 06/13/03                  | HOLD STATUS         |            |
| ENTERED DATE  | 06/13/03                  | 1099 INVOICE        |            |
| LAST PAY DATE   |                           | ORIG VENDOR#        |            |
| ORIG TRAN DATE  |                           | ORIG INVOICE#       | OPEN A/P   |
| ENTER (S)ERIAL#'S, (SP)SERIAL#'S PAID, ( <b>A</b> )CCOUNT DISTRIBUTION, (I)TEMS, (PH)PAYMENT HISTORY, * OR RTN FOR NEXT INVOICE |                           |                     | <b>A</b> . |



# Realtime Software Corporation - New Apparatus Build Manual

|   |  |                     |           |
|---|--|---------------------|-----------|
| AP15E   | CW REALTIME SOFTWARE CORP                        | A/P INVOICE INQUIRY | 13 Jun 03 |
| VENDOR NO   | 10237 FOX INTERNATIONAL                          | P/O NUMBER          |           |
| INVOICE NO  | 383661   | AMOUNT PAID         |           |
| INVOICE DATE  | 06/13/03   | NET BALANCE         | 200.00    |
| INVOICE AMOUNT  | 200.00   |                     |           |
| ACCOUNT NUMBER  | DESCRIPTION                                      | AMOUNT              |           |
| -----   | -----  | -----               |           |
| 206000  | A/P-REGULAR                                      | -200.00             |           |
| <b>135010</b>   | INVENTORY APPARATUS                              | 200.00              |           |
| ADD   | <b>INBOUND FRT, TRK FOR HALLS FD EON+COMPUMP</b> | <b>125058</b>       |           |
| ENTER * FOR NEXT INVOICE, P TO PAGE ACCOUNT NUMBERS,        |  |                     |           |
| (S)ERIAL#'S, (SP)SERIAL#'S PAID, RTN TO REDISPLAY HEADER .. |  |                     |           |

# Realtime Software Corporation - New Apparatus Build Manual

## F. ADDITIONAL INFORMATION

### 2. ADDED VALUE SERIAL NUMBER ADJUSTMENT

At times it may be necessary to adjust the cost of the apparatus. This may occur as a result of a receiving error, mis-applied a/p invoices, etc. The apparatus value can be adjusted for these types of items using a serial charge in the Serial Number Adjustments program (menu SSN02 choice #4). Serial charges are user-defined in Serial Number Background Table Maintenance. Each charge code contains a brief description, cost, category, and a g/l account used to offset the amount of the adjustment. Type the **site number** the apparatus is in and **ENTER**.

|                |                           |                    |                         |
|----------------|---------------------------|--------------------|-------------------------|
| SN02D          | CW REALTIME SOFTWARE CORP | SERIAL ADJUSTMENTS | 05 Oct 04               |
| SITE <b>01</b> |                           |                    |                         |
| NO             | QTY                       | SERIAL CHARGE CODE | UNIT COST CODE DATE A/R |
|                |                           |                    | DOCUMENT#               |

Type in data and ENTER thru prompts as follows:

**Qty** – quantity of charges being entered – normally “1”

**Serial Charge Code** – Code from user-defined list.

**Unit Cost** – amount of charge/adjustment

**Code** – SN – NO ENTRY – SYSTEM ASSIGNED

**Date** – defaults to current system date

**A/R** – A is used to add to the value. R is used to reduce the value.

**Document#** - your initials or something that will reference the transaction

**Serial-Master Key** – Item#\*serial-number – displayed after document# has been entered

**ENTER**

|   |                           |                    |   |
|---|---------------------------|--------------------|---|
| SN02D   | CW REALTIME SOFTWARE CORP | SERIAL ADJUSTMENTS | 05 Oct 04                                     |
| SITE 01 ENTER CODE TO EITHER 'A'DD OR 'R'EDUCE VALUE OF SERIAL ITEM |                           |                    |   |
| NO  | QTY                       | SERIAL CHARGE CODE | UNIT COST CODE DATE A/R                       |
| 001   | <b>1</b>                  | <b>TEST</b>        | <b>1500.00000</b> SN <b>09/30/04</b> <b>R</b> |
|   |                           | COST ADJUSTMENT    | DOCUMENT# <b>JOE</b>                          |
|   |                           |                    | ENTER SERIAL-MASTER KEY                       |
|   |                           |                    | <b>EON+COMPUMP*128990</b> .....               |

Once all adjustments have been keyed in, at the bottom of the screen type **^** and **ENTER**.

The results of the adjustment can be seen on the **AVD** screen of serial inquiry – **Screen Jump SI**.

# Realtime Software Corporation - New Apparatus Build Manual

```

SN03A  CW REALTIME SOFTWARE CORP          SERIAL MASTER INQUIRY          05 Oct 04

SERIAL NUMBER 128990                      PART # EON+COMPUMP             SITE 01
                                           DESC  COMMERCIAL PUMPER

          1. [ALREADY ADDED]  2. [ADDED + OPEN]  3. [ADDED + OPEN + A/P]
SELL PRICE
COST                153,714.42              153,714.42              153,814.42
GROSS PROFIT        -153,714.42            -153,714.42            -153,814.42
PROFIT%              0.00%                  0.00%                  0.00%

CATEGORY/COST        3,500.00 |            3,500.00 |            3,500.00
CATEGORY/COST  A     150,000.00 |  A     150,000.00 |  A     150,000.00
CATEGORY/COST  P       169.42 |  P       169.42 |  EXP     100.00
CATEGORY/COST  W        45.00 |  W        45.00 |  P       169.42
CATEGORY/COST                    |                    |  W        45.00

ENTER 1, 2, 3 (OR # FOLLOWED BY STATUS), PR(I)NT, '*', OR ENTER      1.....
    
```

Type **1** and **ENTER**.

```

SN03A  CW REALTIME SOFTWARE CORP          SERIAL MASTER INQUIRY          05 Oct 04

SERIAL NUMBER 128990                      PART # EON+COMPUMP             SITE 01
                                           DESC  COMMERCIAL PUMPER

SEQ TY PART# / ORDER#  DESCRIPTION              QTY  TOT COST  DATE  DOC#
-----
1  AC EON+COMPUMP      COMMERCIAL PUMPER          1     0.00  06/30/04  INV-SK
2  S  JAC-KID          TEST                        5     45.00  06/30/04  X10414
3  S  MIS-1            MISC. PARTS OF THIS        2     50.00  06/30/04  X10414
4  S  MIS-LADDER        8 foot Ladder              3     90.00  06/30/04  X10414
5  PO EON+COST          APPARATUS COST FROM        1  150000.00  06/30/04  101116
6  M  TEST              COST ADJUSTMENT            1     5000.00  06/30/04
7  M  TEST              COST ADJUSTMENT           -1    -1500.00  09/30/04
8  P  EON-120555        AXE SHIELD HOLDER          1      29.42  09/30/04

ENTER (P)AGE, (PB)PAGE BACK, SEQ FOR DISPLAY, * TO VOID              7.....
    
```

Type **SEQ number** and **ENTER**

```

SN03A  CW REALTIME SOFTWARE CORP          SERIAL MASTER INQUIRY          05 Oct 04

          TYPE  M      SERIAL NUMBER ADJUSTMENT

SERIAL NUMBER 128990                      PART # EON+COMPUMP             SITE 01
                                           COMMERCIAL PUMPER

PART# ATTACHED  TEST THIS IS A TEST PART#
QTY              -1                      TRANSACTION DATE 09/30/04
COST             -1,500.00
DOCUMENT #
DESCRIPTION      COST ADJUSTMENT
ADDED SERIAL NUMBERS

ENTER ANY KEY TO RETURN TO SUMMARY DISPLAY
    
```

# Realtime Software Corporation - New Apparatus Build Manual

## F. ADDITIONAL INFORMATION

### 3. ADDED VALUE INVENTORY ADJUSTMENT

It may be necessary to adjust the cost of the apparatus for items added from stock inventory, or removed from the apparatus and placed into stock. This can be accomplished via Inventory Adjustments using the SN code. This type of adjustment has the effect of increasing or reducing the value of the serialized item by the cost of the item being added to or removed from the apparatus. Use **Screen Jump IA** to access the inventory adjustments program, **type site number** and **ENTER**. The site is the site that the new apparatus and loose equipment are in – they must be the same

|   |                           |                       |  |
|---|---------------------------|-----------------------|--|
| IN04A   | CW REALTIME SOFTWARE CORP | INVENTORY ADJUSTMENTS | 02 May 02                              |
| CODES: RC=RCPTS, RT=RETURN, SP=SHPMNT, SK=SHRNKGE, BL=BIN/LOT TRANS TI=TRADE IN<br>TR=INTERCO TRANS, VR=VNDR RETURN, OO=ON ORDER, TF=TRANS FROM SN=S/N SI |                           |                       |  |
| SITE  | 01                        |                       | +/-                                    |
| NO  | QTY                       | ITEM/DESCRIPTION      | UOM UNIT PRICE UNIT COST CODE DATE D/N |
| DOCUMENT#   |                           |                       |  |

Type in data and ENTER thru prompts as follows:

**Qty** – quantity of item being attached/removed (always enter a positive quantity).

**Item** – Item# to be attached/removed.

**Unit Cost** – inventory cost of the item being attached/removed. If an item is being attached to the Apparatus it will ignore this cost and used the FIFO cost of the spare part.

**Code** – SN – designates this as a Serial Number transaction

**Date** – defaults to current system date

**A/R-D/N** – A is used to add to the apparatus. R is used to reduce from the apparatus.

**Document#** - your initials or something that will reference the transaction

**Serial-Master Key** – Item#\*serial-number – displayed after document# has been entered

**ENTER**

|   |                           |   |  |
|---|---------------------------|---|--|
| IN04A   | CW REALTIME SOFTWARE CORP | INVENTORY ADJUSTMENTS                                   | 02 May 02                              |
| CODES: RC=RCPTS, RT=RETURN, SP=SHPMNT, SK=SHRNKGE, BL=BIN/LOT TRANS TI=TRADE IN<br>TR=INTERCO TRANS, VR=VNDR RETURN, OO=ON ORDER, TF=TRANS FROM SN=S/N SI |                           |   |  |
| SITE  | 01                        | *** CHOOSE TO (A)DD OR (R)EDUCE SERIAL NUMBER VALUE *** | A/R                                    |
| NO  | QTY                       | ITEM/DESCRIPTION  | UOM UNIT PRICE UNIT COST CODE DATE D/N |
| 001   | 1                         | EON-120555  | EA 49.04000 29.42000 SN 05/02/02 A     |
|   |                           | AXE SHIELD HOLDER                                       | DOCUMENT# LAJ                          |
| ENTER SERIAL-MASTER KEY   |                           |   |  |
| EON+COMPUMP*128990.....   |                           |   |  |

Once all adjustments have been keyed in, at the bottom of the screen type **^** and **ENTER**.

# Realtime Software Corporation - New Apparatus Build Manual

The results of the adjustment can be seen on the **AVD** screen of serial inquiry – **Screen Jump SI**.

|   |                    |                        |                         |                |
|---|--------------------|------------------------|-------------------------|----------------|
| SN03A   | CW                 | REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY   | 05 Oct 04      |
| SERIAL NUMBER   | 128990             | PART #                 | EON+COMPUMP             | SITE 01        |
|   |                    | DESC                   | COMMERCIAL PUMPER       |                |
|   | 1. [ALREADY ADDED] | 2. [ADDED + OPEN]      | 3. [ADDED + OPEN + A/P] |                |
| SELL PRICE  |                    |                        |                         |                |
| COST  | 153,714.42         | 153,714.42             | 153,814.42              |                |
| GROSS PROFIT  | -153,714.42        | -153,714.42            | -153,814.42             |                |
| PROFIT%   | 0.00%              | 0.00%                  | 0.00%                   |                |
| CATEGORY/COST   | 3,500.00           | 3,500.00               | 3,500.00                |                |
| CATEGORY/COST   | A 150,000.00       | A 150,000.00           | A 150,000.00            |                |
| CATEGORY/COST   | P 169.42           | P 169.42               | EXP 100.00              |                |
| CATEGORY/COST   | W 45.00            | W 45.00                | P 169.42                |                |
| CATEGORY/COST   |                    |                        | W 45.00                 |                |
| ENTER 1, 2, 3 (OR # FOLLOWED BY STATUS), PR(I)NT, '*', OR ENTER |                    |                        |                         | <b>1</b> ..... |

Type **1** and **ENTER**.

|   |                   |                          |                       |                |                 |        |
|---|-------------------|--------------------------|-----------------------|----------------|-----------------|--------|
| SN03A   | CW                | REALTIME SOFTWARE CORP   | SERIAL MASTER INQUIRY | 05 Oct 04      |                 |        |
| SERIAL NUMBER   | 128990            | PART #                   | EON+COMPUMP           | SITE 01        |                 |        |
|   |                   | DESC                     | COMMERCIAL PUMPER     |                |                 |        |
| SEQ TY PART# / ORDER#                                   | DESCRIPTION       | QTY                      | TOT COST              | DATE           | DOC#            |        |
| 1 AC  | EON+COMPUMP       | COMMERCIAL PUMPER        | 1                     | 0.00           | 06/30/04        | INV-SK |
| 2 S   | JAC-KID           | TEST                     | 5                     | 45.00          | 06/30/04        | X10414 |
| 3 S   | MIS-1             | MISC. PARTS OF THIS      | 2                     | 50.00          | 06/30/04        | X10414 |
| 4 S   | MIS-LADDER        | 8 foot Ladder            | 3                     | 90.00          | 06/30/04        | X10414 |
| 5 PO  | EON+COST          | APPARATUS COST FROM      | 1                     | 150000.00      | 06/30/04        | 101116 |
| 6 M   | TEST              | COST ADJUSTMENT          | 1                     | 5000.00        | 06/30/04        |        |
| 7 M   | TEST              | COST ADJUSTMENT          | -1                    | -1500.00       | 09/30/04        |        |
| <b>8 P</b>  | <b>EON-120555</b> | <b>AXE SHIELD HOLDER</b> | <b>1</b>              | <b>29.42</b>   | <b>09/30/04</b> |        |
| ENTER (P)AGE, (PB)PAGE BACK, SEQ FOR DISPLAY, * TO VOID |                   |                          |                       | <b>8</b> ..... |                 |        |

Type **SEQ number** and **ENTER**

|  |                   |                        |                          |           |
|--|-------------------|------------------------|--------------------------|-----------|
| SN03A                                      | CW                | REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY    | 05 Oct 04 |
|  | TYPE              | P                      | SERIAL NUMBER ATTACHMENT |           |
| SERIAL NUMBER                              | 128990            | PART #                 | EON+COMPUMP              | SITE 01   |
|  |                   |                        | COMMERCIAL PUMPER        |           |
| PART# ATTACHED                             | EON-120555        | AXE SHIELD HOLDER      |                          |           |
| QTY  | 1                 | TRANSACTION DATE       | 09/30/04                 |           |
| COST                                       | 29.42             |                        |                          |           |
| DOCUMENT #                                 |                   |                        |                          |           |
| DESCRIPTION                                | AXE SHIELD HOLDER |                        |                          |           |
| ADDED SERIAL NUMBERS                       |                   |                        |                          |           |
| ENTER ANY KEY TO RETURN TO SUMMARY DISPLAY |                   |                        |                          | .         |

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You can also see the transaction on the stock item in Inventory Inquiry – **Screen Jump II**. Type the **item#** and **ENTER**

```

IN03H  CW REALTIME SOFTWARE CORP          INVENTORY INQUIRY          05 Oct 04

ITEM NUMBER EON-120555
DESCRIPTION  AXE SHIELD HOLDER
PROD GROUP   12          CATEGORY/COMMODITY P      WEIGHT
STOCK UOM    EA          TYPE          POR          PKG. QTY
PRICE        49.04000  STATUS          A          LAST DATE      05/12/03
COST         29.42000  ABC CLASS
MSRP         49.04000  PC/CATALOG          PRIMARY VENDOR 300
LAST COST    29.42000  REPLACED BY
PRICE DISC CODE      EON  PRICE CALC CODE      EON  NLA FLAG/DATE

SI LOCATN  ON-HAND  COMM  AVAIL  O/O  DROP  FUTURE  TRNSFR  QTY  QTY
01         -1      0     -1    0    0    ORDER   QTY   YTD  LYR
-----
          -1      0     -1    0    0      0      0      0      0
    
```

ENTER S)ITE, 'DISC', X)REF, SA)LES, 'IO' ORDERS, 'IH' HISTORY, 'PI' INVOICES,  
'SN' S/N'S ON HAND, I)NDEX, N)EXT, P)REVIOUS, RTN FOR ITEM#, O)PTIONS **IH**..

Type **IH** and **ENTER**

```

IC06A  CW REALTIME SOFTWARE CORP          INVENTORY HISTORY DISPLAY    05 Oct 04

PART NUMBER EON-120555          AXE SHIELD HOLDER          UOM EA
I N V E N T O R Y   H I S T O R Y   S U M M A R Y   G R O S S   U S A G E
JAN          FEB          MAR          APR          MAY          JUN          TOT LYR
JUL          AUG          SEP          OCT          NOV          DEC          0
JAN          FEB          MAR          APR          MAY          JUN          TOT YTD
JUL          AUG          SEP          OCT          NOV          DEC          0
O/H
TRANS TYPE SI  DATE  ACTUAL  AFTER  LOCATION  DOCUMENT  SERIAL/BIN/LOT QTY
-----
S/N ATTACH 01 10/05/04  -1  -1  LAJ
    
```

ENTER P TO PAGE, PB TO PAGE BACK, C)HOICES \* OR RTN FOR NEXT PART ..  
\*\* END OF HISTORY \*\*

# Realtime Software Corporation - New Apparatus Build Manual

## F. ADDITIONAL INFORMATION

### 4. INQUIRY FOR WORK IN PROCESS AND RELATED COSTS

All costs for a new apparatus can be tracked and viewed at any time after the apparatus part number and corresponding S/O# have been adjusted into inventory. (Section B,1 of ). The system tracks the cost of the apparatus from the manufacturer on the original purchase order, the cost of the equipment (both installed and loose), the cost of the labor and parts used, and the cost tracked through Accounts Payable. It also shows projected gross profit.

Type **Screen Jump SI** and enter the **S/O#** when prompted. Then **type AVD** to view the detail screen for apparatus. Below is an example of a new order for apparatus that at this point has only the purchase order for the truck and the sales order for the customer. The cost is not in column one (it is in column 2) because the **purchase order is OPEN** and **has not been received** yet. When it is received (the truck has physically arrived ), then the amount will show in column 1. **Type 2A** to see more detail. A is the category for apparatus only.

|   |                           |                       |                         |
|---|---------------------------|-----------------------|-------------------------|
| SN03A   | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY | 13 Jun 03               |
| SERIAL NUMBER   | <b>156843</b>             | PART # EON+ALAD       | SITE 01                 |
| DLM   |                           | DESC AERIAL LADDER    |                         |
|   | 1. [ALREADY ADDED]        | 2. [ADDED + OPEN]     | 3. [ADDED + OPEN + A/P] |
| SELL PRICE  | 218,000.00                | 218,000.00            | 218,000.00              |
| COST  | <b>0.00</b>               | <b>165,000.00</b>     | 165,000.00              |
| GROSS PROFIT  | 218,000.00                | 53,000.00             | 53,000.00               |
| PROFIT%   | 0.00%                     | 24.31%                | 24.31%                  |
| CATEGORY/COST   | <b>A</b> 0.00             | <b>A</b> 165,000.00   | A 165,000.00            |
| ENTER 1, 2, 3 (OR # FOLLOWED BY STATUS), PR( I)NT, '*' , OR ENTER <b>2A</b> ..... |                           |                       |                         |

Here you can see the aerial ladder that was shrunk into inventory on the first line. Line 2 shows the PO that was entered with the PO# on the right. **Select line 2** to see the PO in more detail.

|  |                           |                       |                        |
|--|---------------------------|-----------------------|------------------------|
| SN03A  | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY | 13 Jun 03              |
| SERIAL NUMBER  | 156843                    | PART # EON+ALAD       | SITE 01                |
| DLM  |                           | DESC AERIAL LADDER    |                        |
| SEQ TY PART# / ORDER#  | DESCRIPTION               | QTY TOT COST          | DATE DOC#              |
| 1 AC EON+ALAD  | AERIAL LADDER             | 1 0.00                | 06/13/03 INV-SK        |
| <b>2 PO EON+COST</b>   | APPARATUS COST FROM       | 1 165000.00           | 06/13/03 <b>136859</b> |
| ENTER (P)AGE, (PB)PAGE BACK, SEQ FOR DISPLAY, * TO VOID <b>2</b> ..... |                           |                       |                        |

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There are several options on the bottom of the screen to view further. **Type U** to see the user history. It shows which user entered the PO. Once the apparatus is received you won't view the entire purchase order here, only the receiver information.

```

VM01Q  CW REALTIME SOFTWARE CORP          PURCHASE ORDER INQUIRY          13 Jun 03

ORDER # 136859                                DRS
VENDOR 10194                                S
NAME   EMERGENCY ONE, INC.                  H T
ADDR 1  C/O SUN TRUST BANK                  I O
ADDR 2  P O BOX 116135                      P
CITY   ATLANTA
ST/CNTY GA
ZIP/PST 30368-6135
COUNTRY

ORDER DATE 06/13/03
SINGLE/MULTIPLE SHIP DATES (S/M) S
DATE REQUIRED 06/13/03
FOB
SPECIAL INSTRUCTIONS

BUYER NAME  DRS
CONFIRMING
STATUS      NOT PRINTED
RECORD TYPE INVENTORY P/O
SHIP VIA    BEST WAY
SALES ORDER#
TRANSMIT DATE/TIME
DELIVER TO
PROJECT#
PO TYPE     AV      ADDED VALUE
DEPARTMENT

ENTER * OR RTN FOR NEXT ORDER, (F)AX, (U)SER HIST,
      (A)P INVOICE #'S, (P)AGE INSTRUCTIONS, (D)ETAIL LINES OR (T)OTALS      U
    
```

```

PO03D  CW REALTIME SOFTWARE CORP          USER HISTORY INQUIRY          13 Jun 03

ORDER # 136859                                ORDER DATE 06/13/03
VENDOR # 10194 EMERGENCY ONE, INC.          SHIP TO

DATE    TIME  USER ID - NAME                PORT  ACCOUNT NAME  TYPE      DOCUMENT#
-----
06/13/03 14:19 DS -                        1     CWW           ENTRY     ENTERED

ENTER P TO PAGE OR ANY OTHER KEY TO RETURN TO PREV SCREEN .
    
```

Following is an inquiry of an apparatus that has several things going on with it at this point.

**Column 1** tells us the truck has been received because Category **A** has the cost of the truck itself. It shows \$200.00 added from Accounts Payable (Category **ADD**), and \$188.40 of loose equipment has been billed (Category **E**). To see further detail **type 1 followed by the category** you wish to see.



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|               |                           |                       |                         |
|---------------|---------------------------|-----------------------|-------------------------|
| SN03A         | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY | 13 Jun 03               |
| SERIAL NUMBER | 125058                    | PART # EON+COMPUMP    | SITE 01                 |
| DLM           | 06/13/03                  | DESC COMM. PUMPER     |                         |
|               | <b>1. [ALREADY ADDED]</b> | 2. [ADDED + OPEN]     | 3. [ADDED + OPEN + A/P] |
| SELL PRICE    | 244,700.00                | 244,700.00            | 244,700.00              |
| COST          | 182,388.40                | 197,201.72            | 197,826.72              |
| GROSS PROFIT  | 62,311.60                 | 47,498.28             | 46,873.28               |
| PROFIT%       | 25.46%                    | 19.41%                | 19.16%                  |
| CATEGORY/COST | <b>A</b> 182,000.00       | A 182,000.00          | A 182,000.00            |
| CATEGORY/COST | <b>ADD</b> 200.00         | ADD 200.00            | ADD 200.00              |
| CATEGORY/COST | <b>E</b> 188.40           | E 14,611.72           | E 14,611.72             |
| CATEGORY/COST |                           | S 390.00              | EXP 625.00              |
| CATEGORY/COST |                           |                       | S 390.00                |

ENTER 1, 2, 3 (OR # FOLLOWED BY STATUS), PR(I)NT, '\*' , OR ENTER **1E**.....

This shows equipment billed straight to the S/O# through Purchase Order. The PO# is on the right.

|                       |                           |                       |                                 |
|-----------------------|---------------------------|-----------------------|---------------------------------|
| SN03A                 | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY | 13 Jun 03                       |
| SERIAL NUMBER         | 125058                    | PART # EON+COMPUMP    | SITE 01                         |
| DLM                   | 06/13/03                  | DESC COMM. PUMPER     |                                 |
| SEQ TY PART# / ORDER# | DESCRIPTION               | QTY TOT COST          | DATE DOC#                       |
| 1 <b>PO</b>           | ALC.ALP-080-8             | 8' ATTIC LADDER       | 2 188.40 06/13/03 <b>136858</b> |

ENTER (P)AGE, (PB)PAGE BACK, SEQ FOR DISPLAY, \* TO VOID .....

**Column 2** tells us what Column 1 tells us, in addition to open sales orders and open AV purchase orders (Category E). It also shows the amount of labor that has been performed on the setup of this truck (Category S). If you want to see **all items** listed in Column 2, **type 2** and **ENTER**. To look at detail just in Category E **type 2E**.

# Realtime Software Corporation - New Apparatus Build Manual

|  |                           |                          |                         |
|--|---------------------------|--------------------------|-------------------------|
| SN03A  | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY    | 13 Jun 03               |
| SERIAL NUMBER  | 125058                    | PART # EON+COMPUMP       | SITE 01                 |
| DLM  | 06/13/03                  | DESC COMM. PUMPER        |                         |
|  | 1. [ALREADY ADDED]        | <b>2. [ADDED + OPEN]</b> | 3. [ADDED + OPEN + A/P] |
| SELL PRICE   | 244,700.00                | 244,700.00               | 244,700.00              |
| COST   | 182,388.40                | 197,572.48               | 198,197.48              |
| GROSS PROFIT   | 62,311.60                 | 47,127.52                | 46,502.52               |
| PROFIT%  | 25.46%                    | 19.26%                   | 19.00%                  |
| CATEGORY/COST  | A 182,000.00              | A 182,000.00             | A 182,000.00            |
| CATEGORY/COST  | ADD 200.00                | ADD 200.00               | ADD 200.00              |
| CATEGORY/COST  | E 188.40                  | <b>E</b> 14,982.48       | E 14,982.48             |
| CATEGORY/COST  |                           | S 390.00                 | EXP 625.00              |
| CATEGORY/COST  |                           |                          | S 390.00                |
| ENTER 1, 2, 3 (OR # FOLLOWED BY STATUS), PR(I)NT, '*' , OR ENTER |                           |                          | <b>2E</b> .....         |

The **first item** is the AV Purchase Order that has already been received and shows in Column 1. **Item 8** is another AV Purchase Order that has not been received yet, so is still open at this point. **Items 2-8** have the same DOC# on the right which is the internal setup order. **Type 2** to see the entire setup order.

|   |                           |                       |                            |
|---|---------------------------|-----------------------|----------------------------|
| SN03A   | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY | 13 Jun 03                  |
| SERIAL NUMBER   | 125058                    | PART # EON+COMPUMP    | SITE 01                    |
| DLM   | 06/13/03                  | DESC COMM. PUMPER     |                            |
| SEQ TY PART# / ORDER#                                   | DESCRIPTION               | QTY TOT COST          | DATE DOC#                  |
| <b>1 PO</b>   | ALC.ALP-080-8             | 8' ATTIC LADDER       | 2 188.40 06/13/03 136858   |
| 2 S   | KWL.931-S                 | MAGNA FIRE 3000 12VO  | 1 580.58 06/12/03 345943   |
| 3 S   | ALC.PEL-24                | PUMPER LADDER 22 SEC  | 1 368.28 06/12/03 345943   |
| 4 S   | ALC.PRL-14                | PUMPER ROOF LADDER 1  | 1 172.26 06/12/03 345943   |
| 5 S   | ALC.FL-10                 | FOLDING LADDER10'-6   | 5 623.70 06/12/03 345943   |
| 6 S   | AKR.3431                  | APOLLO HI-RISER DELU  | 3 10095.24 06/12/03 345943 |
| 7 S   | AKR.3433                  | HI RISER MONITOR      | 1 2583.26 06/12/03 345943  |
| <b>8 PO</b>   | AKR.#1702                 | TURBOJET 1 W/PISTOL   | 1 370.76 06/13/03 136860   |
| ENTER (P)AGE, (PB)PAGE BACK, SEQ FOR DISPLAY, * TO VOID |                           |                       | <b>2</b> .....             |

You can look further into the setup order from the options listed at the bottom of this screen. **Type L** for labor and you will see the technician's time posted to this job.

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```

OE12  CW REALTIME SOFTWARE CORP          OPEN ORDER INQUIRY          13 Jun 03

ORDER #  345943
CUST#    10560                          SHIP-TO
NAME     NEW APPARATUS SALES             HALLS FIRE DEPT
ADDR 1   S
ADDR 2   H T
CITY     I O
ST/CNTY  P
ZIP/PST
COUNTRY

-
ORDER DATE 06/12/03
SINGLE/MULTIPLE SHIP DATES (S/M) S
SHIP DATE 06/12/03
CUST P.O.  SO 125058
SPECIAL INSTRUCTIONS

ORDERED BY
TERMS      30          TECH:
ORDER TYPE NEW      STAT: O
SHIP VIA   BESTWAY
FOB
SLMN1 INT  SLMN2 15  SLMN2 % 0
OVERRIDE LINE ITEM TAX CD
QUOTE#          P/O# 136853 ++
A/R CUSTOMER#

(S)ERVICE, (L)ABOR, (M)ANIFEST, (U)SER HIST          ORDER STATUS O
ENTER * FOR NEXT ORDER, PI/PO TO PAGE INSTRUCTIONS/ORDER NOTES,
(D)ETAIL LINES, (T)OTALS, RTN FOR NEXT ORDER, (O)THER HEADER INFORMATION L.
    
```

```

OE12  CW REALTIME SOFTWARE CORP          OPEN ORDER INQUIRY          13 Jun 03

CUST # 10560          NEW APPARATUS SALES          SLM1 INT ON ORD          1,180.02
ORDER# 345943        ORD DT 06/12/03  CR LIMIT          A/R BAL          -69,303.06
                                         ORD VAL          14,813.32

SEQ T DATE  EMTL#  I LAST NAME  HOURS  PRICE  COST  START STOP JOB
-----
001 05/31/03 45      G HIGH      6.00   390.00  96.00          002
          ** TOTALS **      6.00   390.00  96.00

ENTER * FOR NEXT INVOICE, P)AGE DETAIL, S)ERVICE, M)ANIFEST,
      T)OTALS, D)ETAIL LINES, RTN TO REDISPLAY HEADER          ...
    
```

**Column 3** can be detailed in the same way as discussed above. The only difference in Column 3 is that it includes expense amounts linked from Accounts Payable. Whatever is in 3EXP is not actually in the gross profit figures on the financials, but does show on this inquiry screen for informational purposes to see gross profit including these types of expenses if desired.

|              | 1. [ALREADY ADDED] | 2. [ADDED + OPEN] | 3. [ADDED + OPEN + <b>A/P</b> ] |
|--------------|--------------------|-------------------|---------------------------------|
| SELL PRICE   | 244,700.00         | 244,700.00        | 244,700.00                      |
| COST         | 182,388.40         | 197,572.48        | 198,197.48                      |
| GROSS PROFIT | 62,311.60          | 47,127.52         | 46,502.52                       |
| PROFIT%      | 25.46%             | <b>19.26%</b>     | <b>19.00%</b>                   |

Another extremely useful option is to hit "T" to Print the AVD information to a printer. A number of different print options will come up.

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|  |                           |                       |                         |
|--|---------------------------|-----------------------|-------------------------|
| SN03A  | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY | 13 Jun 03               |
| SERIAL NUMBER  | 125058                    | PART # EON+COMPUMP    | SITE 01                 |
| DLM  | 06/13/03                  | DESC COMM. PUMPER     |                         |
|  | 1. [ALREADY ADDED]        | 2. [ADDED + OPEN]     | 3. [ADDED + OPEN + A/P] |
| SELL PRICE   | 244,700.00                | 244,700.00            | 244,700.00              |
| COST   | 182,388.40                | 197,572.48            | 198,197.48              |
| GROSS PROFIT   | 62,311.60                 | 47,127.52             | 46,502.52               |
| PROFIT%  | 25.46%                    | 19.26%                | 19.00%                  |
| CATEGORY/COST  | A 182,000.00              | A 182,000.00          | A 182,000.00            |
| CATEGORY/COST  | ADD 200.00                | ADD 200.00            | ADD 200.00              |
| CATEGORY/COST  | E 188.40                  | E 14,982.48           | E 14,982.48             |
| CATEGORY/COST  |                           | S 390.00              | EXP 625.00              |
| CATEGORY/COST  |                           |                       | S 390.00                |
| ENTER 1, 2, 3 (OR # FOLLOWED BY STATUS), <b>PR(I)NT</b> , '*', OR ENTER <b>I</b> ..... |                           |                       |                         |

The entire AVD data or just selective records from the AVD data can be printed based on how the following prompt are entered.

Users should also study the printed report in detail and compare information to the original bid prior to finalizing the sale of the Apparatus.

|  |                  |                               |                    |
|--|------------------|-------------------------------|--------------------|
| SN03A-   | CW C.W. Williams | S/N ADDED VALUE INSTANT PRINT | 03 Oct 04          |
| ENTER PROFILE TO USE RT-DF DESC - DEFAULT - SIMILAR TO INQUIRY |                  |                               |                    |
| 1. ENTER CATEGORY  |                  | A                             |                    |
| 2. ENTER COST TYPE   |                  | C C                           | ADDED + OPEN + A/P |
| 3. ENTER SORT METHOD   |                  | C B                           | BY COST TYPE       |
| Select #, S)AVE, DEL)ETE PROFILE, OR 'Y' TO EXECUTE Y ...      |                  |                               |                    |

# Realtime Software Corporation - New Apparatus Build Manual

## F. ADDITIONAL INFORMATION

### 5. BILLING INTERNAL AND CUSTOMER ORDERS

Type **Screen Jump SI** at any menu to review orders and PO's. Type the **S/O#**, then **O** to look at orders.

|   |                           |                        |                  |
|---|---------------------------|------------------------|------------------|
| SN03A   | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY  | 13 Jun 03        |
| SERIAL NUMBER   | <b>125058</b>             | PART # EON+COMPUMP     | SITE 01          |
| DLM   | 06/13/03                  | DESC COMM. PUMPER      |                  |
| LOCATION  | HALLS FD                  | CONDITION CODE         |                  |
| FLOORPLAN ITEM  | DUE DATE                  | DEMO FLAG              |                  |
| VENDOR#   | INVOICE#                  | WARRANTY EXP DATE      |                  |
| PAYMENT FLAG  |                           | EXTENDED WARR (Y/N)    |                  |
| AMOUNT PAID   |                           | EXT WARR CONTRACT#     |                  |
| CHECK NUMBER  | CHK DATE                  | INSTALL DATE           |                  |
| ACQUISITION COST  | 0.00                      | SERVICE ORDER COMMENTS |                  |
| ADDED VALUE   | 182,759.16                |                        |                  |
| TOTAL COST  | 182,759.16                | SERV ORD'S-Y           | SERV BLTN'S-N    |
|   |                           | LAST SERV ORD HR       | MTR READING DATE |
| PARENT  |                           |                        |                  |
| P/O NUMBER  |                           | SALES ORDER            | 345936*001       |
| RECEIVED DATE   | 05/31/03                  | INVOICE NO.            | LINE             |
| RECEIVER NO   | INV-SK                    | DATE                   | PRICE            |
| 'AV/AVD' ADDED VALUE, 'DR/DRH' DEMO REQUEST, 'SB' SRVC BULL, 'DH' DEMO HIST, (S)OLD TO, 'C/P' CURR/PREV USER, (Q)UOTES, (O)RDER#'S, (I)NVOICE#'S, (AP) (A)DDL, (DI)NVOICE, (OI)ORDER, (T)EXT, 'PO/POR' PO/RCPTS RTN NEXT SERIAL# <b>O</b> . |                           |                        |                  |

There should just be one order with order type of **NEW**. The order date shows that it is still open. Once it's billed it will say COMPLETE under order date.

|  |                           |                       |           |                 |            |
|--|---------------------------|-----------------------|-----------|-----------------|------------|
| SN03A  | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY | 13 Jun 03 |                 |            |
| SERIAL NUMBER  | 125058                    | PART # EON+COMPUMP    | SITE 01   |                 |            |
| DLM  | 06/13/03                  | DESC COMM. PUMPER     |           |                 |            |
| SEQ ORDER#   | ORDER DATE                | SHIP DATE             | CUSTOMER# | CUSTOMER NAME   | O TYPE     |
| 001 345943   | <b>06/12/03</b>           | 06/12/03              | 10560     | HALLS FIRE DEPT | <b>NEW</b> |
| ENTER (C)HANGE, (P)AGE, (PB) PAGE BACK, SEQ TO SELECT OR * TO EXIT ... |                           |                       |           |                 |            |

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**Type PO** to review Purchase Orders with AV type. They should all show COMPLETE meaning they have been received and added to the cost of the apparatus.

|  |                           |                        |               |
|--|---------------------------|------------------------|---------------|
| SN03A  | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY  | 13 Jun 03     |
| SERIAL NUMBER 125058   |                           | PART # EON+COMPUMP     | SITE 01       |
| DLM 06/13/03   |                           | DESC COMM. PUMPER      |               |
| LOCATION   | HALLS FD                  | CONDITION CODE         |               |
|  |                           | DEMO FLAG              |               |
| FLOORPLAN ITEM   | DUE DATE                  | WARRANTY EXP DATE      |               |
| VENDOR#  | INVOICE#                  |                        |               |
| PAYMENT FLAG   |                           | EXTENDED WARR (Y/N)    |               |
| AMOUNT PAID  |                           | EXT WARR CONTRACT#     |               |
| CHECK NUMBER   | CHK DATE                  | INSTALL DATE           |               |
| ACQUISITION COST   | 0.00                      | SERVICE ORDER COMMENTS |               |
| ADDED VALUE  | 182,759.16                |                        |               |
| TOTAL COST   | 182,759.16                | SERV ORD'S-Y           | SERV BLTN'S-N |
|  |                           | LAST SERV ORD HR       | MTR READING   |
|  |                           |                        | DATE          |
| PARENT   |                           |                        |               |
| P/O NUMBER   |                           | SALES ORDER 345936*001 |               |
| RECEIVED DATE 05/31/03   |                           | INVOICE NO.            | LINE          |
| RECEIVER NO INV-SK   |                           | DATE                   | PRICE         |
| 'AV/AVD' ADDED VALUE, 'DR/DRH' DEMO REQUEST, 'SB' SRVC BULL, 'DH' DEMO HIST, (S)OLD TO, 'C/P' CURR/PREV USER, (Q)UOTES, (O)RDER#'S, (I)NVOICE#'S, (AP) (A)DDL, (DI)NVOICE, (OI)ORDER, (T)EXT, 'PO/POR' PO/RCPTS RTN NEXT SERIAL# PO. |                           |                        |               |

The first PO listed will be for the apparatus itself. If the PO has been received it will say **COMPLETE**. If there is an open PO that has not been received the COMPLETE column will be blank. **You do not want any open PO's** when billing the customer for this apparatus. If you bill the customer's order, then later when you try to receive in an AV type of PO, it will tell you the serial# is not on hand and it will not allow you to receive it in linked to that S/O#. You would have to go to PA and adjust the purchase order to take off the AV so you can receive it in. Then you would have to bill it out some other way through internal or aftersale.

|  |                           |                       |                 |                     |             |      |
|--|---------------------------|-----------------------|-----------------|---------------------|-------------|------|
| SN03A  | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY | 13 Jun 03       |                     |             |      |
| SERIAL NUMBER 125058   |                           | PART # EON+COMPUMP    | SITE 01         |                     |             |      |
| DLM 06/13/03   |                           | DESC COMM. PUMPER     |                 |                     |             |      |
| SEQ ORDER#   | P/O                       | DATE                  | <b>COMPLETE</b> | VENDOR #            | VENDOR NAME | TYPE |
| 001 136850   | 05/31/03                  | COMPLETE              | 10194           | EMERGENCY ONE, INC. | AV          |      |
| 002 136858   | 05/31/03                  | COMPLETE              | 10709           | ALCOLITE            | AV          |      |
| 003 136860   | 06/13/03                  | COMPLETE              | 10020           | AKRON BRASS COMPANY | AV          |      |
| ENTER (C)HANGE, (P)AGE, (PB) PAGE BACK, SEQ TO SELECT OR * TO EXIT ... |                           |                       |                 |                     |             |      |

The New Apparatus Internal Setup Order **must be billed first** before billing the customer for the apparatus. If it is not billed first, then the cost in that order will not be added to the value of the apparatus and your gross profit figures will be incorrect. All time must be posted for the technician and all loose equipment and parts entered on the order. Type **Screen Jump OA** to review the order and bill. Type the **order number** at the prompt, then type **Y** to acknowledge P/O links.

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```
OE07A  CW REALTIME SOFTWARE CORP          OPEN ORDER ADJUSTMENTS          13 Jun 03

ORDER#    345943
CUST#    10560                               SHIP-TO
NAME     NEW APPARATUS SALES                1.     HALLS FIRE DEPT
ADDR 1   2. S
ADDR 2   3. H T
CITY     4. I O
ST/CNTY  5. P
ZIP/PST  6.
COUNTRY  7.
SINGLE/MULTIPLE SHIP DATES (S/M) S
8. ORDER DATE 06/12/03
9. SHIP DATE  06/12/03 CANCEL              14. ORDER TYPE NEW      NOOPEN/ICKET

ORDER IS ATTACHED TO P/O# 136853] 'Y' TO ACKNOWLEDGE6      Y
*** CHANGES TO SALES ORDER CAN CORRUPT LINKS TO P/O ***
```

At this screen **verify** that the order type is NEW. **ENTER** twice to get to the detail screen.

```
OE07A  CW REALTIME SOFTWARE CORP          OPEN ORDER ADJUSTMENTS          13 Jun 03

ORDER#    345943
CUST#    10560                               SHIP-TO
NAME     NEW APPARATUS SALES                1.     HALLS FIRE DEPT
ADDR 1   2. S
ADDR 2   3. H T
CITY     4. I O
ST/CNTY  5. P
ZIP/PST  6.
COUNTRY  7.
SINGLE/MULTIPLE SHIP DATES (S/M) S
8. ORDER DATE 06/12/03                    13. TERMS 30          NO $ TICKET
9. SHIP DATE  06/12/03 CANCEL              14. ORDER TYPE NEW    OPEN/
10. CUST P.O. SO 125058                    15. SHIP VIA BESTWAY
11. ORDERED BY                             16. FOB
12. SPECIAL INSTRUCTIONS                   17. SLMN1 INT SLMN2 15 SLMN2 % 0
                                           18. OVERRIDE LINE ITEM TAX CD
                                           19. A/R-CUSTOMER#
                                           20. FREE FREIGHT      21. STATUS O
                                           OPEN TICKETS 001]002]003]004

ENTER LINE#, * TO VOID, (DEL) TO DELETE, (T)OTALS, (CAN) TO CANCEL,
S TO POST/SPOOL, I TO POST/PICK, RTN TO CONTINUE      ...
```

Make sure the **quantities ordered and the quantities to ship are the same**. That means everything has been received from purchase orders related to this setup order. Be sure all items are on the setup order that need to be, and that the pricing is correct. Make sure the labor amount is correct and that all technician time has been posted. If the labor amount needs to be changed, select the line for labor and change the amount, not the quantity. **ENTER** to continue to final screen.

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| OE07A CW REALTIME SOFTWARE CORP                                       |                          | OPEN ORDER ADJUSTMENTS        |      | 13 Jun 03  |            |           |
|---|--------------------------|-------------------------------|------|------------|------------|-----------|
| CUST # 10560  | NEW APPARATUS SALES      | SLM1 INT ON ORD               |      | 64,075.25  |            |           |
| ORDER# 345943   | ORD DT 06/12/03 CR LIMIT | A/R BAL                       |      | -69,303.06 |            |           |
| SITE # 01   |                          | ORD VAL                       |      | 16,243.32  |            |           |
| REM   |                          |                               |      |            |            |           |
| SEQ   | QTY                      | ITEM NO.                      | ORD  | QTY TO     | PRICE      | EXTENSION |
|   |                          | ORD'D DESCRIPTION             | UOM  | SHIP       |            |           |
| 001   | 1                        | KWL.931-S                     | EA   | 1          | 580.58000  | 580.58    |
|   |                          | MAGNA FIRE 3000 12VOLT        | BIN# |            |            |           |
| 002   | 1                        | ALC.PEL-24                    | EA   | 1          | 368.28000  | 368.28    |
|   |                          | PUMPER LADDER 22 SEC 24'      | BIN# |            |            |           |
| 003   | 1                        | ALC.PRL-14                    | EA   | 1          | 172.26000  | 172.26    |
|   |                          | PUMPER ROOF LADDER 14'-3 LONG | BIN# |            |            |           |
| 004   | <b>5</b>                 | ALC.FL-10                     | EA   | <b>5</b>   | 124.74000  | 623.70    |
|   |                          | FOLDING LADDER10'-6 LONG      | BIN# |            |            |           |
| 005   | 3                        | AKR.3431                      | EA   | 3          | 3365.08000 | 10,095.24 |
|   |                          | APOLLO HI-RISER DELUGE GUN    | BIN# |            |            |           |
| 006   | 1                        | AKR.3433                      | EA   | 1          | 2583.26000 | 2,583.26  |
|   |                          | HI RISER MONITOR              | BIN# |            |            |           |
| ENTER SEQ TO CHANGE, (H)EADER, (P)AGE, * TO VOID, RTN TO CONTINUE ... |                          |                               |      |            |            |           |

| OE07A CW REALTIME SOFTWARE CORP  |                          | OPEN ORDER ADJUSTMENTS    |      | 13 Jun 03  |                    |           |
|--|--------------------------|---------------------------|------|------------|--------------------|-----------|
| CUST # 10560   | NEW APPARATUS SALES      | SLM1 INT ON ORD           |      | 64,075.25  |                    |           |
| ORDER# 345943  | ORD DT 06/12/03 CR LIMIT | A/R BAL                   |      | -69,303.06 |                    |           |
| SITE # 01  |                          | ORD VAL                   |      | 16,243.32  |                    |           |
| REM  |                          |                           |      |            |                    |           |
| SEQ  | QTY                      | ITEM NO.                  | ORD  | QTY TO     | PRICE              | EXTENSION |
|  |                          | ORD'D DESCRIPTION         | UOM  | SHIP       |                    |           |
| 007  | 0                        | LAB,N45                   | EA   | 0          | 35.00000           | 0.00      |
|  |                          | NEW APPARATUS LABOR, GH   | BIN# |            |                    |           |
| <b>008</b>   | 1                        | LAB,N002                  | EA   | 1          | <b>1820.00</b> 000 | 1,820.00  |
|  |                          | NEW APPARATUS SETUP LABOR | BIN# |            |                    |           |
| ENTER SEQ TO CHANGE, (H)EADER, (P)AGE, * TO VOID, <b>RTN</b> TO CONTINUE ... |                          |                           |      |            |                    |           |

If you want to print a final pick ticket before billing (recommended), **type I** to print and you will be taken back to the menu. You will need to go into **Screen Jump OA** again and **type the order#**. At the first screen, **type T** for totals and you will go to this final screen again to bill. **Type BILL** to bill the setup order and then **ENTER**.



# Realtime Software Corporation - New Apparatus Build Manual

| OE07A CW REALTIME SOFTWARE CORP   |                          | OPEN ORDER ADJUSTMENTS |  | 13 Jun 03  |
|---|--------------------------|------------------------|--|------------|
| CUST # 10560  | NEW APPARATUS SALES      | SLM1 INT ON ORD        |  | 64,075.25  |
| ORDER# 345943   | ORD DT 06/12/03 CR LIMIT | A/R BAL                |  | -69,303.06 |
|   | TERMS 30 0.000%          | ORD VAL                |  | 16,243.32  |
| PRODUCT TOTAL   | 16,243.32                |                        |  |            |
| 2. DISCOUNT (\$/%) \$   | 0.00                     | DISCOUNTABLE AMOUNT    |  | 16,243.32  |
|   |                          | -TAXABLE-- TAX         |  |            |
|   |                          | ORDER LINE CODE RATE%  |  | TAX AMT    |
| 3. FREIGHT  |                          | Y                      |  |            |
| 4. MISCELLANEOUS  |                          |                        |  |            |
| 5. MINIMUM ORDER CHG  |                          |                        |  |            |
| 6. ORDER TAX AMOUNT   | 16243.32 E               | 0.000 (%/\$) \$        |  | 0.00       |
| TOTAL TAX AMOUNT  | 0.00                     |                        |  |            |
| ORDER TOTAL   | 16,243.32                |                        |  |            |
| ENTER (F)UTURE DATING, (H)EADER, 'BILL', (C)ASH                                     |                          |                        |  |            |
| (D)ETAIL, M MIN ORDER CHECK, * TO VOID, S TO POST/SPOOL, I TO POST/PICK <b>BILL</b> |                          |                        |  |            |

The invoice number will display and you can **write it on the pick ticket** for reference.

| BL03A CW REALTIME SOFTWARE CORP                                       |                          | SHIPMENT ENTRY        |  | 13 Jun 03  |
|---|--------------------------|-----------------------|--|------------|
| CUST# 10560   | NEW APPARATUS SALES      | SLM1 INT ON ORD       |  | 64,075.25  |
| ORDER# 345943   | ORD DT 06/12/03 CR LIMIT | A/R BAL               |  | -69,303.06 |
| INVOICE# 430300   | TERMS 30 0.000%          | ORD VALUE             |  | 16,243.32  |
| PRODUCT TOTAL   | 16,243.32                |                       |  |            |
| 2. DISCOUNT (\$/%) \$   | 0.00                     | DISCOUNTABLE AMOUNT   |  | 16,243.32  |
|   |                          | -TAXABLE-- TAX        |  |            |
|   |                          | ORDER LINE CODE RATE% |  | TAX AMT    |
| 3. FREIGHT  |                          | Y                     |  |            |
| 4. MISCELLANEOUS  |                          |                       |  |            |
| 5. MINIMUM ORDER CHG  |                          |                       |  |            |
| 6. INVOICE TAX AMOUNT   | 16243.32 E               | 0.000 (%/\$) \$       |  | 0.00       |
| TOTAL TAX AMOUNT  | 0.00                     |                       |  |            |
| INVOICE TOTAL   | 16,243.32                |                       |  |            |
| *** INVOICE# <b>430300</b> HAS BEEN CREATED - ANY KEY TO CONTINUE *** |                          |                       |  |            |

As the final check before billing the customer's apparatus sales order, type **Screen Jump SI** and type the **S/O#**, then **AVD** to review the detail cost of this fire truck. Note the customer's sales order number. It shows it has not been billed yet because the invoice number field is blank.

# Realtime Software Corporation - New Apparatus Build Manual

|   |                           |                        |                  |
|---|---------------------------|------------------------|------------------|
| SN03A   | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY  | 13 Jun 03        |
| SERIAL NUMBER 125058  |                           | PART # EON+COMPUMP     | SITE 01          |
| DLM 06/13/03  |                           | DESC COMM. PUMPER      |                  |
| LOCATION  | HALLS FD                  | CONDITION CODE         |                  |
|   |                           | DEMO FLAG              |                  |
| FLOORPLAN ITEM  | DUE DATE                  | WARRANTY EXP DATE      |                  |
| VENDOR#   | INVOICE#                  |                        |                  |
| PAYMENT FLAG  |                           | EXTENDED WARR (Y/N)    |                  |
| AMOUNT PAID   |                           | EXT WARR CONTRACT#     |                  |
| CHECK NUMBER  | CHK DATE                  | INSTALL DATE           |                  |
| ACQUISITION COST  | 0.00                      | SERVICE ORDER COMMENTS |                  |
| ADDED VALUE   | 199,002.48                |                        |                  |
| TOTAL COST  | 199,002.48                | SERV ORD'S-N           | SERV BLTN'S-N    |
|   |                           | LAST SERV ORD HR       | MTR READING DATE |
| PARENT  |                           |                        |                  |
| P/O NUMBER  |                           | SALES ORDER            | 345936*001       |
| RECEIVED DATE   | 05/31/03                  | INVOICE NO.            | LINE             |
| RECEIVER NO   | INV-SK                    | DATE                   | PRICE            |
| 'AV/AVD' ADDED VALUE, 'DR/DRH' DEMO REQUEST, 'SB' SRVC BULL, 'DH' DEMO HIST,<br>(S)OLD TO, 'C/P' CURR/PREV USER, (Q)UOTES, (O)RDER#'S, (I)NVOICE#'S, (AP)<br>(A)DDL, (DI)INVOICE, (OI)ORDER, (T)EXT, 'PO/POR' PO/RCPTS RTN NEXT SERIAL# AVD |                           |                        |                  |

**Column 1 and Column 2 should be identical in cost and gross profit.** This means that all outstanding AV PO's are received and all internal sales orders are billed. Nothing is open or outstanding. Column 3 will be different in amount if anything was entered in Accounts Payable to EXP only. **Check this screen carefully to make sure the gross profit is what you were expecting from your original quote.** If something has been left off, you can always enter another New Apparatus Sales Order and bill the added equipment, parts, or labor to the apparatus. The same can be done if something was billed that shouldn't be (a negative order to credit it off). Once you bill the customer, the apparatus is taken out of inventory and it is too late.

With the amount of money involved on an Apparatus sale, a senior person at the dealership should review the Printout (type in I at bottom) to make sure everything is in order.

|  |                           |                          |                                |
|--|---------------------------|--------------------------|--------------------------------|
| SN03A  | CW REALTIME SOFTWARE CORP | SERIAL MASTER INQUIRY    | 13 Jun 03                      |
| SERIAL NUMBER 125058   |                           | PART # EON+COMPUMP       | SITE 01                        |
| DLM 06/13/03   |                           | DESC COMM. PUMPER        |                                |
|  | <b>1.</b> [ALREADY ADDED] | <b>2.</b> [ADDED + OPEN] | <b>3.</b> [ADDED + OPEN + A/P] |
| SELL PRICE   | 244,700.00                | 244,700.00               | 244,700.00                     |
| COST   | 199,002.48                | 199,002.48               | 199,627.48                     |
| GROSS PROFIT   | <b>45,697.52</b>          | <b>45,697.52</b>         | 45,072.52                      |
| PROFIT%  | 18.67%                    | 18.67%                   | 18.42%                         |
| CATEGORY/COST  | A 182,000.00              | A 182,000.00             | A 182,000.00                   |
| CATEGORY/COST  | ADD 200.00                | ADD 200.00               | ADD 200.00                     |
| CATEGORY/COST  | E 14,982.48               | E 14,982.48              | E 14,982.48                    |
| CATEGORY/COST  | S 1,820.00                | S 1,820.00               | EXP 625.00                     |
| CATEGORY/COST  |                           |                          | S 1,820.00                     |
| ENTER 1, 2, 3 (OR # FOLLOWED BY STATUS), <b>PR(I)NT</b> , '*', OR ENTER <b>.I.....</b> |                           |                          |                                |

# Realtime Software Corporation - New Apparatus Build Manual

To bill the customer, **type OA** at any menu and enter the **order number** for the customer. At this screen verify that the order type is APP. Verify customer PO# and territory salesman. Change if needed and **ENTER**.

```

OE07A  CW REALTIME SOFTWARE CORP          OPEN ORDER ADJUSTMENTS          13 Jun 03

ORDER#  345936
CUST#   14770                               SHIP-TO
NAME    HALLS FIRE DEPARTMENT             1.  HALLS FIRE DEPARTMENT
ADDR 1                                     2.  S
ADDR 2  8170 KEENEN ROAD                   3.  H T 8170 KEENEN ROAD
CITY    CLINTON                             4.  I O CLINTON
ST/CNTY NC                               5.  P  NC
ZIP/PST 28328                             6.    28328
COUNTRY                                     7.
SINGLE/MULTIPLE SHIP DATES (S/M) S
8.  ORDER DATE 06/12/03                   13. TERMS 30          NO $ TICKET
9.  SHIP DATE 12/15/03 CANCEL             14. ORDER TYPE APP
10. CUST P.O. 583XT                     15. SHIP VIA  DELIVERED
11. ORDERED BY CHARLES                    16. FOB
12. SPECIAL INSTRUCTIONS                  17. SLMN1 14  SLMN2 15  SLMN2 %
                                           18. OVERRIDE LINE ITEM TAX CD
                                           19. A/R-CUSTOMER#
                                           20. FREE FREIGHT      21. STATUS
                                           OPEN TICKETS

ENTER LINE#, * TO VOID, (DEL) TO DELETE, (T)OTALS, (CAN) TO CANCEL,
S TO POST/SPOOL, I TO POST/PICK, RTN TO CONTINUE          ...
    
```

Verify the **S/O#** (serial#) and **ENTER twice** to go to final screen.

```

OE07A  CW REALTIME SOFTWARE CORP          OPEN ORDER ADJUSTMENTS          13 Jun 03

CUST # 14770          HALLS FIRE DEPARTMENT          SLM1 14  ON ORD  244,700.00
ORDER# 345936        ORD DT 06/12/03  CR LIMIT          A/R BAL
SITE # 01  'GM' =    0.00  MSRP (SL)                   ORD VAL          0.00
      REM 'GP' =    0.00%  'SL' DISC                   COST EXT        0.00
SEQ G QTY  ITEM NO.      ORD GROSS  QTY TO  PRICE  EXTENSION
      ORD'D DESCRIPTION  UOM MARGIN%  SHIP
001      1 EON+COMPUMP    EA    0.010      1  244700.00000  244,700.00
      COMM. PUMPER
TEXT 1HTWCADR93J069046          SERIAL # [ ^ = PAGE ]
      .....

BAL          0
                                           125058
SI LOCATN  ON-HAND  COMM  AVAIL  O/O  DROP
01          10      7      3      22
-----
          10      7      3      22      0

ENTER SN FOR S/N INQUIRY,
OR SH FOR S/N-HIST INQUIRY
    
```

# Realtime Software Corporation - New Apparatus Build Manual

Verify correct tax. If you haven't printed a final pick ticket **type I**. Then return to **Screen Jump OA type the order#** and **type T** at the first screen to return to this final screen. Then **type BILL** and **ENTER** to bill the customer's order. You will then be prompted to **ENTER** to print the invoice.

|                       |                           |                        |            |
|-----------------------|---------------------------|------------------------|------------|
| OE07A                 | CW REALTIME SOFTWARE CORP | OPEN ORDER ADJUSTMENTS | 13 Jun 03  |
| CUST # 14770          | HALLS FIRE DEPARTMENT     | SLM1 14 ON ORD         | 244,700.00 |
| ORDER# 345936         | ORD DT 06/12/03 CR LIMIT  | A/R BAL                |            |
|                       | TERMS 30 0.000%           | ORD VAL                | 244,700.00 |
| PRODUCT TOTAL         | 244,700.00                |                        |            |
| 2. DISCOUNT (\$/%) \$ | 0.00                      | DISCOUNTABLE AMOUNT    | 244,700.00 |
|                       |                           | -TAXABLE-- TAX         |            |
|                       |                           | ORDER LINE CODE RATE%  | TAX AMT    |
| 3. FREIGHT            |                           | Y                      |            |
| 4. MISCELLANEOUS      |                           |                        |            |
| 5. MINIMUM ORDER CHG  |                           |                        |            |
| 6. ORDER TAX AMOUNT   | 244700.00 E               | 0.000 (%/\$) \$        | 0.00       |
| TOTAL TAX AMOUNT      | 0.00                      |                        |            |
| ORDER TOTAL           | 244,700.00                |                        |            |

ENTER (F)UTURE DATING, LINE#, (H)EADER, **BILL**, (C)ASH  
 (D)ETAIL, M MIN ORDER CHECK, \* TO VOID, S TO POST/SPOOL, I TO POST/PICK **BILL**

**Write the invoice number on the pick ticket** and you are finished with the apparatus sales order.

|                       |                           |                       |            |
|-----------------------|---------------------------|-----------------------|------------|
| BL03A                 | CW REALTIME SOFTWARE CORP | SHIPMENT ENTRY        | 13 Jun 03  |
| CUST# 14770           | HALLS FIRE DEPARTMENT     | SLM1 14 ON ORD        | 244,700.00 |
| ORDER# 345936         | ORD DT 06/12/03 CR LIMIT  | A/R BAL               |            |
| INVOICE# 430301       | TERMS 30 0.000%           | ORD VALUE             | 244,700.00 |
| PRODUCT TOTAL         | 244,700.00                |                       |            |
| 2. DISCOUNT (\$/%) \$ | 0.00                      | DISCOUNTABLE AMOUNT   | 244,700.00 |
|                       |                           | -TAXABLE-- TAX        |            |
|                       |                           | ORDER LINE CODE RATE% | TAX AMT    |
| 3. FREIGHT            |                           | Y                     |            |
| 4. MISCELLANEOUS      |                           |                       |            |
| 5. MINIMUM ORDER CHG  |                           |                       |            |
| 6. INVOICE TAX AMOUNT | 244700.00 E               | 0.000 (%/\$) \$       | 0.00       |
| TOTAL TAX AMOUNT      | 0.00                      |                       |            |
| INVOICE TOTAL         | 244,700.00                |                       |            |

\*\*\* INVOICE# **430301** HAS BEEN CREATED - ANY KEY TO CONTINUE \*\*\*