



*Order Entry
System Administration Manual*

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Chapter 1: General Information

Purpose

This manual provides instructions for completing the Initial Setup phase and for using the Recovery Processing phase of the APPX Order Entry application. It describes how to transfer records from your present accounting system to the APPX Order Entry application.

All features and options described in this manual are included in the APPX Order Entry application. Any modification of the software or documentation is the responsibility of the licensed software consultant who makes the modification.

Contents

In addition to an overview explaining the functions of the application, this manual includes:

- Sample screen displays
- Data field characteristics
- Instructions and explanations for valid entries
- Pertinent examples
- Sample reports, lists, and inquiries

Other Manuals

The APPX User Manual provides general information about starting up your system, making entries, printing, and using other features common to all APPX applications. Since the information contained in the APPX User Manual is not repeated in this or other APPX manuals, you should read it carefully before working with the system.

The Order Entry User manual describes the Live Operations phase of the Order Entry application. The APPX User Manual, the Order Entry User manual, and this manual, complete the set of user manuals that accompany each APPX product.

For questions about the computer hardware used at your installation, refer to the manuals provided by the hardware manufacturer.

Phases

The Order Entry application operates in three distinct phases:

- Initial Setup
- Live Operations
- Recovery Processing

Each of these phases has a specific role in processing data.

Initial Setup

During Initial Setup, master files and system-maintained files can be set up. This information provides a basis for the Live Operations phase.

Live Operations

In Live Operations, sales orders and shipping confirmations may be returned. Order Entry can produce a variety of reports, including:

- Shipping Shortages By Customer
- Shipping Shortages By Product
- Open Orders By Customer
- Open Orders By Product
- Open Orders Detail List
- Drop Ship
- Sales Orders
- Backorders
- Picking List
- Shipping Papers
- Bill of Lading
- Invoices

Inquiry functions are available to display open orders, open orders by customer, and products on order.

Recovery Processing

As you use the Order Entry application, there is a certain day-to-day risk of losing data due to sudden power surges or outages, and other system problems. Recovery Processing is used to manually restore information to system-maintained fields and files that are normally not accessible during the Live Operations phase. Recovery Processing is provided as an aid to your software consultant and should only be accessed by your consultant or under his or her direction.

Special Considerations

Before beginning Initial Setup, you need to consider several options that may affect your system's operation. The Special Considerations section includes discussion of accounting design issues and some optional features, which allow you to tailor your system to your particular organization.

Initial Setup procedures are designed to establish master file records and to help you transfer information from existing records to the Order Entry application.

The first step in Initial Setup involves entering master file data for the application. Here is a list of those files:

- Parameters
- Descriptions
- Shippers
- Freight Classes
- Addresses
- Special Instructions

The second and final step in the Initial Setup procedure is End Initial Setup. After you select this menu option, the system begins the Live Operations phase.

Accounting Audit Trails

Unlike journals in other APPX applications (with the exception of Inventory Control), the Invoices journal does not serve as the primary audit trail for invoice transactions. Costs are not included on the journal. This is a result of the Order Entry costing interface with Inventory Control. The costs associated with products entered on a sales invoice may fluctuate between the time the journal is printed and the time the posting is actually performed. This time differential can be attributed to any transactions posted in the interim, and to the costing method used.

Order Entry performs two sets of journal entries when posting an invoice for a sales order. The accounts receivable/sales entry is visible on the Invoices journal. The account numbers and the amounts to be posted are identified. The accounts and amounts for the second journal entry, cost of goods sold/inventory, are not as clearly identified. The inventory account will appear with the line item data on the journal. Since the cost of goods sold account, and the associated costs per unit are accessed from Inventory Control during the post, they do not appear on the journal. This is due to timing considerations. The Accounts Receivable Sales GL Distributions report should be used, in conjunction with the journal, as the primary audit trail for Order Entry invoice postings. If the Inventory Control Keep Detail in Transact File? field is set to 'Y', you may also use the Inventory Control Transaction Detail report.

Major Functions

APPX Order Entry is designed to manage the sales orders of your company. Major functions include:

- Order Processing
- File Maintenance
- Reports and Inquiry
- Monthly Processing

The features described in this manual are included in the APPX turnkey Order Entry application. Any modification to the software or documentation is the responsibility of the software consultant who makes the modification.

Application Features

The Order Entry application offers these features:

- Makes on line updates to inventory quantities and the On Order amount in Accounts Receivable
- Prevents entry of a ship date if a hold code is specified on the customer's order
- Provides use of a function key (Option 17) to fully confirm all line items in Open Orders records
- Displays inventory quantities on screen during entry
- Defaults current cost and price, from Inventory Control
- Calculates sales tax for taxable items
- Displays customer's credit status on screen during entry; issues warning if such status is "BAD" or "NO"
- Handles cash deposits received with orders
- Permits an entire order or individual line items to be drop shipped

Drop Shipments

The Order Entry application permits you to sell products not currently on hand in your warehouse by purchasing the required products and having them shipped directly from your supplying vendor to your customer. The costs and quantities associated with these products are tracked through a separate “drop ship” Products By Warehouse record in Inventory Control. The number of this drop ship warehouse is identified in the Drop Ship Warehouse Number field in the Inventory Control Parameters file. When the purchase order for the drop ship products is entered in Purchase Order Control, the customer’s address is entered as the “ship to” address, and the drop ship warehouse is entered on the purchase order record. The purchase invoice must be posted before the sales invoice in order to insure proper costing of the drop shipped products.

Deposits

The Order Entry application has been designed to facilitate processing of cash received with a sales order. The cash receipt is linked to the related invoice by sales order number and the use of the Apply To field used in both Order Entry and Accounts Receivable. Under normal circumstances, the Apply To field is used within the Accounts Receivable application to reference invoice records and to link multiple records which pertain to the same invoice. In general, the “apply to” is the same as the invoice number.

If you receive cash with an order, the amount of the cash received is entered in the Deposit field during Sales Orders entry. When the invoice related to this sales order is posted, two separate invoice records will be created in Accounts Receivable – an invoice record which shows a balance in the amount of the invoice less the deposit, and a separate deposit record for the amount of the deposit. The system will default the order number in the Apply To field for the deposit record. When you enter the deposit during Cash Receipts entry in Accounts Receivable, enter the order number in the Apply To field. The system will then apply the cash to the appropriate invoice by locating the deposit record with the same “order number/apply to” combination.

Discounts

There are three levels of discounts utilized in pricing sales orders through Order Entry:

The price that defaults for a sales order line item represents the price (for the associated quantity) set up in the Inventory Control Products By Warehouse file. However, if special customer/product pricing has been defined in the Inventory Control Product Discounts By Customer file, the original price will be either adjusted or overridden by the special price contained in this file and then defaulted for the sales order line item. These “discounts” are considered price adjustments and are not posted to the customer discount account.

When entering a sales order line item, you can enter a price discount percent. This discount is applied to the product of the line item quantity times the line item price to compute the line item extension/amount. Again, this is considered a price adjustment and is not posted to the customer discount account.

Two discount percentages can be entered on a Sales Orders header screen. The first discount is applied to the sales order subtotal (sum of the line item extensions). If a second discount percentage was entered, it is applied to the subtotal less the amount of the first discount. These discounts are posted to the customer discount account identified in the Accounts Receivable Parameters file.

Application Interfaces

To install Order Entry, your system must include Accounts Receivable and Inventory Control. All other APPX applications are optional. Order Entry's operation is directly affected by the applications included in your system.

General Ledger

If your system includes the General Ledger application, the system validates account numbers during data entry.

Accounts Receivable

Order Entry requires the Accounts Receivable application. Accounts receivable, deposit, sales tax, customer discount, and freight out accounts default from Accounts Receivable master files. Order Entry sales/accounts receivable entries and inventory/cost of goods sold entries are printed on the Accounts Receivable distribution reports. Selected options and entries made in Accounts Receivable directly affect the operation of the following Order Entry features: deposit processing, and calculation of sales taxes.

If, in the Parameters file, you select to post to Accounts Receivable from Order Entry, the On Order amount field in the Accounts Receivable Customer file is updated on-line during Sales Orders entry and Shipping Confirmation entry.

Inventory Control

Order Entry requires the Inventory Control application. Inventory, sales, and cost of goods sold accounts default from Inventory Control master files. Costing of goods sold is based both on the costing method used in Inventory Control and on data contained in the Inventory Control files. In Order Entry, available quantities are displayed on-screen during data entry and on various reports. These quantities are derived from Inventory Control records. The drop shipment capability of Order Entry is derived from Inventory Control.

On hand and committed quantities in the Inventory Control Products by Warehouse file are updated on-line during Sales Orders entry and Shipping Confirmation Entry.

Chapter 2: Initial Setup File Maintenance

Initial Setup

This is the Initial Setup menu. It is used to access Order Entry Initial Setup submenus, and to end the Initial Setup phase.

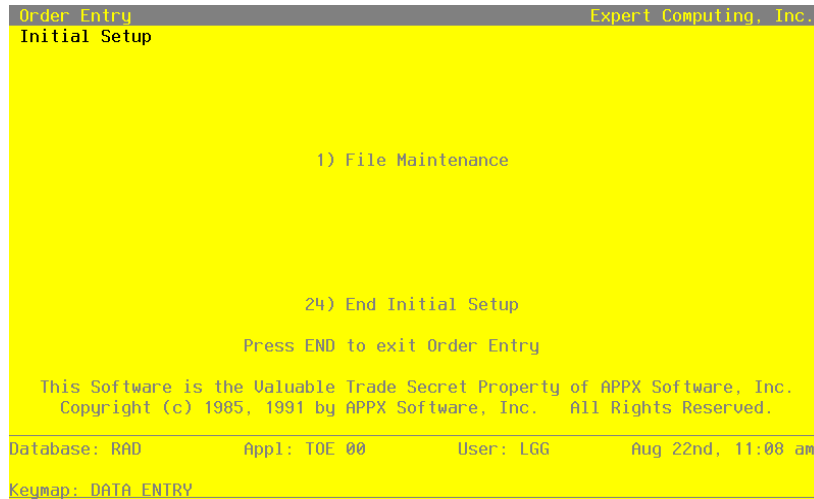


Figure 1. The Order Entry Initial Setup Screen

While you are still in the Initial Setup phase of Order Entry, you can continue to access and change fields on all screens. Once you have established all necessary master files, you may end Initial Setup.

After you select this procedure, the Live Operations phase automatically begins, and certain fields and files may become inaccessible. When Initial Setup is ended, the following changes occur:

- A new menu appears in place of the Initial Setup menu.
- Day-to-day order entry processing can begin.
- Certain fields in the Parameters file become display only and cannot be changed.

Please keep this Initial Setup manual available for reference in case questions arise as to how the application was originally installed.

When you are ready to end the Initial Setup phase, select “End Initial Setup” from the Initial Setup menu. The screen on the next page allows you to end the Initial Setup phase.

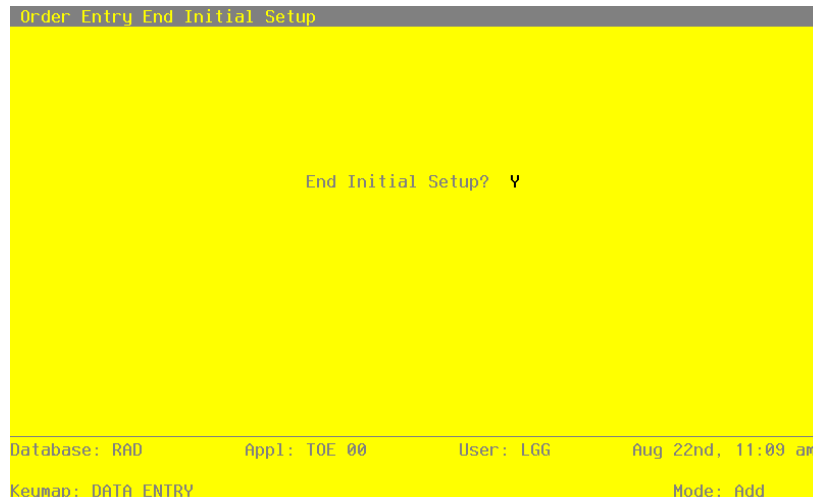


Figure 2. The Order Entry End Initial Setup Screen

Data items for the preceding screen are described below:

End Initial Setup?

By default, the system displays 'Y' in this field.

Press RETURN to end Initial Setup and begin the Live Operations phase. Enter 'N' to continue in Initial Setup.

File Maintenance

The File Maintenance selection allows you to enter information into your master files. If you have open orders at the time you are setting up the Order Entry application, you can enter orders after completing Initial Setup. During Live Operations, you can enter these orders and print sales order forms and a list of those open orders.

Here is the File Maintenance menu:

2 *Initial Setup File Maintenance*

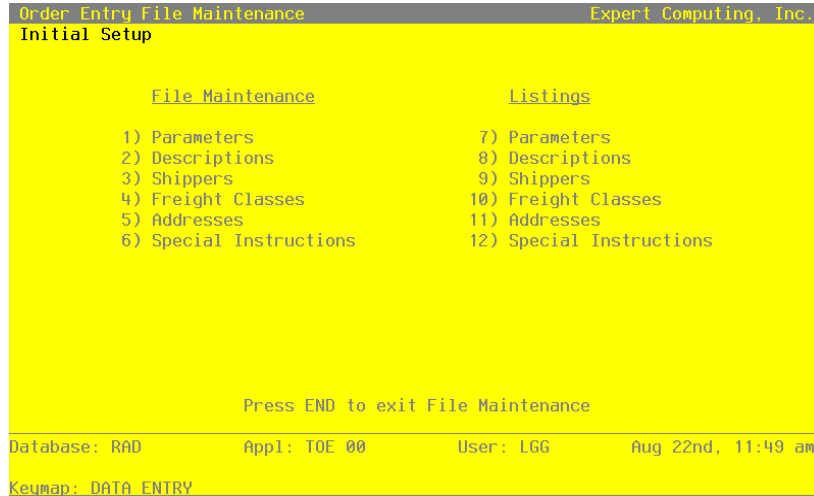


Figure 3. The Order Entry File Maintenance Screen

Each File Maintenance selection on this menu represents a master file or a system-maintained file. These files are arranged in logical order on the menu, so you can enter information into each file in the order shown. If you need to change this information after you complete the Initial Setup phase, you can change most of the fields and files through File Maintenance in the Live Operations phase. After data is entered for each File Maintenance function, use the corresponding List function to print out and verify the information. You may print these lists as often as necessary to check the status of each file.

The following pages provide sample screens and field definitions for each File Maintenance function.

Option 1 - Parameters

The Parameters file contains a single record that defines how the Order Entry application functions. This record includes such information as what applications Order Entry will post to, current calendar month and year, and the next invoice number and sales order number available.

Select "Parameters" from the File Maintenance menu. The Parameters screen is shown below:


```

Order Entry Parameters
-----
Post to Other Applications?  GL Y  AR Y  IC Y  CA Y  SA Y
Current Calendar Month / Year  9 89
Number of Fiscal Months      12

Next Invoice Number          1007****
Next Sales Order Number     1016

Preprinted Forms?
Sales Orders                N
Backorders                  N
Shipping Papers             N
Invoices                    N

RETURN) Save Changes      90) Audit Info

Database: R0D             Appl: TOE 00             User: LGG             Aug 22nd, 11:49 am
Keypad: DATA ENTRY                               Mode: Chg

```

Figure 4. The Order Entry Parameters Screen

Data items for the preceding screen are described below:

Post to Other Applications?

The system displays 'Y' or 'N' to indicate whether or not information can be transferred to each of the applications listed. Abbreviations are:

GL: General Ledger
AR: Accounts Receivable
IC: Inventory Control
CA: Commission Accounting
SA: Sales Analysis

In order to set the Post to GL field to 'Y', you must also set the Post to AR field to 'Y'. The Post to GL field controls the posting of the cost of goods sold/inventory entry to the General Ledger application. The GL posting option in the Accounts Receivable application Parameters file controls the accounts receivable/sales entry posting to the General Ledger application.

If your Accounts Receivable Post to GL flag is set to 'Y,' and your Order Entry Post to GL flag is set to 'N,' General Ledger will not be updated with Cost of Goods Sold, and there will be no associated record written to the Accounts Receivable Month-to-Date Postings file.

Current Calendar Month/Year

Enter the current calendar month and year for the first live month. The calendar month can be a value between '1' and '13', depending on the number of fiscal months specified (see below).

2 *Initial Setup File Maintenance*

Number of Fiscal Months

Enter 12' or '13' to specify the number of periods in the year.

Next Invoice Number

Enter up to 8 digits for the next invoice number that will be assigned when invoices are printed from Order Entry.

Next Sales Order Number

Enter up to 6 digits for the next sales order number that will be assigned when sales orders are entered or generated.

The entered data is validated. Press RETURN to save the information on this screen.

Option 2 - Descriptions

The Descriptions file is used to maintain specific transaction and freight descriptions to be associated with system-assigned codes. Default descriptions are provided in this master file and are displayed on various entry records and reports. You may change these descriptions; however, the meaning associated with each type cannot be changed.

Select "Descriptions" from the File Maintenance menu. The Descriptions screen is shown below:

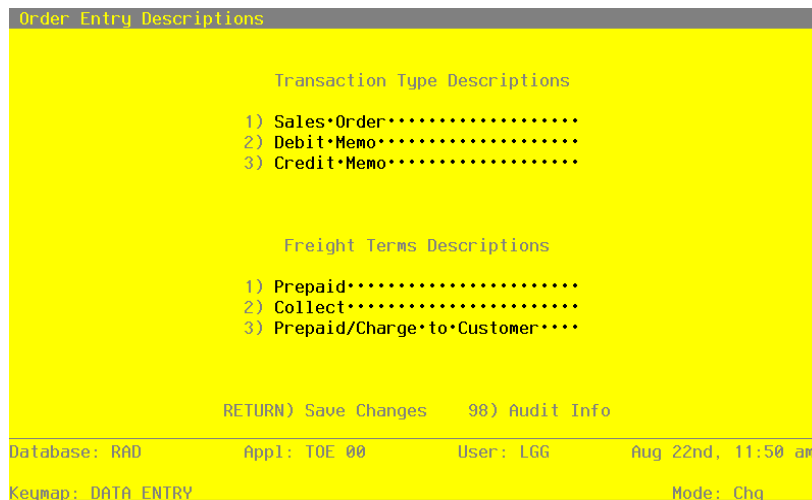


Figure 5. The Order Entry Descriptions Screen

Data items for the preceding screen are described below:

Transaction Type

The system displays three transaction types and defaults descriptions for each type. You can enter a different description of up to 11 characters. The system sorts through transactions based on this type for reporting purposes. Listed below are standard descriptions and an explanation of each transaction type. You may change any of these descriptions; however, the meaning of the code will not be changed. For example when you assign a transaction type of '1' to an entry, the system assumes it to be a "sales order."

Description	Explanation
1) Sales Order	The transaction is entered as a sales order through Order Entry.
2) Debit Memo	The transaction reflects a debit memo.
3) Credit Memo	The transaction reflects a credit memo.

Freight Terms

The system displays a description of the freight payment terms. You can enter a different description of up to 26 characters.

During Sales Orders entry you will be asked to specify freight terms for orders. Although this field is always required, keep in mind that it is for your information only.

Listed below are standard descriptions and an explanation of each freight term. You may change any of these descriptions; however, the meaning of the code will not be changed. For example when you assign freight terms of '1' to an entry, the system assumes it to be a pre-paid order.

Description	Explanation
1) Prepaid	The order is to be shipped at your expense.
2) Collect	Payment for the shipped order is to be collected upon arrival.
3) Prepaid /Charge to Customer	The order is to be prepaid and billed to the customer's account.

The entered data is validated. Press RETURN to save the information on this screen.

Option 3 - Shippers

This function is used to establish and maintain an identification of each shipper used to ship orders. A Ship Via number can be entered on sales orders and is used for printing the freight company name on sales order forms, invoices, bills of lading, and shipping papers.

The Shippers screen is shown below:



Figure 6. The Order Entry Initial Setup Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Ship Via

Enter a code of up to 2 digits to identify this freight company.

Ship Via Name

Enter up to 20 characters for the name of the shipper.

Bill of Lading?

This field indicates whether or not this shipper requires a bill of lading. The entry you make here serves as the default during Sales Orders entry. The system displays 'N'. You may override the display.

- Y: This shipper requires a bill of lading.
- N: This shipper does not require a bill of lading.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Shippers record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Shippers file.

Option 4 - Freight Classes

This function is used to establish and maintain records identifying the freight classifications used on bills of lading. All Sales Orders line items with the same freight class are grouped together on the Order Entry bill of lading.

The Freight Classes entry screen is shown below:

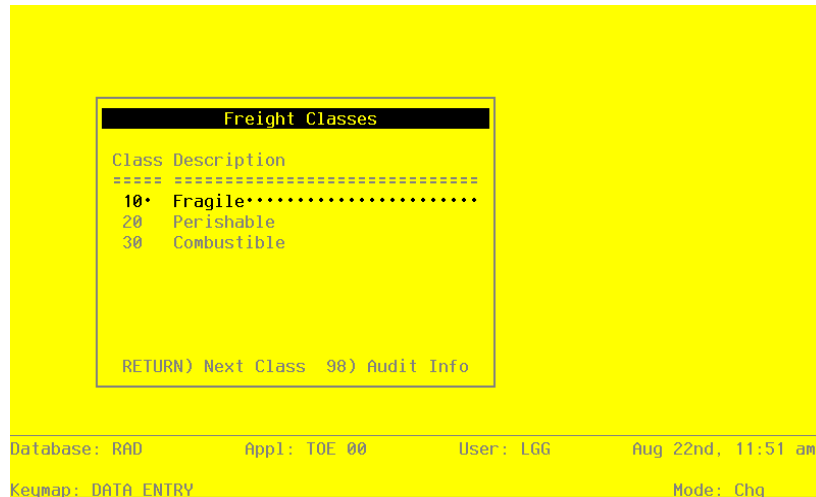


Figure 7. The Order Entry Freight Classes Screen

2 *Initial Setup File Maintenance*

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Freight Class

Enter up to 3 digits to identify the freight class.

Freight Class Description

Enter up to 30 characters to describe the freight class. Examples of freight classes might include refrigerated freight, fragile freight, or explosive/flammable freight.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Freight Classes record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Freight Classes file.

Option 5 - Addresses

As an alternative to using the address on the Customers record in Accounts Receivable, the Addresses file allows you to set up and maintain one or more shipping address records for each customer.

If an Addresses record is not set up for a customer, the system defaults the address on the Customers record during Sales Orders entry.

If an Addresses record is set up for a customer, the system assumes that a record established with a “ship to” of ‘1’ references the most frequently-used shipping address for the customer. If such a record is set up for the customer, the system defaults information from that record during Sales Orders entry. It may be changed at that time.

The Addresses entry screen is shown below.

```

Order Entry Addresses
Customer      00000010      Alexander's, Inc.
Ship To      1***

Name          Anderson Supply*****
Address       119 West Bellevue Drive*****
              *****
City/St/Zip   Pasadena***** CA 91105*****
Country      *****
Phone        (213) 796-9200

Ship Via      30          Fast Freight, Ltd.
Salesperson   10*         Mr. Jarvis W. Payne
Tax Code      1**         No Sales Tax
Tax District  1****        No tax
Warehouse     10          Main Facility

              RETURN) Next Record   90) Audit Info

Database: R0D      Appl: TOE 00      User: LGG      Aug 22nd, 11:51 am
Keypad: DATA ENTRY      Mode: Chg

```

Figure 8. The Order Entry Addresses Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Customer

Enter a valid customer number from the Accounts Receivable Customers file. You can use the Scan option to find an appropriate entry. The system displays the customer name so that you can verify your entry.

Ship To

Enter a code to identify the shipping address for this customer. During Sales Orders entry, the Addresses record with a “ship to” of ‘1’, if one is established, is defaulted. If you wish to use such a default, establish the most frequently used shipping address for this customer as ‘1’.

Name

Enter up to 30 characters to identify the name of the person or company receiving ordered merchandise at this shipping address.

2 *Initial Setup File Maintenance*

Address (Line 1)

Enter up to 30 characters to indicate the address where ordered merchandise is to be shipped.

Address (Line 2)

If necessary, enter up to an additional 30 characters to complete the shipping address.

City

Enter up to 20 characters for the city in the shipping address. Be sure to enter a comma (,) after the city if you want a comma to be printed between the city and state on the customer's sales order forms, backorder forms, invoices forms, shipping papers, and bills of lading.

State

Enter the standard 2-letter state abbreviation.

Zip Code

Enter up to 10 characters for the zip code.

Country

Enter up to 20 characters to identify the country.

Phone

Enter up to 14 characters for the addressee's phone number, including area code. You can use any notation or format (for example, '(###) ###-####' or '###-###-####').

Ship Via

Enter a code from the Shippers file to identify the shipper who is to ship ordered merchandise to this customer/ship to. You can use the Scan option to find an appropriate entry. This field serves as the default during Sales Orders entry. It is optional. If entered, it must be on file in the Shippers file. The system displays the description so that you may verify your entry.

Salesperson

This field identifies the salesperson to be credited with sales to this customer/ship to. The system displays the Salesperson set up on the Customers record. You may override the display. The entry you make here is defaulted to the first Salesperson field during Sales Orders entry. You can use the Scan option to find an appropriate entry.

If you change this number and Commission Accounting is part of your system, the new number must be on file in the Salespersons file. The system displays the corresponding name so that you may verify your entry.

Tax Code

The Tax Code identifies the sales tax code that applies to sales for this customer/ship to. The system displays the Tax Code set up on the Customers record. You may override the display. The entry you make serves as the default for this customer/ship to during Sales Orders entry. You can use the Scan option to find an appropriate entry.

If you change this number, the new number must be on file in the Accounts Receivable Sales Tax Codes file. The system displays the corresponding description so that you may verify your entry.

Tax District

This field identifies the tax district that applies to this customer/ship to. The system displays the Tax District set up on the Customers record. You may override the display. The entry you make serves as the default for this customer/ship to during Sales Orders entry. You can use the Scan option to find an appropriate entry.

If you change this number, the new number must be on file in the Accounts Receivable Sales Tax Code file for the Tax Code you entered. The system displays the corresponding description so that you may verify your entry.

Warehouse

This field identifies the warehouse from which the merchandise is to be shipped. The system displays the Warehouse set up on the Customers record. You may override the display. The entry you make serves as the default for this customer/ship to during Sales Orders entry. You can use the Scan option to find an appropriate entry.

If you change this number, the new number must be on file in the Inventory Control Warehouses file. The system displays the corresponding description so that you may verify your entry.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Addresses record.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Addresses file.

Option 6 - Special Instructions

This file contains special instructions, such as greetings, product sale announcements, and reminder notices, that are printed on sales order forms, invoice forms, and shipping papers.

Each instruction in this file is identified by a code. To include a special instruction on an order, enter the code on the order during Sales Order entry.

Special instructions can apply either to an entire order (printed 1 inch below the last line item printed on the sales order form and invoice) or to a specific line item on an order (printed directly below the line item on the sales order form and invoice).

The Special Instructions entry screen follows:

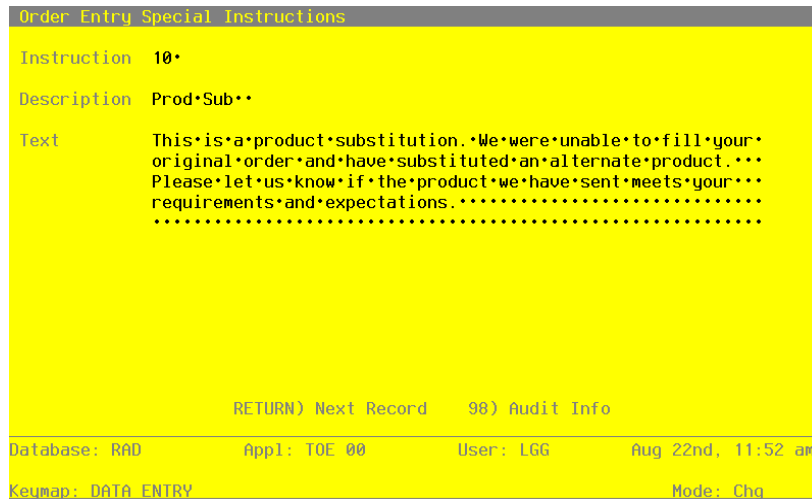


Figure 9. The Order Entry Special Instructions Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Instruction

Enter a code to provide a unique number for each special instruction.

Description

Enter up to 10 characters to describe the instruction.

Text

Five lines of 60 characters each are provided to enter this message exactly as it is to be printed on sales order forms, invoice forms, and shipping papers.

The entered data is validated. Press RETURN to save the information on this screen.

Select Next Record to go to the next Special Instructions record.

At this screen, use of the MODE keys—ADD, CHG, DEL, or INQ—pertain to those records in the Special Instructions file.

Option 7 - Parameters List

You can print the contents of any file by selecting the corresponding list from the File Maintenance menu. Lists include those items in each record that can be entered or changed, as well as system-maintained information.

During Initial Setup, you should print lists to check the accuracy of the data that is being entered. These lists provide you with a printed record of the information used during Live Operations.

This option prints a listing of the Parameters file. A sample output is shown below.

04/10/91 10:48 am	Expert Distributing, Inc.	KAY Page: 1
Order Entry Parameters List		
Post to Other Applications?	GL Y	AR Y IC Y CA Y SA Y
Current Calendar Month / Year	8	89
Number of Fiscal Months	12	
Next Invoice Number	1006	
Next Sales Order Number	001016	
Preprinted Forms?		
Sales Orders	N	
Backorders	N	
Shipping Papers	N	
Invoices	N	

2 *Initial Setup File Maintenance*

Option 8 - Descriptions List

This option prints a listing of the Descriptions file. A sample output is shown below.

Expert Distributing, Inc.		KAY Page: 1
Descriptions List		
Transaction Type Descriptions	Freight Terms Descriptions	
1) Sales Order	1) Prepaid	
2) Debit Memo	2) Collect	
3) Credit Memo	3) Prepaid/Charge to Customer	

Option 9 - Shippers List

This option prints a listing of the Shippers file. A sample output is shown below.

Expert Distributing, Inc.		KAY Page: 1
Shippers List		
Ship Via	Name	Bill of Lading?
10	Northwestern Pacific	Y
20	Acme Transport	Y
30	Fast Freight, Ltd.	Y
40	Sea/Air Transport	N

Option 10 - Freight Classes List

This option prints a listing of the Freight Classes file. A sample output is shown below.

04/10/91 10:34 am	Expert Distributing, Inc.	KAY Page: 1
	Freight Classes List	
Freight Class	Description	
10	Fragile	
20	Perishable	
30	Combustible	

Option 11 - Addresses List

This option prints a listing of the Addresses file. A sample output is shown below.

04/10/91 10:32 am	Expert Distributing, Inc.	KAY Page: 1	
	Addresses List		
Customer	Ship To Name Address Address City/State/Zip Country	Phone	Ship Via Salesperson Tax Code Tax District Warehouse
00000010 Alexander's, Inc.	0001 Anderson Supply 119 West Bellevue Drive Pasadena CA 91105	(213) 796-9200	30 Fast Freight, Ltd. 010 Mr. Jarvis W. Payne 001 No Sales Tax 1 No tax 10 Main Facility
00000020 Master Sellers Company	0001 B & J Materials Corp. 425 Battery Street San Francisco CA 94111	(415) 362-4600	20 Acme Transport 010 Mr. Jarvis W. Payne 002 State Tax 001 Washington State Tax-Urban 10 Main Facility
00000030 Pool and Associates	0001 American Services, Inc. 10526 Venice Boulevard Culver City CA 90230	(213) 202-8600	40 Sea/Air Transport 020 Mr. James V. Anthony 001 No Sales Tax 1 No tax 20 South End Facility
00000030 Pool and Associates	0002 American Services, Inc. 351 California Street San Francisco CA 94104	(415) 391-5885	20 Acme Transport 020 Mr. James V. Anthony 002 State Tax 002 Washington State Tax - Rural 20 South End Facility
00000030 Pool and Associates	0003 American Services, Inc. 2311 Pontius Avenue Los Angeles CA 90064	(213) 477-1011	30 Fast Freight, Ltd. 020 Mr. James V. Anthony 002 State Tax 002 Washington State Tax - Rural 20 South End Facility

2 *Initial Setup File Maintenance*

Option 12 - Special Instructions List

This option prints a listing of the Special Instructions file. A sample output is shown below.

Instruction	Description	Text
10	Prod Sub	This is a product substitution. We were unable to fill your original order and have substituted an alternate product. Please let us know if the product we have sent meets your requirements and expectations.
20	Part Ship	This is a partial shipment of your order. The rest of your order has been backordered and will be filled as soon as sufficient inventory exists.
30	Damage Msg	Your shipment has been packaged carefully by professionals. However, due to the fragile nature of this equipment, damage sometimes occurs. Please let us know immediately if any part of this shipment has been damaged.
40	Backorder	We recently obtained the necessary inventory to fill the order you placed with us some time ago. As this is a difficult order to fill on a regular basis, we suggest you order this merchandise at least 90 days prior to the date required.
50	Part Ship	This shipment is one of a few that you can be expecting shortly. Please let us know if you do not receive the others within a reasonable time.
60	Sale Msg	For the next thirty days only, we are reducing the wholesale price to you, our best customers, by ten percent. All orders must reach us by the thirtieth of the month to qualify for this discount.
70	New Yr Msg	We wish you and your family a very joyous holiday season and a productive, successful new year.

Chapter 3: Recovery Processing

3 *Recovery Processing*

This menu contains function that allows recovery from abnormal situations. The functions on this menu are not used during normal processing. Special security should be required to access this menu.

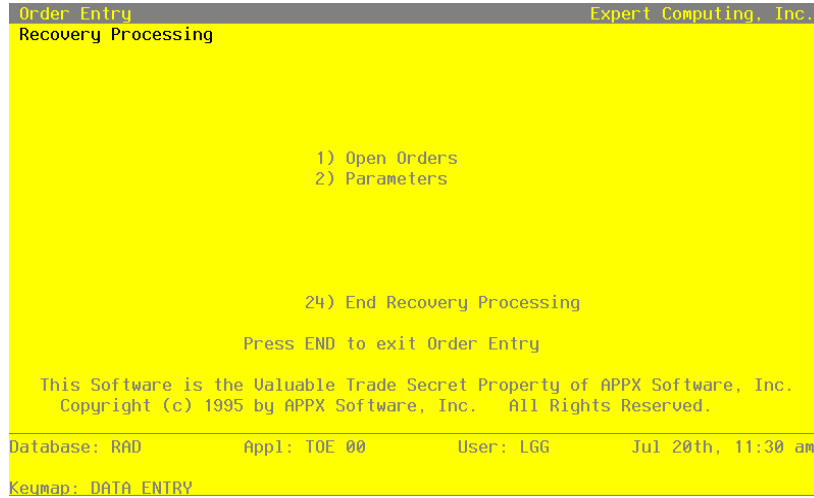


Figure 10. The Order Entry Recovery Processing Menu

Option 1 - Sales Orders

This function allows entry and maintenance of Open Orders records.

Select “Sales Orders” from the Recovery Processing menu. The first Sales Orders screen is shown below:

Order Entry Sales Orders		(1 of 2)	
Order	1*****	Order Date	08/04/94
Customer	*****	Revision	MM/DD/YY
Ship To		Credit Status	
Invoice		Apply To	
Transaction Type		Hold Code	
Receivable Account			
Warehouse			
Ship Via		Bill of Lading?	
Terms Code			
Tax Code			
Tax District			
Comm on Subtotal?	Y		
Salesperson		Comm Pct	Comm Basis
...		100.0	*****
Database: RAD		Appl: TOE 00	User: LGG
			Aug 4th, 2:05 pm
Keypad: DATA ENTRY			Mode: Add

Figure 11. The Recovery Processing Sales Orders Screen - Part 1 of 2

Certain entries on this screen will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a “display only” field, which cannot be changed.

Certain fields on the screen are not used if the Commission Accounting application is not part of the system. In this case, you do not need to make entries in these fields.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Order

Enter up to 6 digits to identify the order you wish to view or change. You can use the Scan option to find an appropriate entry. To add an order, you may enter a unique order number or, if you leave this entry blank, the system will automatically apply the next available order number.

Order Date

This field specifies the date on which the sales order is placed. The system defaults today’s date. You may accept the default or enter a different date.

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Revision*

During the Invoices post procedure, the system sets a revision date for any backorders. Each time the order is backordered, the system updates this record and displays the last date of the revision in this field.

Customer

Enter a code to identify the customer who placed the sales order. You can use the Scan option to find an appropriate entry. This number must be on file in the Accounts Receivable Customers file. The system displays the corresponding name so that you may verify your entry.

Credit Status*

The system displays the customer's credit status code from the Accounts Receivable Customers record. These codes can only be changed on that record and include:

NO: The customer's Balance exceeds the customer's Credit Limit.

OK: The customer's Credit Limit is not exceeded.

BAD: For some reason other than Credit Limit, this customer is considered to be a poor credit risk.

Ship To

If an Addresses record exists for the customer with a "ship to" of '1', the system displays '1' as the shipping address used when sales order merchandise is shipped to the customer. You may change the display. The system displays the corresponding name from the Addresses file so that you may verify your entry.

If you do not want to ship to any of the addresses for the customer in the Addresses file or to the address on the Accounts Receivable Customers record, leave this field blank. Or, you can use the Scan option to find an appropriate entry.

Invoice*

During invoice printing, the system assigns a number to this order. The system displays that number here. However, if an invoice form has not been printed yet for this order, this field will be blank.

Apply To

If this sales order is to be applied to an existing invoice, enter that invoice number. If not, leave this field blank and the system will default the invoice number to this field during the Invoices Post to Accounts Receivable. (For a complete explanation of the Deposit and Apply To fields, refer to the Special Considerations section in the "User's Manual: Initial Setup".)

Transaction Type

The system displays '1' to indicate that the transaction is a sales order. You may override the display by entering one of the following codes:

- 1: Sales Order
- 2: Debit Memo
- 3: Credit Memo

Hold Code

Enter 1 character to indicate that this order is on hold (no sales permitted).

You may define one or more values for this field, but remember that if you make any entry here, the system will prevent you from entering a ship date (during Sales Order or Shipping Confirmation entry) and will impose a hold on the customer's order.

If the order is not on hold, leave this field blank.

Receivable Acct

This is the account to be debited for the transaction. You can use the Scan option to find an appropriate entry. The system displays the Receivable Acct set up for this customer in the Accounts Receivable Customers file. You may enter a new receivable account.

If General Ledger is part of your system, the account number you enter must be on file in the Chart of Accounts file. The system displays the description from that file so that you can verify your entry.

Warehouse

This field identifies the warehouse that supplies the merchandise to be shipped to the customer. You can use the Scan option to find an appropriate entry. The system displays the warehouse number from either the Addresses record (if a "ship to" was entered on this record), or from the Accounts Receivable Customers record. The corresponding description is displayed from the Inventory Control Warehouses file.

If you change the display, the new number must be on file in the Inventory Control Warehouses file.

Ship Via

The Ship Via identifies the shipper who is to ship merchandise to this customer. You can use the Scan option to find an appropriate entry. The system displays a code from the Addresses record, if a "ship to" was entered on this record. The corresponding name is displayed from

3 *Recovery Processing*

the Shippers file.

If you change the Ship Via code, the new code must be on file in the Shippers file.

You may leave this field blank.

Bill Of Lading?

This field indicates whether or not a bill of lading is to be printed for this order. The system displays 'Y' or 'N'. You may change the display.

Y: A bill of lading is to be printed for this order.

N: A bill of lading is not to be printed for this order.

Terms Code

This field identifies the terms for this customer. You can use the Scan option to find an appropriate entry. The system displays a code from the Accounts Receivable Customers record. The corresponding description is displayed from the Accounts Receivable Terms file.

If you change the terms code, the new code must be on file in the Account Receivable Terms file.

Tax Code

This field identifies the sales tax code for this customer. You can use the Scan option to find an appropriate entry. The system displays a code from either the Addresses record (if a "ship to" was entered on this record), or from the Accounts Receivable Customers record. The corresponding description is displayed from the Accounts Receivable Sales Tax Codes file.

If you change the tax code, the new code must be on file in the Accounts Receivable Sales Tax Codes file.

Tax District

This field identifies the taxing district for this customer. The system displays a code from either the Addresses record (if a "ship to" was entered on this record), or from the Accounts Receivable Customers record. The corresponding description is displayed from the Accounts Receivable Sales Tax Codes file.

If you change the tax district, the new district must be on file in the Accounts Receivable Sales Tax Codes file.

Comm on Sub?

This field specifies the base on which commissionable dollars are to be calculated. The default is 'Y'. You may change this display by entering:

- Y: The invoice Subtotal amount
- N: The line item (depending on the commission method selected for the line item). If you do not want to calculate commissions for the order, enter 'Y' in this field and zeros for the commission percents. If you do not want to calculate commissions for a particular line item, enter 'N' in this field and leave the Commission Method blank on the line item.

Salesperson

If the commission is to be split between two salespeople, you may enter a code in each Salesperson field to identify the salesperson who made or received credit for the sale. You can use the Scan option to find an appropriate entry. If a salesperson was entered on the customer's Addresses or Accounts Receivable Customers record, the system displays the salesperson number from one of those records in the first Salesperson field. The corresponding name is displayed from the Commission Accounting Salespersons file. You may override the display.

If your system includes Commission Accounting, each number you enter must be on file in the Salespersons file.

If your system does not include Commission Accounting, these fields may be used for your information.

Comm Pct

These fields specify the percentage used to calculate the commission earned by the salesperson you entered.

If your system includes Commission Accounting, the Commission Percent is displayed from the Commission Accounting Salespersons record. You may enter up to 3 digits and 1 decimal to override the display.

If you do not want to calculate commissions for the order, enter '0' in both these fields.

If your system does not include Commission Accounting, this field may be used for your information.

Comm Basis

Enter up to 3 digits and 1 decimal for the percentage of the commissionable dollars that each salesperson is allocated for this order.

If Commission Accounting is part of the system, the first entry defaults to '100' and the second to '0'. You may override these defaults. If your system does not include Commission Accounting, no defaults will appear.

If the commission is to be split between two salespeople, the first entry would represent the percentage that the first salesperson would receive, and the second entry would represent the percentage that the second salesperson would receive.

3 *Recovery Processing*

These entries do not need to add up to 100.

Press RETURN to save the information on this screen and to go on to the second Sales Orders screen. Here is the second Sales Orders screen:

```
Order Entry Sales Orders (2 of 2)
Order: 1 Order Date 08/04/94 Revision MM/DD/YY
FOB .....
Freight Terms *
Date Required MM/DD/YY Date Shipped MM/DD/YY
Invoice Date Due Date
Back Order? Y BO Date MM/DD/YY BO Printed? N
Purchase Order ..... Discount Pct 0• Inv Jnl Printed? N
Instruction *** Discount Pct 0•

Sales Tax .00
Tax Adjustment .....
Freight .00.....
Deposit .00.....
Other .00.....
Other Account .....

RETURN) Lineitems 98) Audit Info

Database: RAD Appl: TOE 00 User: LGG Aug 4th, 2:06 pm
Keypad: DATA ENTRY Mode: Add
```

Figure 12. The Sales Orders Screen - Part 2 of 2

Certain entries on this screen will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a “display only” field, which cannot be changed.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Order*

The system displays the order number entered on the first screen.

Order Date*

The system displays the Order Date entered on the first screen.

FOB

Enter up to 20 characters to identify the point of title transfer or the shipping point from which freight will be charged for the order.

This entry is printed on the sales order form, invoice form, and bill of lading.

Freight Terms

Enter a code to identify the freight terms to be used when shipping this sales order merchandise. Choices are:

- 1: Prepaid
- 2: Collect
- 3: Prepaid/Charge to Customer

The corresponding description is displayed so that you may verify your entry. Although this field is required, it is for your information only. The freight terms are printed on the bill of lading.

Date Required

Enter the date the customer requires the ordered merchandise.

Date Shipped

Enter the date the merchandise was or will be shipped to the customer. As an alternative to using the Shipping Confirmation function, you can make an entry here and the order will be invoiced when invoices are printed.

However, if a Hold Code is specified for this customer's order, the system will prevent you from entering a ship date at this time and during Shipping Confirmation entry.

Invoice Date

The system assigns and displays the date on which the invoice (for the order) was printed.

If you wish to reprint the invoice for this order with a different date, you have two choices:

- Enter a new date which will be printed on the new invoice (regardless of when you print invoices); or
- Blank out the present date, which will allow the system to default the current system date on which the new invoice is printed.

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Due Date

When invoices are printed, the system calculates the Due Date based on the invoice date and the terms set up on the order record. Each time invoices are printed for this order, the Due Date is recalculated based on the invoice date.

Back Order?

This field indicates whether or not items on this sales order may be backordered. The entry you make here serves as the default on the line item record. The default is 'Y'. You may change the display.

Y: Items on this sales order may be backordered.

N: Items on this sales order may not be backordered.

This field may also be modified through the Shipping Confirmation Entry program.

BO Date*

The system displays the date on which the order was backordered. This date is set when invoices are posted and an order revision is created.

BO Printed?*

The system sets this field to 'Y' when you print a backorder or sales order form for this order.

Purchase Order

Enter up to 16 characters to indicate the customer's purchase order number. If a purchase order does not apply, you may enter a description here for your information.

Discount Pct

Enter up to 2 digits for each discount percentage to be applied against the sales order. Two fields are provided so that you may enter a "chain" discount. If a second discount is entered, it is applied to the subtotal generated after the first discount was taken.

During the invoices posting procedure, these discounts are posted to the Customer Discount Account in the Accounts Receivable Parameters file.

Inv Jrnl Printed?*

The system displays 'Y' or 'N' to indicate whether an Invoices journal has been printed without error for this record.

Instruction

Enter a code from the Special Instructions file to specify any special instructions to be appended to this sales order. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you may verify your entry.

These instructions apply to the entire order and are printed 1 inch below the last line item printed on the sales order form, invoice form, and shipping papers.

This field may also be modified through the Shipping Confirmation program.

Sales Tax*

If sales tax is to be charged for this order, the system calculates and displays that amount based on the rate for the sales tax code, the district entered for the order, and the entry made in the Taxable? field for the line item. (Rate is designated on the district record in Accounts Receivable.)

The system calculates and updates this amount when sales order forms and invoice forms are printed.

Tax Adjustment

If you want to change the computed sales tax amount displayed in the Sales Tax field and printed on the sales order form or invoice form, you may enter up to 5 digits and 2 decimals, positive or negative, to adjust the amount.

When the sales order forms, invoice forms, and journals are printed, the printed sales tax amount is the sum of the computed sales tax and the tax adjustment.

Freight

If there are any freight charges, enter up to 7 digits and 2 decimals for the amount.

During the invoices posting procedure, this amount is posted to the Freight Out Account in the Accounts Receivable Parameters file.

This field may also be modified through the Shipping Confirmation function.

Deposit

If the customer has included a deposit with this sales order, you may enter up to 7 digits and 2 decimals for the amount.

During Invoices post, this amount is posted to the Deposit Account in the Accounts Receivable Parameters file.

3 Recovery Processing

You must still enter a cash receipt for the deposit using the Accounts Receivable Cash Receipts program. For a complete explanation of the Deposit and Apply To fields, refer to the Special Considerations section in Chapter 1 beginning on Page 4.

Other

If there are any “other” charges, enter up to 7 digits and 2 decimals for the amount.

This field may also be modified through the Shipping Confirmation program.

Other Account

Enter the account number that you want to credit for the Other amount. You can use the Scan option to find an appropriate entry. If your system includes General Ledger, this account number must be on file in the Chart of Accounts file. The system automatically displays the account description so that you may verify your entry.

Select the Next Record option to go to the next Sales Orders screen.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Sales Orders file.

When this record is complete, press RETURN to save the record and display the Line Items screen.

A sample line items screen is shown below.

Order Entry Sales Orders		(2 of 2)			
Order	1	Order Date	07/27/94	Revision	MM/DD/YY
Order Entry Sales Orders		(Lineitems)			
Line Number	1...	Date Required	MM/DD/YY	Last Revision	MM/DD/YY
Product				
Description				On Hand	.00
Warehouse	10	Main Facility		On Order	.00
Freight Class				Committed	.00
Price Disc Pct	0.	Unit Cost	.000	Available	.00
Unit Price	.000	Amount	.00		
Taxable?		Back Order?	Y		
Qty Ordered	.00.....	Qty Shipped	.00	Qty Backordered	.00
Total Cartons		Total Weight		Qty Prev Shipped	.00
Instruction	...				
Account		Accts Receiv, Sales/Wholesale			
Salesperson		Comm Pct	Comm Basis	Comm Method	
Mr. Jarvis W. Payne					
Mr. Jarvis W. Payne					
Database: RAD	App1: TOE 00	User: LGG	Jul 17th, 11:16 am		
Keumap: DATA ENTRY					Mode: Add

Figure 13. The Sales Order Line Items Screen

Certain entries on this record will be automatically displayed. In most cases, the displayed entry can be changed. If an asterisk (*) appears next to one of the fields listed below, it indicates a “display only” field, which cannot be changed.

Certain fields on the record are not used if the Commission Accounting application is not part of the system. In this case, you do not need to make entries in these fields.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press RETURN; the record will be displayed for editing.

Data items for the preceding screen are described below:

Order*

The system displays the Order from the header record.

Order Date*

The system displays the Order Date from the header record.

Line Number

The system automatically numbers line items in sequence beginning with ‘1’. Each line item must be identified by a unique number.

Date Required

The system displays the Date Required entered on the header record. If a date was not entered on the header record or if you wish to specify a different required date for this line item, you may enter a new date.

Last Revision*

During the Invoices post procedure, the system sets a revision date for any backorders. Each time a line item on an order is backordered, the system updates this record and displays the date of the last revision in this field.

Product

Enter up to 12 characters to identify the product included on this sales order line item. You can use the Scan option to find an appropriate entry.

This number must be on file in the Inventory Control Products file. The combination of this number and the Warehouse (see below) must be on file in the Products By Warehouse file.

This field may be left blank for non-inventory items.

Description

The system displays the product Description from the Inventory Control Products file so that you may verify your entry in the Product field. In this case, you cannot change the display. If the Product field is left blank, you must enter up to 30 characters to describe this line item.

On Hand*

The system displays the On Hand Qty from the Inventory Control Products By Warehouse record. This field enables you to view the number of stockkeeping units of the product that are currently on hand at this warehouse.

Warehouse

The system displays, from the sales order header record, the warehouse that supplies the product to be shipped to the customer. The corresponding description is displayed from the Warehouses file so that you may verify your entry. You may override the display. You can use the Scan option to find an appropriate entry.

This number must be on file in the Inventory Control Warehouses file. The combination of this number and the Product must be on file in the Products By Warehouse file.

If the Product field was left blank for non-inventory items, you may also leave this field blank.

On Order*

The system displays the On Order quantity from the Inventory Control Products By Warehouse record. This field enables you to view the number of stockkeeping units of the product that are currently on order at this warehouse.

Freight Class

This field indicates the freight class used to ship this product to the customer. If a product was identified for this line item, the system defaults the Freight Class entered for this product on the Inventory Control Products record. The corresponding description is displayed from the Freight Classes file. You may override the display. You can use the Scan option to find an appropriate entry.

The freight class is printed on the bill of lading.

Committed*

The system displays the Committed quantity from the Inventory Control Products By Warehouse record. This field enables you to view the number of stockkeeping units of the product that have been committed (sales orders not yet shipped) from this warehouse.

Price Disc Pct

If the customer is to receive a discount on the selling price (Unit Price) of this product, enter up to 2 digits to indicate the percentage. The percentage entered in this field is not posted to a General Ledger account. This percentage is an adjustment or reduction to the price and is used in arriving at the extended amount of the line item.

Unit Cost

The Unit Cost field specifies the cost per stockkeeping unit (purchase price plus any inventoriable costs) for this product. If both a product and a warehouse were entered for this line item, the system defaults this field from the Inventory Control Products By Warehouse file. You may enter up to 6 digits and 3 decimals to override the display.

Keep in mind that this cost is an approximation of the value that will be used for the actual Cost of Goods Sold entry during Invoices post. During the post, the system will default the most current cost from either the Products By Warehouse file or the Product Purchases holding file, depending on the costing method selected in Inventory Control.

Available*

The system calculates and displays the number of stockkeeping units for the product, which are available at this warehouse. This formula is expressed below:

$$\text{Available} = \text{On Hand} + \text{On Order} - \text{Committed}$$

Unit Price

The Unit Price specifies the amount charged per stockkeeping unit (that is, the selling price) of the product. If both a product and a warehouse were entered for this line item, this display is defaulted from the Inventory Control Products By Warehouse file. You may enter up to 6 digits and 3 decimals to override the display.

If special customer pricing has been stipulated for this product/customer combination in the Inventory Control Product Discounts By Customer file, the system adjusts the unit price according to this special pricing definition and displays the adjusted value in the Unit Price field.

However, to use this special customer pricing, the date entered in the Pricing Expires field (on the Product Discounts By Customer record) must not be earlier than the order date.

Amount*

The system calculates and displays the amount of this line item by multiplying the Unit Price by the Qty Ordered, and discounting the resulting amount by the Price Disc Pct. The invoice subtotal, which is printed on most of the forms and reports, represents the sum of all the Amount fields for all the line items.

Taxable?

This field indicates whether or not this item is taxable. The system displays the value set up for this product/warehouse combination on the Inventory Control Products By Warehouse record. You may override the display by entering:

- Y: This item is taxable.
- N: This item is not taxable.

Back Order?

Depending on the entry made on the Sales Orders header record, the system displays 'Y' or 'N' to indicate whether or not this particular line item may be backordered for this order. You may change this display.

- Y: This item may be backordered.
- N: This item may not be backordered.

This field may also be modified through the Shipping Confirmation function.

Qty Ordered

Enter up to 5 digits and 2 decimals for the number of stockkeeping units ordered. For a credit memo, enter a negative amount here.

Qty Shipped

The system defaults the amount that you entered in the Qty Ordered field. Enter up to 5 digits and 2 decimals to specify the actual quantity shipped.

This field may also be modified through the Shipping Confirmation function.

Qty Backordered

If the quantity ordered is not equal to the quantity shipped, the system calculates and displays the quantity backordered as:

$$\text{Qty Ordered} - \text{Qty Shipped}$$

However, if the Back Order? field is set to 'N', this field defaults to zero. You may enter up to 5 digits and 2 decimals to override the display.

This field may also be modified through the Shipping Confirmation function.

Total Cartons

This field indicates the total number of cartons containing this product required by the line item. The system calculates and displays this amount based on the UM per Ship Carton en-

tered for this product/warehouse combination on the Inventory Control Products By Warehouse record:

$$\text{Total Cartons} = \text{Qty Ordered} / \text{UM per Ship Carton}$$

You may enter up to 5 digits and 2 decimals to override the display.

Total Weight

This field indicates the total weight of the cartons containing this product required by the line item. The system calculates and displays this amount based on the Shipping Weight entered for this product on the Inventory Control Products By Warehouse record:

$$\text{Total Weight} = \text{Total Cartons} \times \text{Shipping Weight}$$

You may enter up to 5 digits and 2 decimals to override the display.

Qty Prev Shipped*

For products that have been invoiced and only partially shipped, the system displays the accumulated quantity previously shipped to the customer.

Instruction

Enter a code from the Special Instructions file to specify any special instructions to be appended to this line item. You can use the Scan option to find an appropriate entry. The system displays the corresponding description so that you may verify your entry.

These instructions are printed directly below the line item on the sales order form, invoice form, and shipping papers.

This field may also be modified through the Shipping Confirmation function.

Account

Enter the General Ledger sales account number to be credited when the line item Amount is posted. You can use the Scan option to find an appropriate entry. If the General Ledger application is part of your system, this account number must be on file in the General Ledger Chart of Accounts file. The corresponding description is displayed so that you may verify your entry.

If a product was entered for this line item, the account number defaults from the Inventory Control Product Classes file.

Salesperson

This field identifies the salesperson who made or received credit for the line item. You can use the Scan option to find an appropriate entry if Commission Accounting is part of your system. If you entered 'Y' for Comm on Sub? on the Sales Orders header record, you cannot make an entry in this field. If you entered 'N' for Comm on Sub?, the Salesperson will de-

3 *Recovery Processing*

fault from the header record. You may enter up to 3 digits for each salesperson to override the display.

If Commission Accounting is part of the system, each number that you enter must be on file in the Salespersons file. The system displays the corresponding name(s) so that you may verify your entry.

If your system does not include Commission Accounting, this field may be used for your information.

Comm Pct

This field identifies the percentage used to calculate the salesperson commission on this line item. If you entered 'Y' for Comm on Sub? on the Sales Orders header record, you cannot make an entry in this field. If you entered 'N' for Comm on Sub?, the commission percent will default from the header record. You may enter up to 3 digits and 1 decimal to override the display.

If a salesperson/product class combination is on file for this salesperson in the Commission Accounting Sales Classes file, the commission percent will default from that file.

If your system does not include Commission Accounting, this field may be used for your information.

Comm Basis

This field indicates the percentage of the commissionable dollars that is allocated to each salesperson for the line item. If you entered 'Y' for Comm on Sub? on the Sales Orders header record, you cannot make an entry in this field. If you entered 'N' for Comm on Sub?, the commission basis will default from the header record.

If Commission Accounting is part of the system and you did not make an entry for this salesperson on the header record, the first entry defaults to '100' and the second to '0'. You may enter up to 3 digits and 1 decimal to override these defaults. If your system does not include Commission Accounting, no defaults will appear.

If the commission is to be split between two salespeople, the first entry would represent the percentage that the first salesperson would receive, and the second entry would represent the percentage that the second salesperson would receive.

These entries do not need to add up to 100.

Commission Method

This field identifies the method used to calculate the commissionable dollars for each salesperson. If a salesperson/product class combination is on file for this salesperson in the Commission Accounting Sales Classes file, the Commission Method will default from that file. You may override the display by entering one of the following codes:

“ ”: If blank, commissions will not be calculated

S: The selling price

P: The product commission amount

G: The gross margin (that is, the difference between the selling price and the cost)

The following table outlines the fields that each commission method is based upon.

S: Amount = (Unit Price x Quantity x Price Disc Pct)

P: Commission Amount (in the Inventory Control Products file)

G: Amount - (Quantity x Cost)

The entered data is validated. Press RETURN to display system-supplied information, and then press RETURN again to save the contents of this screen.

Select the Previous Image option to go back to the current Sales Orders screen. Select the Next Record option to go to the next Line Items screen. Select the END option to go to the next Sales Order screen.

At this screen the use of the MODE keys—ADD, DEL, CHG, or INQ—pertain to those records in the Sales Orders Line Items file.

Option 2 - Parameters

This function allows entry and maintenance of Order Entry Parameters records.

Select “Parameters” from the Recovery Processing menu. Here is the Parameters screen:

3 *Recovery Processing*

```
Sales Analysis Parameters
Current Calendar Month / Year  09 89
Number of Fiscal Months       12
Months of Detail              36*
Months of History             36*
Maintain Sales History Summary? Y

Sales Analysis Default Columns  Sales***** Not*Shipped* Shipped*****

RETURN) Save Changes  1) S/A Defaults by User  98) Audit Info

Database: R&D           Appl: TSA 00           User: LGG           Aug 31st, 9:03 am
Keumap: DATA ENTRY           Mode: Chg
```

Figure 14. The Initial Setup Parameters Screen

Data items for the preceding screen are described below:

Calendar Month/Year

Enter the current calendar month and year.

Number of Fiscal Months

Enter '12' or '13' to specify the number of periods in the fiscal year.

Months of Detail

Enter the number of months of sales detail to keep on file. After the system reaches this number, the detail records for the oldest month are deleted during Close Month processing in Live Operations. This number should be at least twice the number of fiscal months so that "last year" and "this year" history is available for reporting.

Months of History

Enter the number of months of sales history to keep on file. After the system reaches this number, the records for the oldest month are deleted during Close Month processing in Live Operations. This number should be at least twice the number of fiscal months so that "last year" and "this year" history is available for reporting.

The entered data is validated. Press RETURN to save the information on this screen.

Option 24 - End Recovery Processing

This job ends the Recovery Processing phase and returns processing to Live Operations. The following processing steps accomplish this job.

Step 1

This function is used to select the option to end the Recovery Processing phase.

The screen shown below allows you to end the Recovery Processing phase.

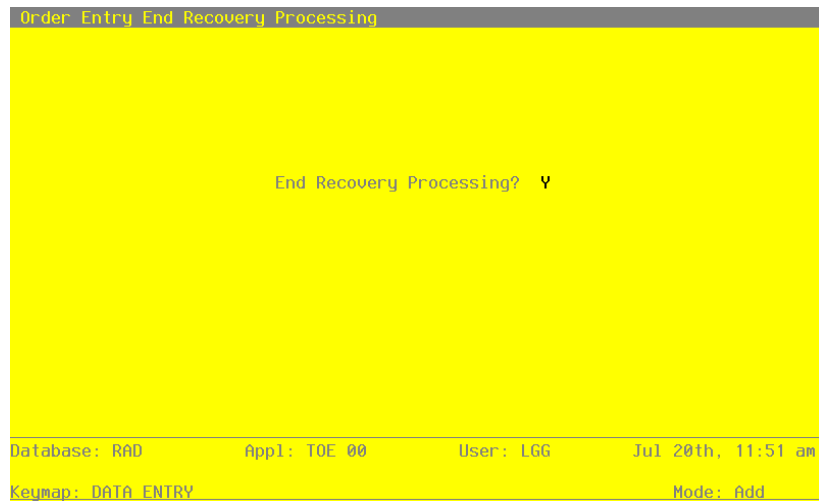


Figure 15. The Recovery Processing End Recovery Processing Screen

Data items for the preceding screen are described below:

End Phase?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'Y'. This field is required.

Indicate 'Y' or 'N' to confirm your entry. If you enter 'Y', the system takes you to the Live Operations menu. If you enter 'N', the system returns you to the menu of the current phase.

Press ENTER to save the information on this screen.

Step 2

This step ends the Initial Setup or Recovery Processing phases and begins (or returns to) the Live Operations phase.



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